The Master of Nursing Science (MNursSc) entry-to-practice course, commenced at the University of Western Australia in July 2009. Nursing academics; and the School of Population Health (SPH) management & support staff work collaboratively to establish & implement the inaugural & ongoing delivery of this course. This collaboration requires ongoing management of course staffing, management of the course budget, marketing the course, & management of student intake. To ensure the ongoing development & viability of the course; ongoing review of these management processes is required.

The MNursSc Development Committee (formerly the MNursSc Implementation Committee) is supported by the MNursSc Curriculum Committee; and is responsible to the Head of School of Population Health & the Teaching Executive Group (TEG).

The MNursSc Development Committee will oversee the development and progress of the Master of Nursing Science course at UWA.

1. Terms of Reference
a) To provide expert advice on the development and progress of the MNursSc course;
b) To provide expert advice on current trends and issues from the clinical field;
c) To provide a forum where issues relating to the MNursSc course can be addressed as they arise;
d) To identify & act upon course issues in timely manner;
e) To facilitate the development of high quality postgraduate nursing education through continuous improvement processes undertaken utilising a transparent & collaborative team approach.

2. Membership
Master of Nursing Science Course Coordinator (Chair)
Master of Nursing Science Teaching Administrative Officer
Manager, School of Population Health
SPH academic staff of the MNursSc course (one of whom must be a RN)
Head of Discipline of Nursing (ex-officio)

2.1 Role of the Chair
- The Chair of the Committee reports directly to the Head of School of Population Health on course development progress and highlights areas for consideration.
- The Chair is responsible for ensuring the rules for the operation of committees are followed including the appropriate recording of decisions and actions.
- The Chair should ensure meetings are conducted fluently so that resolutions are clear and try to ensure the active participation by all members of the committee.
2.2 Role of the Membership

- Members are required to conduct themselves in accordance with the University’s Code of Conduct and the University Committee Members’ Code of Conduct. [http://www.secretariat.uwa.edu.au/home/policies/commconst/university_committee_members_code_of_conduct](http://www.secretariat.uwa.edu.au/home/policies/commconst/university_committee_members_code_of_conduct)
- Members are required to participate actively in committee business and provide appropriate contributions to decision making.
- Members who represent constituents on a committee should make every attempt to canvass the views and opinion of that group to bring back to the discussion of the committee.
- The Teaching Administrative Officer or delegate is responsible for distributing the agenda 3 days prior to the meeting and recording and disseminate the outcomes/minutes of the meeting within 10 days.

2.3 Notes referring to membership

- Individual members may represent more than one committee.
- The appointment of a Chair is determined by the agreement of the MNursSc Development Committee & may be rotated as negotiated by the committee members.
- Meetings shall be held monthly, until such time the committee members agree the roles of the committee can be achieved while meeting less frequently;
- 4 members present will constitute a quorum.
- The committee can form smaller working groups to complete nominated tasks.
- Minutes of committee meetings may be circulated to the Head of School & Deputy Head of School as appropriate.

3. Reporting Lines

a) To the Head of the Discipline of Nursing
b) To School Teaching Executive Group
c) To School Executive (Head of School, Deputy Head of School, School Manager)

4. Sub-Committees
Sub-committees of the MNursSc Course Development Committee may be formed to respond to issues as they arise during the year.