



Intellectual Disability Health Education and Training Expert Advisory Group

Terms of Reference

Purpose

The purpose of the Education and Training Expert Advisory Group (Advisory Group) is to provide expert advice and guidance on the implementation of education and training actions under the National Roadmap for Improving the Health of People with Intellectual Disability (the Roadmap). Initially, the Advisory Group will focus on health professional tertiary education, intellectual disability health learning outcomes and accreditation, and resource development. This will help implement the 2020-21 Curriculum Development Budget measure. The Advisory Group will also help identify other key stakeholders with an interest in related projects under the Roadmap.

Context

The Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability (Disability Royal Commission) was established in April 2019 in response to community concern about widespread reports of violence against, and the neglect, abuse and exploitation of, people with disability.

The Disability Royal Commission's Report on Public Hearing 4 identified the training and education of health professionals as a key issue to address to improve the health of people with intellectual disability. As a result of evidence at this hearing, the Disability Royal Commission devoted Public Hearing 10 to exploring this matter further.

The Roadmap takes into consideration a range of issues that have been raised in these hearings and the associated reports. The Roadmap includes a comprehensive range of actions to improve the health of people with intellectual disability.

The 2021-22 Commonwealth Budget allocated \$4.7m to consult on competencies in health care for people with intellectual disability in tertiary education health curricula, and develop specific and specialised curricula content.

Responsibilities

The Advisory Group will provide:

- overarching guidance and direction on the development and implementation of an Intellectual Disability Health Capability Framework for medical, nursing and midwifery, dental, psychology, allied health and pharmacy undergraduates
- input on the development of the Capability Framework, including capabilities, learning outcomes, and implementation guidelines
- expert advice on health professional tertiary education, intellectual disability health learning outcomes, and intellectual disability health in Australia
- suggestions for broader consultations on the Capability Framework; and
- linkages to other key stakeholders essential to the progress of key education and training actions under the Roadmap.

Though the initial focus of the Advisory Group will be on the development of an Intellectual Disability Health Capability Framework, future issues for consideration may include:

- Development of specialised curriculum content
- Vocational and postgraduate education

- Clinical placements

Out of Scope

It should be noted that the following is currently not within the scope of the Advisory Group.

- Mandating inclusion of content within an educational setting

Roles

Chair

The Chair is the Assistant Secretary, Allied Health and Service Integration Branch, Primary Care Division, Department of Health. Where the Chair is absent, a suitable representative will be selected by the Chair to be the Chair's representative.

Membership

Representatives from the education sector, intellectual disability academic experts, accreditation and registration bodies, indigenous, health and disability sector and people with lived experience.

A member may nominate a proxy for attendance at a meeting, subject to approval by the Chair prior to the commencement of the meeting. Members (including proxies) are expected to prepare for and actively participate in group business.

Observers and Invited Guests

Observers are invited at the discretion of the Chair. Guests may be invited to speak on a specific topic or agenda item.

Governance

Roadmap Implementation Governance Group

The Roadmap Implementation Governance Group (RIGG) is the overarching governing body responsible for implementing actions under the Roadmap.

The purpose of the RIGG is to:

- provide oversight and advice on the implementation of the Roadmap throughout its lifespan
- ensure implementation is conducted in an inclusive and transparent manner
- ensure governments and other stakeholders are accountable for implementing actions outlined in the Roadmap.

The RIGG will have a standing agenda item for updates on projects currently underway under the Roadmap, a summary of each Advisory Group meeting will be provided to the RIGG for discussion at that item.

Intellectual Disability Focus Group

The Department of Health and Ageing has established an Intellectual Disability Focus Group to ensure appropriate and meaningful engagement with people with intellectual disability across all projects under the Roadmap. The Advisory Group is also expected to consult with the Intellectual Disability Focus Group at key decisions points of the education and training activities under the Roadmap.

Committee Term

The term of the Advisory Group will be for an initial period of four years, to June 2025, to align with the Curriculum Development Budget measure.

Members will be appointed for an initial term of two (2) years and may be offered further terms. New members may be invited to join as necessary as implementation of the Roadmap progresses.

The Terms of Reference are effective from the date of the first meeting and will be reviewed annually, or earlier if required.

Operation of meetings

- The Advisory Group will meet quarterly via videoconference as per the agreed meeting schedule.
- The Chair will decide if additional meetings are necessary or alter the format of the scheduled meetings (i.e. face-to-face or videoconference) if required to ensure timely decision making.
- The Secretariat will issue a call for agenda items and/or papers at least 4 weeks in advance of scheduled meetings.
- Meeting papers will be circulated electronically no later than one week in advance of scheduled meetings, unless otherwise agreed by the Chair.
- The Secretariat will circulate action items and meeting outcome summaries to the Advisory Group within a week of the meeting.
- Out of session papers may be circulated with approval of the Chair and will be recorded in the minutes of the next scheduled meeting.

Conflict of Interest

All members of the Advisory Group are required to declare all existing or potential conflicts of interest.

The Chair may require a member to recuse themselves from discussion of part or whole of an item or issue if the Chair considers the conflict of interest cannot be otherwise managed.

Confidentiality

Members will be clearly informed when they are being consulted on an issue in confidence or information and material is being provided in confidence, for Advisory Group purposes only. Members will be required to sign a Confidentiality Agreement to cover such circumstances. Should Advisory Group members wish to nominate an observer or proxy to the meeting, it is essential to advise the Secretariat ahead of the meeting as the nominated person will be required to sign a Confidentiality Agreement.

Secretariat

The Department of Health will undertake secretariat functions unless otherwise directed by the Chair.

The Secretariat will be the primary point of communication for matters relating to the Advisory Group and will liaise with the Chair accordingly.

Secretariat contact:

E: IntellectualDisability@Health.gov.au