

# Workforce and Education Advisory Group – Terms of reference

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## 1 Scope

The Workforce and Education Advisory Group (**Advisory Group**) operates within the Sunshine Coast Health Network Ltd. (trading as Country to Coast QLD, hereafter **CCQ**), focusing on the enhancement of the primary care workforce. The scope of the Advisory Group's work includes:

1. High level strategic oversight to identify workforce and education needs of primary healthcare professionals in CCQ.
2. Monitor and enhance the quality of educational programs through review of feedback and necessary adjustments to ensure effectiveness.
3. Engage in high level strategic workforce planning to anticipate future primary healthcare needs.
4. Building strong partnerships and collaboration with educational institutions, professional organizations, and healthcare providers to create a supportive network, share resources, and leverage expertise in healthcare education and workforce development.

The Advisory Group endeavours to enhance the primary care workforce's capabilities, ensuring high-quality care delivery, addressing challenges, fostering innovation, and promoting collaboration within the CCQ region.

## 2 Purpose

The overall purpose of the Advisory Group is to support the provision of high-quality continuing professional development and workforce planning strategic priorities to the primary care workforce across the Country to Coast QLD (CCQ) region. This includes:

1. **Advise on high-quality education:** Advise on prioritising evidence-based continuing professional development programs that empower primary care professionals with necessary skills, promoting lifelong learning and ensuring exceptional care delivery.
2. **Address workforce challenges:** Proactively identify and advise on workforce shortages, skill gaps, and recruitment difficulties within the primary care sector within the CCQ region, ensuring a sustainable and skilled workforce.
3. **Enhance patient outcomes:** Improve patient outcomes and experiences by improving the skills and knowledge of primary care professionals, enabling them to provide superior care to the residents of the CCQ region.
4. **Drive innovation:** Encourage innovation in primary healthcare education and service delivery, fostering a culture of continuous improvement and creativity among healthcare professionals in the CCQ region.
5. **Facilitate collaboration:** Act as a collaborative platform for stakeholders, encouraging knowledge exchange, fostering a supportive ecosystem, and enhancing the overall effectiveness of the primary care workforce in the CCQ region.

All learning, development and workforce initiatives supported by CCQ are underpinned by CCQ's **Education Principles** including:

- Positive learning environment
- Community and patient focus
- Interdisciplinary practice
- Functional networks, and
- Flexibility and adaptability.

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## 3 Membership

### 3.1. Composition

- Deputy Director Education (Chair)
- Medical Educators (General Practitioners)
- Clinical Council representative
- Health Pathways Clinical Lead
- Universities
- Primary care nurse
- Allied health clinician (Chronic Disease)
- Aboriginal health worker
- Aged care clinician
- Mental health clinician

Additional participants to be invited on a per needs basis.

### 3.2. Recruitment and selection

Members will be recruited and selected through a broad application process via an Expression of Interest (EOI) on:

1. **Transparent application process:** The Advisory Group will invite interested candidates to submit Expressions of Interest (EOIs) detailing their qualifications, expertise, location within CCQ and motivation for joining the group. This process will be transparent, ensuring equal opportunity for all eligible candidates.
2. **Advertisement and outreach:** The Advisory Group positions will be advertised widely through various channels. Additionally, targeted outreach will be conducted to encourage applications from diverse healthcare professionals.
3. **Eligibility criteria:** Applicants must meet specific eligibility criteria related to the composition of the advisory group, including relevant qualifications and experience in primary healthcare.
4. **Review and shortlisting:** A review committee comprising representatives from CCQ will assess the received EOIs. The committee will shortlist candidates based on their qualifications, expertise, and alignment with the Advisory Group's goals and objectives. Candidates will be assessed on their knowledge of primary healthcare, their ability to contribute meaningfully to the group's objectives, and their collaborative skills. CCQ will then contact the candidate and speak with them regarding their potential contribution to assess alignment and suitability for the position.
5. **Diversity and inclusivity:** The recruitment process will prioritize diversity and inclusivity, aiming to have a well-rounded representation of gender, ethnicity, professional backgrounds, and geographical locations within the CCQ region. This approach ensures a broad spectrum of perspectives, enriching the Advisory Group's discussions and decisions.
6. **Appointment of members:** Following the above process, final selections will be made, and successful candidates will be appointed as members of the Workforce & Education Advisory Group. All applicants, whether successful or not, will be notified promptly, and feedback mechanisms will be established to provide constructive input to unsuccessful candidates, encouraging ongoing engagement with the primary health network initiatives.

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7. **Term of appointment:** Members will be appointed for a one-year term, during which they are expected to actively participate in Advisory Group meetings, contribute to discussions, and collaborate effectively with fellow members and stakeholders.

### 3.3. Member responsibilities

Members will have the following responsibilities:

1. Contribute to the identification of educational needs for the target audience(s) by identifying data sources related to workforce needs, local clinical feedback and relevant policy trends and changes.
2. Provide advice on the prioritisation of educational needs, taking into account the documented needs assessment as well as knowledge of the local service landscape and other factors influencing clinician receptiveness to potential topic areas.
3. Consider evaluation data collected from participants and presenters from CCQ workforce activities and make recommendations about areas and strategies for quality improvement.
4. Monitor clinician engagement with the educational offerings and provide advice about engaging with hard-to-reach clinical groups.
5. Ensure that CCQ Learning and Development Principles underpin Workforce Program activities including that activities are strategic, collaborative, professional, accredited, follow educational best practice, foster integration, are multidisciplinary where possible, accessible and evaluated.
6. Provide feedback on clinical workforce planning priorities and training pathways to support workforce capacity building throughout the CCQ region.

## 4 Quorum

50% of members, plus one.

## 5 Declaration of interest

Workforce and Education Advisory Group members are expected to avoid any action, position or interest that conflicts with the interests of CCQ. Members with a direct or indirect interest in a contract or other matter being dealt with by the Advisory Group must register the nature of that interest as soon as possible after the conflict or potential conflict becomes apparent. Where a member has an interest in a matter the member will not receive copies of relevant information and will not be entitled to be present during any deliberations or vote on the matter unless an exception is granted by a motion of the group.

The Workforce and Education Advisory Group will maintain a register of declarations of interest or material personal interest.

## 6 Meetings

Meetings will be quarterly and held via videoconference with the option of an annual face-to-face meeting.

## 7 Agendas and minutes

Members will be notified by email of the meeting schedule and videoconference log in details.

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Minutes will be prepared for each meeting and retained in accordance with CCQ's Record Management Policy. An action Log will be developed and reported against at each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretariat will circulate the documents to all members and include them in the agenda for the next meeting.

### 8 Secretariat

Administration and secretariat support will be provided by the Health and Wellbeing Directorate of CCQ.

### 9 Evaluation and review

To ensure the Group is fulfilling its duties, it will undertake an annual self-assessment of its performance and membership against these terms of reference and provide that information to the CCQ Board as part of the wider governance review process.