

Process for Ministerial approval for maternity service changes

Purpose

In June 2019 the Honourable Steven Miles, Deputy Premier, Minister for Health and Minister for Ambulance Services, (Minister), announced that all Hospital and Health Services (HHSs) are required to have Ministerial approval for **any** planned service changes to rural maternity services.

The scope of this process includes all birthing services as any significant or long-term change to a maternity service, at any level, in any location across Queensland can have a considerable impact on other maternity services and the consumers who use them, within the HHS and across the wider Queensland area. HHSs should carefully consider the reason for any changes to existing services being provided and ensure safety and quality of the service is maintained, whilst ensuring the service remains woman centred.

The HHS service agreements outline the general processes to be followed when there are changes to service provision. These are:

- Section 12, *Commencement of a new service*
- Section 11, *Cessation of Service delivery*
 - requires HHSs to notify the Department about any proposed termination or suspension of a health service
- Schedule 1, Section 3, *Clinical Services Capability Framework (CSCF)*
 - requires HHSs to notify the Department of Health when a change occurs to the CSCF levels of a service.

The following information clarifies the process required to seek Ministerial approval for changes to maternity services. It describes the criteria for notification and the sites within scope. This process is an extension of the [Public Hospital Clinical Services Capability Framework notification process](#) as described on the [CSCF](#) website.

Scope

All Queensland Health facilities that provide CSCF level 2 to 6 maternity services (Appendix 1) where it is anticipated that for a period of three months or more one or more of the following applies:

- the CSCF service level is reduced
- the provision of one or more key maternity services (e.g. antenatal, birthing/intrapartum, or postnatal services) is suspended
- the service is ceased.

Services where the change is anticipated to be less than three months should follow the [Short Term \(less than three months\) CSCF Service level Change Notification process](#).

Process

1. Prior to the service change, follow the process to notify the Department of Health of changes to service provision as described on the [CSCF](#) website.
2. A [briefing note](#) is required to request the Ministers approval for the change to the maternity services CSCF level in addition to completing the [Long Term \(three months or more\) CSCF Service Level Change Notification Form \(Facility Summary\)](#)
3. The brief should be addressed to the Minister and include:
 - anticipated commencement date and (if change is temporary) anticipated end date
 - reason for the service change
 - information on the stakeholder consultation process undertaken and its outcome
 - identified impact on other services within the facility, HHS or statewide.
4. The briefing note and notification form are to be submitted to cscf@health.qld.gov.au (Patient Safety and Quality Improvement Service - PSQIS) as outlined in the [Public Hospital CSCF Notification Process](#). PSQIS will progress the submission to the Minister and advise of the outcome.
 - a. The change in service cannot occur until the outcome from the Minister is received unless exceptional circumstances e.g. immediate unavailability of essential workforce on-site.

References and related documents

Clinical Service Capability Framework – Public Hospital (www.health.qld.gov.au/clinical-practice/guidelines-procedures/service-delivery/cscf/hospitals/public)

- CSCF Essential Considerations (www.health.qld.gov.au/_data/assets/pdf_file/0026/444671/cscf-fs4-essential-considerations.pdf)
- CSCF Fundamental of the Framework www.health.qld.gov.au/_data/assets/pdf_file/0030/444666/cscf-fundamentals-of-the-framework.pdf
- CSCF Module overview www.health.qld.gov.au/clinical-practice/guidelines-procedures/service-delivery/cscf/modules
- Maternity Services Module www.health.qld.gov.au/_data/assets/pdf_file/0024/444273/cscf-maternity.pdf
- Public Hospital CSCF Notification Process www.health.qld.gov.au/_data/assets/pdf_file/0029/444575/cscf-documentation-processes.pdf
 - Long Term (three months or more) CSCF Service Level Change Notification Form (facility Summary) www.health.qld.gov.au/_data/assets/word_doc/0028/950932/cscf-long-term-facility-notification-form.docx
 - Long Term (three months or more) CSCF Service Level Change Notification Form (HHS Summary) www.health.qld.gov.au/_data/assets/word_doc/0030/950934/cscf-long-term-hhs-notification-form.docx
 - Short Term (less than three months) CSCF Service Level Change Notification Form www.health.qld.gov.au/_data/assets/word_doc/0029/950933/cscf-short-term-notification-form.docx

Hospital and Health Services Service Agreements (www.health.qld.gov.au/system-governance/health-system/managing/agreements-deeds)

Minister Briefing note template <https://qheps.health.qld.gov.au/corro-templates>

Appendix 1. Services in scope

Table: Maternity services within scope as at March 2021

HHS	Facility	CSCF	
		Maternity	Neonatal
Cairns and Hinterland	Atherton	3	3
	Cairns	5	5
	Innisfail	3	3
	Mareeba	3	3
Central Queensland	Biloela	3	2
	Emerald	3	3
	Gladstone	3	3
	Rockhampton	4	4
Central West	Longreach	3	3
Darling Downs	Dalby	3	3
	Goondiwindi	3	3
	Kingaroy	3	3
	Stanthorpe	3	3
	Toowoomba	4	4
	Warwick	3	3
Gold Coast	Gold Coast	6	6
Mackay	Mackay	4	4
	Proserpine	3	3
Metro North	Caboolture	4	4
	Redcliffe	4	4
	Royal Brisbane and Women's	6	6
Metro South	Beaudesert	3	3
	Logan	5	4
	Redland	4	4
North West	Mount Isa	4	4
Sunshine Coast	Gympie	3	3
	Sunshine Coast University	4	4
South West	Charleville	3	3
	Roma	3	3
	St George	3	3
Torres and Cape	Cooktown MPHC	3	3
	Thursday Island Hospital	3	3
Townsville	Ayr	3	3
	Ingham	3	3
	Townsville	6	6
West Moreton	Ipswich	4	4
Wide Bay	Bundaberg	4	4
	Hervey Bay	4	4

Any facilities that establish birthing services (CSCF service level 2 to 6) in the future will also be in scope.