

## **Terms of Reference**

### **National Nursing and Midwifery Education Advisory Network (NNMEAN)**

**May 2021**

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#### **1. Role**

The role of the NNMEAN is to provide high level strategic advice utilising an evidence-based approach to the planning and coordination of education, employment and immigration for nurses and midwives in Australia. This includes Nurse Practitioners (NPs), Registered Nurses (RNs), Enrolled Nurses (ENs) and Midwives.

The NNMEAN will work with the Department and the Chief Nursing and Midwifery Officer (CNMO) to consider prepare and provide advice as required on the following:

- the education of nurses and midwives to meet service needs
- factors that affect nurses and midwives entering the workforce and how entry and development pathways can shape future careers
- the development of national supply and demand workforce reports

#### **2. Membership**

The NNMEAN has eleven (11) members comprising the Chair, and ten (10) other members.

Membership is based on a cross section of professionals with knowledge, experience and influence in the areas of workforce, education, policy and employment.

Membership consists of the following:

- Chief Nursing and Midwifery Officer, Commonwealth Department of Health (Chair)
- Two (2) jurisdictional Chief Nursing and Midwifery Officers
- Two (2) University sector representatives
- One (1) Vocational Education and Training sector representative
- One (1) private hospital employer group representative
- One (1) Australian Government education policy representative;
- One (1) Congress of Aboriginal and Torres Strait Islander Nurses and Midwives representative;
- One (1) Nursing and Midwifery Board of Australia representative; and
- One (1) Australian Nursing and Midwifery Accreditation Council representative.

The NNMEAN can co-opt members as required to provide expert advice. This includes establishing time based working groups which will be chaired by a member of the NNMEAN.

#### **3. Terms of Appointment**

Each member is appointed on the basis of their individual skills, knowledge and expertise and holds their appointment at the discretion of the Commonwealth Department of Health. Appointments will generally be for three (3) years.

#### **4. Proxies**

Where a member is unable to attend a meeting, proxies will be allowed to attend the meeting if the proxy member is a representative of the absent member's organisation, sector or jurisdiction, has been appropriately briefed and has suitable skills, knowledge and expertise. Notice of proxy attendance is to be provided to the Secretariat and the Chair prior to the meeting.

#### **5. Operation**

The Chair will preside at all meetings at which they are present. If the Chair is absent from the meeting, a Deputy Chair can be elected to preside as required.

The NNMEAN will hold a minimum of three (3) meetings each year, and members may also undertake specific projects or working groups. Meetings can be face to face or via teleconference. The frequency of meetings will have regard to the time and cost of meetings balanced with the volume and nature of business.

The terms of reference and operation of the NNMEAN will be reviewed a minimum of every three (3) years

#### **6. Remuneration**

Members will be expected to meet their own travel, accommodation and associated costs where the member is:

- an employee or contractor of the public service or a publicly funded agency (Commonwealth, State, Territory or Local government, statutory authority or government owned corporation);
- an employee of a not for profit and/or non-government organisation that is funded by the Commonwealth, State or local government; or
- a person who is funded by their employer and/or affiliate body to represent, network, promote or advocate the issues that the NNMEAN is working on.

Remuneration and expenses **may** be paid to a member who is either:

- An unfunded or non-salaried representative of a peak agency or non-government organisation; or
- An individual who would be earning an income if they were not attending the meeting.

#### **7. Secretariat**

The work of the NNMEAN (and any working groups) will be supported by a Secretariat provided by the Commonwealth.

The Secretariat will be responsible for:

- Providing support to the NNMEAN;
- Developing, in consultation with the Chair, agendas for NNMEAN meetings and other business involving the Department and the NNMEAN;
- Distributing the agenda and associated material;
- Ensuring all members are kept informed of issues and information relevant to the work of the NNMEAN;

- Arranging venues and catering for meetings;
- Arranging appropriate travel and accommodation for eligible members; and
- Verifying reimbursement of eligible expenses.

## **8. Stakeholder Engagement**

The NNMEAN will consult and seek further relevant information from stakeholders as required to support deliberations on nursing and midwifery workforce, education policy and employment issues.

## **9. Reporting arrangements**

The NNMEAN reports to the Deputy Secretary, Chief Medical Officer Group, through the CNMO. A written report with any recommendations will be provided to the Deputy Secretary within one month of each meeting.