

## **New Zealand Nurse Endoscopist Group**

### **A sub group of the NZNO Gastroenterology Nurses College**

#### **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 Nurse Endoscopist Group is to:

- Promote and highlight the role and value of the Nurse Endoscopist Clinical Nurse Specialist / Nurse Practitioner working in the field of gastrointestinal endoscopy to strengthen service provision / endoscopy resource for New Zealand patients.
- Articulate and promote the nurse endoscopist role to the broader health and patient community.
- Provide professional support to current nurse endoscopists
- Support and facilitate ongoing education and upskilling opportunities for nurse endoscopists.
- Be a resource and offer mentorship to nurses who want to become nurse endoscopists
- Be utilized by Te Whatu Ora endoscopy unit management to assist with recruitment and mentorship of nurse endoscopists, either locally or overseas trained.
- Provide expert consultation to Manatú Hauora, NZSG, NEQIP, NBSP, EGGNZ and HWNZ around endoscopy workforce issues.

#### **2. Term**

Committee members should serve a term of 2 years. Committee member can be re-elected for one subsequent term of 2 years, but then must stand down for a 2 year break before being able to nominate again.

Group members should be indefinite 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 gastroenterology or other related field who is either a trained or trainee nurse endoscopist or is interested in training as a nurse endoscopist or wishes to contribute knowledge or experience to the group. Membership is not restricted to only NZNO members, but there may be restrictions on financial support offered to non-NZNO members of the Nurse Endoscopist subgroup to attend face to face meetings.

Membership applications are via [secretaryofNZGNC@gmail.com](mailto:secretaryofNZGNC@gmail.com) or subgroup email [NZGNCNEsubgroup@gmail.com](mailto:NZGNCNEsubgroup@gmail.com)

### 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

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)
- Education Co-ordinator (as formal education modules need to be established)
- Website / Communication Officer (in the event of a website being developed)

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

This group is responsible for the following:

- Facilitate a semi regular Zoom meeting between current nurse endoscopists as peer support and to exchange ideas or discuss common issues.
- Facilitate a yearly face to face meeting of the sub group membership for team building, moving current projects forward and strategic planning for the future.
- Facilitate Zooms meetings as required with the membership for moving projects forward, development of education modules and devising new projects.
- Presenting at conferences and creating articles for New Zealand and international journals like the Tube, KaiTiaki, J>GENCA and the NZ Medical Journal to broaden knowledge of nurse endoscopist roles, responsibilities and activities.
- Formulating, contributing to and reviewing national documents relating to endoscopy workforce, expansion of the nurse endoscopist role and the training of nurse endoscopists.

- Provide an annual report to the NZGNC committee for inclusions in the AGM papers outlining actions and activities of the nurse endoscopist sub group.
- Forge appropriate links with national societies within the specialty including (but not limited to) gastroenterology nursing groups such as NZgNC and relevant medical societies including NZSG
- Forge appropriate links with International counterparts including GENCA (Gastroenterology Nurses College Australia)

The membership of the advisory group will commit to

- Attending scheduled meetings as feasible
- Championing the NZ Nurse Endoscopist Sub 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
- Abide by the NZNO Gastroenterology Nurses' College Rules regarding Subgroups.

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

Zoom meetings will be arranged by the committee as required, with set agenda and minutes to be generated and presented to the gastroenterology nurses college committee.

All meetings will be chaired by the chair or co-chair.

A meeting quorum will be at least two members of the committee plus 50% + 1 of the total group membership for making decisions that will affect the subgroup. Smaller, task specific meetings will not have a quorum.

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 and emailed to the group members

Meetings will be held with members face to face approximately once a year.

Teleconference will be held semi regularly as the subgroup gains members and projects are commenced.

## **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 which will be established as the subgroup increases in numbers. Current email is [nzgncnesubgroup@gmail.com](mailto:nzgncnesubgroup@gmail.com)

## **7. Amendments, modification or variation**

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