

2026 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.

Purpose

The purpose of the Research Special Interest Group 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, Social Media Liaison and at least one ordinary member. 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 Annual General Meeting (AGM) held in the last quarter of the calendar year. Members can nominate before the meeting or from the floor at the meeting. Ordinary member nominations are accepted throughout the year, however 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 committee. 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.
- 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 (last quarter of the year).
- Meeting agendas minutes will be provided by (Research SIG Secretary) including preparing:
 - Agendas and supporting papers.
 - Meeting notes and information.
- 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 Policy

The Research SIG will plan activities that align with the ACNN Strategic Plan 2026-2030 and Sustainable Committees Policy (P13). 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.



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 ACNN members with an interest in research are encouraged to be a member of the SIG. We actively encourage neonatal nurses from all backgrounds to be included/apply for leadership roles in our SIG.

Reports to

ACNN National Executive committee.