

**Grampians Health
Community Reference Group
Position Description**

Position Title	Community Reference Group Member
Award / Classification	Paid as per Safer Care Victoria recommendations
Reporting	Chair - Community Reference Group
Contact(s)	Executive Sponsor of the Local Community Campus

Grampians Health is dedicated to improving the experiences and outcomes for its patients, residents, families and carers. It aims to ensure that the community members it serves are optimally informed, consulted with, involved and empowered to collaborate with and support Grampians Health to provide person-centred and evidence-based care of the highest and safest quality.

The reference group's key responsibilities are to:

- a) Provide direction and support to the local campus and, ultimately, to the Community Advisory Reference Group about how Grampians Health can:
 - i. build community trust and support
 - ii. enhance and maintain local access to care and services
 - iii. identify and access agreed local priorities for community members; and
 - iv. identify and access region wide clinical pathways for community members.
- b) Represent the Reference Group at community forums and events and share data regarding the local campus and the work that the Health Service is undertaking.
- c) Work with local fundraising and relative committees to support their work and activities, and communicate them across the Health Service.
- d) Assist with open day and minor fundraising events.
- e) Review a range of campus reports including financial and quality indicators.
- f) The Chair to represent and advocate to the Health Service's Community Advisory Board on the local communities needs and priorities.

Position Summary: Reference Group Member

As a member of the Community Reference Group, you will:

- represent community interests related to Grampians Health projects, initiatives and activities
- listen to and respect the ideas and views of others
- advocate on behalf of the community, rather than on your own personal experiences
- review documents and provide feedback as required
- provide advice to the overarching Community Advisory Committee that reports directly to the Board Patient and Safety Committee
- participate in Community Reference Group projects and community-related focus groups, public meetings, workshops, judging panels etc.

Position Summary: Reference Group Chair

As Chair of the Community Reference Group, you will:

- Chair the meeting
- Work with the Executive Sponsor to prepare the agenda and any papers that will need to be

- escalated to the Community Advisory Committee
- Represent the local reference group and attend the overarching Community Advisory Committee

Roles and responsibilities of CRG Members

Members are expected to:

- actively listen to, consider and respect other opinions
- empower and support each other
- work together as a team, sharing the workload
- follow through and complete agreed commitments
- have fun and celebrate achievements
- be punctual
- be available to participate in training
- liaise with the Chair, as required
- support community members with concerns, complaints or comments by liaising directly with the Executive Sponsor or with the appropriate manager.

Position Requirements

Members must be:

- at least 16 years of age
- able to attend meetings, with apologies to the CRG Secretary if unavailable
- able to respect the confidentiality of information and discussion
- able to participate in relevant CRG-related training.

Occupational Health and Safety

Volunteers are required to perform duties in a manner that does not adversely affect their own health and safety, or that of others, by reporting all incidents and injuries, as well as co-operating with workplace measures to improve occupational health and safety.