

Advanced Practice Nurses Terms of Reference

1. Title

Advanced Practice Nurses (APNs) Meeting Forum

2. Purpose

- To support, promote and develop the leadership capacity of nurses functioning in advanced practice roles through:
 - i. Clinical nursing leadership (education, research and evidence based practice)
 - ii. Clinical Practice
 - iii. Mentoring/modelling
- To support the connectedness of Advanced Practice Nurses and facilitate the sharing of ideas and knowledge related to clinical practice
- To be involved in system change that results in improved patient and family centred care, by leading and modelling clinical excellence
- To provide a forum for discussion, facilitating solution focused problem solving
- To promote organisational connectedness of members of the APN group
- To provide opportunity for nursing workforce issues and initiatives to be discussed and implemented

3. Accountability

The Advanced Practice Nurses Meeting Forum is accountable to the Executive Director, Nursing Services. The minutes of monthly meetings will be circulated to the Executive Director, Nursing Services. An annual report will be provided to the Executive Director, Nursing Services for reporting to the Executive according to Clinical Governance requirements.

4. Membership

Nurses in advanced practice roles with an extended scope of practice, i.e. Nurse Coordinator, Clinical Nurse Consultants, Nurse Liaison. Active and regular participation from all APN members at APN meeting forums is required in support of professional development and leadership representation and advocacy for the nursing workforce at the local unit/ward level.

The Nursing Titles, Appointments & Credentialing Committee (NTACC) is responsible for endorsement of APN positions and therefore membership to the APN Group. The secretary of the NTACC will ensure the details of newly appointed APNs are added to the formal 'DL' email communication list.

5. Decision making

Decisions will be made based on a philosophy of consensus. All matters requiring a formal group decision will be conducted via email.

6. APN Group Roles

- Chairperson
- Secretary

Role of Chairperson

- preparation of agenda,
- inviting guests,
- guiding the meeting in a facilitative manner,

- where discussions need an outcome ensures an action is agreed,
- review draft minutes before circulation

Role of Secretary

- distribute agenda and other documents in advance of meeting, including a reminder calendar invite detailing location of meeting
- take meeting notes
- prepare minutes
- send draft minutes to Chair for review
- distribute minutes to members of the group and Executive Director, Nursing Services
- ensure room bookings for subsequent years are made

The positions of Chairperson and Secretary will be self-nominating and will be 3-4 month appointments. If no members are identified to fill the roles, then a roster will be developed. At the 2nd meeting in office the Secretary will add an agenda item for the meeting whereby members will be asked to nominate for the soon to be vacant roles. If there is more than one nomination, the nominees will be self-allocated to sequential terms.

The outgoing Chair and Secretary will provide mentorship for the new appointees and cover in the absence of Chair or Secretary. Both outgoing and incoming Chair and Secretary will meet with the Executive Director Nursing Services to facilitate agenda items, discussion priorities and communication needs.

7. Duration of meeting

The meetings will be held for one hour in the 2nd week of each month, with the aim to alternate between a Tuesday and a Thursday. No meeting will be held in the January of each year.

8. Structure of meeting

- Introductions of any new members
- Any conflicts of interest to be identified
- Acceptance of the previous meetings minutes
- Review of business arising from previous meetings minutes
- 5 minute presentation by 1 APN with an overview of their role, demographics and service outline using the provided template, with 5 minutes for questions and discussion.
- Opportunity to report recent Publications/Presentations made in the previous month*
- "Key Learnings" segment of 5 minute duration, where one or two APNs report a novel idea/initiative they've encountered in the last month.*
- Invited guests welcome to contribute as per a stated agenda item
- The Executive Director, Nursing Services will attend the APN meeting forums on a quarterly basis and adhoc as required, based on nursing workforce issues and/or project initiatives that the Executive Director Nursing Services may wish to raise. Attendance of the Executive Director may also be at the request of the APN group to discuss related workforce or organisational-wide issues
- Business arising
- Issues to be added to the next agenda
- Next meeting date and venue

* Items noted with an "*" are to be tabled in the meeting's agenda. APN's wishing to report publications, presentation or key learnings, should forward their

intent to the secretary a minimum of 1 week prior to the next meeting. The Chair will present the report on publications and presentations, and time permitting on the agenda, the opportunity will be given to APNs to present a 'key learnings' segment.

9. Amendments

Terms of reference to be reviewed annually in September

Date agreed: November 2013

Review date August 2015