Name	**Knowledge Management Reference Group (KMRG)**
Version	10.0
Frequency	Bi-monthly or as required
Venue	**To be confirmed** with online facilities to enable effective remote attendance
Purpose	**Key Objective** The Clinical Information Access Portal (CIAP) provides NSW Health staff with online access to evidence-based clinical information resources at the point of care. Its purpose is to facilitate evidence-based practice, improve access to clinical decision support, reduce adverse events and improve clinician knowledge, with a view to enhancing the quality of patient care and improving patient outcomes. **Purpose of the Committee** The committee will support the CIAP team to provide the optimal evidence-based clinical information for NSW Health staff.
Outcomes of meetings are advised to	**Governance and Reporting** The KMRG will report to the Associate Director, Clinical Applications Services, Service, eHealth NSW. eHealth NSW will be expected to incorporate advice from the KMRG into decisions relating to CIAP online clinical information resources and managed services.
Executive Sponsor	Michael Turner, Associate Director, Clinical Applications Services, Service Delivery, eHealth NSW
Chairperson	Dr. Arsalan Hermiz, Emergency Medicine Staff Specialist, South Western Sydney Local Health District Marie Pryor, Manager CIAP, eHealth NSW
Secretariat	Vien Vu, CIAP Senior Web Designer

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Working Party Composition	The KMRG membership includes one representative from each of the following:
	• Central Coast Local Health District
	• Far West Local Health District
	• Southern NSW Local Health District
	• South Western Sydney Local Health District
	• Western Sydney Local Health District
	• Northern NSW Local Health District
	• Sydney Local Health District
	• Northern Sydney Local Health District
	• Nepean Blue Mountains Local Health District
	• Mid North Coast Local Health District
	• Hunter New England Local Health District
	• Illawarra Shoalhaven Local Health District
	• Western NSW Local Health District
	• Murrumbidgee Local Health District
	• South Eastern Sydney Local Health District
	• Sydney Children's Hospitals Network
	• Justice Health & Forensic Mental Health Network
	• St Vincent's
	• Ambulance Service of NSW
	• Cancer Institute NSW
	• Clinical Excellence Commission
	• Agency for Clinical Innovation
	• Health Education & Training Institute
	• NSW Therapeutic Advisory Group (TAG)
	• Ministry of Health
	Where a Committee member does not attend 3 consecutive meetings without prior notification to the Secretariat, the position will be deemed to be vacated and replaced.
	Nominated delegates may attend meetings by invitation of the Chair/ Secretariat. These delegates will not be members but can provide advice and participate in discussion.

Working Party members roles and responsibilities	KMRG members can consider and make recommendations to the Manager CIAP, eHealth NSW regarding the inclusion of services to be provided by CIAP.
	The Committee has the following core responsibilities:
	1. Provide recommendations for online evidence-based information to support clinical practice, education, research and innovation, particularly at the point of care.
	2. Provide feedback on recommended resources and tools to support the case for acquisition and implementation.
	3. Assist with providing eHealth NSW with information required for vendor management.
	4. Contribute to plans for extending and optimising service delivery of resources to meet the needs of clinicians and other health workers, as well as the organisational direction for NSW Health.
	5. Identify the barriers to accessing CIAP and other resources and provide recommendations for improving access to resources and tools at the point of care.
	6. Provide recommendations, support and contributions to the education and communications strategy to ensure awareness of CIAP resources and tools.
	7. Provide and coordinate feedback to users and the executive in relevant facilities and agencies.
	8. Participate in working groups as required to address specific issues.
Meeting papers	The KMRG meeting papers will include the agenda, minutes and relevant reports. Meeting papers are the responsibility of the secretariat and will be emailed to the group as follows:
	Agenda and Tabled Reports: at least 4 working days prior to the next meeting
	Minutes: at most 5 working days after each meeting
Receives Reports from	Projects under review
Reports to	Associate Director, Clinical Applications Services, Service Delivery, eHealth NSW
Review	Terms of reference and membership will be reviewed on an annual basis or as required
Quorum	Half the number of representatives plus one.
Apologies	To be sent to the secretariat