



<b>Terms of Reference</b>					
<b>Name of Committee</b>	<b>CANTERBURY PRIMARY RESPONSE GROUP (CPRG)</b>				
<b>Authorisation</b>	<i>By</i>	Chief Medical Officer (CMO), CDHB	<i>Date</i>	Established: August 2005 Last reviewed: December 2019	<i>Term</i> Reviewed Annually
<b>Mission Statement</b>	Ensuring the continuity of primary health care including pharmacy services to communities affected by an emergency.				
<b>Purpose</b>	CPRG is responsible for: <ul style="list-style-type: none"> <li>• Coordinating primary care planning and response activity on behalf of the DHB and the PHOs.</li> <li>• Representing the wider primary healthcare sector in Whole of Health emergency planning.</li> <li>• Acting as a bridge between the primary healthcare providers and the CDHB during emergencies.</li> </ul>				
<b>Composition</b>	Planning - Executive Committee <ul style="list-style-type: none"> <li>• Primary Care Coordinator – GP Lead</li> <li>• Strategist</li> <li>• Nursing Advisor – Nursing Lead</li> <li>• Pharmacist Advisor – Pharmacy Lead</li> <li>• Practice Manager Advisor</li> <li>• Programme and Website Manager</li> </ul> Response: Sustainable EOC and IMT and limited liaison at TLA level.  Coverage: General Practice, Community Pharmacy, Community Nursing, associated and independent healthcare providers (e.g. dentists, midwives, physiotherapists etc.)				



<b>Term of Membership</b>	Members of the Executive Committee are contracted on an annual basis. Other individuals are invited on as required.	
<b>Reporting and Accountability Relationships</b>	CPRG is directly responsible to the Chief Medical Officer, CDHB	
<b>Financial Delegation</b>	<i>Financial or Other Delegation</i>	
	Any financial delegation is approved by the Chief Medical Officer, CDHB and administered on behalf of CPRG by Pegasus Health	
<b>Objectives</b>	<i>No</i>	<i>Objective</i>
	1.	To plan for the provision and sustaining of primary care services in unusual* or emergency situations <i>* Situations when business as usual may not be the appropriate response</i>
	2.	To activate and operate the Primary Care Emergency Operation Centre (EOC) when required
	3.	To coordinate the primary care component of any health response to an emergency situation or special event
	4.	To monitor and coordinate recovery activity within the primary care sector following a major disaster or emergency
	5.	To maintain the CPRG website
	6.	To operate as part of the Whole of Health Response (see attached diagram)
7.	To participate in, and where directed chair, specific task groups set up as part of the Whole of Health Response to plan for and/or manage the health response to specific events e.g. Canterbury Influenza Group	



<b>Reporting Requirements</b>	<i>Report to</i>	<i>Reporting Requirement</i>
	Chief Medical Officer , CDHB	Submit quarterly reports to the Chief Medical Officer CDHB and PHOs reviewing actions taken and activities completed To include notification of issues, risk, opportunities and arising implications Bimonthly updates on all activities are reported at CPRG Forums
<b>Decision Rules</b>	The Primary Care Coordinator will seek advice from all members of the Executive committee and interested parties, but will reserve the right to make any decisions to achieve objectives.	
<b>Meeting Frequency/Work Programme</b>	Weekly meetings, or as considered appropriate by the group to achieve objectives. 1-2 monthly meetings of subcommittees e.g. Canterbury Influenza Group, CPRG Forum	
<b>Administration Arrangements</b>	Pegasus Health staff will undertake any administration requirements.	



Fig 1 Canterbury Whole of Health Response Structure

