



## TERMS OF REFERENCE

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### ISLHD Strategic Education and Training Committee

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#### 1. MEMBERSHIP

- ISLHD Executive Director Nursing & Midwifery (Chair)
- ISLHD Education and Professional Development Nurse Manager
- ISHEC Director
- ISHEC NE (Operational Lead) – also on the Steering/Operational Committee
- Allied Health rep
- Medical rep
- Workforce
- CGU rep
- Research rep
- N&M Directorate Representative

##### 1.1 Invitees

The Committee may invite other Executives, staff or other persons to attend all or part of the Committee meetings in an advisory or expert capacity

#### 2. OFFICERS IN ATTENDANCE

Nil

#### 3. QUORUM REQUIREMENTS

The quorum of any meeting of the Committee will be 50% of the membership, plus one. Members are required to attend 70% of meetings

#### 4. ROLE

To provide strategic direction, oversight and governance for activities and actions directed towards achieving and maintaining compliance with key education and training needs and initiatives.

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Broadly the committee will be engaged in the consideration of risks, issues and gaps in relation to ISLHD's education and training needs. Where appropriate the committee will;

- Make decisions, and or recommendations
- Direct action/s to be taken



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- Provide support/approval for action/s
- Escalate risks/issues to ISLHD's Chief Executive, and or, the Ministry of Health via the District's Core Executive Group
- Facilitate communication with relevant stakeholders, and or, committees across the LHD
- Ensure equity to accessibility of education for all sites within ISLHD

In carrying out its role the Committee will focus on five key areas, ensuring that:

#### 1. Curriculum

Relevant stakeholders in the District are aware of the various training requirements to be met, and the responsibilities and actions required of them to achieve and maintain compliance.

#### 2. Target Audience

For each Clinical Risk and/ or Mandatory Training requirement an appropriate target audience is identified and this is reflected in the delivery of education and/or My Health Learning System.

#### 3. Delivery

An appropriate number and spread of qualified trainers exist to deliver each requirement and that they have the capacity to provide training within required timeframes.

#### 4. Data Capture

Roles, responsibilities and standards for the capture of training data in the My Health Learning System are assigned, understood and carried out.

#### 5. Governance

Commissioning, and or, endorsing any policies, procedures or business rules required to ensure the effective operation of education and training across the LHD.

#### 6. FREQUENCY OF MEETINGS

Initially the Committee will meeting monthly, with an evaluation after six months to consider whether to continue in this frequency or change to a bi-monthly schedule.



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#### 7. EXECUTIVE SPONSOR

ISLHD Executive Director of Nursing and Midwifery

#### 8. SECRETARIAT

ISHEC Admin Officer

#### 9. METHOD OF EVALUATION

- An annual review of the ISLHD Education Strategic Committee will be undertaken and reported to the Districts Strategic Executive.
- This review will involve an evaluation of the Committee's performance relative to the stated Terms of Reference.
- The number of meetings held
- Quorum met