

Terms of Reference 2025

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 focuses on promotion and guidance for skin care, clinical practice and 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 SIG provides a forum for practice, health promotion and mentorship emphasising skin injury prevention and management for neonates and their families. Additionally, the SIG provides a community for neonatal clinicians and collaborators to explore, and share quality improvement, practice 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, Secretary, Treasurer Liaison, Social Media Liaison and Ordinary Members. Additional assistant committee positions may be created for succession planning. 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. The committee will strive to retain 50% of members from the previous year to provide support and guidance for incoming committee members. 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 approximately every 6-8 weeks either via zoom or face to face. Zoom meetings are held 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 in the last quarter of the year.
- To be considered an active committee member, a minimum of 70% attendance at either committee or executive forum meetings is required.

Strategic Planning and Sustainable Committee Policy

The SIG committee plans activities in line with the ACNN strategic plan and the sustainable committee's policy (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.

Intellectual property statement

Documents and resources developed and/or authored within the SIG, SIG meetings and/or for events (extending to invited speakers) are the property of the SIG and authorship is to be assigned/identified to the SIG. Such documents and resources require committee permission for sharing outside of the SIG. Any and all documents and resources developed outside of the SIG as part of an individual's work or study institution, by a SIG member or SIG guest, shared with the SIG, remain the property of the individual and may not be shared by the SIG without the written permission of the individual.

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. Neo-Skin SIG supports collaboration with individuals who are active in either neonatal academics or research or international clinicians who contribute to improving neonatal skin outcomes and welcomes them to attend meetings as a special guest.

Reports to ACNN National Executive Committee

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