

SENIOR NURSE LEADS IN HOSPITALS AT NIGHTS AND WEEKENDS

TASK AND FINISH GROUP

TERMS OF REFERENCE

Purpose:

The Task and Finish Group has been established to progress work to address Recommendation 1 with the RQIA Review Report (2013): *“ensure there are career pathways for nurses to prepare to take on the key roles of Senior Nurse Leads in hospitals at nights and weekends”* and Recommendation 11 in relation to nursing: *“The job titles of key roles in hospitals at nights and weekends should be standardised across hospitals to avoid confusion for staff who move between hospitals”*.

Key Role:

To achieve this purpose, the Task and Finish Group (see Appendix 2 membership) will function within the following terms of reference:

1. Produce a work plan and agree processes and timescales for delivery of project outputs.
2. Oversee the progress of the project to ensure delivery of project work plan.
3. Ensure effective communication and engagement with key stakeholders including dissemination of information relevant to the project within each of the participating organisations.
4. Submit considerations and recommendations to the Clinical Director of the HSC Safety Forum.

Membership:

- Members of the Group are representing their Trust’s Executive Director of Nursing or Professional and/or Trade Union Forums and are responsible for obtaining and sharing information with their relevant Forums.
- The Group will aim to complete its work in 4 meetings between October 2015 and March 2016.
- A quorum of 50% of members must be present for a Group meeting to proceed.
- Membership of the Group is non-transferrable except in exceptional circumstances and with prior agreement of the Chair.