

## Terms of Reference

### Purpose

The Evaluation Advisory Group is being established as a time-limited group to provide specific advice to the Department of Health (the department) on the evaluation of clinical placement planning activities for nursing in 2012.

### Role and function

Members of the Evaluation Advisory Group will:

1. Provide advice, information and guidance to the department on the development of the methodology for the evaluation of clinical placement planning activities for nursing in 2012.
2. Have an opportunity to provide feedback during the evaluation process along with all clinical placement planning participants, but are not required to provide feedback or to evaluate the clinical placement planning activities for nursing in 2012 during this consultation.
3. Assist the department where possible in seeking sector specific advice where that advice may not already be present on the Evaluation Advisory Group.
4. Represent the stakeholders of their Clinical Placement Networks (CPNs) and report, as requested, to their CPN Committees on the activities of the Evaluation Advisory Group.
5. Support the evaluation of clinical placement planning activities for nursing in 2012.
6. Function as the viCPlace in practice (VIP) advisory group for nursing.

### Membership

The members of the Evaluation Advisory Group will be:

- State Evaluation Lead, Clinical Placement Networks, Department of Health (Chair)
- 6 Representatives for Education Providers
- 6 Representatives for Clinical Placement Providers
- Up to two additional members, to meet any deficit in the skills set of the Group
- Members of the viCPlace in practice (VIP) advisory group for nursing

There are members from all Victorian Clinical Placement Networks

**In attendance will be:**

- Coordinators, Clinical Placement Networks

Secretariat support will be provided by the Department of Health

## **Meeting protocol**

Where deemed appropriate by the Chair, meetings of the Evaluation Advisory Group may be conducted either wholly or partly by:

1. Conference telephone connection or other relevant communication technology between members situated in various locations.
2. Correspondence from an absent member of the group tabled and considered by an otherwise properly constituted meeting of the Evaluation Advisory Group.

All members shall declare any potential conflict of interest at the commencement of each meeting. The Chair will decide as to whether that member should absent themselves from the identified issue for its discussion.

Proxies are *not permitted* without prior approval of the Chair.

## **Duration of meeting**

Meetings will be set for a maximum of three (3) hours.

## **Frequency of meeting**

One (1) meeting is planned, with the expected meeting schedule as follows:

- Friday 16 November, 2012

Special-purpose out-of-session meetings may be called to resolve issues outside of the ordinary meeting schedule where required. Members may be asked to provide comment by email, on specific issues outside of scheduled meeting times.

## **Duration of group**

The Evaluation Advisory Group will be constituted for 6 months, commencing October 2012.

## **Reporting**

The Evaluation Advisory Group will report to the department as follows:

1. Reporting will be through minutes of the meetings; and
2. The Chair will be responsible for ensuring that minutes are kept of all meetings of the Group.