

Terms of Reference

New Zealand Hepatology Nurses Group	Dated :12 th February 2020
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Purpose	<p>The purpose of the NZ Hep Nurses Group is to:</p> <ul style="list-style-type: none"> • Promote and Highlight the role and value of the Hepatology specialist nurse/clinical nurse specialist and registered nurses working in the care of patients with Liver Disease across New Zealand • Promote the development of nursing within Hepatology by facilitating access to appropriate education • Provide a national unified voice on Hepatology issues • Promote high quality care for those with Liver disease through relevant coordinated projects i.e. Hep c elimination programme • Forge strong links with key stakeholders including relevant national patient forums, gastroenterology society and other relevant nursing groups • Provide a forum for consultation from external bodies on projects that require nursing involvement/opinion. • Provide opinion/feedback based on group consensus on matters relating to hepatology
Roles and Responsibilities	<p>Nancy Carey- RN Midland Hep c Coordinator (Chair) Jo De Lisle- RN/Project Manager Healthshare (Co-Chair) Bridget Faire- Nurse Specialist Auckland Liver Unit (Secretary)</p>
Term	<p>Committee members should serve a term of 2 years. Committee members can be re-elected for one subsequent term but must then stand down.</p> <p>Group members should be long term unless they change specialities or want to leave.</p> <p>Revisions of these ToR should be completed every 3 years but amendments can be proposed earlier if required. Revisions can only be made following consultation and agreement with the group and committee members</p>
Membership	<p>Full membership is available to any registered nurse who is practicing and working within the field of hepatology within NZ</p> <p>Membership enquiries should be directed to the Chair who will confer with the committee.</p> <p>A full list of current members is attached to these ToR</p>

Principles	<ul style="list-style-type: none"> • Kindness and Respect • Open and honest communication • Collaborative working • Innovation • Timely actions • Positive involvement from all
Meetings	<p>An annual meeting will be arranged by the committee. This will possibly be connected to a national conference (Gastro or Hepatology)</p> <p>All meetings will be chaired by the Chair or Co-Chair</p> <p>Decisions are made by consensus and therefore members are made aware that the decision maybe not be their first choice</p> <p>Meeting agenda and minutes will be provided by the secretary</p> <p>The annual meeting will be face to face, other meetings will be by TC</p> <p>Meeting will be held bi -monthly</p>
Communication	<p>Communication with group members will mostly be undertaken by email and Teleconference.</p>