



ACT Health

TERMS OF REFERENCE

Nurses and Midwives: Towards a Safer Culture the First Step Steering Committee (TASC SC)

Role	The Nurses and Midwives: Towards a Safer Culture Steering Committee (Steering Committee) provides leadership and oversight of the ACT Health Directorates (AHD's) implementation of the Nurses and Midwifery: Towards Safer Culture – The First Step – Strategy.
Functions	<ul style="list-style-type: none"> • Monitor the implemented project deliverables, timeframes and key milestones; • Request progress reports and agree on appropriate responses to facilitate progress of the project; • Support, promote and enable the implementation of the outstanding priorities of the Strategy through active participation, decision making and provision of key information as required; • Drive sustainability of the TASC Project through monitoring and evaluation of the progress of implementation and change process; and • Provide expert advice to the facilities as required.
Values and Behaviours	<p>Participation and engagement in the Steering Committee will reflect organisational values and the commitment to collaborating within strong governance frameworks. Members will display signature behaviours including:</p> <ul style="list-style-type: none"> • Accountable, transparent, decision-making; • Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members; • 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 • Innovative improvement of systems and services to achieve safe and effective person and family-centred care.
Steering Committee Membership	<p>The Steering Committee Members comprises of the following representatives:</p> <ul style="list-style-type: none"> • ACT Chief Nursing and Midwifery Officer, ACT Health Directorate (AHD) (Chair); • Executive Branch Manager-Culture Review Implementation Branch, AHD; • Australian Nursing and Midwifery Federation (ANMF) Representative; • Director Work Health Safety, Canberra Health Service (CHS); • Director Work Health & Safety, Calvary Public Hospital Bruce (CPHB); • Assistant Director Work Health and Safety, AHD; • Executive Director of Nursing & Midwifery, CHS;

	<ul style="list-style-type: none"> • Director of Clinical Services – Nursing and Midwifery, CPHB; • Consumer representative – Health Care Consumers’ Association <p>For minute distribution:</p> <ul style="list-style-type: none"> • Deputy Director-General, Health System, Policy & Research, AHD (Project Owner) • Executive Director of People and Culture, CHS • Regional Director People & Culture, CPHB • Senior Director, People Strategy, Corporate & Governance ACTHD <p>Other attendees or representatives may be invited at the Chair’s discretion but will not have voting rights.</p>
Reporting mechanism	The Committee will report to the ACT Health Systems Policy and Research (HSPR) Executive Committee via the Chair.
Quorum	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 sending a proxy, they must be fully briefed and able to contribute to the meeting
Meeting Schedule & Process	The Steering Committee will meet monthly till April 2022 and will move to second monthly thereafter.
Chair	The ACT Health Chief Nursing and Midwifery Officer.
Secretariat	Secretariat support for the NM TASC Steering Committee will be provided by the ACT Health Chief Nursing and Midwifery Office (CNMO). Agenda item requests (and associated papers) for a meeting of the Steering Committee must be received by the Secretariat at least ten days prior to the meeting.
Agenda requests	<ul style="list-style-type: none"> • Meeting papers will be circulated five working days prior to the meeting • Minutes and action table to be circulated to members no later than fifteen working days after the meeting.
TOR Review Frequency	The Steering Committee will review the Terms of Reference (TOR) annually, or as required to ensure alignment with organisational governance arrangements.
Authored by:	Senior Project Officer, Nurses and Midwives Towards a Safer Culture, Chief Nursing and Midwifery Office, ACT Health Directorate.
Endorsed	30 November 2021