

Terms of Reference



Education, Quality and Research Committee

1. Purpose

The Education, Quality and Research Committee provides oversight, input and recommendations on education, quality and research projects on behalf of the Council. The committee works to ensure that the Council takes an evidence-based approach to process improvement and its approach to regulation.

2. Functions

The functions of the Committee include:

- a. Oversee Council initiatives and projects related to education, quality and research to ensure are appropriately managed, on time, within budget and meet the agreed objectives.
- b. Provide expert advice and input into the design and content of education, quality and research initiatives and projects.
- c. Review and recommend to Council, education and continuing professional development for members and stakeholders of any areas of the Council's functions.
- d. Review and recommend to Council expenditure for initiatives, projects and research from the general account and Education and Research account.
- e. Review and recommend to Council research proposals, including access to data, according to the NMC Research Framework.

3. Delegations

Once an initiative or project and funding is approved, the Council may decide to delegate the management of the budget to the Committee.

4. Membership

The Committee comprises of six members, with at least two members being Council members.

The membership is made up of:

- one community member
- one registered nurse (Division 1)
- one enrolled nurse (Division 2)
- one registered midwife
- Members with experience in education, research, quality assurance and improvement.

Terms of Reference



5. Quorum

A quorum comprises of four members. At least one Council member and someone with education and research experience.

The **chairperson** is a member nominated by the Committee.

6. Meeting Requirements

The Committee meets at least four times per calendar year.

7. Records and Reporting

The minutes of the Education, Quality and Research Committee is a record of all decisions made at the meeting. The minutes must be approved and signed by the chairperson of the meeting.

The minutes are considered by the Council at its bi-monthly meeting.

Any recommendations about specific matters must be reported to the Council in a separate brief.

8. Resources

The Governance team are responsible for the Committee's meeting requirements, preparation of the agenda and ensuring decisions are actioned within the timeframe specified.

9. Remuneration

Council Members: remuneration for participation in this committee is included in the annual Council Member payment, as approved by the NSW Health Minister

Non Council Members: receive remuneration for participation in this committee at the sitting fee rate approved by the NSW Health Minister.

10. Expectations and Obligations

Member are expected to prepare for the Committee meeting in advance by reviewing all the material on the agenda.

11. Review

The terms of reference are to be reviewed every 12 months.