

Terms of Reference

New Zealand Hepatology Nurses Group Subgroup of NZgNC	Dated :12 th February 2020
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Purpose	<p>The purpose of the NZ Hepatology 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>Chair</p> <ul style="list-style-type: none"> • Act as official representative of the NZ Hepatology Nurses' Group • Coordinate the work of the committee to ensure that its objectives and policies are maintained and promoted • Preside at official meetings of the committee • Facilitate meetings to start and finish on time, assigning time limits to items; keep discussion 'on course' • Liaise with committee members • Present the Chairperson's report at the college's AGM • Include succession planning as part of the committee work in ensuring smooth future office holder transitioning in future. • Provide Secretary with electronic signature as appropriate <p>Secretary</p> <ul style="list-style-type: none"> • Give notice (to relevant participants) of all meetings of the committee • Note alterations to previous minutes and ensure Chair signs these as accepted record of meeting • Conduct official correspondence of the group • Before meetings: <ul style="list-style-type: none"> ○ In liaison with Chair, prepare agenda for all meetings

	<ul style="list-style-type: none"> ○ Prepare and circulate agenda at least two weeks before meeting date along with previous minutes and attachments for discussion ● During meetings: <ul style="list-style-type: none"> ○ Keep the minutes of all meetings of the committee using the NZNO minutes template (http://www.nzno.org.nz/groups/sections/c_s_committee_members_only#forms) ○ Summarise meeting discussions and actions required ○ Summarise and present correspondence to/from the committee ○ Record any motions proposer/seconded and result of any vote ● After AGM, develop the year planner with dates of meetings and conferences identified and circulate to committee <p>NZNO Gastroenterology Nurses' College (NZgNC) Representative</p> <ul style="list-style-type: none"> ● Ensure signed copies of committee minutes, newsletters and conference details are forwarded to the NZgNC ● Liaise with NZgNC to assist with work of the NZ Hepatology Nurses Group
Term	<p>Committee members should serve a term of two 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>A quorum is required for meetings to take place. Decisions are made by consensus and therefore members are made aware that the decision may 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 / zoom</p> <p>Meeting will be held bi-monthly</p>
Communication	<p>Communication with group members will mostly be undertaken by email and Teleconference.</p>