

New Zealand Inflammatory Bowel Disease (IBD) Nurses Group **FINAL**

Terms of Reference (ToR)

This document sets out the working arrangements for this nursing group and includes details of the role, function, terms and membership as outlined below.

1. Role / Purpose

The overarching purpose of the NZ IBD Nurses Group is to:

- Promote and highlight the role and value of the IBD specialist nurse / clinical nurse specialist / registered nurses working in the care of patients with Inflammatory Bowel Disease across New Zealand
- Promote the development of the nursing within IBD by facilitating access to appropriate education.
- Support high quality care for those with IBD through relevant coordinated projects (e.g. patient information and education, national database)
- 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 the projects require IBD nursing involvement / opinion

2. Term

Committee members should serve a term of 2 years. Committee member can be re-elected for once subsequent term, but then must stand down.

Group members should be long term unless they change specialties or want to leave, committee members should be the same as the college

Revision of these Terms of Reference should be completed every 3 years but amendments can be proposed earlier as required

3. Membership

Full membership is available to any registered nurse whom is practicing and working within the field of inflammatory bowel diseases in public or private facilities within NZ may apply to be a member of this group.

Membership applications are via _____ [TBC – secretary with email request from interested nurse members]

4. Roles and Responsibility

The following committee member roles are required for function of this group and elected by the group

- Chairperson
- Co-chairperson
- Secretary
- Education Co-ordinator

Positions below are to be considered at a later point

- Treasurer (in the event of funds being requested by the group / gained for education purposes)
- Website / Communication Officer (in the event of website being developed)

The group comprises of the group members which is as identified above (section 3).

This group is responsible for the following;

- Promote the adoption of the *IBD Knowledge & Skills Framework NZ*
- Provide a national unified voice on IBD issues
- Provide opinion/feedback based on the group consensus on matters related to IBD (such as nursing roles, drug availability) via appropriate agencies including Pharmac, pharmaceutical companies etc.
- Forge appropriate links with national societies within the specialty including (but not limited to) gastroenterology nursing groups such as NZgNC, NZ Stoma care NC and relevant medical societies including Gastroenterology Society
- Forge appropriate links with the national patient body, Crohn's and Colitis NZ and maintain established involvement with Camp Purple
- Forge appropriate links with International counterparts including IBDNA (IBD Nurses Australia) and GENCA (Gastroenterology Nurses College Australia), and NECCO (Nurses European Crohn's and Colitis Organisation)
- Consideration of forging appropriate links to influence and provide opinion on national policy / consultation regarding gastroenterology health
- Provide appropriate representation from the group to engage with national projects and / or volunteering

The membership of the advisory group will commit to

- Attending scheduled meetings as feasible
- Championing the NZ IBD Nurse Group within relevant networks
- Sharing of relevant information / communication across relevant group members
- Making timely action so as not to delay on assigned projects
- Provide apologies in a timely manner if unable to attend relevant meetings

The membership of the advisory group can expect

- Open and honest discussions regarding issues pertaining to the group
- Be alerted to any potential risks / issues that could impact on a project or decision to be made within the group
- Each member will provide a complete, accurate and meaningful information in a timely manner
- Ongoing review of the groups role and responsibility to ensure that the group is achieving its purpose going forth

5. Meetings

An annual meeting for the group will be arranged by the committee (possibly connected to the national gastroenterology conference)

All meeting with be chaired by the chair [Jacqui Stone – current as of April 2019]

A meeting quorum will be [TBC - need to discuss minimum requirement of committee members and group members]

Decisions are made by consensus and therefore members are satisfied that the decision may not be their first choice

Meeting agenda and minutes will be provided by the secretary [Karen Murdoch – current as of April 2019] and emailed to the group members

Meetings will be held with members face to face [to be discussed – ideally once/twice per year]

Teleconference will be held monthly / bi-monthly with committee members only to action responsibilities

6. Communication

Communication with the group members will be mostly undertaken (outside of the direct face to face meetings) by email. Communication to the committee members will take place via generic emails for the group [TBC – to be developed]

7. Amendments, modification or variation

This ToR may only be amended, varied or modified in writing after consultation and agreement with the group members and committee members.