

## **Emergency Care Nursing Project Steering Group meeting Terms of Reference**

1. To agree the purpose of the project and provide a regional and professional perspective
2. To agree a project plan, timescales and methodology for the project
3. Provide expertise; 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 progress reports to all Executive Directors of Nursing (PHA and HSCTs) via the Chief Nursing Officer's Business meetings
6. Contribute to a final project report
7. Contribute to on-going implementation, monitoring and evaluation of the project outcomes.

### Note:

- Membership of the Steering Group is non-transferrable except in exceptional circumstances and with prior agreement of the Chair.
- It is proposed that the Steering Group will meet quarterly over a 12 month period. Additional meetings will be agreed by the members, if and when required.