

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.

Purpose

The purpose of the Research SIG is to facilitate research excellence and broaden participation in nursing research. The Research SIG aims to accomplish this through:

- Educating, mentoring and promoting research excellence across the neonatal nursing community.
- Prioritising the importance of research in improving neonatal clinical care and developmental outcomes.
- Providing the ACNN Executive with feedback from SIG members and recommendations regarding research gaps and priorities in the field of neonatal nursing research.
- Creating an inclusive culture where all forms of diversity are seen as valuable.

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 renominate each 12 months. The operating committee positions become vacant at the subcommittee annual meeting held in the last quarter of the calendar year. Members can nominate before the meeting or from the floor at the meeting. Ordinary members nominations are accepted throughout the year. Nominees are encouraged to attend two meetings as an observer prior to nomination.

Meetings

All meetings will be chaired by the current Research SIG Chair (or office bearer in their absence). A meeting quorum will be four members of the Research SIG Committee (including ordinary members). Decisions are made by consensus; if this is not possible, the Executive will be informed and asked to advise on a final decision.

- Meetings will be held monthly (Feb-Dec) for one hour via Zoom.
- Face to face: One (minimum) held annually at the ACNN National Conference.
- Meeting agendas, supporting papers and other communication will be prepared and provided by the Chair/Secretary.
- Minutes will be recorded by the Secretary and ratified by office bearers. Minutes will be distributed by email to SIG Committee Members, as well to any members who request them.

Strategic Planning and Sustainable Committees Document

The Research SIG will plan activities that align with the ACNN Strategic Plan and Sustainable Committees Document. Activities planned by with SIG will be listed within the strategic plan, included on the annual report, and made available on the ACNN website. The Research SIG will focus on facilitating research excellence and broadening participation in nursing research.

Membership

Members of the SIG must be current financial members of the ACNN. We actively encourage neonatal nurses from all backgrounds to be included/apply for leadership roles in our SIG. Any ACNN nurse or midwife with an interest in research is welcome to join.

Reports to: ACNN National Executive committee.

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