

Terms of Reference

TITLE: Nursing Professional Practice Committee

APPROVED: January 2018

LAST UPDATED: N/A

PURPOSE:

The purpose of the Professional Practice Committee (the committee) is to promote and support CANO/ACIO activities by facilitating the advancement of professional oncology nursing practice, and to serve in an advisory capacity to the Board and membership regarding professional practice issues.

ACCOUNTABILITY AND REPORTING RELATIONSHIP:

The committee is a standing committee of the CANO/ACIO Board (the Board) and is accountable to the Board through the Director-at-Large—Professional Practice (DAL-PP) and is ultimately accountable to the general membership.

DUTIES AND RESPONSIBILITIES:

- Support CANO/ACIO's Strategic interests related to the advancement of professional oncology nursing practice
- Promote engagement, consultation, and collaboration among CANO/ACIO members in support of professional oncology nursing practice activities
- Provide oversight of all CANO Standards and Competencies
- Support review process when existing Standards and Competencies are up for review or as needed
- Support identification and development of new Standards and Competencies or professional practice special initiatives
- Provide input to CANO/ACIO's Board on new and emerging practice in oncology for the advancement of CANO/ACIO's mission in relation to oncology nursing professional practice
- Provide professional practice consultation when appropriate

MEMBERSHIP:

- Members are appointed by the Committee Chair in consultation with committee members and/or the Board of Directors.
- Committee membership selection is based on the following criteria:
 - Current membership in CANO/ACIO
 - Knowledgeable about oncology nursing professional practice
 - Availability, willingness and capacity to actively support CANO strategic directions related professional practice
 - Interest in the design of standards, competencies and indicators
- The DAL-PP will serve as committee Chair

- Including the Chair, the committee will be constituted by a minimum of five (5) members, one of whom will serve as a co chair.
- Efforts will be made to ensure reasonable geographic representation from across Canada.
- Board members will attend committee ad hoc

Director at Large, Professional Practice/ Chair

Responsibilities include:

- Provides leadership to Professional Practice Committee, and ensure activities are aligned with CANO Board strategic priorities
- Chairs all committee meetings
- Maintains electronic records and documents, and ensure members have access to the documents
- Updates the CANO/ACIO membership on committee activities by submitting an annual report to the CANO/ACIO Board
- Creates an annual committee budget and submits it to the Treasurer for Board approval
- Monitors and approve all committee expenses
- Sits on special committees and initiatives as needed
- Delegates tasks to members as needed
- Communicates strategic directions from the Board to Committee members
- Provides oversight to Professional Practice Committee activities and ensure deliverables are met
- Develops agenda for monthly committee meetings
- Mentors Professional Practice committee member in the co-chair role

Members:

Responsibilities include:

- Attends regularly scheduled committee meetings.
- Informs Chairperson and committee if unable to attend
- Takes meeting minutes on a rotating basis
- Engages in planning, discussion, coordination and implementation of National Oncology Nursing Professional Practice Committee activities
- Provide input to committee on new and emerging practice in oncology for the advancement of CANO/ACIO's mission in relation to oncology nursing professional practice
- Promotes CANO/ACIO Professional Practice agenda locally and nationally

TERMS OF OFFICE:

The Chair is appointed for a 3 year term and is aligned with the DAL-Professional Practice role
The Co-chair is elected by committee members, for a 2 year term, which is renewable twice.

Each committee member will be appointed for a 2 year term. Rolling membership should be a priority to ensure a core group of experienced committee members are available to support/mentor new members. A member shall not normally serve for more than six (6) consecutive years.

BUDGET

Requests for expenditures outside of teleconferences and the face-to-face meeting at the conference should be presented to the CANO/ACIO Treasurer.