

<b>Terms of Reference Public Health Nursing Practice Council</b>
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**The Goal of the Nursing Practice Council is to:**

**1. Support and advance public health nursing (PHN) practice across the Winnipeg Regional Health Authority (WRHA) by:**

- Promoting the practice of public health nursing as a specialty
- Implementing evidence-informed practice
- Contributing to exemplary PHN care and improved client outcomes
- Being responsive and evolutionary to practice issues and needs

**2. Develop and strengthen PHN professional practice environments in the WRHA by:**

- Implementing a model of “shared governance,” that integrates collective methods to resolve PHN practice issues and improve client services
- Developing a consultative, collaborative, and professional culture
- Fostering a healthy work environment by offering opportunities for PHN leadership and input into clinical practice, education, and research
- Enhancing the quality of public health nursing practice through communication, capacity building, and ongoing education.

**Membership/Composition**

**The role of NPC members is to foster the success of NPC through:**

- Attendance at NPC meetings
- Participation in round table discussions and working groups
- Resolution of issue papers
- Lead or co-lead opportunities to advance NPC activities
- Respectful communication to promote a trusting environment and open dialogue

**Chairs**

Co-chairs will be determined by a vote of the council members. Public Health Nurse NPC Representatives will be nominated to co-chair the NPC for a term of 2 years. The terms of the 2 co-chairs should be staggered to provide continuity and succession planning at NPC. A co-chair may complete a maximum of 2 consecutive terms if mutually agreed upon by the community area team and team manager.

### **The Role of the Co-Chairs is to**

- Facilitate communication, collaboration, and functioning of the NPC
- Work in collaboration with other individuals to support the administrative processes of NPC. This includes but is not limited to:
  - Drafting monthly agendas
  - Organizing forms and paperwork for monthly meetings
  - Updating issue papers, during and between NPC meetings
  - Posting pdf versions of completed issue papers and other documents on Regional (R:) shared drive
  - Participate in monthly teleconference between co-chairs and PH Director to review agenda items
  - Be a timekeeper to keep meeting on track
- Support best practice through: facilitation of literature review, invitation of speakers to share current information relevant to practice
- Facilitate the timely return of issue papers to upcoming NPC agenda's
- Facilitate the vote to resolve issue papers ensuring that there is a quorum
- Review newly submitted issue papers. Collaborate with community area teams/NPC representatives to build capacity regarding issue paper development and NPC processes
- Lead the development of an Annual NPC Review to summarize the work of the preceding year as well as highlight issues that are ongoing or have been redirected for follow up. The review should be presented to NPC in January of each year.
- Facilitate discussion and planning related to the priorities for NPC in the upcoming year.
- Act as the liaison and maintain communication between NPC and other population public health practice councils

### **PHN Representatives**

PHN representatives will participate in NPC for a 2-year term.

There will be one representative from each of the 12 community areas with the exception of Downtown, which will have 2 members to represent the East and West community area teams. In addition, there will be one representative from each of the centralized teams that includes

- Healthy Sexuality and Harm Reduction
- Tuberculosis
- Antenatal Home Care
- Prenatal Connections

### **The Role of the PHN Representative is to:**

- Attend monthly NPC meetings. When unable to attend, another PHN can represent the team. If no member from within a team is able to attend, teams can collaborate with their paired area/quad
- Advance the work of NPC within their community area by sharing information, distributing minutes of council meetings, providing feedback and clarification, and facilitating opportunities for team members to provide their perspective
- Build individual and team capacity by assisting PHNs to identify, report, and submit best practices and issue papers electronically to NPC co-chairs using NPC tools and documentation processes
- Present team best practices, issue papers, and agenda items at NPC meetings, providing clarification and context as required

- Represent the views of public health nurses within their community area teams by participating in round table discussions.
- Share field expertise to generate solutions to address issue papers
- Facilitate consensus within their team regarding decision to vote in favor of resolving an issue paper, in opposition, or to abstain their vote.
- Participate in an NPC annual evaluation
- Lead, co-lead, or participate in working groups to resolve NPC issue papers when required

### **Clinical Nurse Specialist (CNS)**

Clinical nurse specialists will participate in NPC as a voting member of the council. CNSs will share one vote between them.

#### **The Role of the Clinical Nurse Specialist (CNS) is to:**

- Provide CNS expertise regarding public health practice issues and organizational processes
- Lead, co-lead, or participate in working groups to resolve NPC issue papers
- Act as a mentor/coach to assist NPC members in reviewing and analyzing literature, and developing skills to promote evidence-informed practice
- Act as a mentor/coach to assist NPC co-chairs in their leadership roles
- Facilitate the implementation of council recommendations to PHN practice

### **Team Manager Representative**

There will be one team manager who will participate as a non-voting member of the council.

#### **The Role of the Team Manager Representative is to:**

- Act as the liaison and maintain communication between NPC and the management team by providing NPC updates at the population & public health management team meetings
- Support the implementation of council recommendations to PHN practice
- Provide support to team managers to understand the role, function and importance of NPC, as well as the responsibilities of NPC members
- Advocate and support TM and NPC reps scheduling time within the regular workday to complete NPC tasks

### **The Director of Public Health**

The director of public health will participate as a non-voting member and:

- Attend monthly NPC meetings or attend on an ad hoc basis
- Participate in monthly teleconference with the co-chairs to review the upcoming agenda
- Act as the liaison to and maintain communication between NPC, the senior management team, and population and public health committees
- Provide final approval on NPC recommendations, practice guidelines, and practice changes
- Provide leadership to support the implementation of PHN practice changes within public health and across other WRHA programs

### **Ad Hoc Non-voting members:**

Public Health Coordinator

Communicable Disease Coordinator

Travel Health Nurse

- Provide expertise regarding public health practice issues and organizational processes

- Act as a mentor/coach to assist NPC members in reviewing and analyzing literature, and developing skills to promote evidence-informed practice
- The Public Health Coordinator participates monthly as a nonvoting member
- Facilitate the implementation of council recommendations to PHN practice
- Ad hoc members may request to attend a meeting or be invited to participate at the discretion of the council. This may include staff from other practice councils, community area directors, or team managers.
- All ad-hoc members will participate as non-voting members

## **Governance**

- The Nursing Practice Council operates by voting on issues, with each PHN member granted the privilege of voting on behalf of their community area team.
- In voting, NPC members are representing the majority view of their community area team. The vote does not reflect any one member's personal view
- Quorum constitutes 70% of voting team members.
- In order to address the application of evidence to practice, PHNPC meetings should include an education component which might evaluate current literature, be a sharing of best practices or relevant environmental contexts (e.g. unique culture or demographics of our region, regional policies, regional priorities, etc) that will advance PHN practice and address issue papers
- Membership terms: PHN representatives commit to a 2 year term at NPC. Upon completion of the 2 year term a PHN representative wishing to continue with NPC can accept a 2 year term in a representative or leadership position (ie: NPC co-chair or NPC lead of a working group) with consultation and support of their community area team and team manager. A PHN can accept second successive 2 year term in a leadership position with consultation and support of their community area team and team manager or a change in PHN representation will take place.

### **Working Groups:**

- The purpose of working groups will be to support best practice; and to provide the opportunity for PHN's, CNS's and other ad hoc members to collaborate in the resolution of issue paper; and the creation of service delivery guidelines
- The frequency of the working groups meetings should be decided upon by co-chairs consultation with the director.

## **Communication**

- NPC minutes and documents will be circulated in a timely fashion and saved in the WRHA regional (R:) drive
- NPC meetings will be documented in minutes that are reviewed and passed by the committee.
- Items requiring action will be identified in the minutes under 'Next Steps'
- Documents in preparation for the monthly meetings will be circulated to PHN representatives by email in an agenda package approximately 1 week prior to the meeting.
- NPC will share recommendations that impact PHN or WRHA organizational practices by offering support, opposition or recommendation for change of Standards and/or guidelines (new or current). These issues will be documented in a briefing note for PPHMT meetings, indicating if the information is provided for discussion, decision, or information.