

NTGPE¹ Quality Team: Terms of Reference

Roles

General Description of the Role

The Quality Team provides advice to the Executive Director, and if necessary the Chair of the Board, through the Quality Manager on all matters related to NTGPE's Quality Assured processes and accreditation.

Role Description

Advising the Quality Manager and, if necessary the Executive Director on issues related to:

- The development of, and establishment of staff commitment to Quality Assured processes in each members' operational area, and NTGPE-wide;
- How to ensure ongoing adherence to, and further development of appropriate quality assured processes;
- NTGPE's achievement and maintenance of Quality Assurance accreditation at the earliest opportunity, including compliance with ISO and GPET requirements;

Under the guidance of the Quality Manager and, if necessary the Executive Director:

- Developing and implementing Quality Assured processes, and documenting adherence to Quality Assured processes in each members' operational area, and those that are NTGPE-wide.

Undertaking training as necessary, for self and staff in NTGPE's ongoing approach to assuring quality throughout the organisation.

Membership

The Office Administrator², Quality Manager, *convenor*

The Programs Manager

The Finance Manager

A Medical Educator(s), ME, *(may be consulted out-of-session but ideally will participate in all education and training discussions)*

A Cultural Educator, CE, *(may be consulted out-of-session but ideally will participate in all education and training discussions)*

Advice and assistance available from

Coordinator of Information and Communication Technology

Secretariat

Administrative Assistant

Meetings

These are held at the Quality Manager's request, normally not less than monthly, and minuted using notes of issues and outcomes. ME and CE attendance is preferred for education and training elements, and otherwise discretionary based on availability. Consultation with ME and CE on key issues is mandatory.

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¹ Northern Territory General Practice Education Limited, NTGPE

² The Office Administrator position has independent membership