



Your trusted partner in diabetes care

## **ADEA The Indigenous Educational Pathway Advisory Group**

**TERMS OF REFERENCE**

**April 2016**

# The Indigenous Diabetes Education Pathway

## Project Advisory Group: Terms of Reference

### AIM

The overall aim of the role of the Project Advisory Group is to provide critical advice to ensure a culturally appropriate pathway is developed for Aboriginal Health Practitioners to gain skills in diabetes education.

### Membership

Membership is voluntary and not exclusive to ADEA members. People with relevant experience and skills will be invited to join the Indigenous Project Advisory Group (IPAG) by the ADEA Chief Executive Officer.

- a. The advisory group will comprise up to 8 members.
- b. Members of the advisory group should, ideally, reflect the skills and expertise from various indigenous educational or clinical settings.
- c. The advisory group may co-opt individuals with specific expertise as required and as approved by the CEO.
- d. Membership of the Committee is an honorary position.
- e. This Committee is established without an expected closing date.
- f. Members who are unable to continue in the position must notify the Chair in writing to allow the ADEA CEO to appoint an alternative member for the remainder of the project.
- g. The Chair of the Advisory Group will be appointed by the ADEA CEO.

Membership will be derived from:

- NATSIWA
- ADEA
- Aboriginal Medical Service
- Credentialed Diabetes Educator
- Diabetes Queensland

Additional members can be co-opted for their specific expertise, for a defined period of time.

### Purpose

Assist in the development of an educational and professional pathway to enhance skills and knowledge in diabetes education and management for Aboriginal Health Practitioners by:

- a. Assisting to identify and assess current courses available
- b. Assisting to identify educational and professional needs and gaps relevant to the project

- c. Provide feedback on standards and competencies for AHPs as they are developed
- d. Advise on educational course/ courses to be used or developed
- e. Advise on culturally appropriate content and processes
- f. Advise on supporting students on completion of the course

## **Process**

The advisory group will meet by teleconference up to 4 times per year or as agreed with the Advisory Group Members.

- a. Meetings will be for one hour. Other communications between planned teleconferences may be via email or additional teleconferences as required.
- b. Agendas will be prepared and distributed 1 week prior to meetings.
- c. Minutes of meetings will be documented and circulated to all members.

## **Privacy and Confidentiality**

Discussions about the project by the Advisory Group will remain confidential unless otherwise agreed.

Information about individuals outside the Advisory Group will remain private and will only be discussed if relevant to the project. Individual permission may be sought as required.

## **Reporting and communication**

The Committee Chair reports to the ADEA CEO who will advise the ADEA Board of progress. ADEA National Office will maintain summary meeting notes of all Committee meetings.

## **Budget**

Cost of the teleconferences will be met from the Educational Pathways Project budget.

Currently funding is available until 30 June 2016, although additional funding opportunities are being explored.