



PARTNERS

in

HEALTH

University of Tasmania Faculty of Health Science
& Department of Health and Human Services

STATEWIDE NURSE PRECEPTOR EDUCATION PROGRAM STEERING COMMITTEE TERMS OF REFERENCE

PURPOSE

- The Preceptor Steering Committee is an interagency committee that will manage and support the introduction and ongoing maintenance of a Statewide Preceptor Education Program within Tasmania.

ROLE AND FUNCTION

The Committee will:

1. Support the implementation of a Statewide Preceptor Education Program within the public, private and aged care sectors.
2. Develop collaborative policies and guidelines that are relevant to a Statewide Preceptor Education Program.
3. Participate in the approval process through the Nursing Board of Tasmania for the selection of providers of Statewide Preceptor Education Program.
4. Monitor the delivery and evaluation of a Statewide Preceptor Education Program by each of the participating providers and maintain the accreditation of the Program by the Nursing Board of Tasmania through appropriate review and evaluation systems.
5. Co-ordinate the yearly preceptor evidential requirements and provide ongoing support to preceptors and providers for the maintenance of the Nursing Board of Tasmania accreditation.
6. Facilitate communication between the public, private and aged care sectors.
7. Provide a forum for other professionals/individuals/groups, such as the Nursing Board of Tasmania and the University of Tasmania, to discuss issues related to preceptorship, preceptorship support, articulation with practice and educational development and change.
8. Provide an Annual Report to the Nursing Board of Tasmanian and following approval by the NBT provide a copy to the Partners in Health Management Committee.

MEMBERSHIP

The Preceptor Steering Committee will consist of the following members:

- 2 members of the Principal Nurse Advisor's Office.
- Agency Nurse Reference Group – Director of Nursing.
- Private Sector (Tas Private Hospitals Association).
- Aged Care Sector (Aged and Community Services Tasmania).
- 2 representatives from School of Nursing and Midwifery.
- Nursing Board of Tasmania Representative.
- 6 Providers
 - 3 DHHS providers on a regional basis.
 - 1 provider from Community Population and Rural Health Division.
 - 1 provider from the aged care sector.
 - 1 provider from the private hospital sector.

COMMITTEE MEMBERSHIP RESPONSIBILITIES

- All members will attend the scheduled meetings and in the event of inability to attend submit an apology to the Secretariat of the Steering Committee
- Committee members may nominate a proxy if the proxy has the appropriate expertise
- The name of a proxy representing a committee member is to be provided to the Secretariat
- Committee members are expected to provide feedback to the stakeholder group they represent
- Committee members are required to maintain privacy and confidentiality when dealing with sensitive matters related to the Steering Committee business
- Agenda items are requested to be submitted to the Secretariat three (3) weeks prior to a scheduled meeting.
- Committee members allocated specific tasks to meet the Committee's role and function are required to meet the scheduled time lines as per meeting action sheet.

MEETINGS

- Meetings will be held four times a year and as determined by the Chair.
- The Chair will convene meetings, collaborating with membership to determine the date and venue.
- The Office of the Principal Nurse Advisor will provide the secretariat.
- Records of the meetings will be distributed to all committee members.
- Meeting records and correspondence will be held in Records Information Service Department of Health and Human Services.

QUORUM

A quorum consists of a chairperson and seven members across the sectors.

Date:

Review: Annually.

Chairperson _____ Date: _____
Preceptor Steering Committee