Subject Matter Experts for Annual Reporting of Avoidable Mortality

### Terms of Reference

1. The Subject Matter Expert (SME) for Annual Reporting of Avoidable Mortality Terms of Reference are issued by Te Tāhū Hauora Health Quality & Safety Commission (Te Tāhū Hauora) pursuant to Section 82(1) of the Pae Ora (Healthy Futures) Act 2022 (the Act).
2. These terms of reference must be read alongside Section 82 and Schedule 5 of the Act.
3. They take effect on DATE tbc.

### Background

1. Te Tāhū Hauora established the National Mortality Review Function in 2022. From 1 July 2023 this function has consisted of the National Mortality Review Committee (NMRC), the National Mortality Review (NMR) Management Group (a division of Te Tāhū Hauora), and SMEs appointed to provide expert advice on mortality review workstreams and issues.
2. The contribution of people appointed as SMEs is fundamental to advancing the work of the NMRC.

### Functions of SMEs for Annual Reporting of Avoidable Mortality

1. SMEs for Annual Reporting of Avoidable Mortality will support the NMRC and the Commission to provide expert advice on reporting on avoidable mortality.

### Tuawha: Role & Responsibilities

1. Te Kāhui Piringa will support Te Tāhū Hauora through the provision of advice, guidance and direction on strategic intent and work programme to influence, involve and reach Māori health consumers, whānau, hapū and iwi. It will do this by:
2. The function of the SME group is three-fold:
   1. ensure the quality and robustness of the methodological approach for undertaking the work.
   2. provide insights and support the production of outputs that will impact on avoidable mortality,
   3. develop implementable recommendations from the outputs produced.
3. In performing their functions, SMEs will:
   1. give effect to the Commission’s commitment to Te Tiriti o Waitangi and ensure its methodologies, reports, recommendations and advice contribute to achieving equitable outcomes for Māori
   2. apply the principles of *Te Pou, Māori responsiveness rubric and guidelines* and Māori data sovereignty.

### Responsibilities of SMEs

1. SMEs will:
   1. maintain collegial working relationships with members of the NMRC and Te Tāhū Hauora staff
   2. participate actively in meetings and relevant events
   3. communicate and engage with other Subject Matter Experts and stakeholders constructively
   4. support the work of the national mortality review function
   5. prepare in advance for meetings and other duties
   6. demonstrate their commitment by attending all meetings (where relevant)
   7. respond to out-of-session reports and queries where input is sought from Te Tāhū Hauora staff
   8. be informed about the NMRC and its strategic environment
   9. commit to representing the interests of the national mortality review function as a whole
   10. be committed to the continual improvement by participating in self-assessment processes and professional development opportunities that support the work of the national mortality review function, including as made available or recommended by Te Tāhū Hauora.
2. SMEs must always remain fully familiar with the duties and obligation of their position and ensure they:
   1. comply with the act
   2. act with honesty and integrity
   3. act in good faith and not as the expense of the Commission’s interests
   4. act with reasonable skill, diligence and care
   5. not disclose information gained in their capacity as a subject matter expert

### Conflict of Interest

1. SMEs must perform their functions in good faith, honestly and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the NMRC and will ensure that it retains the confidence of Te Tāhū Hauora and the public.
2. SMEs are required to declare any relevant interests Te Tāhū Hauora. In accordance with Conflicts of Interest Guide, Te Tāhū Hauora will determine whether or not the interest represents a conflict, and if so, what action will be taken.

### Confidentiality

1. In these terms of reference, ‘information’ means any information:
   1. That is personal information within the meaning of section 2 (1) of the Privacy Act 1993; and
   2. That became known to any SME or executive officer or agent of the NMRC only because of the NMRC’s functions being carried out (for example, because it is contained in a document created, and made available to the member or executive office or agency, only because of those functions being carried out) whether or not the carrying out of those functions is completed.
2. The maintenance of confidentiality of information is crucial to the functioning of the NMRC and Te Tāhū Hauora. SMEs must comply with the provisions of Schedule 5 of the Act regarding production, disclosure and recording of information.[[1]](#footnote-2)

1. Note, disclosure of information contrary to Schedule 5 of the Act is an offence, punishable with a fine of up to $10,000 (s82(5) Pae Ora (Healthy Futures) Act 2022). [↑](#footnote-ref-2)