



Terms of Reference (TOR) C.A.R.E. Working Group of the SIOPI Nursing Network

DATE: Apr 29, 2024

Working Group Name

SIOPI Nursing Network C.A.R.E. (Connection, Access, Resources, and Education) Working Group (WG)

WG's Belonging (Network Name)

This WG is a part of the SIOPI Nursing Network

Purpose

The CARE WG aims to provide opportunities for **connection, access, resources, and education** with SIOPI Nursing Network members and pediatric oncology nurses from different parts of the world.

Scope

The scope of the CARE WG is to comprehensively support pediatric oncology nurses working in all resource settings by creating an encouraging environment for SIOPI Nursing Network members to connect throughout the year. The WG will specifically focus on:

1. Monthly virtual educational sessions for pediatric oncology nurses: The CARE WG is responsible for planning and implementing monthly educational meetings for all members of the SIOPI Nursing Network. These meetings will be recorded and shared virtually for members to access.
2. Development and maintenance of the virtual SIOPI Nursing Resources Repository: The CARE WG will develop SMART Goals to plan the development of an online repository for nursing education and training materials.
3. Quarterly publication of a Nursing Network newsletter: The CARE WG will partner with Nursing Network members to develop and distribute a quarterly newsletter.

Authority

The WG will be led by two WG co-chairs, who are responsible for the overall direction and coordination of the WG and deliverables with input considered from all members and from the Nursing Network Steering Group.

Membership

1. The CARE WG is comprised of SIOP Nursing Network members who represent both HIC and LMIC and diverse geographical regions.
2. The WG has six to eight members, including the following:
 - Two Co-Chairs
 - Four to six ‘members-at-large’
 - A call for interested SIOP nurse members in good standing will be made through the Nursing Network for interested candidates to serve as members-at-large. The CARE WG Co-Chairs will select individuals based on their geographic area and expertise to ensure appropriate representation of all SIOP nursing members. Members-at-large will serve 3-year terms and no one will exceed 2 terms (6 consecutive years).
 - The CARE WG Co-Chairs are elected positions and the term of office (3 years), beginning on the first day of the first month following the annual Congress. The Co-Chairs terms will be staggered by at least one year and terms may be extended via election by one term for a total of 6 years.
 - At least one co-chair will always be from a low- or middle-income country and this co-chair will also serve on the Nursing Network Steering Committee.
 - Co-chairs and members must be nurses; however, other disciplines will be welcome to contribute to the activities in pursuit of our WG purpose.

Meeting arrangements

Meetings are held monthly with an educational focus, via the Zoom platform. Details are disseminated via social networking platforms as well as through the SIOP Connect platform. Educational sessions are recorded and posted on the SIOP YouTube channel.

An annual business meeting is held at the Annual Congress, during an approved break in the Congress schedule. Meeting minutes are circulated via email by a designated member-at-large following this meeting.

Reporting

The CARE WG reports to the Chair of the Nursing Network. Communication and working relationships will align with the overall Nursing Network Terms of Reference; WG leadership will regularly communicate with the Nursing Network Steering Group through formal and informal methods such as email, reports, web conferences, etc. Ongoing communication will help to reduce duplication and streamline efforts across the Nursing Network. The WG co-chairs will provide a 1-page summary of activities and deliverables each year.

Deliverables

Deliverables include:

- Monthly virtual educational sessions for pediatric oncology nurses
- Development and maintenance of the virtual SIOP nursing resources repository
- Quarterly publication of the Nursing Network newsletter

SIOP Bylaws 3.5 Networks

The Nursing Network Chair in consultation with the Steering Group members may close a working group or special interest group if they have not produced activities in the past 6 months. Each group should offer 3 non-Congress activities per year (1 each 4 mo.). The SIOP secretary general and president may also close a group under the same conditions.

ToR Review

TOR shall be reviewed annually at the proposed commission date.

Review again (future date): by March 29th, 2025

TOR Review on March 22nd by: Shelby Sandoval & Shenila Anarwali
Title: Co-Chair of the CARE WG