

Nursing & Allied Health Education & Training Committee - Terms of Reference

Purpose

The Nursing and Allied Health Education and Training Committee (NAHETC) will approve the content development, delivery and maintenance of nursing and allied health education and training that is delivered by RCH Nursing & Allied Health staff. The committee will ensure the content of education and training is contemporary and aligns with The Royal Children's Hospital's strategic and business plans.

Objectives

The objectives of the Committee are to:

- Endorse and enable the generation of training and education
- Ensure that the goals of the sessions align with strategic plan
- Review the content and;
 - identify opportunities to reduce duplication in education/training
 - Identify opportunities to increased blended learning between professional groups
- Improve organisational reporting and evaluation of the education/training provided.
- Improve organisational visibility of education/training provided to nursing and allied health.

Roles & Responsibilities

The Nursing and Allied Health Education and Training Committee is responsible for:

- Approve all nursing and allied health education & training which are >4 hours in duration
- Overseeing development of a education/training application process
- Communicating efficiently with the proposers of education/training submissions
- Ensure all education/training provided is contemporary and evidence based
- Advise the Learning & Development Network what has been approved
- Report quarterly to Executive Director Nursing Services on the work of the committee

Membership

The membership of the Committee will comprise:

- Director, Nursing Education(Chair)
- Professor/Director Nursing Research (Deputy Chair)
- Director, Allied Health
- HOD Allied Health
- Nursing representatives 3
- Allied Health representatives 3

The Committee shall invite other persons to attend the meetings as required.

Meetings

Meetings shall be held monthly.

Reporting

The Nursing and Allied Health Education and Training Committee reports to the Executive Director, Nursing Services.

Term

The Nursing and Allied Health Education and Training Committee is a Standing Committee.

These Terms of Reference shall be reviewed annually.