

Terms of Reference

2 DHB Health Workforce (HW) Advisory Group

Purpose

To provide advice to Capital, Coast and Hutt Valley District Nursing and Midwifery Leadership (NAML) on supporting robust and transparent processes regarding the use of Health Workforce (HW) funded postgraduate programmes and how they align across the Health System.

Objectives

The Nursing HW Advisory Group will:

- monitor HW funding application and enrolment numbers and completion of qualifications for postgraduate programmes to ensure allocation of funds and supports reflect the equity principles of the Te Tiriti O Waitangi, Taurite Ora (2019-2030) and the Health System Plan (2030)
- ensure programme and funding strategic alignment with Ministry of Health Workforce Strategy and Priorities, the Health System Plan (2030) and the Hutt Valley DHB Nursing Strategy and CCDHB Nursing and Midwifery Priority Goals and Objectives (2019-2023)
- Liaise with Tertiary Education Providers to:
 - ensure education is responsive to the strategies and priorities for future need (identified in above documents) to support the workforce pipeline
 - 2DHBs and TEP agreed list of priorities available for students to select topics for thesis and quality improvement
 - discuss papers needed for the following year and emphasis of papers in current year
- collaborate to ensure equity of access for Maori and Pacific and across the sector for the workforce that supports the Nursing Strategy and Nursing and Midwifery Priority Goals and Objectives
- oversee report on numbers and topics of thesis, quality (improvement movement) research, Nurse Practitioner and RN Prescribing (relevant to priorities)

Membership¹

2DHB HHS/ Provider Arm	Primary, ARC, NGO	Tertiary Education Provider
Chief Nursing Officer Nurse Directors Charge Nurse Manager representative Maori representative Pacific representative Data & Funding Administrator HW recipient	Primary HW recipient Tu Ora Clinical Services Manager Ora Toa Clinical Services Manager Cosine Clinical Services Manager Aged & Residential Care Clinical Services Manager NGO representative – Mary Potter Hospice	Whitireia NZ Massey University Victoria University Otago University

¹ HW 1/B57: HW Postgraduate Nursing Training Specification state that an advisory group(s) is established to support the programme and will include representation from trainees, clinical supervisors, clinical service areas, employers and education providers

Accountability

The 2DHB HWAG is professionally accountable to the Chief Nursing Officer.

Convenor & Chair

Chief Nursing Officer or delegate

Administrative Support

The Workforce and Practice Development office Data and Funding Support role will provide administrative support.

Quorum

A quorum for a meeting shall comprise of at least 50% of the members.

Meetings

Twice per year - June and November

Venue: CCDHB with Zoom capability

Reporting

The annual HW Utilisation Report will include HW activity, data, process and outcomes and will reflect the objectives of the Advisory.

Agenda

Agenda items will be called for before the meeting and an agenda and any additional material will be circulated 2 days prior by the administrator.

Minutes

Members will receive minutes from the administrator within two weeks of each meeting.

Terms of Reference Review

Annually

Authorised by

The Chair: Chief Nursing Officer

Nursing & Midwifery Priority Goals & Objectives 2018-2023 (Nehi me Nehi Whanau Whaingā Matua 2019-2023)

Each high priority goal and associated objectives will have activities and work plan across the integrated health system

GOALS	OBJECTIVES
People experience	<ul style="list-style-type: none"> Advance the quality and safety of every healthcare experience Enable a responsive, accessible health system with engaged users Ensure consumer satisfaction and people/whānau led well being
Population Health	<ul style="list-style-type: none"> Improve health and equity for Māori & Pacific Peoples and harder to reach populations Invest in supporting healthy communities Focus on prenatal, maternal, child, youth, older adults and mental health wellbeing
Workforce	<ul style="list-style-type: none"> Develop nursing & midwifery workforce strategy, frameworks, & plans to optimise workforce capability¹ Attain Māori & Pacific Peoples representation in all workforces (15% Māori, 10% Pacific Peoples) Foster healthy, safe work environments with culture that sustains & retains workforce Strengthen leadership development with a focus on Māori & Pacific Peoples, & interdisciplinary collaboration Cultivate skill and scope development, expanded practice, skill sharing (EN; RM; RN; RN prescribing; Nurse Practitioner) and research Progress well supported undergraduate and new entrants into workforce²
Living within our means	<ul style="list-style-type: none"> Strengthen preventative health care and self-care/management Lead use of smart systems in health care³ Develop models of care that support hospital avoidance & shorter safer hospital journey Integrate health systems that support simplified and intensified services designed for service users Deliver care that is closer to home, in localities, through community health and support networks

¹ HCA, EN, RN, RM

² CLE, DEU, PDRP, QLP, CD systems

³ TrendCare/CCDM/mobile devices/integrated e-records/ secure messaging/data/Apps