



# TERMS OF REFERENCE

## Nurses and Midwives: Towards a Safer Culture

### the First Step Advisory Group (TASC AG)

<b>Role</b>	To provide advice to the NM TASC Steering Committee to support the effective implementation of the Nurses and Midwives: Towards Safer Culture – The First Step – Strategy.
<b>Functions</b>	<ul style="list-style-type: none"><li>• To receive issues for consideration from the NM TASC Steering Committee;</li><li>• To consider referred issues and provide advice to the NM TASC Steering Committee to support successful implementation of the Strategy;</li><li>• To provide comprehensive reports to the NM TASC Steering Committee within agreed timeframes in relation to all referred issues;</li><li>• To support, promote and enable the implementation of the strategy through active participation and provision of key information as required.</li></ul>
<b>Values and Behaviours</b>	<p>Participation and engagement in the NM TASC Advisory Group will reflect organisational values of respect, collaboration, integrity and innovation and the commitment to collaborating within strong governance frameworks. Members will display signature behaviours including:</p> <ul style="list-style-type: none"><li>• Accountable, transparent, decision-making;</li><li>• Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members;</li><li>• 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</li><li>• Innovative improvement of systems and services to achieve safe and effective person and family-centred care.</li></ul>
<b>Advisory Group Membership</b>	<p>The membership of the NM TASC Advisory Group comprises of the following representatives:</p> <ul style="list-style-type: none"><li>• NM TASC Senior Project Officers (Co-chairs);</li><li>• Clinical Representative- Canberra Health Service (CHS) (3 members);</li><li>• Clinical Representatives Calvary Public Hospital Bruce (CPHB) (3 members);</li><li>• Work Health Safety (CHS);</li><li>• Occupational Violence Strategy Senior Project Officer (CHS);</li><li>• Project Director- Great Workplaces (CPHB);</li><li>• Work Health Safety (CHPB);</li><li>• Work Health Safety (AHD);</li></ul>

	<ul style="list-style-type: none"> <li>• Staff Development Unit (CHS);</li> <li>• Learning Development Unit (CPHB);</li> <li>• Australian Nursing and Midwifery Federation (2 members);</li> <li>• Quality Strategy Unit (AHD);</li> <li>• Culture Implementation Team (AHD);</li> <li>• Worksafe ACT; and</li> <li>• Health Care Consumer Association (HCCA)</li> <li>• ACT Mental Health Consumer Network (MHCN)</li> </ul> <p>Ex-officio members:</p> <ul style="list-style-type: none"> <li>• Other attendees or representatives may be invited at the Chair's discretion but will not have voting rights.</li> </ul> <p>For minute distribution:</p> <ul style="list-style-type: none"> <li>• NM TASC Steering Committee Members</li> </ul>
<b>Reporting mechanism</b>	The Committee will report to the NM TASC Steering Committee via the Co-Chairs. The Committee will receive issues for consideration from the NM TASC Steering Committee.
<b>Quorum</b>	50% + 1 membership is required for a quorum. Proxies will be accepted in the event a member is not able to attend a meeting. In the event a member is representing as a proxy, their position must be covered by a proxy.
<b>Meeting Schedule &amp; Process</b>	The NM TASC Advisory group will meet monthly.
<b>Chair</b>	A Chair/s will be nominated from the NM TASC Steering Committee.
<b>Secretariat</b>	Secretariat support for the NM TASC Advisory Group will be provided by the Chief Nursing and Midwifery Office (CNMO Office). Agenda item requests (and associated papers) for a meeting of the NM TASC Advisory Group must be received by the Secretariat at least five days prior to the meeting.
<b>Agenda requests</b>	<ul style="list-style-type: none"> <li>• Meeting papers will be circulated five working days prior to the meeting,</li> <li>• Minutes and action log to be circulated to members no later than fifteen working days after the meeting.</li> </ul>
<b>TOR Review Frequency</b>	The NM TASC Advisory Group will review the Terms of Reference (ToR) annually with endorsement by the NM TASC Steering Committee, or as required to ensure alignment with organisational governance arrangements.

<b>Authored by:</b>	Patrice Murray & Louise Botha, NM TASC Senior Project Officers, AHD.
<b>Endorsed by:</b>	NM TASC Steering Committee      Date: 28 August 2020