



# ACT Health and Wellbeing Workforce Education and Training Working Group

## Terms of Reference

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### Role

The role of the ACT Health and Wellbeing Workforce Education and Training Working Group (the Working Group) is to consider and advise on the best way to integrate efforts across the ACT’s tertiary education sector that results in improvements to effectiveness of health services for the Canberra community and communities in surrounding regions of NSW, and to facilitate in creating a culture of simultaneous learning and teaching.

The Working Group will bring together partners across the ACT’s academic institutions and relevant stakeholders to provide expertise in education and training; leverage the value of education and training opportunities for the clinical sector; contribute to shared positions, facilities and programs and help to develop, attract and retain a high-quality health workforce which is fit for the future. The Working Group will also play a key role in promoting and monitoring the quality of education and training.

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### Values and Behaviours

Participation and engagement in the Working Group will reflect organisational values and the commitment to collaborating within strong governance frameworks. Members will display signature behaviours such as:

- Accountable, transparent, decision-making
- Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members
- Open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting and the development of evidence-based policies and programs, and
- Innovative improvement of systems and services to achieve safe and effective person and family-centred care.

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### Membership

Membership will include, but is not limited to, representatives put forward by members of the ACT Health and Wellbeing Partnership Board, and representatives from non-government organisations.

The Working Group or representative may identify the need to co-opt members based on the skills required to address a particular issue.

If a member is unable to attend a meeting, a suitably senior delegate may be nominated to attend.

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<b>Functions</b>	<p>The Working Group will provide strategic advice to the ACT Health and Wellbeing Partnership Board in relation to the following matters:</p> <ul style="list-style-type: none"> <li>• Development and oversight of system-wide clinical workforce strategies that relate to the delivery of health services and that leverage collaboration across academic, policy and delivery sectors to attract and retain a high-quality health workforce.</li> <li>• Development of innovative, joint clinical workforce models which are reflective of emerging trends and clinical need.</li> <li>• Supporting the development of clinical leadership, management and promoting continuous learning and development.</li> <li>• The development of integrated education precincts.</li> <li>• Facilitate the involvement of consumers and carers in the education and training of the health workforce, including students.</li> <li>• Building relationships between the health services and the staff and students of ANU and UC and other relevant organisations operating in the Territory.</li> <li>• Development of infrastructure and facilities to integrate education and training capabilities with the health services.</li> <li>• Provision of and access to facilities that are used for education and training, including shared spaces, library and information services, medical record access, and other digital resources.</li> </ul>
<b>Reporting</b>	<p>The Working Group reports to the ACT Health and Wellbeing Partnership Board.</p> <p>The Working Group is required to provide a paper to the Board for discussion at each Board meeting.</p>
<b>Secretariat</b>	TBC
<b>Agenda requests</b>	<p>The Secretariat will call for agenda items from the membership no later than 15 days prior to the meeting. Papers are to be submitted 10 working days prior to each meeting. The Agenda and any associated papers will be circulated 7 days prior to each meeting.</p>
<b>Meeting Frequency</b>	<p>The Working Group will meet monthly as required.</p> <p>Matters may be considered out-of-session with the agreement of the Chair.</p> <p>Extraordinary meetings will be called as required to discuss any issues of critical importance.</p>
<b>Review Frequency</b>	Annually
<b>Approved</b>	August 2020