



Terms of Reference

PARAMEDICINE QUALITY ASSURANCE COMMITTEE

1. Role

The Paramedicine Quality Assurance Committee (QAC) facilitates communication between the paramedicine student body and Paramedicine program academics at USQ.

2. Function

The members of the QAC will have an opportunity to provide feedback and input to a range of activities related to the delivery of the paramedicine program. Examples include (but are not limited to), new course development, clinical placement uniforms, and participation in advisory committees. Student members of the QAC will be responsible for communicating the views and opinions of the paramedicine student body to the committee.

3. Authority

The QAC holds no authority to modify the delivery of the paramedicine program.

4. Membership

Membership to the committee is voluntary. Student membership includes two students from each year of the program (or part-time equivalent). Any academic staff member from the USQ paramedicine program or internal USQ academic staff may join the committee.

Student selection to the committee is via an expression of interest detailing their reasons for joining the committee. Membership to the committee is valid for the calendar year (i.e. until 31 December).

The Chair of the committee will be the academic leading the paramedicine program being either the Program Director or Assoc Head.

The committee will contain an appropriate gender mix.

5. Responsibilities of Committee Members

Committee members will make their best effort to attend meetings. If a member can not attend, a proxy may attend in their place. If tasked with an action item, members must action the outcomes of the meetings.

Student committee members will actively seek the views and opinions of the paramedicine student cohort and communicate those views and opinions as unbiased as possible to the committee.

Members of the Committees are to: 1. Exercise objectivity and integrity in the discharge of their duties and responsibilities; 2. Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently; 3. Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information; 4. Exercise sound judgment guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee; 5. Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest; and 6. Disclose to the Committees any matter, which could compromise, or be seen to compromise, the performance of their duties on the Committees or give rise to a perception of a conflict of interest.

6. Frequency and Conduct of Meetings

Meetings shall convene every three months or as deemed necessary by the committee. One representative from the QAC will be invited to attend the bi-annual Paramedicine Advisory Committee meeting.