

## **The Industry Advisory Group for Veterinary Nursing in Queensland (IAG Qld)**

The Industry Advisory Group for Veterinary Nursing in Queensland is being re-established in 2021 under the direction of the National Industry Advisory Group for Veterinary Nursing (NIAG).

### **TERMS of REFERENCE**

#### **Definition of a Veterinary Nurse**

As per the VNCA constitution: The term, “Veterinary Nurses”, encompasses Veterinary Nurses and Veterinary Technicians primarily involved in clinical, management or academic areas across the veterinary industry.

The IAG Committee is committed to:

1. Keeping the interests of the individual Veterinary Nurse and the Veterinary Technician in clinical practice in mind in all undertakings.
2. Promoting improved standards of Veterinary Nursing education, training and assessment in the vocational education and training (VET) and Higher Education (HE) sectors, including incorporating the VNCA Day One Competency Standard and Day One Skills.
3. Promoting Veterinary Nursing as a career.
4. Promoting the professionalism of Veterinary Nurses and Veterinary Technicians including registration through the AVNAT Registration Scheme and advocating for continuing professional development of graduates.
5. Promoting the *Veterinary Nursing Educators Forum*.
  - by being a communication link between educators, industry, government and other relevant bodies
6. Maintaining an ongoing review of the Animal Care and Management Training Package (Veterinary Nursing) and being cognisant of emerging issues which may impact Veterinary Nursing and Veterinary Technician education and training (e.g., future degree qualifications, health issues, WH&S, biosecurity, advancing technology, and veterinary sustainability).
7. Being recognised as the peak industry body in Queensland for the Animal Care and Management Training Package reviews.

8. Being involved in reviews of drafts of various components of the Training Package as requested.
9. Monitoring outcomes of training and assessment to ensure the National Competencies are met and the VNCA Day Once Competency Standards and Day One Skills are adhered to.
10. Liaising with the related groups of the wider Animal Care and Management Training Package and relevant Higher Education providers.
11. Providing advice and support to Registered Training Organisations (RTO), Higher Education (HE) and other training providers on training delivery and assessment.
12. Encouraging liaison and communication with RTOs, HE and other training providers.
13. Facilitating and supporting the validation of Training Package assessment strategies.
14. Interfacing with the National Industry Advisory Group on Veterinary Nursing and communicating with relevant interested parties.
15. Identifying areas of concern to the Veterinary/ Veterinary Nursing profession and industries and facilitating strategies for addressing these concerns. where possible.
16. Establishing working groups, or calling upon recognised experts, to provide advice or undertake specific tasks as required.

## MEMBERSHIP STRUCTURE

The Committee members will hold office for a period of two (2) years from the date of appointment, and the membership composition will be as listed below.

Membership Composition	Voting Rights
Minimum of two (2) with a maximum of four (4) veterinary nurses (which may include one Veterinary Technician), who are members of the VNCA, and shall be nominated by the VNCA. One of which will be the nominated VNCA-IAC Liaison.	Voting
Minimum of two (2) with a maximum of four (4) veterinarians who are members of the AVA, and will be nominated by the AVA (Qld Division). One of whom shall be the nominated AVA-IAC Liaison.	Voting
One (1) educator representative nominated by TAFE (Queensland)	Non-Voting

One (1) educator representative nominated by the Animal Industries Resource Centre	Non-Voting
One (1) educator representative nominated by UQ Skills	Non-Voting
One (1) educator representative nominated by Brisbane College of Australia	Non-Voting
One (1) educator representative of the Bachelor of Veterinary Technology nominated by the University of Queensland, School of Veterinary Science	Non-Voting
Other invited parties	Non-voting

- It is required that members have suitable professional expertise, ethical manner and are willing to commit to the time requirements of the position.
- Members must also declare any conflict of interest in matters presented to the Committee as soon as possible. Members are reminded to keep Committee information confidential.

## **MODUS OPERANDI**

### **The Chair, Deputy Chair & Secretary**

- The Chair will be a member of the IAG Committee and be nominated by the Committee.
- The Chair will hold office for a period of two (2) years from the date of appointment and be eligible for re-appointment.
- A Deputy Chair and Secretary will also be elected by the Committee at the first meeting.
- The Secretary will be responsible for:
  - issuing notices of meetings and agenda to reach members 5 days before a meeting
  - the preparation of agendas from items received at least 6 days before a meeting
  - noting any actions agreed on during the meeting and distributing this list to members not more than 7 days after the meeting
  - recording the minutes of the meeting and noting action statements –the minutes will be sent to members not more than 14 days after the meeting.

- The VNCA and AVA representatives on the Committee will prepare a report for each meeting to keep the Committee members informed about matters of their professional organisations relevant to veterinary nurses and technicians:
  - The VNCA and AVA Reports would cover any matters relating to veterinary nursing/veterinary technology education and training, continuing professional development, the Award, and others.
- IAC Chair needs to liaise with the NIAG chair communicating any issues or outcomes for tabling at NIAG meetings.
- The Summary Report from NIAG meetings to be sent to IAC Chair? (not clear on what Helen wanted with this?)
- IAC Secretary to send a copy of minutes to NIAG chair for tabling at NIAG meetings and an electronic copy sent to the VNCA National Office and the AVA (Qld Division) for storing.
- A quorum of the Committee is majority of the voting members.
- The Terms of Reference, including the composition of the IAG Committee, will be reviewed on an annual basis.
- As an advisory committee, decisions will be achieved by consensus
- The time, date and mode (e.g., real time video or face-to-face) or venue of meetings will be decided on by the Committee as it sees fit with a minimum of two (2) meetings per year and additional meetings as required.
- Training Providers and Higher Educator Providers should provide statistics and information about their course delivery, and any other salient items e.g. changes in State funding, in the form of a written report to each meeting (RTO Reports).
- All reports to be presented should be given to the secretary in typed format.
- Industry or professional experts can be invited as appropriate to participate in discussions on an *ex officio* basis, as approved by the Committee.
- New Committee members can be co-opted as required in consultation with the AVA/ VNCA.
- If a member consistently fails to attend meetings without submitting an apology their ongoing membership will be discussed with their respective professional body (VNCA or AVA) and a new member may be appointed.