

Terms of Reference

Maternity Consumer Information and Guidelines Committee

Purpose	To provide governance of patient information and guidelines/policies within the Maternity service of Women's Health.
Reporting	The committee will be accountable to the Director of Midwifery and Women's Health.
Principle	<p>The maternity consumer information committee:</p> <ul style="list-style-type: none"> Operates in accordance with the Treaty of Waitangi principles of partnership, participation and protection Is committed to ensuring meaningful consumer participation and representation on the group to help ensure that maternity resources are responsive to consumer and community interests and concerns
Membership	<p>Membership will consist of:</p> <ul style="list-style-type: none"> Women's Health Information Officer Maternity Quality and Safety leader SMO obstetrician (public and private) Anaesthetist with special interest in obstetrics Maternity consumer LMC midwife Core midwife
Roles and responsibilities	<ol style="list-style-type: none"> To ensure quality maintenance of all patient information, including the development of new resources and the review of existing resources. Resources include but are not limited to information leaflets, posters, videos, apps, and banners. To ensure that all guidelines/policies relating to maternity services are developed or reviewed incorporating latest research and practice. That they are developed with wide consultation including subject experts, end users and consumers where appropriate. To ensure all resources are consumer reviewed. The committee will meet once a month. Prereading will be sent to committee by the 20th of each month. The committee will be chaired by the Women's Health Information Officer, who will provide the agenda and minutes for the meetings. Additional people may join a meeting when specific subject matter is

required.

**Amendment,
modification or
variation**

The terms of reference may be amended, varied or modified in writing after consultation and agreement by the membership, Director of Midwifery and Director of Women's Health.
