

Graduate Nurse Midwifery Program (GNMP) Governance Committee

Terms of Reference

Purpose

Function

The function of the Graduate Nurse Midwifery Program (GNMP) Governance Committee (hereafter 'the Committee') is to represent Nurses, Midwives and other specialty Nurses across the Victorian public health sector. The Committee will provide expert advice to shape the relevant policies and processes of the Postgraduate Medical Council of Victoria (PMCV), which contribute toward the development of initiatives to streamline the recruitment of the Graduate Nursing and Midwifery Workforce in Victoria.

Objectives

- Promote State-wide alignment and consistency of nursing and midwifery program workforce policies and processes.
- Support the recruitment processes for graduate nurses and midwives across Victoria including a centralised recruitment processes coordinated by PMCV and alignment of health service direct recruitment processes to maximise the recruitment opportunities/outcomes for health services.
- Review and endorse GNMP Workforce policies and processes.
- Identify and address challenges for workforce planning and alignment of strategic GNMP workforce initiatives, policies and processes at the State level.
- Act as a tribunal for Code of Conduct breaches, notifying PMCV and where necessary the Victorian Department of Health of any ramifications of the breach.

Reporting

- The Committee reports to the PMCV Board on a quarterly basis.

Decision-making

- The Committee will contribute to the development of, and the review and endorsement of, new processes and policies relevant to the GNMP Workforce.
- The Committee will adjudicate and determine outcomes for all disputes relating to the GNMP match which may include potential breaches of the Code of Conduct.

Membership

The Committee must comprise a minimum of **12** members, and must include representatives from regional, rural, outer, and inner-metropolitan Victorian health services.

Member representation should aim to include representatives from a diverse range of health service settings. All Committee members are to have close engagement with nursing and midwifery graduate recruitment and planning (e.g., Executive Directors / Directors of Nursing and Midwifery).

Delegated Members

- Southeast (SE) Metropolitan Victoria Nursing/Midwifery Workforce representative
- Southeast (SE) Rural/outer-regional Victoria Nursing/Midwifery Workforce representative
- Northeast (NE) Metropolitan Victoria Nursing/Midwifery Workforce representative
- Northeast (NE) Rural/outer-regional Victoria Nursing/Midwifery Workforce representative
- Northwest (NW) Metropolitan Victoria Nursing/Midwifery Workforce representative
- Northwest (NW) Rural/outer-regional Victoria Nursing/Midwifery Workforce representative
- Southwest (SW) Metropolitan Victoria Nursing/Midwifery Workforce representative
- Southwest (SW) Rural/outer-regional Victoria Nursing/Midwifery Workforce representative

Invited Members

- Chief Executive Officer, PMCV
- Director Health Workforce Policy, DH
- GNMP Senior Coordinator, Workforce Unit PMCV
- Secretariat, Workforce Unit PMCV

Invited Guests

Secondment of representative delegates will occur in case of expected member absence.

The Committee will receive and assess nominations for membership and seek endorsement from the PMCV Board.

Chair

The Chair will be a registered nurse or midwife who will be nominated by the Department of Health in collaboration with the PMCV. Once the nomination has been endorsed, the Chair will represent GNMP Governance on the PMCV Board and DH Advisory Committees.

Role of the Chair

- Chair meetings of the Committee.
- Represent the Committee and report at PMCV Board meetings.
- Communicate effectively and work cooperatively with stakeholders.
- Provide expert advice on recruitment of Nurse and Midwives, and workforce planning.
- Contribute to strategic initiatives of the PMCV in relation to GNMP Workforce.
- Review and approve policies and processes, and relevant documentation pertaining to these.
- Approve the minutes and correspondence from Committee meetings within 7 working days of meeting.

Members

Responsibilities of members

- Be mindful of conflict of interest and confidentiality.
- Endeavour to represent all Victorian health services, not just the health service where they are employed.

Duration of membership:

- Ordinary Committee member term length will be two years with an option to be reinstated for an additional term; a total of four years as maximum term on the Committee.
- Delegated positions (e.g., Chair, Deputy Chair) can extend for a further term in the delegated position; a total of four years maximum term on the Committee.

Secretariat

A member from the PMCV Workforce team will support the Committee by:

- Prepare documentation in conjunction with the Committee Chair for each meeting.
- Distribute agenda and documentation for each meeting (5-8 working days prior).
- Liaise with members as required.
- Prepare the minutes for each meeting and relevant correspondence for approval by the Chair, and coordinate actions as required.
- Maintain an action log by ensuring items are being addressed between meetings.
- Coordination of out of session activity as required e.g., Code of Conduct breaches.

Conflict of Interest

Any member of the Committee who has direct or indirect material personal interest in any matter brought before the Committee for discussion must immediately disclose that interest to the other Committee members and must not be present during discussion on this matter nor vote on that matter. This statement must appear on the agenda.

The Secretary may withhold agenda items for members with known conflict of interest (e.g., draft survey reports).

When a declaration of real or perceived conflict of interest is made, this disclosure will be recorded in the minutes of the meeting.

Confidentiality

Members shall take all steps necessary to protect and preserve the confidentiality of information pertaining to the Committee's deliberations.

Members shall not disclose Committee discussions or decisions outside the Committee unless there is explicit agreement during a meeting, and it is noted in the minutes that this is appropriate.

Members must maintain confidentiality of information after their membership of the Committee ceases.

Conduct of Meetings

Time

The meeting will be held quarterly and convened as required regarding breaches of the Code of Conduct.

The November meeting will focus on the outcome of the match for that year.

Other meetings and working parties may be assembled to deal with specific issues as they arise during the year. Membership for the working parties will be at the discretion of the chair and PMCV Workforce Manager.

Location

PMCV Offices or attendance by teleconference or videoconferencing.

Notice

The Secretary must give reasonable notice of every meeting of the Committee (but not less than five working days).

Quorum

A quorum is five (5) members including the Chair.

If, during a meeting, a quorum cannot be maintained, the meeting can be adjourned at the request of the Chair and resolution of the members present or the meeting can continue and any recommendations or suggested actions can be circulated by email to non-attending members, seeking endorsement of the suggested recommendations or actions to progress important business. Any actions taken following the meeting shall be reported to the next meeting of the Committee.

Business of the Meeting

Standing Agenda Items:

- Confirmation of Minutes
- Declaration of Conflict of Interest
- Matters Arising from Minutes
- New Business
- Other Business
- Date of Next Meeting

Confirmation of Minutes

Minutes of each meeting are to be submitted to the next appropriate meeting of the Committee for confirmation.

There shall be no discussion or debate on the minutes permitted except where their accuracy as a record of the proceedings is questioned. If a committee member is dissatisfied with the accuracy of the minutes, they must state the item or items and propose a motion clearly outlining the alternate wording to amend the minutes.

The Chair will sign the minutes prior to the circulation to the members.

Content of the Minutes

In keeping the minutes of the Committee meeting, the Secretary must arrange the recording of the minutes to show:

- The name of the Committee, meeting number, date, location, and time at which the meeting was held.
- The names of members and whether they are present, an apology or on leave of absence.
- The names of any other persons in attendance and the organisation they represent or in what capacity.
- Every motion and amendment moved.
- The outcome of every motion.
- Where a division is called, a table of names of members present, showing the way they voted (FOR, AGAINST or ABSTAIN).
- Details of any failure to maintain a quorum and any adjournment.
- Time and reason for adjournment of the meeting or of the standing orders.
- Disclosure of any declaration of direct or indirect interest of a member declared or identified to the meeting.
- Any other matter which the Secretary, in conjunction with the Chair, thinks should be recorded to clarify the intention of the meeting or the reading of the Minutes.
- Conclude with the official signing of the minutes by the Chair.
- Except where a member requests, individual expressions of view, if recorded, do not identify the member.

Documentation

The Secretary must ensure that all records of all relevant information from meetings of the Committee are maintained including agenda, attachments, minutes, and correspondence for a period of 7 years.

Version Control

Version approved along with date of next review.

Version	Amendments by	Changes	Date
1	Rebecca Vicino	Removal of approval of Health Service quota increases. The process of the Chair signing the minutes	23/3/2023
2	Jenny Smith	Change quorum to 5, re-branded	07/06/2023
3			

Approved by: PMCV Chief Executive Officer

Next Review: February 2023

Date: December 2022
