

2023 Terms of Reference

Statement

The Australian College of Neonatal Nurses (ACNN) is dedicated to the promotion of excellence in the care of neonates and their families. Its Special Interest Groups (SIGs) support this outcome by monitoring, informing and making recommendations to the ACNN National Committee on many aspects of neonatal nursing care. The Neo-Skin SIG will focus on skin protection and provide guidance on skin care clinical practice, based on best available evidence.

Purpose

The skin is the largest organ of the human body and protecting skin is an essential element in providing care to well, preterm and sick newborns. The Neo-Skin Special Interest Group will provide a forum for discussion of practices that promote neonatal skin health and prevention and management of skin injury for neonates and their families. Similarly, the SIG will provide opportunity for neonatal nurses to explore and share quality improvement or research initiatives related to skin care and health.

Operating Committee

The Operating committee must consist of a minimum of 5 members to fill the positions of Chair/Co-chairs, Secretary, Treasurer Liaison, Social Media Liaison and Ordinary Members. Operating committee members hold the positions for a period of 12 months and have the opportunity to re-nominate each 12 months. The operating committee positions become vacant at the SIG annual general meeting. SIG members can nominate before the meeting or from the floor at the meeting. Any ACNN member can attend the committee meetings throughout the year as an observer and may elect to join the committee as an ordinary member after attending three committee meetings.

Meetings

- Meetings will be held every 6 weeks either via zoom or face to face, on Wednesday evenings commencing at 7.30pm AEST/AEDT.
- A minimum of two open meetings will be held annually for all members which will contain an educational component.
- Committee meetings require a simple majority for a quorum.
- An annual general meeting will be held at the ACNN National Conference or if this is not possible it will be held via zoom between September and December.

Strategic Planning and Sustainable Committee Document

The SIG committee plans activities in line with the ACNN strategic plan and the sustainable committee's document (Policy 13). Activities are documented under the umbrella of the current ACNN Strategic Plan and made available on the ACNN website and reported against in the annual report. The Neo-skin SIG will provide support to ACNN executive on issues and correspondence relating to neonatal skin and skin care products.

Membership

Current financial members of ACNN are eligible to be members of the Neo-Skin SIG. Nurses or midwives applying for ACNN membership may nominate to be a member of the SIG on the application form. Membership to the SIG becomes active once ACNN membership is approved.

Reports to

ACNN National Executive Committee

Australian College of Neonatal Nurses Inc.

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