



## 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. It's 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.

### Purpose

The purpose of the NNP SIG is to support advanced neonatal clinical practice and education. The SIG aims to provide guidance for neonatal nursing clinicians interested in pursuing the NNP career pathway, and link NNPs and candidates together in a mentorship framework. The SIG also aims to create a collegiate network, sharing practices and experiences. The SIG supports professional development of our membership.

### Operating Committee

The operating committee must consist of a minimum of 5 members. Positions are Chair, Secretary, Treasurer Liaison and at least two ordinary members. Operating committee members hold the positions for a period of 12 months and can be re-nominate each 12 months. The operating committee positions become vacant at the NNP SIG general meeting held in conjunction with the ACNN Annual National Conference. NNP SIG members can nominate before the meeting or from the floor at the meeting. Nominations will be put forward and accepted at this meeting.

### Meetings

- Six (6) committee meetings via zoom.
- Two open forums will be organised per year and open to all ACNN members.
- An annual face-to-face meeting / virtual planning day in February to finalise documentation prior to submission of annual report.
- An annual NNP SIG Workshop will be organised every year in conjunction with a Neonatal Seminar / Conference
- At each annual ACNN National Conference. An annual general meeting and education workshop/seminar will be held at the discretion of the National Committee.
- ACNP affiliation and organising a neonatal component with the ACNP annual conference

### Strategic Planning and Sustainable Committees Document

The NNP SIG has planned activities in line with the ACNN strategic plan and the sustainable committee's document. Activities are listed within the strategic plan (available on the ACNN website) and reported against in the annual report. This plan is updated yearly after selection of the new committee.

### Membership

Current financial members of ACNN are eligible to be members of the NNP SIG. Current ACNN members may nominate to join the SIG by contacting the SIG at [nnpsig@acnn.org.au](mailto:nnpsig@acnn.org.au). 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