

CCNME Quality Enhancement Committee: Terms of Reference

Purpose

The purpose of the CCNME Quality Enhancement Committee (QEC) is to ensure a quality culture is promoted and embedded throughout the CCNME where provision for improvement of learning opportunities is supported. It is responsible for the development, implementation and maintenance of a Quality Assurance Framework, and to embed measurement processes to assure compliance with national and international benchmarks and identify where improvement is necessary.

Roles and responsibilities

- Advise the Academic Council, and be responsible for the development, implementation, effectiveness, review, or enhancement on any aspect of the quality framework and its processes;
- Support the development of a quality culture throughout the CCNME;
- Direct and monitor quality assurance and quality improvement activities within the CCNME;
- Consider External Examiner/External Authenticator nominations prior to recommendation to the Academic Council;
- Formally invites the External Examiner/External Authenticator to act as an External Examiner/External Authenticator for the programme;
- Issue a formal appointment letter and include the CCNME documentation to support them in their role;
- Monitor the implementation of quality improvement plans;
- Examine data provided in the CCNME Programme Monitoring Review and Evaluation Report by the Quality Enhancement Committee;
- Audit, review, develop and enhance quality assurance policies and procedures;
- Establish, develop and monitor key performance indicators aligned to the quality framework;
- Lead on the Annual Quality Report that includes an assessment of compliance in respect to statutory quality assurance guidelines;
- Ensure there is regular review of the CCNME's activities and QA processes which will enhance the learner experience;
- Provide an end of year report on its recommendations to the Academic Council;
- Ensure that the programmes of education are aligned to the Nursing & Midwifery values;
- Oversee consistency in approaches across the CCNME where it is of benefit to learners and staff;
- Audit implementation of recommendations of External Examiners/Authenticators;

- Work closely with the Programme Development Committee, Teaching Learning & Assessment Committee, Blended Learning Committee, Board of Examiners, Appeals, Complaints and Disciplinary Committees, Academic Integrity committee, Programme Board and subcommittees to support integration of quality enhancement;
- Promote and support innovation and best practice;
- Support the Academic Council in preparing for external site visits by QQI or other professional regulators;
- Provide oversight of the CCNME's quality assurance, policies and procedures, and ensure that they are informed by both national and international policy developments and aligned to QQI Standards;
- Scrutinise the annual programme reviews of each programme of education provided by the CCNME;
- Consideration of reports from all subcommittees;
- Review and consider Learner evaluation;
- Recommend to Academic Council actions to be taken for quality improvement;
- Identify trends and issues;
- Identify for dissemination by the Academic Council areas of good practice;
- Ensure Learner engagement is occurring from curriculum design to end of programme evaluation;
- Determine if the CCNME quality systems meet both fitness for purpose and fitness of purpose;
- Identify opportunities for the continuing professional development of staff;
- Promote benchmarking of programmes with comparable providers;
- Establish formal links with Higher Education Institutes in line with the QA Framework;
- Collaborate with the Programme Board in providing analysis of data in Programme Monitoring Review and Evaluation Report from all Committees prior to submission to Academic Council;
- Undertake final programme review as recommended by the CCNME Programme Development Committee prior to approval by the AC for submission to QQI;
- Lead on the CCNME Cyclical Review.

Role of the Chairperson

The Chairperson of the Quality Enhancement Committee will be nominated by the Academic Council. In so far as possible committees/sub committees should appoint a Vice Chairperson.

The role of the Chairperson is to:

- Ensure all Quality Enhancement Committee activities are in line with the Academic councils Written Constitution and Standing Orders.
- Lead the group including presiding over Quality Enhancement Committee Meetings and directing Committee discussions to ensure the time is used effectively.
- Ensure minutes accurately reflect Quality Enhancement Committee discussions.
- Provide reports of Quality Enhancement Committee activities to the Academic Council.
- Review the Quality Enhancement Committee Terms of Reference annually with Academic Council members and amend as required.

- Inform the Academic Council of any conflict of interest that may impact on their function.

Role of the Vice Chairperson

The Chairperson will nominate the Vice Chairperson, whose role is to:

- Deputise in the absence of the Chairperson
- Contribute to Quality Enhancement Committee activities.
- Inform the Chairperson of any conflict of interest that may impact on their function.

Role of the Secretary

The role of the Quality Enhancement Committee Secretary is to:

- Co-ordinate the development of the administrative function to support the Quality Enhancement Committee
- Ensure that reports for the Academic Council are developed in a timely and effective manner.
- Schedule Quality Enhancement Committee meetings and distribute relevant documents 14 days in advance.
- Attend and document minutes of the Quality Enhancement Committee meetings.

Membership

Position	Member	Voting Rights
Chairperson	Ex-officio	Yes
Vice Chairperson	Ex-officio	Yes
Secretary	Ex-officio	No
ONMSD Education Lead	Ex-officio	Yes
Chairperson of General Programme Committee	Ex-officio	Yes
Chairperson of Intellectual Disability Programme Committee	Ex-officio	Yes
Chairperson of Midwifery Programme Committee	Ex-officio	Yes
Chairperson of Psychiatric Programme Committee	Ex-officio	Yes
Chairperson of Children's Programme Committee	Ex-officio	Yes
Chairperson of Further Education & Training Programme Committee	Ex-officio	Yes
Chairperson of Blended Learning Committee	Ex-officio	Yes
Programme Coordinator Representative	Elected	Yes
Learner Representative from HET programmes	Elected	Yes
Learner Representative from FET Programmes	Elected	Yes

External Quality Enhancement Expert	Nominated	Yes
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Conduct of Business – Meetings

Notice of Meetings

The Chairperson shall ensure that the Quality Enhancement Committee will have 14 days’ notice of the date, time and place of scheduled meetings. Agenda items and/or documents for circulation to the members must be submitted to the Secretary of the Quality Enhancement Committee. Agenda and supporting documentation will be forwarded to each member five days prior to the scheduled meeting. The Chairperson of the Quality Enhancement Committee may in an emergency situation at his/her discretion call a Special Meeting without 14 days prior notice.

Frequency of Meetings

Ordinary meetings of the Quality Enhancement Committee shall be held quarterly. Dates, times and venues will be agreed in advance. Virtual meeting facilities such as Cisco Webex or Microsoft Teams will also be available.

Quorum

A quorum for meetings of the Quality Enhancement Committee will consist of 50% of the membership + 1, and must include the Chairperson or Vice Chairperson. If a quorum is not reached the Chairperson will close the meeting and not allow any business to be discussed and will reconvene a meeting at the earliest opportunity.

Decisions

The Quality Enhancement Committee will normally operate on the basis of consensus. In the event of a vote being required on any matter a simple majority of all members present, including the Chairperson, will carry the motion with the Chairperson of the meeting having a casting vote in the event of a tie. Voting by proxy is not permitted.

Review of Terms of Reference

The Quality Enhancement Committee will review its Terms of Reference annually with CCNME Academic Council members and amend as required.