

Provincial Nursing Advisory Committee – Terms of Reference

I. PURPOSE

- a. To recommend and advise Health PEI, the Department of Health and Wellness, and other organizations represented on the committee, on issues affecting nursing.
- b. To provide a vehicle to share information and facilitate collaboration with nursing partners.

II. OBJECTIVES

- a. To link with partners and be a conduit of information on nursing issues.
- b. To analyse key issues of concern to nursing.
- c. To contribute to provincial policy formulation by bringing forward the views and perspectives of nursing (proactive and reactive).
- d. To determine how nursing can identify and promote population health outcomes and innovative solutions to health system challenges.
- e. To keep current with respect to nursing workforce issues and human resource planning initiatives, national and provincial nursing strategies.
- f. To recommend strategies to promote professional development.
- g. To promote quality practice environments.
- h. To effectively communicate the recommendation outcome(s) among all key partners.

III. PARAMETERS

- a. The scope of this committee relates to Registered Nurses, Nurse Practitioners, Licensed Practical Nurses. Recommendations will also be provided on resource management of unregulated workers, e.g., Resident/Patient Care Workers, etc., as it relates to nursing services.
- b. Input from individuals or groups not represented on the committee will be sought on an as-required basis.
- c. The committee will inform Health PEI, the Department of Health and Wellness, and other organizations represented on the committee on nursing issues pertaining to:
 - i. nursing and health services;
 - ii. population trends and health needs;
 - iii. changes in nursing education needs (basic and continuing);
 - iv. strategies to maintain an adequate supply of highly qualified nursing personnel
 - v. nursing regulation
- d. The committee will consider Nursing HR issues in both the private and public sectors.

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IV. MEMBERSHIP

a. Membership will include:

- Health PEI, Provincial Chief Nursing Officer, Co-Chair
- Department of Health & Wellness, Nursing Policy Analyst, Co-Chair
- Association of Registered Nurses of Prince Edward Island
- Licensed Practical Nurses Association of PEI
- Prince Edward Island Nurses' Union
- Prince Edward Island Union of Public Sector Employees
- Long Term Care, Chief Nursing Officer
- Community Hospitals, Nurse Manager/Director of Nursing
- Acute Care, Director of Nursing/Associate
- Community Care Facilities & Nursing Home Consultant
- Primary Health Care/Public Health/Home Care
- Mental Health & Addictions
- Prince Edward Island Nursing Home Association
- University of Prince Edward Island School of Nursing
- Holland College Practical Nursing Program
- Recruitment and Retention Secretariat
- Two (2) Nurse Managers
- Three (3) RN Staff
- One (1) Nurse Practitioner
- Two (2) LPN Staff

b. Terms of Appointment

- i. Members representing an organization, association, or institution will be appointed based on the recommendation of the organization/association/institution. The term of appointment will be at the discretion of the organization/association/institution.
- ii. Members representing direct care nurses will be selected for appointment based on the criteria outlined in the Expression of Interest (Appendix A). Representatives of direct care nurses will be appointed for two years, renewable for one additional term, with approval of Employing Authority.

c. Attendance

- i. Members will make it a priority to have their area represented at all meetings. If members are unable to attend, they are encouraged to designate, where appropriate, an alternate representative.

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V. MEETINGS

a. Schedule

The committee will meet a minimum of six times per year. Additional meetings will be scheduled as deemed necessary.

b. Minutes

Minutes will be recorded for each meeting and circulated in advance of the subsequent meeting by one of the Co-Chairs. Each meeting will have an agenda circulated in advance. Members are encouraged to submit agenda items two weeks in advance to the Co-Chairs.

c. Decision Making

Decisions will be reached by consensus. If required, a motion will be put forward for a vote.

d. Support

The Provincial Nursing Advisory Committee will be supported by the administrative assistant to the Provincial Chief Nursing Officer.

VI. ACCOUNTABILITY

a. The committee is accountable to Health PEI, the Department of Health and Wellness, and to other organizations represented on the committee.

b. The Provincial Nursing Advisory Committee will review the terms of reference, evaluate the outcomes and will report to the nursing community the effectiveness of the committee on an annual basis. Identification of key committee indicators will be developed and used in the evaluation process.