



## Terms of Reference

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|---|--|-----------------------------------|-------------|--|----------------------------------|
| <b>Terms of Reference</b>                         |  |                                   |             |  |                                  |
| <b>Name of Committee</b>                          | <b>CANTERBURY HEALTH EMERGENCY FORUM GROUP</b>   |                                   |             |  |                                  |
| <b>Authorisation</b>                              | <i>By</i>  | Chief Medical Officer (CMO), CDHB | <i>Date</i> | Established: August 2005<br>Last reviewed: February 2020 | <i>Term</i><br>Reviewed Annually |
| <b>Mission Statement</b>                          | To promote primary health in emergency response and planning and gain support for this with community health care providers and other agencies.  |                                   |             |  |                                  |
| <b>Purpose</b>                                    | <p>The Canterbury Health Emergency Forum Group is a subgroup of the Canterbury Primary Response Group (CPRG) and is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Supporting primary care to be well prepared for levels of emergency responses that require support from other agencies to ensure primary health services are maintained to relieve pressure on hospital services.</li> <li>▪ Planning the continuity of effective community-based health care services within Canterbury in response any major event.</li> <li>▪ Working with the lead agency to prepare and ensure primary care is able to respond to other actual or emerging health threats.</li> </ul> |                                   |             |  |                                  |
| <b>Composition</b>                                | The Canterbury Health Emergency Forum Group includes representatives from: Community & Public Health, Emergency Department & Hospitals; Canterbury Primary Response Group; Primary Health Organisations; General Practice; Pharmacy; Communications; Urgent Care Clinics; Technical Advisors; Community Nursing; St John Ambulance; Civil Defence and Emergency Management; PHOs   |                                   |             |  |                                  |
| <b>Reporting and Accountability Relationships</b> | Minutes from meetings will serve as reports to interested parties.   |                                   |             |  |                                  |



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| <b>Financial Delegation</b>            | <b>Financial or Other Delegation</b>   |  |
| <b>Financial Delegation Objectives</b> | Any financial delegation is approved by the CDHB Chief Medical Officer and administered on behalf of CPRG by Pegasus Health. |  |
| <b>Objectives</b>                      | <b>No.</b>   | <b>Objective</b>   |
|  | 1.   | Undertake regular analysis and dissemination of current and forecast information relating to actual and possible health emergencies and likely impact on Canterbury. |
|  | 2.   | Develop contingency plans for a range of response options.   |
|  | 3.   | Coordinate response activities with other affected agencies.   |
|  | 4.   | Activate the most appropriate and cost-effective response(s) in a timely manner.   |
|  | 5.   | Coordinate community-based influenza response activity.  |
|  | 6.   | Be a point of contact for the media on primary health emergency matters affecting the community.   |

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| <b>Reporting Requirements</b>           | <b>Report to</b>  | <b>Reporting Requirement</b>   |
|   | Chief Medical Officer, CDHB   | Meeting minutes distributed to members and included with Quarterly report to CDHB. |
| <b>Meeting Frequency/Work Programme</b> | The Canterbury Health Emergency Forum Group meets two monthly or as considered appropriate by the Chair if an escalation of risk is identified.   |  |
| <b>Administration Arrangements</b>      | Pegasus Health will second a staff member to CPRG to perform the secretariat functions of the group. Meeting agendas will be circulated one week prior and minutes one week post meeting. |  |



Fig 1 Canterbury Whole of Health Response Structure

