

# Terms of Reference

## Nursing Advisory Committee



Institute of Health and  
Nursing Australia

Legal entity: Health Careers  
International Pty Ltd  
ABN: 59 106 800 944  
ACN: 106 800 944  
CRICOS Code: 03386G  
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[www.ihna.edu.au](http://www.ihna.edu.au)



## Title of Document

1. Terms of Reference of the Nursing Advisory Committee (TOR-NAC).

## Establishment

2. Nursing Advisory Committee (TOR-NAC) was established by the Curriculum Development and Monitoring Committee (CDMC) as a part of its course development and review framework as outlined in its terms of reference. Nursing Advisory Committee (NAC) will be Nursing discipline-based and established based on the Institute of Health & Nursing needs in the Nursing discipline, particularly the Diploma of Nursing program.

## Rationale

3. The Institute of Health & Nursing (IHNA) recognises that effective course development, review and change management processes are an integral part of the strategic academic governance and planning, including continuous improvement and quality assurance and management.
4. The development and management of Nursing courses will be supported by the Nursing Advisory Committee (NAC) that comprises internal academic staff and external members/stakeholders with relevant course experience and/or expertise. The NAC will provide industry and community-specific advice and feedback on new course proposals, course reviews and PEP quality and efficacy of existing courses in the Nursing Discipline.

## Objectives

5. Nursing Advisory Committee (NAC) is charged with engaging representatives of major stakeholders (Internal staff, employers, industry, relevant professional bodies, and the wider community) in developing, proposing, reviewing, and improving the course/s.
6. It will maintain and advance IHNA's academic standards, maintaining the students' interests, the discipline/s and the associated industries and professions, including the relevant legislative and regulatory requirements.
7. The principal function of the Nursing Advisory Committee (NAC) is to provide advice on the relevance of courses to prospective students, specific industry and professional bodies, and the community.
8. The NAC may also facilitate networking with universities, businesses, and the community to

provide opportunities for research collaborations and/or provide practical experience for students where appropriate.

## Chair and Deputy Chair

9. The Chairperson of the Nursing Advisory Committee (NAC) shall be an independent external member. The Chair may elect to appoint a Deputy Chair from the members.

## Membership

10. The Nursing Advisory Committee (NAC) should comprise members drawn from a range of stakeholder groups (staff, employers, industry, relevant professional bodies, and the wider community) from each delivery states IHNA operates, who can contribute to the development and/or enhancement of the course. Most members should be external to IHNA staff.
11. The NAC members will have appropriate credentials to advise on matters such as:
- Course structure
  - Course content and delivery
  - Academic standards and compliance
  - Relevant industry standards
  - Potential employment of course graduates.
12. Membership will include:
- Independent external member (Chair)
  - National Training Manager - School of Nursing
  - National Placement Coordinator - School of Nursing
  - Manager Course Administration
  - Academic experts (from VIC, NSW, and WA)
  - External industry experts (from VIC, NSW, and WA)
  - Secretary (in attendance).

## Functions, Roles and Responsibilities

13. The responsibilities of the NAC include:
- Determining the need and demand for the course in the context of professional strategic directions and workforce needs, informed by the industry trend.
  - Consulting widely with students, academic staff, professional/industry leaders, and external academics on the content and directions of proposed and existing courses.

- c) Providing advice on the course rationale, learning outcomes, structure, relevance, and appropriateness of its content, including benchmarking, and outcomes.
- d) Providing advice on assessment strategies and tasks, appropriate teaching and learning methods, modes of course delivery.
- e) Making recommendations for proposed/recommended teaching and learning resources for the proposed courses (e.g., textbooks, journals, library, and e-resources).
- f) Overseeing the effectiveness and quality of Professional Experience Placement.
- g) Ensuring that the nursing courses and programs are designed, developed, delivered, and monitored according to the accreditation standards such as the Enrolled Nurse Accreditation Standards 2017.

## Meetings

- 14. The Nursing Advisory Committee (NAC) will meet three (3) times a year.
- 15. Members of the Nursing Advisory Committee (NAC) may propose agenda items to be discussed. Agendas, minutes and supporting documents shall be distributed to members of the NAC at least five (5) working days prior to the upcoming meeting.
- 16. The NAC shall keep the minutes of all meetings and all documentation shall be retained in the Institute's primary electronic storage system.

## Minutes

- 17. All meeting proceedings are to be minuted. The draft of minutes of meetings should be circulated to members for review and feedback.
- 18. The minutes must record the following:
  - a) Date and location of the meeting
  - b) Attendees, apologies, and absentees
  - c) Agenda items discussed
  - d) Action items (including responsibility and timeframe)
  - e) Decisions made (including the rationale for decisions).
- 19. The Secretary must keep NAC minutes of meetings and be presented at the next meeting after approval by the Chair.
- 20. All minutes must be entered into a minute book and will be open for inspection by any member.

## Reporting

21. The Nursing Advisory Committee (NAC) reports to the Curriculum Development and Monitoring Committee (CDMC).

## Review

22. The Terms of Reference and the functions of the Committee will be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and to guarantee continuing relevance.
23. At the end of the 12-month period, the Committee will undertake a self-evaluation of performance. Any areas requiring further attention in the following year will be addressed.

## Document Approval

<b>Document ID</b>	Terms of Reference of the Nursing Advisory Committee		
<b>Owner(s)</b>	Academic Board		
<b>Approved by</b>	Board of Directors	<b>Date Approved</b>	17/02/2021

## Document History

<b>Commencing Date</b>	<b>Version no</b>	<b>Summary of Changes</b>	<b>Next Review Date</b>
18/12/2020	1.0	Initial development; aligning with IHNA's strategic direction	30/12/2020
12/03/2021	1.1	Updated the membership, Formatted	31/12/2024