

Advanced Practice Nurses Terms of Reference



1. Title

Advanced Practice Nurses (APNs) Meeting

2. Purpose

- Support, promote and develop the leadership capacity of nurses functioning in APN roles
- Involve APNs in organisational and system updates
- Provide a forum for discussion and facilitating solution focused problem solving
- Promote organisational connectedness and facilitate the sharing of ideas and knowledge
- Provide opportunity for nursing workforce issues and initiatives to be discussed

3. Accountability

The APN meeting is accountable to the Executive Director, Nursing & Allied Health. The minutes of quarterly meetings will be circulated to the Executive Director, Nursing & Allied Health.

4. Membership

Nurses in advanced practice roles. Active and regular participation from all APN members at APN meeting is encouraged in support of professional development and leadership representation and advocacy for the APN workforce.

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

Role of Chairperson

- guiding the meeting in a facilitative manner

Role of Secretary

- Invite speakers/ guest presenters
- Prepare and distribute agenda
- Prepare and distribute minutes
- Room bookings and invites sent

The position of Secretary is held by CNC Nursing Innovations.

The position of Chairperson will be self-nominating for each meeting. Members will be asked to volunteer prior to each meeting, if no members are volunteer then the CNC Nursing Innovations will approach senior APNs to fulfil the role for a meeting.

7. Duration of meeting

The meetings will be held for one and half hours, quarterly. The first hour of each meeting will address the APN agenda and the last half hour is reserved for attendance by members of the Nursing leadership team.

Terms of reference to be reviewed annually in September.

Date agreed: November 2018