

Canberra Health Services

Committee Terms of Reference: Education Committee

Version: 1.0

Date: 2022/2023

1. Purpose

To provide advice and decisions relating to education and training in Canberra Health Services (CHS). The Education Committee will also make recommendations affecting all CHS staff to the Our People Committee.

2. Chair & Deputy Chair

Senior Director, Workforce Capability

The Chair is responsible for:

- Creating a welcome, inclusive environment for all members and attendees
- Ensuring the effectiveness of the Committee, including robust discussion, effective decision making, and follow-up on actions
- Setting the agenda for each meeting, including review of papers prior to circulation
- Ensuring Committee members have timely, accurate and clear information
- Liaising with Chairs of all subordinate Committees to ensure they are functioning effectively
- Initiating an annual review of the effectiveness of the Committee
- Summing up discussions in the meeting and directing discussions towards the emergence of a consensus view
- Creating a summary of meeting outcomes for circulation to the agreed communication cascade within two business days of the meeting.

Director, Allied Health Clinical Education Unit

The Deputy Chair is responsible for:

- Undertaking the duties of the Chair when they are absent
- Supporting the Chair in fulfilling their duties.



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3. Members

- Manager Junior Medical Education, MOSCETU
- Manager Service and Staff Development, MHJHADS
- Assistant Director of Nursing, Clinical Support and Projects, WY&C
- Senior Director, Workforce Culture and Leadership
- Interprofessional Learning Coordinator Allied Health
- Director of Education Allied Health
- Manager Education and Training, Workforce Capability
- Teaching and Learning Project Officer, CHS Office of Education and Research
- Administration Representative
- Training Director Critical Services Building
- Consumer Representative

Members are responsible for:

- Bringing their content knowledge and expertise to the discussions of the Committee
- Actively participating in discussions, under a principle of 'equal voice' – ensuring others are also heard
- Taking an equal share of actions arising from Committee discussions and decisions
- Reading Committee papers in advance of meetings
- Continually seeking perspectives from their peers and teams to inform Committee discussions and decisions.

4. Functions

- 4.1 Identify an annual work plan for the Committee which aligns with the CHS Strategic Plan and National Safety and Quality Health Service Standards;
- 4.2 Provide an annual Training Needs Analysis and Evaluation Report to Our People and Our Care Committees, summarising evidence of how CHS education programs promote exceptional care;
- 4.3 Provide advice, decision and governance related to education and training across CHS through education policy and processes;
- 4.4 Provide decision about new education requests;
- 4.5 Identify opportunities to increase collaborative, interprofessional education between teams across CHS;
- 4.6 Identify ways to support development of CHS as a Teaching and Learning Organisation;
- 4.7 Receive and review discussion papers, proposals, reports and other material, as required to meet CHS Strategic outcomes.

5. Communication Cascade



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The Chair or Deputy Chair will provide a report on key issues

6. Structure

Bi-Monthly Meeting online

7. Quorum

50% of membership

- Chair or Deputy Chair

8. Secretariat

Administration Officer, Workforce Capability

9. Meeting Papers

- Agenda and supporting papers to be circulated at least three business days prior to the meeting
- Meeting summary to be circulated no later than three business days post the meeting
- Minutes and action items to be circulated no later than five business days post the meeting



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