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 heath 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