Queensland University of Technology (QUT) and Metro North Health (MNH) Nursing and Midwifery (NM) Academy Advisory Committee Terms of Reference

Purpose

The purpose of this Advisory Committee is to provide a platform for leadership and professional advocacy for the overarching remit of progression of joint priorities of the QUT and MNH NM Academy. This Committee provides governance leadership, strategic direction and support within the context of furthering nursing/midwifery education, inquiry, innovation and scholarly activities to achieve optimal professional outcomes and to improve health and excellence in practice through academic health service integration.

Objectives

1. Involve the co- chairs of each of the four Priority Groups of the Advisory Committee in the planning, delivery, improvement, and evaluation of contribution to achievement of the objective, key strategies and key performance indicators of each priority group.

2. Promote strategies to strength the QUT School of Nursing and MNH NM integration and conjoint seamless interaction in project team involvement in lifelong learning, critical debate and amplification of effective collegial relationships.

3. Facilitate development, review, exchange of ideas and priority identification, and the distribution of, strategies, initiatives, and resources.

4. Seek contributions from QUT and MNH staff to assure their views are communicated and considered by the QUT and MNH NM Academy Advisory Committee, communicated to Priority Groups and other key NM colleagues.

5. Reinforce and maintain a culture of collaborative engagement underpinned by joint vision and values where research, teaching and learning, and workforce development is valued and supported.

6. Collaborate with and support other key representative groups and partners.

7. Act as a point of reference to assist QUT and MNH NM colleagues to gain an enhanced appreciation of this academic industry integration governance, QUT/MNH NM supportive processes, and priorities.

8. Develop, mentor, and promote leadership and professional growth, and opportunities.

9. Organise an annual planning workshop for all Priority Group members.

Governance, Meetings and Reporting

- The Co- joint Advisory Committee Chairs Chief Nursing Midwifery (CNMO) Officer MNH/ HoS SoN QUT) respectively report directly to the CE MNH and the Executive Dean Faculty of Health QUT.

- The Chairs can reschedule a meeting, convene additional meetings to consider urgent matters or cancel a meeting if there is insufficient business.

- Advisors, presenters and visitors may be admitted to the meeting by invitation from the Chair or as delegated.

- The reporting relationships of the NM Academy Advisory Committee are identified as per the MNH NM Committee Structure – Appendix 1.

- Meetings will be held quarterly.

- The dates of the meeting will be confirmed and distributed at the beginning of each calendar year.

- Meeting duration is nominally 1 – 2 hours at the discretion of the Co-Chairs based on business to be addressed.

- Extra-ordinary meetings are at the discretion of the Committee Co-Chairs.

- Agenda items can be submitted up to 5 days before the meeting via email to nursing.academy@qut.edu.au

- Apologies should be submitted to the Chair prior to the scheduled meeting.

- The agenda, minutes and any papers will be circulated at a minimum 3 working days in advance of the meeting. Members shall ensure they are suitably informed about items for discussion and reporting.

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- The quorum for each meeting is 50% plus one.
- Emergent items impacting on outcomes and academic – industry integration can be raised during the meeting in the New or Emergent Business section of the Agenda.
- An annual outcomes report for the previous year is provided by the last week of February for relevant academic – industry distribution.
- Members contribute to quarterly meeting interaction, and annual reporting committee performance and achievement of priority group KPIs.
- The Co- Chairs of each Priority Group will report progress and outcomes at each quarterly meeting.
- An Agenda Briefing Paper will be provided to the Advisory Committee Chairs to escalate matters unable to be resolved by respective Priority Group members.
- Decisions should be supported by informed discussion drawing on the best available evidence and member, and other colleagues.
- A consensus approach will be adopted in decision-making however where this is not possible, a majority vote will determine decisions.
- Minutes/action notes and reports will be uploaded on the Metro North Intranet – NM site and the QUT xxxxx
- The Advisory Committee informs and contributes to the development of annual priorities.
- A planning workshop for all Priority Group members will be scheduled annually.

Members

Membership will be reviewed annually at the last scheduled meeting for the year, and at a minimum will include:
- The Head of the School (HoS) of Nursing (SoN) QUT (Co-chair)
- Chief Nursing and Midwifery Officer (CNMO) MNH (Co- Chair)
- QUT and MNH Co-chairs Priority 1 NM Academy Infrastructure Support (HoS SoN QUT; CNMO MNH).
- QUT and MNH Co-chairs Priority 2 Entry to Practice.
- QUT and MNH Co-chairs Priority 3 Teaching and Learning.
- QUT and MNH Co-chairs Priority 4 Research

Responsibilities of Members

- The Advisory Committee Co-Chairs are the initial points of contact for business related to achievement of Committee objectives.
- Rotation of the chair role will be at the discretion of the chairs.
- The Prof. Professional Nursing & Midwifery Education MNH/QUT will fulfil a coordination role for the NM Academy and assist each Priority Group as relevant
- Market the work of the Advisory Committee and disseminate information to NM colleagues within QUT and MNH through usual clinical governance meetings and interactions.
- Promote alignment both QUT and MNH organisational and professional agendas.
- Attend at least 80% of meetings.

Secretariat

Secretariat support will be provided by jointly between QUT and MNH.
- Responsibilities of the secretariat support include, but are not limited to:
  a. Liaising with the Chairs to prepare and distribute agendas and supporting papers.
  b. Arranging meetings and venues and advising members.
  c. Preparing and distributing minutes.
  d. Managing communications with the members.
- Minutes will be concise, reflecting a summary of the discussion and relevant specific action points.
- All members of the Forum will receive a draft copy of the notes within two (2) weeks of the meeting.

Confidentiality

- Certain deliberations of the Advisory Committee may be considered confidential.
- Members acknowledge their responsibility to maintain confidentiality of this information.
- The minutes/notes will be available for distribution to inform stakeholders discussions and actions.

Conflict of Interest

Members are responsible for declaring a conflict of interest in relation to any item discussed that will impact on their ability to provide impartial advice.

Review and Evaluation

On an annual basis, the impact of the Advisory Committee will be reviewed by the chairs and the annual report. The Committee will undertake regular self-assessment and will measure its performance by:

KPI 1: Committee performance will include:

- Number of meetings held and attendance percentage at each meeting
- Number of matters escalated
- Number of outcomes

Members may be surveyed to obtain their feedback on the impact of the Committee.

Endorsement

Next review date: 3 / 5 / 2023

The terms of reference are approved:

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Adjunct Professor Alanna Geary
Chief Nursing and Midwifery Officer
Metro North Health
Date: 6 / 5 / 2022

The terms of reference are approved:

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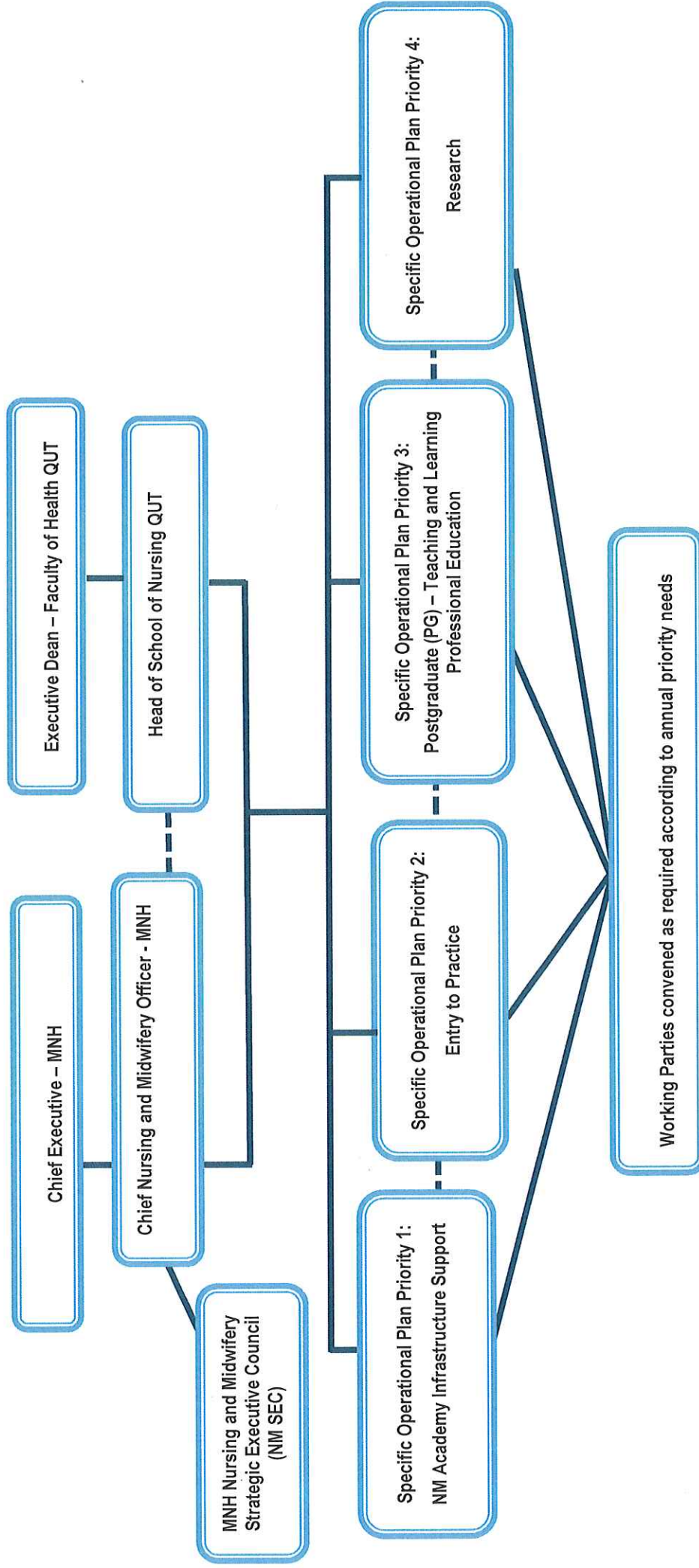
Professor Jane Phillips
Head – School of Nursing
Queensland University of Technology
Date: 03 / 05 / 2022

DOCUMENT REVISION HISTORY

Version	Date	Prepared by	Comments
1.0	December 2020	Robyn Fox Prof. Professional Nursing & Midwifery Education MNH/ QUT	QUT and MNH NM Academy Advisory Committee Inaugural TORs

Appendix 1   QUT and MNH NM Academy Governance Structure

Executive Dean – Faculty of Health QUT

Chief Executive – MNH

Head of School of Nursing QUT

Chief Nursing and Midwifery Officer - MNH

MNH Nursing and Midwifery Strategic Executive Council (NM SEC)

Specific Operational Plan Priority 1: NM Academy Infrastructure Support

Specific Operational Plan Priority 2: Entry to Practice

Specific Operational Plan Priority 3: Postgraduate (PG) – Teaching and Learning Professional Education

Specific Operational Plan Priority 4: Research

Working Parties convened as required according to annual priority needs

Key:

————— Direct Reporting

- - - - - Collegial interaction pending nature of activity

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V1 Effective: May 2022 Review: May 2023