

## Terms of Reference

# EDUCATION ADVISORY GROUP

### Purpose

The Education Advisory Group (EAG) supports the provision of high quality professional development education and networking events to primary care clinicians across North Coast NSW.

### Responsibilities of the EAG

- 1 Contribute to the ongoing identification of educational needs for the target audience(s), including considering data related to workforce needs.
- 2 Advise on the prioritisation of educational needs, taking into account the documented needs assessment, input from North Coast Primary Health Network (NCPHN) Clinical Councils, knowledge of the local service landscape and other factors influencing clinician receptiveness to potential topic areas.
- 3 Review and endorse the proposed quarterly continuing professional development (CPD) plans.
- 4 Consider evaluation data collected from participants and presenters from NCGPT delivered educational events, and make recommendations about areas and strategies for quality improvement.
- 5 Monitor clinician engagement with NCGPT delivered educational offerings and provide advice about engaging with hard to reach clinical groups.
- 6 Ensure workforce learning and development principles underpin the provision of the program of professional development and networking events. Members harness their professional expertise and networks to achieve this.

### Membership

Members of the EAG have the demonstrated skills and knowledge required to assist them to fulfil these responsibilities. The EAG is made up of:

- NCGPT Director Education and Training (Chair)
- NCGPT CEO
- NCGPT identified clinicians with relevant education skills and experience (x4)<sup>1</sup>
- NCPHN nominated Clinical Council Representatives (x3)<sup>2</sup>
- NNSWLHD Clinical Educator
- MNCLHD Clinical Educator
- NCPHN HealthPathways Clinical Editor
- NCPHN Executive Director of Wellness (or delegate)

Meeting Frequency: Quarterly<sup>3</sup>

Quorum 6

<sup>1</sup> At least one NCGPT clinical representative will be from allied health or nursing background

<sup>2</sup> At least one NCPHN Clinical Council representative will be from a nursing or allied health background

<sup>3</sup> In the first year, there will be 4 meetings between September 2019 and June 2020