Government of Western Australia
Department of Health

Nurse/Midwife to Patient Ratios Steering Committee

Terms of Reference

1. Name

The Committee shall be known as the <INSERT NAME OF HEALTH SERVICE PROVIDER > Nurse/Midwife to Patient Ratios Steering Committee (Steering Committee).

2. Purpose

In accordance with MP 0187/24 *Nurse/Midwife to Patient Ratios Policy* (policy) the purpose of the Steering Committee is to provide local-level support and oversight for the effective implementation and monitoring of Nurse/Midwife to Patient Ratios (ratios).

The Steering Committee holds responsibility for local-level implementation of the policy and related documents at <INSERT HEALTH SERVICE PROVIDER>.

3. Functions

The Steering Committee will provide oversight of the implementation of ratios. Specific responsibilities include:

- Oversight of the implementation of ratios.
- Provide advice and recommendations regarding the local operational application and implementation of ratios.
- Provide advice and expertise regarding the effective and efficient management of resources and workloads relating to ratios.
- Identify, monitor, and plan ratios-related risks.

3.1 Reporting Oversight

The Steering Committee holds oversight of reporting for ratios as per the policy.

The Steering Committee is responsible for monitoring reporting and identifying instances where actions such as a staffing uplift request may need to be undertaken to meet service needs.

3.2 Management of Non-Compliance

In all instances of ratios non-compliance, the relevant unit/ward will submit a Non-Compliance Form to the Steering Committee. The Steering Committee is responsible to review and approve the form within the timeframes specified by the policy.

Should the Steering Committee elect to not approve the form, an alternative mitigation strategy must be developed and returned to the relevant ward/unit for action.

In instances of repeated non-compliance, the Steering Committee must work directly with the relevant ward/unit to develop effective mitigation strategies. The Steering Committee will monitor the effectiveness of these strategies and intervene and/or escalate as necessary.

3.3 Management of Workload Concerns

The Steering Committee may need to address and manage workload concerns or grievances raised by Nursing and Midwifery staff or relevant unions.

As per Part 2, Clause 10, Subclause 14 of the *WA Health System – Australian Nursing Federation – Registered Nurses, Midwives, Enrolled (Mental Health) and Enrolled (Mothercraft) Nurses – Industrial Agreement 2024* and Part 2, Clause 12A, Subclause 14 of the *WA Health System – United Workers Union (WA) – Enrolled Nurses, Assistants in Nursing, Aboriginal Health Workers, Ethnic Health Workers and Aboriginal Health Practitioners Industrial Agreement 2024,* grievances will be escalated to the Steering Committee (or equivalent) as appropriate.

3.4 Feedback to Department of Health

The Steering Committee will serve as the central point for feedback collection in relation to ratios. The Steering Committee will raise feedback and concerns to the Chief Nursing and Midwifery Office on behalf of the Department of Health as necessary at CNMO.CED@health.wa.gov.au

4. Authority

The Steering Committee functions under the authority of the <INSERT NAME OF HEALTH SERVICE PROVIDER> Executive Team and is accountable to the Chief Executive via the Chair.

4.1 Working Groups

The Steering Committee may establish Working Groups to assist in carrying out its purpose and responsibilities. The Working Group Terms of Reference will be subject to endorsement by the Steering Committee. Minutes from each Working Group are to be tabled for noting at Steering Committee meetings.

5. Membership

Specific members are to be confirmed by the Chairperson. Membership comprises of:

Health Service Providers are to select appropriate membership. Examples of members are provided below:

- Area Director of Nursing and Midwifery (Executive Sponsor)
- Director Nursing and Midwifery (Chair)
- Director of Midwifery and Nursing
- Director of Nursing
- SRN10 x 3
- SRN 7
- Industrial Relations Representative
- Corporate Communications representative
- Consumer representative/s
- Australian Nursing Federation Representative
- United Workers Union Representative
- Minister for Health Representative
- Department of Health Representative

The Steering Committee or its Chairperson may co-opt temporary members onto the group or invite non-members to participate as required. This will be undertaken when it is considered they are directly involved in the matter(s) at hand or have expertise to assist in advising on matters as required.

All new members to the Steering Committee are oriented to their role and receive copies of Terms of Reference and Conflict of Interest declaration documents and meeting schedule. This is the responsibility of the Chairperson.

6. Frequency of Meetings

Meetings will be held monthly at a minimum. A schedule of meetings will be agreed in advance. The Chairperson may call additional meetings as necessary to address any matters referred to the Steering Committee or in respect of matters the committee wishes to pursue within its terms of reference.

7. Quorum

A minimum attendance of 50% plus one of the Steering Committee members will constitute a quorum.

8. Apologies

Members who will be absent from a meeting are required to submit an apology to the Secretary and/or Chairperson.

Members must nominate a suitable proxy to attend in their absence. The proxy may be another member of the Steering Committee. The proxy will have full voting rights.

9. Conduct of Meetings

The decision of the Chairperson is final in all matters of procedure. All meetings shall be conducted in accordance with the <INSERT NAME OF HEALTH SERVICE PROVIDER> values.

10. Reporting

The Steering Committee provides ratified minutes and action list from the meeting to the Executive Team for tabling. Issues unable to be resolved by the meeting are escalated to the Executive Team.

11. Confidentiality

The discussions and decisions of the meeting shall not be conveyed to unauthorised persons.

12. Secretariat

A secretariat will be appointed by the Chairperson and shall be responsible for ensuring the minutes of meetings are circulated to members within five (5) days following the meeting.

The agenda, previous minutes and accompanying documents are circulated to the Steering Committee at least two (2) working days prior to each scheduled meeting.

The secretariat shall be responsible for all record keeping associated with the Steering Committee.

13. Conflicts of Interest

Steering Committee members are required to comply with MP 0138/20 *Managing Conflicts of Interest Policy*.

14. Approval

These Terms of Reference shall be altered on the recommendation and approval of the Steering Committee. The Chair shall be responsible for initiating this process. The members are responsible for the development, amendment and adoption of any updated Terms of Reference.

Signature of Chairperson on behalf of Steering Committee

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Name of Chairperson on behalf of Steering Committee

_____

Date

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Document History

Version	Date	Changed by	Nature of amendment

Previous version should be recorded and available for audit.