

# Queensland University of Technology (QUT) and Metro North Health (MNH) Nursing and Midwifery (NM) Academy Advisory Committee – Subgroup Postgraduate (PG) – Teaching and Learning Professional Education (Specific Operational Priority 3)

## Terms of reference

### Purpose

The purpose of the QUT and MNH NM Academy Advisory Committee – Subgroup Postgraduate (PG) – Teaching and Learning Professional Education is to demonstrate accountability for effective, operational leadership, and direction for enacting the specific actions to deliver achievements outlined in the QUT and MNH NM Academy Action Plan 2020 – 2022. The Subgroup members engage with relevant stakeholders to foster support for effective application of collective systems and processes, and to explore innovative strategies to enhance engagement in postgraduate lifelong learning and leadership to enrich professional reputation. (This remit includes: achievement of Key Performance Indicators (KPIs) through enhancing learning to increase professional workforce capacity and evaluating the effectiveness of PG learning and teaching partnerships through collaboration).

### Objectives

1. Comply with the endorsed Terms of Reference (ToR), policies, protocols and procedures for QUT and MNH NM.
2. Verify that all members are aware that their role is to bring to the Subgroup relevant expertise and experience and not to act in a way that represents specific personal interests.
3. Influence and provide guidance related to the Subgroup Postgraduate (PG) – Teaching and Learning Professional Education, activities and related innovations by providing:
  - 3.1. A formal forum for discussion, identification and implementation of initiatives to achieve Action Plan Priority 3 KPIs.
  - 3.2. Advice, recommendations and leadership regarding processes, innovations, and partnership.
  - 3.3. A point of reference for negotiation, management, and liaison to streamline achievement of Action Plan Priority 3 KPIs.
  - 3.4. Business systems and process to be used collectively across QUT and MNH to support Subgroup Postgraduate (PG) – Teaching and Learning Professional Education.
  - 3.5. A conduit that fosters the development and maintenance of relationships between QUT and MNH and other internal and external key stakeholders.
  - 3.6. Strategies to implement and enhance Postgraduate (PG) – Teaching and Learning Professional Education processes, and innovations, and associated activities to foster heightened appreciation and engagement.
4. Identify, and where practicable mitigate risks that impact on achievement of Action Plan Priority 3 KPIs, associated support and activities.
5. Undertake annual review of the Subgroup's performance.

### Governance, meetings and reporting

The QUT and MNH NM Academy Advisory Committee – Subgroup Postgraduate (PG) – Teaching and Learning Professional Education is accountable to the QUT and MNH NM Academy Advisory Committee.

Members contribute to meeting interaction, and annual reporting on Subgroup performance and achievement of Action Plan Priority 3 KPIs as specified in the QUT and MNH NM Academy Action Plan 2020 – 2022.

To establish member interactions the initial frequency of meetings will be monthly. Ongoing frequency will be determined by the group according to activity and outcomes.

- 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 Co-Chairs.
- Agenda items can be submitted up to 5 days before the meeting via email to the Co-Chairs.
- Apologies should be submitted to the Co-Chairs prior to the scheduled meeting.



- The agenda, Action Notes 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.
- The quorum for each meeting is 50% plus one.
- New items impacting on outcomes and academic – industry integration can be raised during the meeting in the New Business section of the Agenda.
- Action Notes will be uploaded and retained for member access on the allocated shared site/drive.
- The reporting relationships of the QUT and MNH NM Academy Advisory Committee – Subgroup Postgraduate (PG) – Teaching and Learning Professional Education are identified as per the QUT and MNH NM Academy Governance Committee Structure – Appendix 1
  - Additional working groups will be formed as determined or delegated dependant on specific priorities to achieve deliverables.
- The Co-Chairs provide an annual report to the QUT and MNH NM Academy Advisory Committee.
- The Co-Chairs of the Subgroup Postgraduate (PG) – Teaching and Learning Professional Education will escalate risks and unresolved matters and significant outcomes/issues to the QUT and MNH NM Academy Advisory Committee on an ad hoc basis.
- 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.
- Action notes and reports will be uploaded on the Metro North Intranet – NM site and the QUT website "*Nursing and Midwifery Academy*" and to a Microsoft team site.

## Membership

Membership will be reviewed annually at the last scheduled meeting for the year, and at a minimum will include the following core membership:

- Nursing and Midwifery Director - Education, MNH (Co-Chair)
- Academic Lead Education, School of Nursing, QUT (Co-Chair)
- Postgraduate Coordinator, School of Nursing, QUT
- Assistant Nursing and Midwifery Director - Education and Workforce Development, MNH
- Associate Professor, School of Nursing QUT and MNH Redcliffe Hospital (conjoint position)

Additional membership is as approved or requested by the Co-Chairs or delegate.

## Secretariat

Secretariat support will be provided jointly between QUT and MNH.

- Responsibilities of the secretariat include, but are not limited to:
  - a. Liaising with the Co-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.
- Action Notes will be concise, reflecting a summary of the discussion and relevant specific action points.

## Proxies & quorum

- Each member is to nominate a proxy for attendance in their absence and ensure that the proxy is aware of their nomination and responsibilities.
- Members unable to attend may submit any issues by e-mail to the Co-Chairs or nominated delegate.
- Apologies should be submitted to the Co-Chairs prior to the scheduled meeting.
- Meetings shall proceed if:
  - A minimum of half of the core members (50%) plus one are in attendance. This will constitute a quorum.
  - The members present at the time deem sufficient number of members are present to inform discussion on the issues before the Subgroup.

## Confidentiality

The deliberations of the Subgroup are confidential. Action notes will be available for distribution to inform stakeholders discussion and actions.

Members acknowledge their responsibility to maintain confidentiality for this information.

## 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 Subgroup will be reviewed by the Co-Chairs and submitted to QUT and MNH NM Academy Advisory Committee. The Committee will undertake regular self-assessment and will measure its performance by:

KPI 1 Subgroup performance will include:

- Number of meetings held and attendance percentage at each meeting
- Number of matters escalated
- Nature and extent of participation in decisions, projections, outcomes, and recommendation.

## Endorsement

Next review date: September 2024

The terms of reference are approved:



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Adjunct Associate Professor Cherie Franks  
Acting Chief Nursing and Midwifery Officer  
Metro North Health  
Date: 4 / 10 / 2023

The terms of reference are approved:

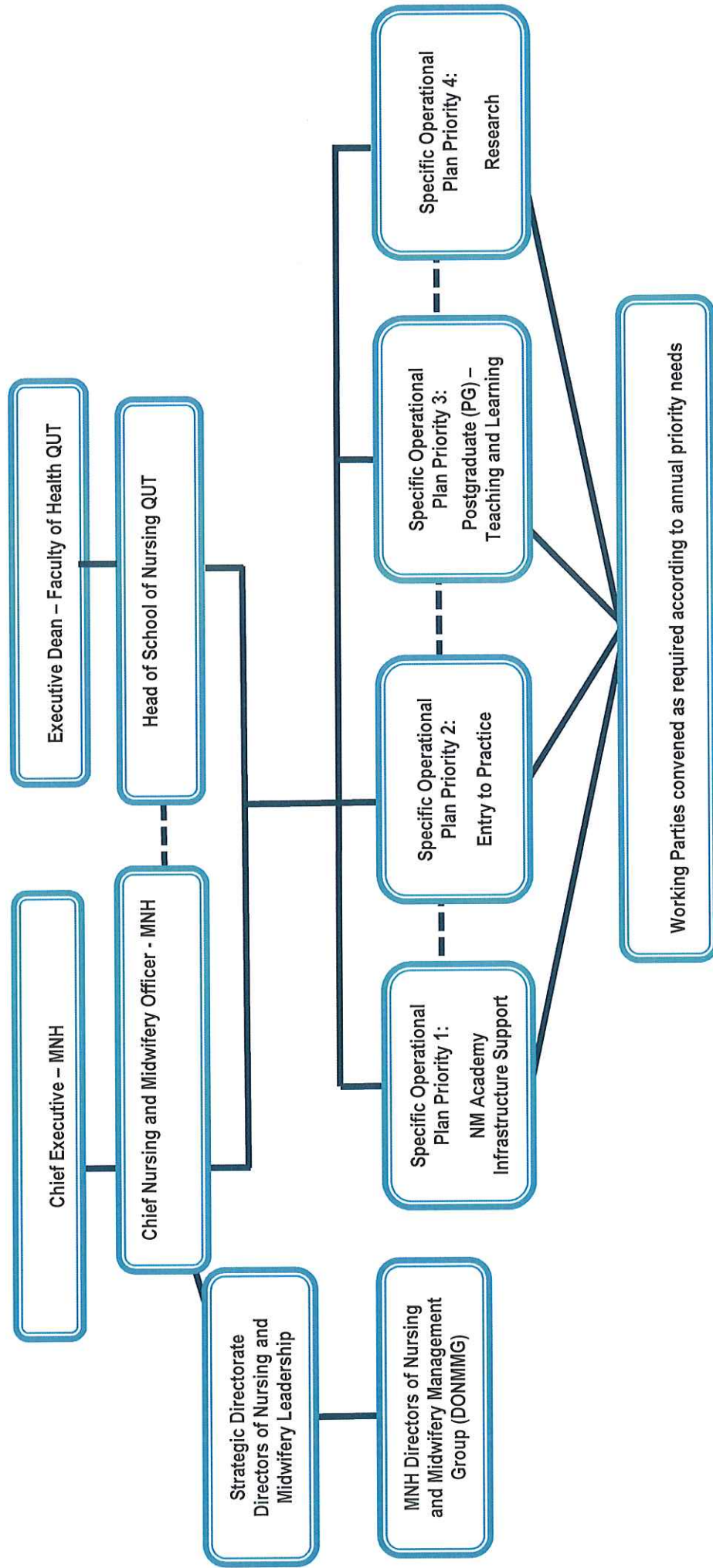


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Professor Jane Phillips  
Head – School of Nursing  
Queensland University of Technology  
Date: 5 / 10 / 2023

## DOCUMENT REVISION HISTORY

Version	Date	Prepared by	Comments
1.0	December 2020	Robyn Fox Prof. Professional Nursing & Midwifery Education MNH/ QUT	Accepted by the QUT and MNH NM Advisory Committee Inaugural TORs
2.0	May 2022	Karen Theobald Academic Lead Education, School of Nursing, QUT Christine Burrige Nursing and Midwifery Director Education, Office of Nursing and Midwifery Services (ONMS), MNH Janelle Laws Acting Assistant Nursing and Midwifery Director, ONMS, Education and Workforce, MNH	Update and accepted by the QUT and MNH NM Advisory Committee Inaugural TORs
3.0	September 2023	Karen Theobald Academic Lead Education, School of Nursing, QUT Christine Burrige Nursing and Midwifery Director Education, Office of Nursing and Midwifery Services (ONMS), MNH Janelle Laws Assistant Nursing and Midwifery Director, ONMS, Education and Workforce, MNH	Updated and accepted by the QUT and MNH NM Advisory Committee

# Appendix 1 QUT and MNH NM Academy Governance Structure



Key:

— Direct Reporting

- - - Collegial interaction pending nature of activity



