
Terms of Reference

Maternity Consumer Information Committee

Purpose	To provide governance of patient information within the Maternity service of Women's Health.
Reporting	The committee will be accountable to the Director of Midwifery and Women's Health, Māori Health Lead, and Associate Director of Māori Health and Equity.
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 • Operates in accordance with Te Toka Tumai Auckland values of Haere Mai, Manaaki, Tūhono, me Anga Mua (welcome, respect, together, and aim high). • 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 Consumer/s • Maternity Quality & Safety Programme coordinator (MQSP) • Director of Midwifery • Māori Health Lead • Associate Director of Māori and Equity • Employed SMO obstetrician • LMC obstetrician • LMC midwife • Core midwife • Gynaecologists • Gynaecology nurses
Roles and responsibilities	<ol style="list-style-type: none"> 1. 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. 2. To ensure Māori oversight for all new and existing patient

information documents.

3. To ensure that all patient information 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.
4. To ensure all resources are consumer reviewed.
5. To meet once monthly or bi-monthly, depending on need.
6. To undertake pre-reading, which will be sent to the committee two weeks before each meeting.
7. To provide feedback for the prereading to the Women's Health Information Officer one week before each meeting.
8. To be chaired by the Women's Health Information Officer, who will provide the agenda and minutes for the meetings.
9. To invite additional people to 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 Committee Membership by a process of consensus decision-making or a vote if unable to reach a consensus.
