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| CHI at Crumlin  |                   |  |
| Document Name: Terms of Reference Nurse Education Committee |                   |   |
| Reference Number: TRNEC-06-2022-CH-V3                       | Version Number: 4 |   |
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## NURSE EDUCATION COMMITTEE TERMS OF REFERENCE

|  |                           |
|--|---------------------------|
| <b>Version Number</b>  | 3                         |
| <b>Date of Issue</b>   | June 2022                 |
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| <b>Authorisation Date</b>  | 1 <sup>st</sup> June 2022 |
| <b>Terms of Reference Author:</b> Carol Hilliard, Nursing Practice Development Coordinator   |                           |


## COMMITTEE REVIEW HISTORY

| Review Date                       | Reviewed By  |
|-----------------------------------|--|
| February 2014                     | Nurse Education Committee (NEC)  |
| March 2018                        | Nurse Education Committee (NEC)  |
| May 2022                          | Nurse Education Committee (NEC)  |
| Document Change History           |  |
| Change to Document                | Reason for the Change  |
| March 2018: Review of objectives  | To reflect the increasing collaboration with the children's hospitals                |
| May 2022: Amendment to objectives | To reflect the impending development of the CHI NEC and dissolution of the local NEC |

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## NURSE EDUCATION COMMITTEE TERMS OF REFERENCE

### 1. Introduction

Children's Health Ireland (CHI) at Crumlin has long been involved in children's nursing education in Ireland, with the School of Nursing first opening in 1956. Since 2006, following the transition of children's nursing registration education programmes to university, CHI at Crumlin facilitates and coordinates the clinical component of the nursing registration education programmes.

In 2006, CHI at Crumlin (at the time known as Our Lady's Children's Hospital Crumlin) was designated as the Centre for Children's Nurse Education (CCNE), with satellite units based in CHI at Tallaght and CHI at Temple Street. The aim of the CCNE is to ensure excellence through the pursuit of evidence-based, inter/multidisciplinary education to support the provision of children's healthcare services.

Nursing education in CHI falls within five broad categories:

- In-service clinical education provided within the clinical area, and delivered or facilitated by the Clinical Education Facilitator Team and/or Subject Matter Experts.
- Programmes for registered nurses developed, coordinated and delivered by the CCNE.
- Registration programmes delivered in partnership with CHI's affiliated Higher Education Institutes, leading to registration as a Registered Children's Nurse.
- Specialist practice programmes in areas such as intensive care nursing and emergency nursing which are jointly delivered in partnership with the CCNE and CHI affiliated HEIs.
- Nurses engaging in continuing professional development (CPD) programmes or higher education programmes delivered by HEIs or other education providers, some of which lead to registration, e.g. Advanced Practice, Nurse Prescribing.

The Nurse Education Committee (NEC) in CHI at Crumlin provides an oversight function in relation to nursing registration education and continuing professional development for nurses across the organisation. The NEC is a Standing Committee, accountable to the Director of Nursing.

### 2. Definitions

**Guideline:** A series of documented evidence based actions to assist and guide staff of CHI in Crumlin in relation to the education and professional development of nurses.

**Standing Committee:** Standing committees are created by the standing orders, rules, by-laws or regulations of an organization. The committee exists and functions more or less on a permanent basis.


### 3. Purpose / Remit

The NEC purpose is to ensure that CHI at Crumlin:

- Complies with the Standards and Requirements of the Nursing and Midwifery Board of Ireland<sup>1</sup>, in relation to nurse registration education programmes delivered in the hospital:
  - (i) BSc Nursing (Children's & General) & Higher Diploma in Nursing Studies (Children's Nursing)
  - (ii) Undergraduate nurses undertaking specialist placements in CHI at Crumlin
  - (iii) Nurse Referral for Radiological Procedures
  - (iv) Advanced Nursing Practice            (v) Nurse Prescribing

<sup>1</sup> Standards and requirements published by the Nursing & Midwifery Board of Ireland (NMBI):

- Nursing Post-Registration Standards and Requirements. (NMBI 2015)
- Nurse Registration Programmes Standards and Requirements. (NMBI 2016, 2022)
- Advanced Practice (Nursing) Standards and Requirements. (NMBI 2017)
- Practice Standards and Guidelines for Nurses and Midwives with Prescriptive Authority (4th edition). (NMBI 2019)

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- Provides a suitable clinical learning environment for nurses undertaking registration programmes, continuing professional development and post-graduate specialist nursing programmes within the hospital.

### 3.1 Objectives

- Give consideration to Continuous Education (CE) / Continuous Professional Development (CPD) learning opportunities / programmes for all Registered Nurses in CHI at Crumlin, taking cognizance of the Scope of Nursing Practice (NMBI 2015)<sup>2</sup> and future requirements for engagement in CPD and the maintenance of competence.
- Take cognizance of developments in children's nursing and nursing education from both a national and international perspective.
- Take cognizance of student nurses' teaching, learning and assessment needs in conjunction with affiliated Higher Education Institutions (HEIs).
- Ensure that national and international guidelines, directives, etc, are implemented, where these are identified to be relevant to CHI at Crumlin and children's nursing
- Engage/integrate with organisational learning/training and developmental processes in CHI at Crumlin.
- Explore innovative ways of delivering nursing education, including blended and online learning.
- Contribute to and influence the design of education structures in the new hospital.
- Give consideration to the learning needs of nurses in CHI at Crumlin to support their transition to the new hospital.
- Develop nurse education guidelines and documentation as required to support nursing education in CHI at Crumlin.
- Ensure nurse education guideline development, implementation and education follows established best practice.
- Ensure all nurse education guidelines are quality assured and document controlled according to organisational policy.
- Oversee the preparation for NMBI Site Visits and the CHI at Crumlin response to the Site Visit Report.
- Work with the Cross-Site Nurse Education Committee and support the phasing out of NEC and the transfer of its functions to the Cross Site Committee in accordance with an agreed timeframe.


## 4. Accountability / Reporting

- NEC is accountable to the Director of Nursing.
- NEC reports as required to the Director of Nursing
- Risks will be managed through the organisation risk management framework and serious risks escalated to the Director of Nursing as advised.

## 5. Committee Membership

- Nurse Practice Development Coordinator (NPDC) (Chair)
- Divisional Nurse Manager
- Centre for Children's Nurse Education (CCNE): Director and a Nurse Tutor
- *Nurse Practice Development Unit*: one representative from the following:
  - Clinical Placement Co-ordinators (CPC's)
  - Clinical Coordinator for Higher Diploma in Children's Nursing programme
  - Student Allocations Liaison Officer
- CNM's II & III: one representative from each group

<sup>2</sup> Nursing & Midwifery Board of Ireland (2015) *Scope of Nursing and Midwifery Practice Framework*. Nursing & Midwifery Board of Ireland, Dublin.

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- CNF – Level 9 programme (PICU / ED / ONC / OT) - one representative
- CNF – Representatives from Wards areas and Specialist Areas
- Clinical Nurse Specialist - one representative
- Staff Nurses from general children/infant ward and specialist wards<sup>3</sup>
- Students (1 from each programme) (Undergraduate & HDNS)
- Advanced Nurse Practitioner
- Programme Director/nominee for children's nursing registration programmes, UCD

### **5.1 Committee Membership Terms**

- Chairperson is an Assistant Director of Nursing
- Each member is expected to attend at least 3 of the 5 meetings annually
- If attendance is not achieved at this level a new member may be requested
- A quorum is at least 6 members including the chair (or person appointed to deputise for the chair in their absence).
- The minimum quorum must include a CNF rep, a CNM rep and a representative from the CCNE, and will consist of no more than two representatives from the NPDU.

### **5.2 Committee Membership Training**

- New members will receive Terms of Reference, minutes/agenda of previous two meetings.

## **6. Committee Meetings**


- NEC will meet 5 times annually, on alternate months (starting February of each year)
- Meetings will take place on a Wednesday
- Duration of 1.5 hours at 2:30-4pm
- A reminder, draft agenda, a request for agenda items and any documents for review will be circulated to members two weeks in advance of the meeting.
- Apologies in advance to the chair of the committee
- Notification Timeframe: Meeting dates for the forthcoming year will be circulated to the members in November / December of the preceding year.

## **7. Responsibilities of the Chairperson / Deputy Chairperson**

The Chairperson / Deputy Chairperson:

- Is nominated by the Director of Nursing
- Is accountable for all aspects of the committee's work
- Provides leadership and direction in meeting objectives
- Ensures any follow-up from meetings is acted upon
- Ensures a formal, periodic review of the committee functions and a process for improvement / renewal
- Presents the annual objectives for the committee to members and ensures a periodic review of the achievement of the objectives
- Will manage risks through the organisational risk management framework and escalate serious risks as required

<sup>3</sup> The Nurse Education Committee recognises that staff nurses may experience difficulty attending all meetings due to shift work. Staff nurse members of the committee are encouraged to contribute their feedback to the committee by email / verbally in the event they are unable to attend

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- Reports into the Director of Nursing of CHI at Crumlin
- Sends out the agenda the week prior to the next meeting
- Records and disseminates the minutes and any associated papers to the committee members prior to the next meeting
- Plans meeting dates and books venues
- Ensures attendance list completion

## 8. Responsibilities of Committee Members

NEC Committee Members will:

- Be nominated by the Senior Nursing Leadership Team or selected by the committee
- Actively participate in the work of the committee, including decision making
- Contribute to the development of the committee's annual objectives
- Provide feedback and / or review of documentation within the requested timeframes
- Respect the confidentiality of committee business where this requirement is conferred by the Chairperson
- Consider any conflict of interest regarding committee business
- Co-opt / seek expert advice on an as needs basis at the direction of the Chairperson
- Demonstrate good attendance and submit an apology for non-attendance in advance of any meeting, or, if appropriate, send a suitable individual to deputise for the member

## 9. Linkage with other Committees

### CHI at Crumlin


- Nurse Practice Committee
- Senior Nursing Leadership Team
- CNM Group
- CNEF Group
- CNS / ANP Groups

### External

- Nursing Executive Board
- CHI Nurse Practice Committee
- CHI Nurse Education Committee
- Board of Management of the CCNE
- CCNE Education Sub-committee
- UCD Local Joint Working Group
- UCD PRCNS Steering Group
- UCD Clinical Assessment Sub-Committee
- UCD Registration Programme Working Group
- CHI Nursing Research Committee

## 10. Review of Terms & Membership

- An annual self-audit that contributes to review of the Terms of Reference (Appendix 1)
- Self-audit results provided to the Senior Nursing Leadership Team on agreed frequency
- A formal, periodic review of committee functions and a process for improvement / renewal
- Review of membership – relevant to the purpose, attendance.

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### Appendix 1 - Nurse Education Committee Self Audit Tool


Date of Audit: \_\_\_\_\_ Audit Completed by: \_\_\_\_\_

A selected member of the committee to complete the self audit for a period of 12 months. Tick the relevant Yes, No, NA box – I answer for each question. **NA = Not Applicable** - Do not record an answer in any NA boxes that are shaded. To score the self audit, the answer **YES = 1**, the answer **No = 0**, the answer **NA = 0** and the total number of criteria then equals 12. The score equals the number of yes answers divided by the number of criteria (9 or 10) x 100%

| Audit #                 | Criteria   | Yes | No | NA | Comment              |
|-------------------------|--|-----|----|----|----------------------|
| 1                       | Has a review of the committee membership and Terms of reference been carried out in the previous 12 month period?  |     |    |    |                      |
| 2                       | Is the purpose / remit clearly articulated?  |     |    |    |                      |
| 3                       | Are the objectives specific?   |     |    |    |                      |
| 4                       | Have the number of meetings been held as described?  |     |    |    |                      |
| 5                       | Do the meeting minutes confirm the defined quorum for each meeting?  |     |    |    |                      |
| 6                       | Do the meeting minutes confirm the required attendance of committee members over a twelve month period?  |     |    |    |                      |
| 7                       | Do the meeting minutes confirm that all follow – up actions are acted on?  |     |    |    |                      |
| 8                       | Do the meeting minutes reflect the purpose and goals of the committee?   |     |    |    |                      |
| 9                       | Have any items of risk that have not been able to be managed through the organisation risk management processes been escalated to Corporate Management? (If the meeting minutes do not identify matters of risk record a tick in the NA box) |     |    |    |                      |
| 10                      | Does accountability / reporting match the Terms of Reference?  |     |    |    |                      |
| <b>Individual Score</b> |  |     |    |    | <b>Total Score %</b> |

Quality Improvement \_\_\_\_\_

Sign off by Chairperson \_\_\_\_\_ Date \_\_\_\_\_

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## ***Appendix 2 - Sample Agenda Nurse Education Committee***

**Date:**


**Venue:**

**Time:**

### **AGENDA**

1. Apologies
2. Minutes of previous meeting
3. Matters arising
  - a)
  - b)
  - c)
- 4.
- 5.
- 6.
- 7.
- 8.
9. Any Other Business



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**Appendix 3 - Sample Minutes of Nurse Education Committee Meeting held on....**

**Attendees:**

**Apologies:**

| # | Item Name  | Responsibility | Date |
|---|------------|----------------|------|
| 1 |            |                |      |
| 2 |            |                |      |
| 3 |            |                |      |
| 4 |            |                |      |
| 5 |            |                |      |
| 6 |            |                |      |
|   | <b>AOB</b> |                |      |