Critical Care Nursing Workforce Advisory Panel

ROLE OF THE PANEL

Terms of Reference

- Within the identified area and context of expertise the role of the Panel is to:
- To provide expert knowledge, advice and information to the ACCCN National Board to assist its informed decision-making.
- To comment on documents provided by the National Board.
- Serve as a resource to the ACCCN National Board and committees on interpretations of matters with the Panel’s area and context of expertise.
- Initiate and/or coordinate specific projects as requested by the National Board.
- Recommend representatives or spokespersons to represent ACCCN on national forums and committees.
- Foster the development of knowledge, collaborations, and networks within ACCCN and with other nurses and health care providers nationally and internationally.
- To provide resources such as webinars and education resources for leading the speciality for critical care nursing.
- Aspects of the Panel’s role, which are specific to its particular area and context of expertise, are identified below.

PANEL MEMBERSHIP

- All Panel members must be current financial ACCCN members.
- The Panel will comprise up to 12 members, drawn equitably from member states.
- The term of membership is 4 years, and is renewable.
- No more than 2 terms of office may be held without special permission from the ACCCN Board.
- Expressions of interest for the Panel will be sought from the membership every 4 years.
- ACCCN National Board will appoint Panel members. Selection will be based on demonstrated knowledge, expertise, and qualifications in the Panel’s area and context of expertise.
- The National Board will appoint a chair with the panel input.
- If a Panel member is unable to contribute to the Panel for a significant period of time (determined by the Panel Chair in association with the other Panel members), they will be requested to resign their position.
PANEL ACCOUNTABILITY AND RESPONSIBILITIES

ACCOUNTABILITY

- The Panel, through its Chair, is accountable to the National Board. The National Board will appoint one of its members to the role of Panel Liaison Officer. Ordinarily, most of the National Board’s communications to the Panel will be via this role.

Responsibilities

- The Panel Chair is responsible for maintaining effective communication between the Panel and the National Board, primarily via the National Board-appointed Panel Liaison Officer. A report of any allocated consignment or project will be written and tabled for the Board on its completion.
- The Panel Chair is responsible for communicating with other Panel members.
- The Panel Chair is responsible for determining the frequency and mode of Panel meetings, in accordance with its allocated budget.
- The Panel Chair is responsible for ensuring a comprehensive handover to his or her successor.
- Extraordinary meetings or events initiated by the Panel must first be approved by the National Board. This will include financial considerations.
- The Panel will produce an annual summary report of its activities and achievements for inclusion in the ACCCN Annual Report (submission due each July).
- The Panel will endeavour to provide at least one webinars each year relating to its area and context of expertise.

Individual responsibilities of Panel members

- To declare conflicts of interest on the application and to the Panel Chair.
- To maintain an appropriate level of confidentiality regarding all ACCCN personnel, documents, and discussions.
- To maintain personal knowledge and expertise in the Panel area and context of expertise.