

**Australian and New Zealand Hip Fracture Registry (ANZHFR)
Steering Group**

Terms of Reference

Background

Hip fracture is the most serious and costly fall-related injury suffered by older people. The personal and public cost of these injuries is significant and increasing. Healthcare providers must prepare to develop systematic approaches to the prevention and care of these injuries. The quality of hip fracture care has been shown to be dependent upon the configuration of orthopaedic and geriatric services, and there exists considerable variation in the key markers of care quality for this injury. The Australian and New Zealand Hip Fracture Registry (ANZHFR) is a hip fracture specific clinical quality registry that monitors and reports on key indicators of care for people admitted to hospital in Australia and New Zealand with a fractured hip. The functions of the registry are supported by an NHMRC approved Clinical Guideline for Hip Fracture Care and ACSQHC National Standards for Hip Fracture Care. The ANZHFR is now operational.

Purpose

The ANZHFR will use data to monitor performance with a view to improving the delivery of health care and therefore maximising outcomes for older people admitted to hospital with a hip fracture.

Terms of Reference

The ANZHFR Steering Group will oversee the development, implementation, maintenance and reporting of the registry and its data. The Group will provide strategic direction to the operations of the registry to ensure its objectives are met. The specific roles of the ANZHFR Steering Group are to:

- Provide oversight to all activities of the ANZHFR, including the activities of the ANZHFR Management Committees and other reference groups, sub-committees, and ad-hoc committees formed by the ANZHFR Steering Group;
- Address any issues identified by the ANZHFR sub-committees, reference groups, and ad-hoc committees;
- Oversee the management of relationships between the ANZHFR and all stakeholders;
- Oversee the development of funding strategies to ensure ANZHFR sustainability;
- Oversee the development of a communication strategy for the Australian and New Zealand contexts;
- Oversee the development and maintenance of a risk register for the identification, assessment, management and monitoring of risks to the registry;
- Develop and implement processes for the review and interpretation of ANZHFR data, including the provision of feedback to participants;
- Advise on the format and content of ANZHFR reports, such as the Annual Registry Report and Facility Level Audit Report;
- Develop and review policies for the identification and escalation of quality of care issues arising from ANZHFR data, including the development of specific policies and processes for the identification and management of outliers;
- Monitor and review the aims of the ANZHFR and its effectiveness in meeting its defined objectives, including review of the minimum data set;
- Oversee the development and management of a data quality assurance plan for data completeness, data correctness and case capture;
- Oversee the development of policies for access to and use of registry data and consider all requests for access to ANZHFR data.

Membership

- ANZHFR Steering Group members will be appointed for a period of three years and appointment may be renewed for two (2) additional three (3) year periods
- Co-Chair representing ANZSGM
- Co-Chair representing AOA or NZOA
- Clinical Director(s)/Data Custodian(s) Australia and New Zealand
- *Nominated representatives from key professional organisations: ANZSGM; AOA; NZOA; RACS; RACP; ANZONA; ACEM; AFRM; ANZCA; ANZBMS; APA; ONZ; OA
- Epidemiologist and/or Biostatistician
- Registry Manager Australia and Registry Manager New Zealand
- Webmaster/IT Manager
- Consumer representative(s) as agreed by Steering Group
- Co-opted members as agreed by the Steering Group

* Australian and New Zealand Society for Geriatric Medicine (ANZSGM); Australian Orthopaedic Association (AOA); New Zealand Orthopaedic Association (NZOA); Royal Australasian College of Surgeons (RACS); Royal Australasian College of Physicians (RACP); Australian and New Zealand Orthopaedic Nurses Association (ANZONA); Australasian College for Emergency Medicine (ACEM); Australasian Faculty of Rehabilitation Medicine (AFRM); Australian and New Zealand College of Anaesthetists (ANZCA); Australian and New Zealand Bone and Mineral Society (ANZBMS); Australian Physiotherapy Association (APA); Osteoporosis New Zealand (ONZ); Osteoporosis Australia (OA)

Meetings

- The ANZHFR Steering Group will meet quarterly with at least one (1) meeting per year face-to-face
- The ANZHFR Management Committee Australia will undertake secretariat functions for the ANZHFR Steering Group
- Extraordinary meetings may be called by agreement of the ANZHFR Co-Chairs and Clinical Director(s)
- Members of the Steering Group are expected to attend at least 50% of meetings each calendar year

Reporting

- The ANZHFR Steering Group will report to the operational organisation via the Clinical Director
- The ANZHFR Steering Group will report to key stakeholder organisations via their Group representatives
- The Co-Chairs of the ANZHFR Steering Group, or their nominated delegate, will report to other Australian and New Zealand stakeholder organisations without Group representation

Conflict of Interest

- ANZHFR Steering Group members will declare any potential, perceived or actual conflicts of interest at appointment and prior to each meeting

Quorum

- 50% plus 1

Timeframe

- Terms of Reference will be reviewed annually for the first three (3) year term of the ANZHFR Steering Group