Terms of Reference 2026

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 for 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 in partnership with families and experts.

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 Annual General Meeting (AGM). Nominations taken before the meeting or from the floor at the meeting. The operating committee will strive to retain 50% of committee members from the previous year to provide support and guidance for incoming committee members. ACNN members 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. To be considered an active committee member, a minimum of 70% meeting attendance of the SIG or forum meetings is required.

Meetings

- Meetings will be held approximately every 4-8 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.
- A quorum of a simple majority is required for all voting matters.
- The AGM will preferably be held during the National Conference (face to face), however if not possible, it will be held via Zoom between September and December.

Strategic Planning and Sustainable Committee Policy

The SIG committee plans activities in line with the ACNN strategic plan 2026 – 2030 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.

Generative AI use, IP and Copyright Policy

SIG members will be aware of Policy 17 and will ensure that documents and resources developed and/or authored within the SIG, SIG meetings and/or for events align to P17 requirements, including authorship details, rights and permissions.

Membership

Current financial members of ACNN are eligible to be members of the Neo-Skin SIG. Membership to the SIG can be made by selecting the Neo-Skin SIG box during the ACNN membership application process or by viewing your membership profile on the ACNN website and updating your SIG selection at any time. 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.

Conflict of Interest Statement

SIG members including committee members must declare all perceived, potential or actual conflicts of interest upon appointment, annually, and immediately when new interests arise. Disclosures should detail the nature and extent of the interest (financial, personal, or relationships). Conflicts will be managed by recording conflicts in meeting minutes, restricting access to papers, and leaving any meeting room/Zoom call during discussions related to the conflict of interest.

Reports to

ACNN National Executive Committee