

Terms of Reference

New Zealand Hepatology Nurses Group	Dated: 22 September 2023

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, registered and enrolled nurses working with people affected by Liver Disease across New Zealand/Aotearoa. • 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, New Zealand Society of Gastroenterology 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 NZNO Gastroenterology Nurses' College (NZgNC) AGM. • Include succession planning as part of the committee work in ensuring smooth future office holder transitioning. Discuss with committee. • 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 agendas 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 New Zealand Nurses Organisation (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>NZgNC Representative</p> <ul style="list-style-type: none"> ● Ensure signed copies of committee minutes, newsletters and conference details are kept, and available to NZgNC upon request. ● Liaise with NZgNC to assist with work of the NZ Hepatology Nurses' Group
Term	<p>Committee members should serve a term of 3 years. Committee members can be re-elected for one subsequent term of 2 years 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 Terms of Reference 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 person who is a qualified nurse practising in hepatology who is a financial member of NZNO. Other types of membership (Associate, Honorary or Retired) are available as per NZgNC membership eligibility rules.</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 Terms of Reference.</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 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 teleconference.</p> <p>Meeting will be held bi -monthly.</p>
Communication	<p>Communication with group members will mostly be undertaken by email and Teleconference.</p>