

## **ADVANCED NURSING PRACTICE PROJECT STEERING GROUP**

### **TERMS OF REFERENCE**

#### **PURPOSE OF THE GROUP**

The Project Steering Group is responsible to:

1. Agree the purpose of the project and provide a regional and professional perspective;
2. Agree a project plan, timescales and methodology for the project;
3. Provide expertise and oversee the implementation of the project and review of the outcomes;
4. Ensure communication and dissemination of information relevant to the project within each of the participating organisations/professional groups;
5. Contribute to a final project report;
6. Contribute to on-going implementation, monitoring and evaluation of the project outcomes.

#### **MEMBERSHIP OF THE GROUP**

Representation will be sought from senior nurses working within HSC Trusts, DoH, PHA, Education Providers, Primary Care, Independent Sector, RCN and RCM as well as nurses working within HSC Trusts and Primary Care at an Advanced Practice level and undertaking an MSc Advanced Nursing Practice. The Patient Client Council (PCC) and Northern Ireland Medical and Dental Training Agency (NIMDTA) will also be invited to join the Steering Group along with representation from the Directors of Human Resources and Finance Forums on a co-opted basis.

If a member is unavailable, he/she should nominate an appropriate member of staff to attend on his/her behalf, providing the relevant required information in advance for the alternate member to attend and participate appropriately.

#### **Members of the Project Steering Group will:**

- Contribute their professional perspective to the review of the model for delivery of the ANP Education Programme and ANP Framework;
- Participate in respectful debate, providing constructive challenge;
- Provide, manage and analyse information related to the review, ensuring confidentiality when required;
- Participate in shared learning across organisations;
- Consult with individuals of appropriate expertise as required to inform the project aim and objectives;
- Participate in electronic activity related to the production of a final report.

## **CHAIRING ARRANGEMENTS**

The Project Steering Group will be chaired by Donna Keenan, Interim Executive Director of Nursing / Director of Primary Care and Older People's Services, WHSCT.

## **QUORUM**

Quorate membership is 50% of the total membership number. The quorum should also reflect a balance of individuals from each organisation.

## **FREQUENCY OF MEETINGS**

The following meetings will be via zoom, with face to face meetings agreed as and when required:

- Friday 18<sup>th</sup> November 1.30pm - 3.00pm
- Friday 16<sup>th</sup> December 1.00pm - 2.30pm
- Friday 13<sup>th</sup> January 1.00pm - 2.30pm
- Friday 10<sup>th</sup> February 1.00pm - 2.30pm
- Friday 10<sup>th</sup> March 1.00pm - 2.30pm
- Friday 21<sup>st</sup> April 1.00 – 2.30pm

## **RECORD OF MEETINGS**

NIPEC are responsible for agenda setting, record keeping and circulation of relevant papers in collaboration with the Chair/s of the project group/s.