

Terms of Reference: Allied Health Clinical Education Community of Practice

1. Purpose and Objectives:

The Australian Council of Deans of Health Sciences Allied Health Clinical Education Community of Practice (CoP) is designed to help improve strategic, interdisciplinary collaboration, innovation, quality and sustainability in clinical education across member universities. The CoP will be focussed on strategic improvement of clinical education quality and capacity, including Work Integrated Learning (WIL) across member universities. The purpose of the Clinical Education CoP is to provide an interdisciplinary national platform and group to share practices and case studies and to collaborate to strengthen the efficiency and effectiveness of collective efforts consistent with ACDHS's strategic priorities for allied health education.

Shared foundational objectives are to:

1. Share information, research, and practice in clinical education focus areas from different stakeholder perspectives to help improve; interdisciplinary information sharing and collaboration, quality and consistency in clinical education, workforce capacity building efforts and national alignment and leadership.
2. Facilitate discussion and problem solving on interdisciplinary, cross-institutional and national clinical education issues.
3. Work collaboratively to:
 - a. develop shared clinical education frameworks, tools, papers and resources
 - b. explore opportunities for cross-institutional pilot and projects to strengthen interdisciplinary and cross-institutional efficiency, collaboration and capabilities.
 - c. contribute shared expertise on national clinical education policy priorities, to influence policy and systemic change.

CoP members will collaboratively identify and agree on priority clinical education focus areas in the first meeting of each year, which will inform a forward program.

2. Membership

- All ACDHS member universities may nominate relevant representatives to participate in the CoP. The CoP will seek equitable representation from member universities across metropolitan, regional, rural, and remote Australia.
- CoP members should advise on any changes to their ongoing participation and staff changes.

3. Scope of activities

The following principles will guide the CoP's scope:

- Strategic: The CoP will focus on strategic clinical education issues, rather than having an operational focus i.e. day-to-day operations of placements.

- National: The CoP will focus on topics with relevance nationally i.e. case studies that could be applied across contexts.
- Interdisciplinary: The CoP will focus on issues with shared relevance across Allied Health disciplines.

4. Roles and Responsibilities

CoP Organising and oversight

Role	Responsible
CoP Coordinator	Anne Keohane, ACDHS
CoP Chair	EOI to be sent June 2026
CoP Leadership Group	EOI to be sent June 2026
CoP Sponsor	AH Teaching Strategic Issues Group of ACDHS Board

Member responsibilities

Members of the CoP are expected to:

- Actively participate in CoP meetings and activities, including sharing relevant knowledge, insights, and experiences and representing the perspectives and experiences of their organisation or discipline where appropriate.
- Contribute actively to identifying and shaping priority topics or issues for the group to address.
- Provide expertise, feedback and input on resources, initiatives, or outputs developed through the CoP.
- Participate in specific activities, working groups or collaboration with other members as needed.
- Support knowledge transfer in their member organisation, by
 - sharing relevant information, resources, and learnings from the CoP within their organisation.
 - supporting the implementation of relevant learnings within their organisation where possible.
- Declare any conflicts of interest where relevant.

5. Rules of Engagement

By participating in the CoP, members agree to:

1. Be respectful: communicate respectfully and share openly, debate ideas, and challenge perspectives; however, critique is focused on ideas, not individuals
2. Make space for everyone: recognise the value of diverse voices and give all members the opportunity to contribute.
3. Keep the focus: Ensure contributions remain focussed on the purpose, shared objectives and scope.
4. Keep it constructive and collaborative: Offer any feedback or critique in a constructive and collaborative way.
5. Respect confidentiality: if insights are shared confidentially, maintain confidentiality and respect what's shared in the group.

6. Activities and Meetings

Meeting cadence	3-4 a year
Style	Informal and collaborative. No need to provide apologies.
Topics	Agendas may include topical seminars, workshops with members, case studies, sharing of practice from members.
Materials	Agendas and any papers will be distributed the week prior to the meeting
Duration	90 minutes
Mode	Virtual via MS Teams
In-person events	The CoP will also plan for ad hoc in-person events.

7. Communication and Collaboration

The CoP will have a:

- Dedicated channel on MS Teams with the following groups:
 - General
 - Resources
 - Case discussions
- Use MS Teams for file sharing too i.e. email coordinator for any files to share

8. Governance and reporting

The CoP will provide updates via the Chair to the AH Teaching Strategic Issues Group and the SIG will provide twice-yearly updates to the ACDHS Board.

9. Evaluation and Feedback

- ACDHS will gather feedback from members via an annual survey to evaluate the effectiveness of the CoP, identify areas for improvement and forward planning.
- Evaluation will focus on gathering data on key metrics during the CoP including:
 - Attendance
 - Participation over time
 - Engagement levels i.e. number of comments, posts
 - Learnings and actions as a result of CoP participation
 - Value add to members and ACDHS
- CoP members are invited to provide feedback at any time to support continuous improvement.

10. Duration and Review

- The CoP is funded for an initial two-year term and will aim to transition to business-as-usual operations following this period.
- The Terms of Reference will be reviewed after one year, to consider opportunities for expansion in scope and membership.