



School of Nursing Midwifery and Indigenous Health

Nursing External Advisory Committee

TERMS OF REFERENCE

March 2018

Purpose:

The Nursing External Advisory Committee provides a consultative forum for key stakeholders to discuss the ongoing development, delivery, review, evaluation, and continuous improvement of the undergraduate and postgraduate nursing courses at Charles Sturt University.

The key stakeholders involved including academics, industry stakeholders, and community representatives.

A key focus of the Nursing External Advisory Committee is to consider how the undergraduate and postgraduate nursing courses offered by the School of Nursing, Midwifery and Indigenous Health, can best serve the needs of the profession, students, consumers of health services, industry stakeholders, and the community as a whole.

Terms of Reference:

The Nursing External Advisory Committee (NEAC) will:

- Provide advice and make recommendations to the Discipline Lead and Head of School regarding the undergraduate and postgraduate nursing courses;
- Contribute to the development, monitoring, review, evaluation and quality improvement of the undergraduate and postgraduate nursing courses and subjects;
- Make recommendations to relevant committees/individuals within the School of Nursing, Midwifery and Indigenous Health in matters related to the undergraduate and postgraduate courses and subjects;
- Provide clinical expertise and leadership to staff involved in the development, implementation and evaluation of the undergraduate and postgraduate courses and subjects;
- Encourage consultation, collaboration and cooperative partnerships between academics and the wider nursing profession, consumer and carer representatives, industry stakeholders, and community members, to obtain best educational and professional practice to achieve improved health outcomes for all;

- Provide a forum whereby members and attendees can have matters raised, discussed and actioned, as appropriate;
- Report to the Head of School and School Board regarding any relevant items of business raised;
- Disseminate information to staff within the school related to innovative clinical practices.

Membership:

Membership is positional, with attendance by delegates acceptable.

The NEAC is to include:

- Nursing Discipline Lead (Presiding Officer)
- Head of School, Nursing, Midwifery and Indigenous Health
- Courses Director (Nursing & Midwifery), Faculty of Science
- Associate Head of School (Teaching & Learning, Industry)
- Associate Head of School (Students, Research)
- School Marketing Manager
- School academic(s) who teach into the undergraduate nursing subjects
- School academic(s) who teach into the postgraduate nursing subjects
- School academic(s) representative from each campus
- Senior representative(s) of Local Health Districts served by the School
- Representative(s) from a key nursing professional body (e.g. Australian College of Nursing)
- Indigenous representative(s)
- Consumer representative(s)
- Carer representative(s)
- External academic representative(s) – University
- External academic representative(s) – TAFE
- Undergraduate student representative(s)
- Postgraduate student representative(s)
- Graduate representative(s)

Other attendees:

All School of Nursing, Midwifery and Indigenous Health academic staff members are welcome and encouraged to attend meetings.

Co-option of members:

Additional members may be co-opted onto the NEAC, as required, to support or facilitate particular activities (e.g. curriculum development). Co-opted members will be appointed by the Head of School, School of Nursing, Midwifery and Indigenous Health. Co-opted members will be unable to vote on formal matters brought to the attention of the NEAC.

Attendance:

Membership reflects the relationships currently established to support the delivery of undergraduate and postgraduate nursing courses.

Delegates are encouraged to attend the meeting in the event of positional members being unable to attend.

Quorum:

Quorum for this meeting is a minimum of 6, with a minimum of 3 from the industry / community sector and 3 from the academic sector.

Meeting frequency:

Ordinarily, the NEAC will be convened twice yearly.

The committee may be convened more frequently if the need arises. Subcommittees may operate on an as needs basis; for example, consultation to develop subjects and / or courses and / or negotiations for professional experience.

Meeting venue:

Meetings will be made available via video-conferencing on the Albury, Bathurst, Dubbo, Orange, Wagga Wagga, Port Macquarie and Canberra campuses. Tele-conferencing is also available.

Record keeping and reporting:

The Nursing Discipline Lead carries responsibility for the meeting agenda, minutes and papers, in collaboration with the Faculty of Science Courses Team.

Agenda and papers will be circulated at least two weeks before the meeting.

Meeting minutes (summary) will be circulated within four weeks after each meeting.

Confidentiality:

Meeting papers are confidential to the members of the NEAC, and may be released only with the authority of the Chair.

Members are to maintain confidentiality with regard to the details of the discussions and deliberations of the meeting.

Conflicts of Interest:

Conflicts of interest or potential conflicts of interest must be disclosed by members, including the Chair, at the commencement of each meeting.

Conflicts of interest will be managed by the Chair.

Communication & Relationships:

The Presiding Office is responsible for overseeing and expediting communication between members of the NEAC.

The agenda item 'Communication' is to be included for each meeting of the NEAC, with matters related to communication discussed between industry, university, students, and other stakeholders.

The spokesperson for the NEAC is the Nursing Discipline Lead, School of Nursing and Midwifery OR delegate.

Review:

The NEAC Terms of Reference are to be reviewed by the group annually or as required.

Approval details:

This draft was presented to the NEAC for review May 2018

The ratified Terms of Reference are for review in May 2019.