

**NZ COLLEGE OF PHC NURSES
PROFESSIONAL PRACTICE STANDING COMMITTEE**

Terms of Reference

November 2015

1. PURPOSE/BACKGROUND

To provide a forum where Primary Health Care (PHC) practitioners are able to contribute to progressing the goals of the Professional Practice Committee of the New Zealand College of Primary Health Care Nurses, strengthening PHC nurses to recognise and implement TeTiriti o Waitangi and acknowledging responsibility to address health inequalities.

2. GOAL

To foster and contribute to the professional practice of PHC Nurses by developing and implementing an agreed biannual education/professional development plan.

3. KEY ACTIVITIES OF PROFESSIONAL PRACTICE COMMITTEE

The committee will inform the work programme related to the key activities of the New Zealand College of Primary Health Care Nurses specifically related to the Committee. Priorities will be identified and agreed with the Executive Committee on an annual basis at the first meeting following the AGM.

The key activities include:

- Contribute to appropriate submissions in collaboration with the Executive Committee, recognising and implementing the principles of TeTiriti o Waitangi
- Liaison with the appropriate internal NZNO staff in collaboration with the Professional Nurse Advisor
- Identification and contribution to the development and maintenance of
 - Education Programmes i.e. Nursing Knowledge and Skills Programmes
 - District Nursing – Guiding Principles
 - Primary Health Nurses/Practice Nurses – Position Descriptions
 - Electronic Resources of Information Relevant to PHC Nurses
 - Clinical Standards
 - Clinical Competencies
- Liaison with identified networks regarding preparation and delivery of:
 - Undergraduate nursing programmes
 - Post graduate Nursing programmes

- Provision of (and/or liaison with the providers of) the annual College conference or symposium.
- Respond and contribute to opportunities relevant to national research to include:
 - Member surveys
 - Research projects
- Maintain a working relationship with NZNO Research Section(LEARN)
- Oversight of the provision of (PDRP) for PHC nurses

MEMBERSHIP/REPRESENTATION

4.1 The committee will comprise of up to five (5) elected members and one executive committee member

4.2 From time to time membership may be co-opted from the CPHC nurses membership to assist in informing the progress of the key activities.

4.3 Membership will be reconfirmed on a bi-annual basis in accordance with the NZNO rules.

4. OFFICERS AND THEIR RESPONSIBILITIES

- **Chairperson –as nominated by the group.** To coordinate all activity and chair committee meetings
- **Vice Chair – as nominated by the group.** Act as a substitute in absence of the chair
- **Secretary –** to take minutes and distribute correspondence as necessary
- **Professional Nursing Advisor support NZNO-** to provide professional advice to the committee. Act as liaison for committee members with appropriate internal NZNO staff
- **Committee members -** to inform the development of the Committee work programme related to the key activities. Raise relevant issues to inform the National Executive Committee. Will require employer release and salary.
- **National Executive Committee representative -** to contribute to committee work and act as conduit to the National Executive Committee.

5. MEETING STRUCTURE

- 2-3 one day meetings per year(Travel funded). Planned 6-12 months in advance
- Meetings will coincide with national executive meetings
- Additional teleconferences/web conferencing as necessary

- Agenda, minutes, action sheet, and any other relevant material will be sent out one week prior to meeting
- Minutes will be circulated ten days after meeting
- Minutes will be endorsed by a quorum of the committee (may be via email quorum) within 14 days of circulation and posted on the website in a Committee Members only section once ratified
- Quorum- 50% plus 1 member
- New matters can be raised by any member at the general business section of the meeting
- The Chairperson may call a special meeting with a minimum of 72 hours notice
- Venue – is set in consultation with executive committee

6. REPORTING

- The chair to provide brief report of outcomes achieved against key activities using the provided template
- The executive committee conduit may report to the executive as necessary on committee activities

7. REVIEW / AMENDMENTS

Amendments may be made at any meeting, and a formal recommendation forwarded to the National Executive Committee for endorsement.

ASSOCIATED DOCUMENTS

Health Workforce Information Programme (HWIP), Health Workforce Projections Modelling 2009 Rural Nursing Workforce

NZCPHC Nurses NZNO Annual Operational Plan. 2013-2014

NZCPHC Nurses NZNO Strategic Plan 2011-2016

NZCPHC Nurses, NZNO. Conference Guidelines (2012)

NZNO Section and College Committee Handbook 2011

MOH TeUru Kahikatea Public Health Workforce Development Plan: (2007-2016)

MOH Public Health Workforce Development Sector Reference Group Terms of Reference

MOH TeUru Kahikatea Newsletters.

Public Health Assoc. of NZ. Generic Competencies for Public Health in Aotearoa-New Zealand

NZCPN Education/Standards of Practice

Enrolled Nurses as Practice Nurse Position Statement

