



**HEALTH
EDUCATION
& TRAINING**

DETERMINATION OF FUNCTIONS OF STATUTORY HEALTH CORPORATION

Pursuant to section 53 of the *Health Services Act 1997*, I, Elizabeth Koff, Secretary of the Ministry of Health, do hereby determine that, on and from the date this instrument is signed, in addition to those functions set out in section 12 of the Health Services Act, the functions of the Health Education and Training Institute shall be as set out below.

This instrument replaces the determination of functions of the Health Education and Training Institute made by the former Director-General of the Ministry of Health, Dr Mary Foley, dated 17 June 2013, which is hereby repealed.

1. ROLE

The primary role of the Institute is to provide leadership to Local Health Districts, Networks and other NSW public health organisations and training providers on the development and delivery of education and training across the NSW Public Health System. The Health Education and Training Institute ensures education and training across the system:

- i. supports safe, high quality, multi-disciplinary team based, patient centred care;
- ii. meets service delivery needs and operational requirements; and
- iii. enhances workforce skills, flexibility and productivity;

2. FUNCTIONS

- a. To design, commission, conduct, coordinate, support and evaluate education and training programs for:
 - i. clinical, corporate and support staff, including Vocational Education and Training sector trainees, vocational, undergraduate, professional entry/clinical trainees, new graduates; and
 - ii. such other education and training and workforce development programs as the Secretary may direct from time to time;
- b. To establish governance for whole of health education and training programs for the NSW Health system;
- c. To design, commission, conduct, coordinate, support and evaluate management, leadership and professional development programs;
- d. To support reform and improve workforce capacity and quality of clinical and non-clinical training through:
 - i. identification and development of statewide programs for clinicians to become skilled teachers, trainers and supervisors;
 - ii. managing a registered training organisation;
 - iii. maintaining and administering an online learning management system, including provision of quality assurance standards and resource development;
 - iv. statewide oversight, coordination and implementation of best practice learning including simulated learning environments, and other technologies;
- e. To maintain registration as a higher education provider and develop and deliver as appropriate higher education courses to support identified workforce needs;

- f. To institute, coordinate, oversee and evaluate education and training networks, and ensure they support service delivery needs, meet operational requirements, optimise the use of Statewide and Local Health District education and training resources and are, as far as possible, consistent with, clinical service networks;
- g. To set standards for education and training including medical training and accredit institutions for prevocational education and supervision;
- h. To establish effective monitoring and reporting systems to meet statewide and national reporting requirements for education and training in the health sector;
- i. To ensure education and training programs and other projects it undertakes in performing its functions:
 - i. are responsive to local needs,
 - ii. are cost effective, affordable and accessible,
 - iii. meet both individual local health district, specialty network and whole of system needs,
 - iv. support staff in providing safe, high quality, multi-disciplinary team-based, patient-centred care;
 - v. support inter-professional learning and team-based practice.
- j. To work closely with Local Health Districts, Specialty Networks and education providers;
- k. To develop a three year Strategic Plan and an Annual Work Plan, linking activities and priorities of the Health Education and Training Institute to the statewide directions and priorities of NSW Health and work in accordance with these plans and the Service Compact agreed with the Secretary;
- l. To provide advice to the Secretary on matters relevant to its functions.

Dated at Sydney this 13th day of September 2017.

Susan Pearce
ACTING SECRETARY, NSW HEALTH