

POLICY REMIT: RECEIVED FROM NZgNC

To be read in conjunction with New Zealand Gastroenterology Nurses College (NZgNC) rules – sub-specialty clause 15.

The Policy: Guidance for the sub-specialty nurses' groups under the NZgNC

Sub-specialty group information (2023)

- Establishment of a sub-group would consist of nurses working within that sub-specialty with membership as per the NZgNC rules – section 15.
- The maximum number of committee members in a sub-specialty group is six of which priority will be given to ensure Māori and Pasifika representation.
- Each group should formally apply in writing to the NZgNC chair with supporting documentation relevant to that sub-specialty. Minimum requirement for application and supporting documents are:
 - Formal letter – to include rationale for specialty group, any potential funding streams (over and above the NZgNC) and outline how the group will work towards equitable outcomes for all.
 - Terms of Reference – will need to be written once there is agreement for the sub specialty group to form (template available from the NZgNC secretary). Terms of reference should reflect the importance of an equity approach to all work undertaken by the subspecialty and how Māori and Pasifika representation might be achieved.
 - Minimum roles – the subspecialty group will include (but not limited to) an appointed chair, secretary and co-chair.
- Sub-specialty groups shall have rules which are consistent with the NZgNC, the constitution of NZNO and support equity to deliver improved health outcomes for all.
- The expectation of a sub-specialty group is that it will raise the profile of that sub-specialty and in doing so will develop professional nursing documentation within the first three years of set up, such as Standards of Practice, Knowledge and Skills Frameworks, and Credentialing documents.
- Financial assistance will be provided by the NZgNC for one day's expenses to fly group of three nurses to meet in central location to update KSF's three yearly.
- One nominated member of the sub specialty group will be funded to attend the NZSG / NZgNC annual scientific meeting (funding implies: flights, three nights' accommodation and full registration). The remaining members can apply to NZgNC for funding consideration via normal pathways and requirements.
- The sub-specialty group will contribute to every NZgNC publication (such as the Tube and the Pānui).
- It is encouraged that each sub-specialty group avails of the opportunity to nominate a candidate to apply to the NZgNC when vacancies arise so that there is a clear line of communication. Each group should include how Māori and Pasifika nurses will be included to participate in subspecialty work.

- The sub-specialty group would provide a report of the groups' activities (including financial activity) twice yearly and produce a report yearly for the NZgNC AGM.
- The sub-specialty group holds expertise in their sub-specialty and therefore will be consulted and expected to contribute for relevant advice and input with the NZgNC committee.
- Members of the sub-specialty group are encouraged to attend the NZgNC AGM and participate appropriately in NZgNC business.
- Individual sub-specialty groups will be responsible for their own financial governance and must be transparent in their reporting of activity to the NZgNC. The amount given to each sub specialty group is reviewed yearly and may have a weighting scale applied in the future depending on sub specialty group member numbers.
- The sub-specialty group may also have the opportunity to apply to NZgNC for funding for special projects, education, conference etc.
- At sub-specialty group meetings for voting purposes quorum is 50% plus one.

Rationale:

This policy has been written to ensure greater transparency when establishing and in the maintenance of sub-specialty groups within the NZgNC. This includes in relation to individual sub specialty committees, reporting requirements, voting and funding. Equity and participation of Māori and Pacifica nurses is imperative. This policy is in line with the constitution of NZNO which seeks to maintain professionalism, promote equity of health outcome and ultimately allow for clarity or transparency of the NZgNC College Rules.

The policy has been written in conjunction to the NZgNC rules, NZNO Constitution. The intended consequence of this policy is to have clarity and transparency for all NZgNC members ensuring sub-specialty group functions and processes are consistent.

The NZgNC will consult on this policy remit at the AGM at the gastroenterology annual scientific meeting due to be held in Rotorua in December 2023.