



HEALTH PROGRAMS ADVISORY/STEERING COMMITTEE

Terms of Reference

PURPOSE

The charge of this Advisory Committee is to guide, advise, and participate in the evaluation of health programs, including the pre-licensure nursing programs, within their area of expertise, by ensuring curricular content and clinical practice learning activities align with professional nursing practice standards.

MEMBERSHIP

Advisory Committee members for this program shall be representative of employers and clients of Registered Nurses, Licensed Practical Nurses and Health Care Assistants' professional colleagues from inter-professional health care teams, and community organizations within northeastern British Columbia and the region served by Northern Lights College.

RESPONSIBILITIES

Members are initially recommended by the program Dean, in consultation with program faculty, and formally appointed by the President in writing. Initial terms of appointment shall be two years with the option to be re-appointed for a further two years. Subsequent to serving a second term, members shall normally be required to step down for a one year period prior to being eligible for re-appointment.

The members of the appointed Advisory Committee recommend, to the Dean of the program area, the name of a member of the committee to be confirmed as Chair of the Committee. The Chair shall normally serve for a period of two years.

The Advisory Committee for the health programs shall meet a minimum of three times a year during program development and the first number of years of implementation of the program, with an option for more meetings at the call of the Chair. Following full implementation of the program, meetings will be held twice yearly.

During development and implementation of the programs, committee members will be asked to (as a committee of the whole or in ad hoc working groups):

- review curricular materials under development and provide feedback and suggestions related to theoretical material and possible learning experiences to be included or deleted
- review proposed clinical learning experiences included in the program plan and provide input related to their relevance, availability, and other factors relevant to the program
- suggest possible clinical learning experiences which the program development team may be unaware of.

Minutes will be recorded and submitted to the Dean. Recommendations for changes in program delivery, curriculum content or any other recommendation shall be submitted to the Dean and faculty for consideration, implementation and follow-up.

Advisory Committee annual reports shall be submitted to the Dean for distribution to College Executive and for College Board information.