



Terms of Reference 2021

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 SIG is to support advanced neonatal clinical 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.

Meets

- Bimonthly committee meetings via zoom at 7pm Queensland time.
- 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.

Reports to: ACNN Executive Committee **Reporting Mechanisms**

Provide an annual report for the reporting period of 1 January to 31 December, by 28 February each year in the format required by the National Committee. This annual report should highlight the activities of the sig over the last calendar year and an updated Terms of Reference.

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 nnp sig@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.

Operating Committee

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.

Operating committee positions are Chair, Secretary, Treasurer and Ordinary Members. The operating committee must consist of a minimum of 5 members.

Strategic Planning

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.

To be reviewed annually with the Annual report