

Policy Chapter

TERMS OF REFERENCE

Purpose

The Australian College of Nursing Policy Chapters have been established in recognition of the constantly changing landscape of the provision of patient care, nursing and services within the Australian Health Care system.

The Policy Chapter will provide an opportunity for:

- Maintaining professional dialogue and information exchange
- Defining and monitoring issues and challenges within the specialised sector
- Engagement of internal and external key stakeholders
- Experts and leaders to:
 - Analyse issues and challenges within the specialised sector
 - Identify strategies and opportunities for resolution and improvement
 - Inform change by, but not limited to:
 - i. Developing best practice guidelines for implementing safe, effective and efficient care
 - ii. Proposing policy
 - iii. Identifying ways to improve the use of existing capacity within the specialised field

Aim

- Be contemporary, proactive and balanced in providing regular and ongoing advice to help shape the future of the specialised sector.
- Standardise and optimise the care and journey for patients through the specialised sector.
- Network with diverse stakeholders from public and private sectors, members of the Australian College of Nursing and external representatives to ensure collaborative agreement to recommendations.
- All patients and specialised field service providers to derive equal benefit from the initiatives of the Policy Chapter.

Membership

The Policy Chapter will be convened and will be comprised of the following members:

- Permanent:
 - Chair – invited and appointed
 - Deputy Chair – invited and appointed.
 - Secretariat – appointed representative from the Australian College of Nursing.

- General:
 - Internal key stakeholders (members of the Australian College of Nursing)
 - Invited to participate by Expression of Interest and/or direct invite.
 - External key stakeholders (non-members of the Australian College of Nursing)
 - Invited to participate by direct invite.

The term of membership will be:

- Permanent – minimum 1 year, maximum 3 years.
- General – dependent on duration of events.

Duration

Each Policy Chapter will have a life span of two (2) years commencing effective the first meeting of the permanent membership. This will be reviewed based on current and emerging issues and the duration of individual Policy Chapters may be subject to change.

Quorum

The Policy Chapter permanent membership meeting quorum is 3: Chair, Deputy Chair and Secretariat.

The Policy Chapter general membership quorum is 50% plus one, including Chair and/or Deputy Chair and Secretariat.

Meetings

The Policy Chapter permanent membership will convene at least bi-monthly times per annum. These meetings will determine what:

- Issues/challenges and topics will be the Policy Chapter's priority for the ensuing year.
- Strategies, specifically events, will undertake to achieve best outcomes.

Style:

- It is expected that meetings will be conducted online through the GoToMeeting platform

Events

The Policy Chapter will conduct numerous events or meetings as required to complete the work of the Policy Chapter within the specified timeframe.

The events:

- Will be open to the general Policy Chapter membership
- Will form the operational meetings of the Policy Chapter.
- Include, but are not limited to:
 - Forums – panel discussion where thoughts and ideas are brainstormed
 - Workshops – when in-depth analysis is undertaken and collaborative outcomes/recommendations are proposed.
 - Projects – small focused group convened to discuss issues/challenges that may be identified in forums or workshops or be convened in response to issues/challenges being scrutinised by external bodies.

Documentation

Meetings

- Agenda:
 - For all meetings will be disseminated at least 5 working days in advance of the scheduled meeting date.
 - Is the responsibility of the Secretariat to prepare and disseminate the documentation.
- Minutes:
 - For all meetings the minutes will be drafted and provided to the Chair for endorsement by the Secretariat within 1 week after the meeting.
 - Once endorsed the minutes will be circulated to the general Policy Chapter membership.
- Policy Chapter Priorities and Events Summary
 - Will be maintained by the Secretariat and changes provided to the Chair for endorsement within 2 weeks of any amendment.
 - Once endorsed the Priorities and Events Summary will be provided to the Chief Executive Officer – Australian College of Nursing for consideration, commentary and progression advice.
- All Policy Chapter documentation will be retained by the ACN Policy Team and accessible to the Policy Chapter general membership through the closed **neo** Policy Chapter forum.

Events

- All documentation from the events will be compiled and drafted by the Secretariat.
- All drafts will be provided to the Chair for endorsement.
- Where further dissemination for comment is required, it will be the responsibility of the Secretariat.
- Final drafts will be provided to the Chair for endorsement.
- Once endorsed the document will be provided to the Chief Executive Officer – Australian College of Nursing for consideration, commentary and escalation advice.

Scope of Outcomes

The Policy Chapter will provide advice and guidance to the Chief Executive Officer and the Board of The Australian College of Nursing on:

- Strategies to resolve and advance the recommendations and outcomes of their Policy Chapter.
- Future risk mitigation or incident avoidance strategies