



ANZFPS EDUCATION SUB-COMMITTEE

Terms of Reference

1. Name of Group
Education Sub-Committee of the Australian & New Zealand Falls Prevention Society
2. Background
The Australian & New Zealand Falls Prevention Society (ANZFPS) was formed in 2006 to promote the multidisciplinary study and implementation of falls prevention in older people. An ongoing challenge in falls prevention is the effective provision of evidence-based education and professional development for students, health and exercise practitioners and policy makers. This sub-committee was established with the primary purpose of enhancing education about falls prevention for members of the ANZFPS and relevant others.
3. Role of the Sub-committee
To support the ANZFPS to enhance the education about falls prevention for: medical, allied health, nursing, exercise science, health promotion, health and fitness industry students and professionals; and health policy makers.
3. Functions of the Sub-committee
<ol style="list-style-type: none"> 1. To seek, review and promote educational resources and opportunities that relate to evidence-based fall prevention on the ANZFPS website. 2. To conduct research activities to document and enhance university education of medical, exercise science and allied health undergraduates and postgraduates around fall prevention. 3. To conduct research activities to document and enhance continuing professional education of medical, exercise science, allied health, and fitness professionals around fall prevention. 4. To facilitate educational opportunities for professional development in fall prevention. 5. To assist in curriculum development and review as requested. 6. To consult and cooperate with academics and workshop leaders to ensure dissemination of current best evidence. 7. To consult and cooperate with the ANZFPS Translation of Research into Practice & Policy (TRIPP) Sub-Committee on research and educational activities. <p>Not all functions will necessarily be undertaken by the sub-committee in any given year and the priority functions will be determined for each new year.</p>
4. Membership and Appointment
<p>(i) Chairperson</p> <p>The Chairperson will be appointed by the sub-committee for a period of two years, coinciding with two consecutive ANZFPS biennial conferences.</p> <p>Responsibilities include:</p>

- Providing strategic direction and leadership in promoting educational opportunities.
- Scheduling sub-committee meetings, organising agenda items and notifying Sub-committee members.
- Reviewing and approving the draft minutes before distribution.
- Promoting outcomes from discussion items and sub-committee initiatives.
- Liaising with the sub-committee members and other ANZFPS sub-committees to ensure communication and coordination of efforts between all parties.
- Reporting to the ANZFPS executive on sub-committee activities.

(ii) Sub-committee members

Education sub-committee members will be appointed for periods of two years coinciding with two consecutive ANZFPS biennial conferences. Members may nominate for consecutive two year periods. ANZFPS financial members may also self-nominate (by contacting the chair) at any time. Such nominations will be considered for endorsement by the sub-committee at its next meeting.

The maximum number of sub-committee members will be 15. If more than 15 members nominate, all nominees will be asked to submit a 1 page document to the ANZFPS Executive. Executive members will then vote to determine the 15 selected members.

Sub-committee members will cease to be a member of the sub-committee if they:

- Resign from the sub-committee.
- Fail to re-nominate for the next two year period.

In 2013-4, the following people will form the Education Sub-Committee:

Name	Position	Organisation
Dr Daina Sturnieks	Senior Research Officer	Neuroscience Research Australia
A/Prof Cathie Sherrington	Principal Research Fellow	The George Institute, The University of Sydney
Dr Anne Tiedemann	Senior Research Fellow	The George Institute, The University of Sydney
Dr Esther Vance	Project Officer Research Assistant	NSW Falls Network Neuroscience Research Australia
Dr Anna Hatton	Lecturer	University of Queensland
Ms Melanie Farlie	Allied Health Education Advisor	Monash Health

5. Reporting Requirements

- Reporting to the ANZFPS executive committee will be by way of the chairperson circulating the quarterly meeting minutes.

6. Meeting Operation and Reporting

Sub-committee Meetings

- Sub-committee meetings shall be held quarterly, or more often as needed.
- The quorum for passing resolutions or making endorsements will be 3.
- Internal or external persons may be invited to attend the meetings at the request of the Chairperson to provide advice and assistance. Such invited persons will have no voting rights.

- Decisions will be made by consensus where possible and by majority vote if required.
- The sub-committee will report to the ANZFPS executive committee.
- Meetings to be chaired by the Chairperson (or other nominated person as appropriate).
- Meeting minutes to be recorded by a scribe nominated by the Chairperson (or other nominated person as appropriate).

Amendments

The Terms of Reference shall be reviewed at the commencement of each two year period. They may be altered to meet the current needs of all Sub-committee members, by agreement of the majority of the Sub-committee in consultation with the ANZFPS executive committee.

The above Terms of Reference have been approved by the ANZFPS executive committee.

7. Amendments and Approvals

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