

# Queensland Nursing and Midwifery Executive Council

## Terms of Reference

### 1. Purpose

The Queensland Nursing and Midwifery Executive Council (QNMExC) provides high-level advice and recommendations to the Director-General, Queensland Health through the stewardship of the Chief Nursing and Midwifery Officer to deliver on health priorities through clinical leadership of nursing and midwifery in Queensland.

### 2. Sponsorship

Director-General, Queensland Health

### 3. Objectives

QNMExC members are expected to:

- Provide advice and consultancy to the Chief Nursing and Midwifery Officer (CNMO) to optimise nursing and midwifery to deliver on government health priorities.
- Lead on strategic matters to address productivity, care and efficiency improvements in nursing and midwifery services across Queensland, including patient safety, quality and service delivery.
- Actively engage and participate in the coordination and implementation of agreed state and national initiatives that optimise nursing and midwifery services in health service delivery and outcomes in Queensland.
- Identify and scope opportunities to establish mutually beneficial partnerships between and across health service sectors to support the delivery of health priorities.
- Enable the development of relevant initiatives in response to the health reform priorities of the Queensland Government.
- Actively contribute to the reform of Queensland's regulatory model including the review and development of new legislative and underpinning regulatory matters influencing nursing and midwifery practice.
- Provide critique of NMOQ submissions in response to broader key health matters, and national professional and regulatory consultation documents.
- Be responsible for the dissemination and promotion of agreed key information and documents on strategic matters to all Queensland nurses and midwives across members' relevant health services and organisations.
- Foster awareness and share information on developments, achievements, data, evidence and issues concerning the nursing and midwifery professions with a view to continual improvement in the provision of care to clients.

## 4. Meeting schedule

- Meetings held on the third Tuesday of every even month: 9.30 am to 3.00 pm.
- The Chair may convene additional meetings, establish sub-committees and reference groups, and cancel or defer meetings according to business requirements.

## 5. Reporting

The CNMO shall include in the Nursing and Midwifery Office, Queensland annual report the activities of QNMExC.

## 6. Membership

### Chair

Chief Nursing and Midwifery Officer

*Members of QNMExC are appointed by the CNMO.*

*Where agreed to by the Chair, other representatives may be invited to participate in QNMExC.*

*Members will be from executive level nurses and midwives in service providers*

### Members

- Executive nursing and midwifery professional leads from:
  - Hospital and Health Service representatives—metropolitan, regional, rural and remote and children’s services (five)
  - Mater Health Services (two)
  - Ramsay Health (one)
  - Uniting Care Health (one)
  - Private Hospital Association, Queensland (one)
  - Non-government community and primary healthcare services (three)
- Queensland Head of Schools of Nursing and Midwifery nominated representatives (two)
- Private practice midwifery service providers (two)

### Ex-officio members

- Nursing Directors/Midwifery and Nursing Director, Nursing and Midwifery Office Queensland
- Assistant Director of Nursing, Nursing and Midwifery Office Queensland
- Performance and Reporting Officer, Nursing and Midwifery Office Queensland
- Principal Analyst and Research Officer, Nursing and Midwifery Office Queensland

### Proxies

- QNMExC secretariat must be advised prior to the meeting of proxy attendance.
- All proxies must be approved by the Chair prior to meeting attendance.
- When a member is unable to attend a meeting, the proxy should be suitably briefed prior to the meeting.

## Reference groups

Through shared governance models and processes the following groups will inform, and work with CNMO:

- Rural and Remote Directors of Nursing and Midwifery
- Hospital and Health Services, Nursing and Midwifery Executive Leadership
- Professional Nursing and Midwifery organisations and associations

## 7. Regular invitees

- Director-General (bi-annual)
- Deputy Director-Generals (bi-annual)
- Principal Commercial Consultant, Contestability Branch
- Representatives from the Queensland Health Reform Taskforce
- Chief Executive Officer, CheckUP Australia (quarterly)
- Health Service Chief Executive representative (bi-annual)

## 8. Quorum

- A quorum for QNMExC is 50 per cent of the total membership, excluding ex-officio members, plus one.
- A resolution shall only be made if there is a quorum.

## 9. Confidentiality

- QNMExC members may receive information that is regarded as confidential, 'commercial-in-confidence', or have other privacy implications.
- Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.
- A QNMExC member must not intentionally disclose confidential information gained as a result of being a member of QNMExC to anyone except to the extent necessary to perform the member's functions relating to QNMExC.

## 10. Business rules

### Secretariat

Secretariat is provided by the Nursing and Midwifery Office, Queensland.

### Agenda and records

- Agenda items must be received by the Secretariat at least 10 working days prior to the scheduled meeting.
- Agenda and relevant papers will be sent out to all members five working days prior to the meeting.
- Late agenda items will be tabled at the discretion of the Chair.
- Table of action items from each meeting will be distributed to members within five working days of the meeting.

## Attendance

- QNMExC meetings are restricted to members, invited guests and Nursing and Midwifery Office, Queensland staff.
- Members should table an apology if unable to attend.
- Teleconference facilities will be available for any member who cannot attend a meeting in person. Access to videoconference arrangements will be available for Queensland Health sites only.

## Disclosure of interests

- Where there is a conflict of interest in an issue being considered by QNMExC, members must disclose the conflict of interest for consideration by the Chair.
- Where an interest has been declared, the Chair shall determine how to proceed and advise the meeting accordingly.

## Performance and review period

- In October of each year, the members will consider the QNMExC outcomes and effectiveness of its identified purposes and objectives for the previous year.
- Any changes to the Terms of Reference and business rules for the forthcoming year will occur at this time.
- The Nursing and Midwifery Office, Queensland annual report to the Director-General will include details on key issues, achievements and resolutions of QNMExC.
- QNMExC will inform other committees and groups as appropriate.
- The next review is scheduled for December 2014.

## Approved and signed

**Dr Frances Hughes**

**Chief Nursing and Midwifery Officer (Chair)**

**17 December 2013**