

SIMULATION AUSTRALIA

PROFESSIONAL DEVELOPMENT COMMITTEE – STRATEGIC INTENT

PURPOSE AND SCOPE

This document defines the strategic context and intent of the Simulation Australia (SA) Professional Development (PD) committee within SA’s operational and strategic context in terms of

- The operational context of the PD committee in terms of key interfaces;
- a Vision for the PD committee aligned with and in support of SA’s local and regional vision;
- a Mission Statement outlining the Purpose of the PD committee aligned with SA’s strategic intent and in support of the SA PD committee Vision;
- Key Goals for the PD committee towards achievement of our Mission;
- Key Performance Indicators (KPI’s); and
- Organisational roles and responsibilities.

This document will be subject to ongoing review and update resulting from feedback from within the PD committee, from the SA Board, or from associated SA Divisions and Committees. It will be available from the “Education” PD portal of the SA website.

SA PD COMMITTEE - OPERATIONAL CONTEXT

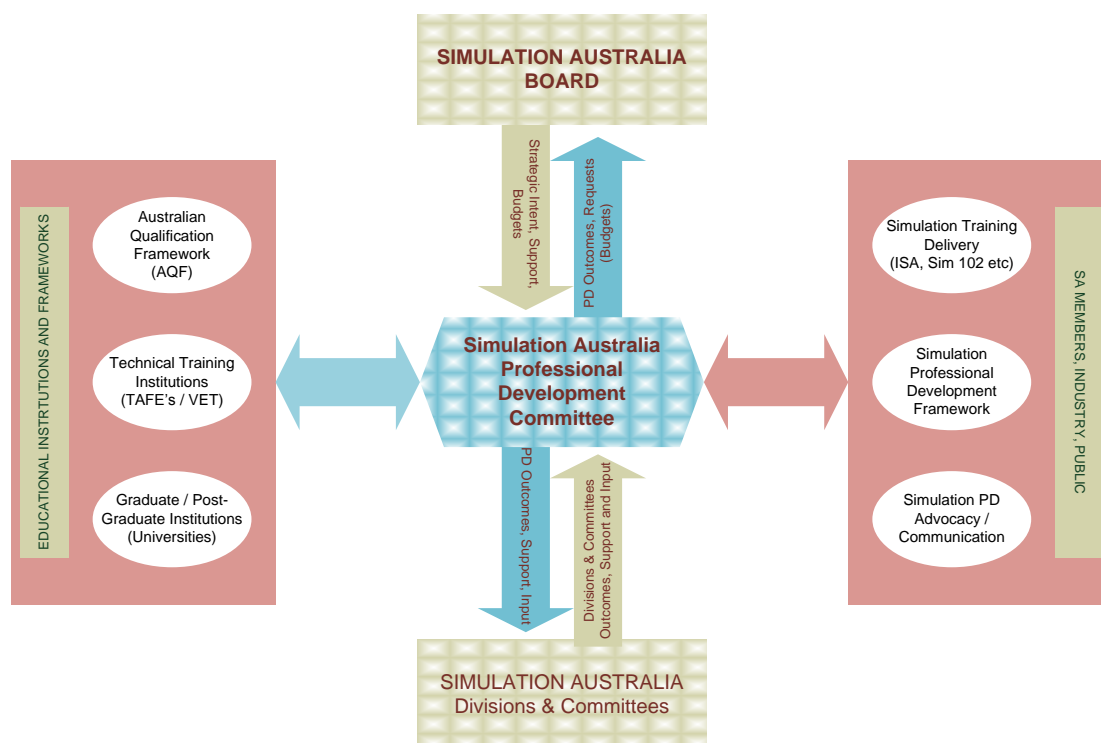


Figure 0-1- SA PD Committee - Operational Context

SA PD COMMITTEE - VISION

The Simulation Australia Professional Development Committee is the authoritative source for simulation professional development and standing in Australia (and the Asia-Pacific region).

SA PD COMMITTEE - PURPOSE / MISSION

The Mission of the SA PD Committee is to support Simulation Australia (SA) in the delivery of its strategic goals related to the creation of **Simulation Excellence** by:

1. Contributing to the emergence and recognition of simulation as a unique discipline across domains through **communication and advocacy**;
2. Developing a **simulation qualification framework**, aligned with the Australian Qualification Framework (AQF), facilitating the certification of simulation professionals; and
3. Facilitating the development, maintenance and delivery of **professional development in simulation** related **activities** and **training courses**; and
4. **Grow the professionalism of simulation** through the use of mechanisms for recognizing skills.

SA PD COMMITTEE - GOALS

Key Goals supporting our Mission and leading us towards our Vision.

1. [Mission 1] **Communication and Advocacy** – establishing the scope of simulation professionals across domains towards improving engagement and communications related to PD scope and activities.
2. [Mission 2] **Simulation Qualification Framework** – engaging with professional bodies and institutions such as IBSA, towards understanding their scope and intent and in facilitating a bridging towards simulation professionalization.
3. [Mission 2] **Simulation Qualification Framework** – Delivering a simulation professionalization framework that is embedded in and aligned with established education and training frameworks (AQF) in Australia/New Zealand.
4. [Mission 2] **Simulation Qualification Framework** – Developing Units of Competencies for Simulation aligned with the simulation professionalization framework, in specific areas (such as Technical Skills for Simulator Technicians).
5. [Mission 3] **Simulation Training Courses** – Supporting the definition, maintenance/upkeep and delivery of the Introduction to Simulation in Australia (Simulation 101), to ensure applicability, currency and availability across domains.
6. [Mission 3] **Simulation Training Courses** – Providing oversight (review and approval) of the definition, development, maintenance/upkeep and delivery of additional “tier-2” simulation training courses (eg Simulation 102).
7. [Mission 3] **Simulation Training Courses** – Providing templates and oversight (review and approval) of other SA delivered training courses (such as specific Master Classes that may be developed / delivered from time to time) to ensure quality and consistency of scope and content.
8. [Mission 4] **Grow the Professionalism of Simulation** – Establishing, maintaining and growing the Simulation Certification framework to recognize simulation professionals in core areas of Simulator Maintenance, Systems Engineering and Project Management.
9. [Mission 4] **Grow the Professionalism of Simulation** – Supporting the review and (re)certification of simulation professionals in the established frameworks (Simulator Maintenance, Systems Engineering, Project Management).

SA PD COMMITTEE - KEY PERFORMANCE INDICATORS

The *Key Performance Indicators* (KPI's) defined in the Simulation Australia Terms of Reference for Expert Committees (section 5) are applicable to the PD Committee.

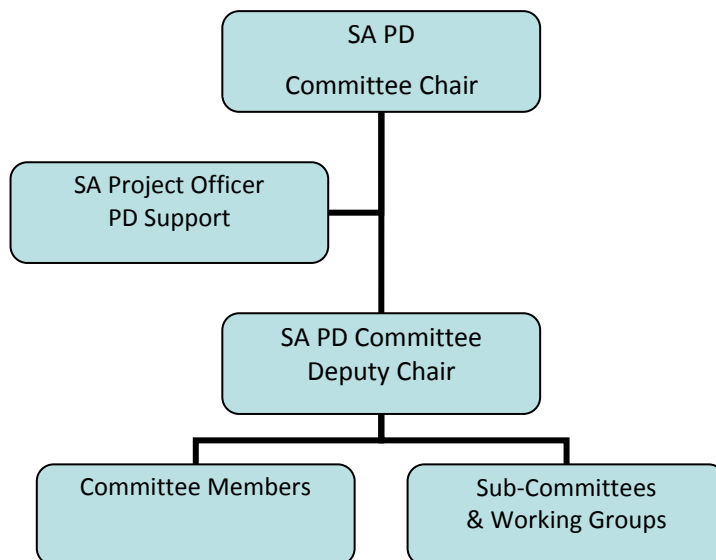
SA PD committee KPI's are a focus for ongoing development with the ones listed below presented as a work-in-progress:

1. [PD-KPI-1] Maintain/Grow the number of Certified Simulation Professionals in Australia and the Asia Pacific Region.

2. [PD-KPI-2] Maintain/Grow the frequency and attendance for Simulation Training Courses developed by the PD Committee (ISA, Sim 102 etc).
3. [PD-KPI-3] Conduct SA PD activities within 15% of Board approved and allocated budgets.
4. [PD-KPI-4] TBD.

SA PD COMMITTEE – ROLES & RESPONSIBILITIES

The organization of the PD Committee is depicted in Figure below, and aligns with the Simulation Australia Terms of Reference for Expert Committees.



The **SA PD Committee Chair** works in collaboration with the SA Chief Executive Officer (CEO) and nominated SA support staff to provide leadership to the committee and its activities in the following areas:

1. Forming the PD committee;
2. Convening PD committee meetings;
3. Ensuring, in collaboration with committee members and the SA CEO that KPI's are met;
4. Communicating with the SA Board and CEO on behalf of the PD committee;
5. Liaising with other SA Expert Committee Chairs through the "Expert Committee and Committee Group, chaired by the a member of the SA Board or the CEO, to discuss collaborative opportunities; and
6. Ensuring update and currency of the SA PD Strategic Intent to ensure alignment with the overarching SA strategy, changes in the educational framework and in response to feedback from the PD committee and related SA Divisions and Committees.

The nominated **SA Project Officer** provides administrative and related support to the PD committee and Chair/Deputy Chair in the conduct of PD Committee meetings and related activities.

The **SA PD Deputy Chair** assists and delegates for the committee chair when required.

Committee members provide input in the following areas:

1. By participating actively and constructively in Committee meetings;
2. Contributing to the development and upkeep of the PD committee strategic intent, including the revision, creation and realization of Goals and performing to meet or exceed KPI's; and
3. Volunteering to support key PD activities, including leading/participating on a sub-committee or working group.

Sub-Committees or Working Groups may be established from time to time to focus on specific activities or events aligned with PD committee goals. As committee members volunteer their time, the expectation is that specific tasks

that require significant effort will either be supported by SA project staff, or contracted out, with committee effort focused on review and approval of the work performed through the establishment of a sub-committee or a working group. As such, external representation may be sought for a specific sub-committee or working group, with a minimum of two committee members participating.

Examples of sub-committees or working groups include the following:

1. Sub-Committee - Review and (re-)Certification of Simulation Professionals;
2. Sub-Committee - Review, update and delivery of the SA Developed Training Courses (such as the Introduction to Simulation Training Course - Sim 101);
3. Working Group - Supporting the definition and update of a Simulation Qualification and/or Certification Framework through contribution and/or review of externally sourced proposals;
4. Working Group - Supporting the definition of a Units of Competencies for Simulation through contribution and/or review of externally sourced proposals; and
5. Sub-Committees - Support for SA PD committee initiated activities and tasks as and where feasible.