



TERMS OF REFERENCE:

CULTURAL DIVERSITY COMMITTEE

1. Role

1.1 Main role of the committee

The Cultural Diversity Committee seeks to foster a spirit that embraces cultural and linguistic diversity within St Vincent's. The basis for this is centred in the St Vincent's Mission and Values.

- **Compassion:** Accepting people as they are, caring for them with sensitivity and understanding regardless of ethnicity, language, culture or beliefs.
- **Justice:** Respecting the rights of all, ensuring that patients and clients from diverse cultural, linguistic and religious backgrounds have equitable access to our services.
- **Integrity:** Acting with honesty and truth while ensuring that who we are enables others to flourish.
- **Excellence:** Excelling in all aspects of our health care by taking positive account of issues related to cultural and linguistic diversity.

2. Reporting

2.1 Reporting line

The Cultural Diversity Committee reports to St Vincent's Chief Executive Officer through the Director of Mission. The activities of the committee are reported annually to the Executive Committee by the Director of Mission. The committee completes an annual report on the Cultural Responsiveness Plan for inclusion into the St Vincent's Quality of Care report which is submitted to the Department of Health.

3. Function

The aims and objectives of the Cultural Diversity Committee are as follows:

- To highlight relevant issues within the health service that impact upon the quality of care for patients and clients from culturally and linguistically diverse backgrounds and make recommendations about how these issues can be addressed.
- To pursue funding opportunities related to cultural and linguistic diversity to improve quality of care and service delivery.
- To ensure that, as far as practicable, uniform policies and processes regarding approaches to cultural and linguistic diversity apply across the health service.
- To develop, implement, evaluate and review the Cultural Responsiveness Plan in accordance with the Department of Health policy requirements.
- To support the National Safety and Quality Health Service Standards (in particular standard 2 – Partnering with Consumers).
- To support the work of Mission.



4. Membership	
4.1	<p>Committee membership</p> <p>The committee has an Executive Sponsor, the Director of Mission, and representatives from the following St Vincent's services:</p> <ul style="list-style-type: none">• Admissions and Hospital Coordinator, St George's and residential services• Caritas Christi Hospice• Communications• Community Advisory Committee/ Quality and Risk• Hospital Admission Risk Program (HARP) / Integrated Care• Human Resources• Interpreting Services (Chair, Cultural Diversity Committee)• Mental Health• Cultural Diversity Program Coordinator (Secretary, Cultural Diversity Committee)• Pastoral Care• Allied Health• St Vincent's Clinics <p>Other members of the health service may be co-opted to the committee for special projects as required.</p>
4.2	<p>Responsibilities of Chair and Secretary of Cultural Diversity Committee</p> <ul style="list-style-type: none">• The Chair and Secretary will be responsible for requesting agenda items and distributing the Agenda prior to meetings• A record of minutes will be undertaken at all meetings outlining topics to be discussed and the tasks that require action, with CDC member's allocated responsibility for completion of the task.• The Secretary will take the minutes of the meeting.• A copy of the agenda and minutes will be saved in the Cultural Diversity/Operational folder on the G: drive. The secretary will also save a copy in the Operational folder in Mission and a hard copy in a folder located in the Mission office. <p>A copy of the minutes and the news items of the CDC will be forwarded to the Quality Department which will make it available to the Community Advisory Committee</p>

5. Meetings	
5.1	<p>Quorum</p> <p>A quorum consists of the majority of members of the Cultural Diversity Committee</p>
5.2	<p>Frequency of meetings</p> <p>Committee meetings will be held on the first Wednesday of the month on a bi-monthly basis, at 12.30 pm. Other extraordinary meetings can be called if required.</p>



6. Review of the committee

The Cultural Diversity Committee reviews its Terms of Reference, the St Vincent's Hospital Cultural Responsiveness Plan and activities on an annual basis. An annual report is completed for inclusion into the St Vincent's Quality of Care report which is submitted to the Department of Health.

7. Review of membership

Committee roles and memberships are reviewed in February of each year or as required.

Developed and endorsed: June 2010

Reviewed and endorsed: May 2012

Reviewed and endorsed: February 2013

Reviewed and endorsed: August 2014

Reviewed and endorsed: May 2015