

NURSING ADVISORY GROUP TO THE CLINICAL TRAINING AGENCY

Terms of Reference

Background

The Nursing Advisory Group to CTA has evolved from the NETP Project Group, which has now completed its work. The success of the NETP Project group led to the recognition of the need for a similar forum to provide advice to CTA on the effective use of CTA funding for both NETP and Postgraduate Nursing training.

Nursing Advisory Group to CTA Objectives

The purpose of the Nursing Advisory Group to CTA (Advisory Group) is to:

- Provide advice on the ongoing development and expansion of the national nursing entry to practice programme that reflects the vision:
“New Zealand nursing graduates enthusiastically commencing their careers in New Zealand: well-supported, safe, skilled and confident in their clinical practice; equipped for further learning and professional development; meeting the needs of health and disability support service users and employers; and building a sustainable base for the New Zealand registered nursing workforce into the future.”
- Provide advice from the sector on the postgraduate nursing funding stream requirements, including:
 - priority areas to develop the nursing workforce to meet population health and disability support sector demands
 - addressing administrative and contractual issues
 - streamlining processes
 - provide a forum for DHBs, MOH, NZNC and tertiary education sector to discuss issues and advise CTA of effective use of postgraduate funding

Role and Responsibilities of the Members of the Nursing Advisory Group to CTA

Membership of the Advisory Group will be governed by the following principles:

- any member of the Advisory Group may at any time resign by notifying the Chair in writing
- members will make every effort to attend all meetings/ teleconferences and devote sufficient time to become familiar with the affairs of the Advisory Group and the wider environment within which it operates
- members, including the Chair may appoint a delegate to represent them at one or more of the meetings
- members have a duty to act responsibly with regard to the effective and efficient administration of the Advisory Group
- members are expected to represent the views of their organisation and to support any course of action decided upon by the Advisory Group
- sign-off of documents will be achieved through consensus.

Chair, Nursing Advisory Group to CTA

Chair will be nominated at the first meeting and will be appointed for 12 months and reviewed.

Confidentiality

Agendas, minutes, draft documents, etc are to be considered confidential to the Advisory Group while under development, unless agreed otherwise by the Advisory Group. It is recognised that members will at times need to consult with their constituents; however the approach to this will be discussed prior within the Advisory Group.

Advisory Group members will not communicate with the media on topics relevant to the work of the Advisory Group unless agreed to by the Advisory Group.

Conflict of Interest

It is recognised that Advisory Group members, and their organisations, have interests in the matters being considered by the Advisory Group. In general, these interests only become a 'conflict of interest' where there is the potential for personal (or organisation) gain. Personal or organisation gain could be actual or perceived. Members must declare that they have a financial, professional, organisation or personal interest (direct or indirect) that might create conflict.

The Chair will ensure that conflicts of interest are managed appropriately. Options include abstaining from deliberations, severing connections, confidentiality agreements, etc.

Quorum

A quorum of the Advisory Group is half the membership and must include one representative from CTA and two representatives from DHBNZ.

Decision Making

The Chair will seek consensus with any decisions to be made by the Advisory Group.

Meeting Timeframes

There will be monthly teleconferences and biannual meetings.

Membership

The Advisory Group comprises the following members as of August 2008:

Name	Job Title
DHBNZ representatives	
Member (3)	DHB Director of Nursing
Ministry of Health representatives	
Member (1)	Chief Nurse, Ministry of Health
Member (1)	Portfolio Manager, Nursing, CTA, Ministry of Health
Nursing Council representative	
Member (1)	Education Advisor, Nursing Council of New Zealand
NETP Programme Co-ordination	
Member (1)	NETP Expansion programme Co-ordinator
NETS representative (1)	
Member (1)	Member of Nurse Educators in the Tertiary Sector

The Advisory Group may from time to time alter, reconstitute or dissolve the Advisory Group as appropriate to meet the requirements of these Terms of Reference.

Review of Terms of Reference

These Terms of Reference will be reviewed in July 2011.