

VICTORIAN TASKFORCE ON VIOLENCE IN NURSING- IMPLEMENTATION OF RECOMMENDATIONS

Reference Group Terms of Reference

PURPOSE

The purpose of this group is to receive reports on the progress on implementation of taskforce recommendations and provide advice to government.

OBJECTIVES

- To oversee implementation of the recommendations
- To receive reports on the progress of the implementation of the recommendations, and
- To act as a reference group for further advice when required.

MEMBERSHIP

The Reference Group composition consists of:

Adj Prof. Belinda Moyes	Director, Nurse Policy Branch	Chair
Ms Lisa Fitzpatrick	Secretary	ANF
Ms Denise Guppy	Assistant Secretary	HACSU
Mr Jeff Jackson	Secretary	HSU
Ms Kath Canham	Executive Client Manager	WorkSafe Victoria
Mrs Bobbie Carrol	Royal Women's Hospital	Metropolitan Directors of Nursing
Ms Maxine Brockfield	Kyabram District Hospital	Rural Directors of Nursing
Ms Louise O'Connor	Epworth Eastern Private Hospital	Private Directors of Nursing
Ms Christina Wilson	Peter MacCallum Cancer Centre	Human Resources Directors Group

**Representation from unions can be Secretary or Assistant Secretary.*

ADMINISTRATIVE SUPPORT

Nurse Policy Branch will provide administrative support to the Reference Group.

An action-oriented record of meetings will be kept to assist with progression of the work plan and to assist in coordinating the various arms of work related to the objectives.

Where appropriate, for expediency, business may be conducted through electronic and telecommunications (email, teleconferencing and video links).

MEETING FREQUENCY

The reference group will meet no less than two to three times per year. The chair may call additional meetings if required.

REPORTING ARRANGEMENTS

DHS has overall responsibility for the recommendations from the Victorian Taskforce on Violence in Nursing. Final Report. (DHS 2005) and the Nurse Policy Branch is the lead for this work.

CONFLICT OF INTEREST

Members of the reference group must declare to the Chair, any interest, potential conflict or apparent conflict of interest in matters that might be considered by the reference group.

TIMEFRAME

The reference group will be established for 12 months, at which time the need for further meetings will be determined by Nurse Policy Branch after due consideration of progress of workplan and associated issues.