



COLLEGE AND ASSOCIATION OF NURSES of the Northwest Territories and Nunavut

Nursing Practice Committee

Terms of Reference

The Nursing Practice Committee is a 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 Nursing Practice Committee (the “Committee”) is to review standards of practice, emerging trends on nursing practice issues, and any clinical guidelines or resources developed by CANNN in order to ensure changes are in alignment with the regulated designations before being put forth to the Board of Directors (the “Board”).

Authority and Decision Making

The Chair of the Committee reports to the Chief Executive Officer of CANNN. The Committee meets on a quarterly or ad hoc basis to respond to items brought forth from CANNN or emerging trends or issues recognized by the members.

Committee Membership Structure

The College shall establish an Nursing Practice 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;
- Preferred membership structure includes:
 - One Registered Psychiatric Nurse – Northwest Territories
 - One Registered Psychiatric Nurse – Nunavut
 - One Licensed Practical Nurse – Northwest Territories
 - One Licensed Practical Nurse – Nunavut
 - One Registered Nurse – Northwest Territories
 - One Registered Nurse – Nunavut
 - One Nurse Practitioner – Northwest Territories

- One Nurse Practitioner – Nunavut

In the event that a matter or document brought forward is specific to only one designation of nursing (i.e., prescriptive guidelines) – the committee will defer and request a sub-committee to be struck with the members of the Nursing Practice Committee who are within that designation being added to the sub-committee.

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

Chief Executive Officer:

- Coordinates and plans meetings
- Provides the meeting agenda
- Records and provides meeting minutes
- Provides information to the Committee related to standards and other documents
- 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 CEO is not eligible to be a voting member of the committee.

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 CEO/Chair
- 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

First Issued:

Approved by: Megan Wood

To be Reviewed: Annually

Responsible Department: CANNN