



COLLEGE AND ASSOCIATION OF NURSES of the Northwest Territories and Nunavut

Education Advisory Committee

Terms of Reference

The Education Advisory Committee is a standing Committee established by the *Nursing Professions Act, SNWT 2023, s25* (the “Act”) and the *Nursing Professions Act, SNU 2023, c20* (the “Nunavut Act”) and in accordance with the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN) (the “College”) bylaw 4.

Purpose

The purpose of the Education Advisory Committee (the “Committee”) is to recommend standards for nursing education and a process for approval of nursing education programs to the Board of Directors (the “Board”).

Authority and Decision Making

At least once every five years, the Committee evaluates and makes recommendations to the Board regarding changes to:

- Standards for nursing education
- Nursing education programs offered in the Northwest Territories or Nunavut
- The process for approval of nursing education programs in the Northwest Territories or Nunavut
- The process for recognition of nursing education programs offered outside of the Northwest Territories or Nunavut
- Perform any other tasks relating to nursing education referred to it by the Board

Committee Membership Structure

The College shall establish an Education Advisory Committee composed of all the following persons appointed by the Board in accordance with the requirements of the *Act* and the *Nunavut Act* and the bylaws made thereunder:

- No more than nine persons selected by the Board of Directors;
- One person who is a member of the public;

- One person who is a member of the public in Nunavut and who is recommended by a Minister responsible for a statute of Nunavut regulating the profession of nursing;
- One person recommended by the Minister;
- One person recommended by a Minister responsible for a statute of Nunavut regulating the profession of nursing;
- One person recommended by the Minister responsible for the Department of Education, Culture and Employment, Government of NWT;
- One person recommended by the Minister responsible for the Department of Education, Government of Nunavut.

Chairperson:

- The Committee members shall designate one of its members as Chairperson
- Conducts the business of the meeting
- Provides input for the agenda prior to the meeting and submits an Annual Report to the Board

Director of Quality Practice:

- Coordinates and plans meetings
- Provides the meeting agenda
- Records and provides meeting minutes
- Provides information to the Committee regarding nursing education issues
- Maintains confidential minutes/documentation at the CANNN office

Criteria for Committee Membership

For a registrant of the College to be eligible for Committee membership, the member must hold a license in good standing with the College at the time of the initial appointment and at the time of any reappointment.

Members of the College whose licenses expire while serving on the Committee, who do not renew those licenses, remain eligible to serve on the Committee until the expiry of their term.

The Executive Director and Director of Quality Practice are not eligible to be a voting member of the committee but may attend to provide support and present findings.

All potential members must submit an application along with two letters of reference which will be reviewed and considered by the Board.

The Board appoints members of the Committee based on interest, ability, and availability.

Duration of Term and Eligibility for Reappointment

Committee members are appointed for a term of three years.

At the end of a term, a Committee member may be:

- Reappointed for three years; or,
- Discontinued.

If a Committee member who is a registrant of the College has a complaint filed against them, they shall recuse their membership on the Committee unless the Chairperson determines otherwise.

Quorum

A quorum of the Committee shall consist of 50% + 1 Committee member and may include the Chairperson.

All decisions require the vote of the majority of the Committee members in attendance

Meetings:

- Meetings will be conducted quarterly or as required by the Executive Director and/or Director of Quality Practice
- Attendance may be in person or via Microsoft Teams
- Urgent matters may be dealt with via email and/or telephone in a confidential manner
- Information regarding scheduled meetings to be provided no less than one week prior to meeting
- Any decisions made by the committee outside of regularly scheduled meetings will be documented in the minutes of the next meeting

Information to Ministers:

The Board of Directors shall forward the following information to the Minister, to a Minister responsible for a statute of Nunavut regulating the profession of nursing, to the Minister responsible for the Department of Education, Culture and Employment and to the Minister responsible for the Department of Education, Government of Nunavut:

- The recommendations of the Education Advisory Committee respecting standards for nursing education
- The results of any evaluation of and any recommendations for changes to:
 - Standards for nursing education
 - Nursing education programs offered in the Northwest Territories or Nunavut
 - The process for approval of nursing education programs offered in the Northwest Territories or Nunavut
 - The process for recognition of nursing education programs offered outside the Northwest Territories or Nunavut

Approval or Recognition of Nursing Education Programs:

- Subject to the bylaws, the Board of Directors may
 - Approve nursing education programs offered in Nunavut or the Northwest Territories as acceptable prerequisites for registration or

- Recognize nursing education programs offered outside of Nunavut or the Northwest Territories as acceptable prerequisites for registration.

First Issued:

Approved by: Megan Wood

To be Reviewed: Annually

Responsible Department: Quality Practice