

**Provincial Nursing Network (PNN) - Standing Committee of the Nursing Policy Secretariat**  
**FINAL Terms of Reference**  
**December 2022**

**Mandate:**

To provide advice/recommendations to the Nursing Policy Secretariat (NPS), Ministry of Health regarding provincial priority strategic direction/ areas for focused action and continuous improvement across [five domains of practice](#), i.e., administration, clinical care, education, policy and research.

**Objective:**

Strengthen the nursing profession in B.C. and support systems transformation/ continuous improvement by providing input on actions that help to advance the Ministry of Health strategic direction (e.g., [Provincial Health Human Resource Strategy](#); *NPS' Strategic Plan*) in addition to new and emerging nursing, health care assistant and health system priorities across the domains of practice that require focused attention.

**Scope:**

The Provincial Nursing Network is responsible for advising the Ministry of Health on matters related to the domains of practice and provide recommendations from nursing, and health care assistant lenses regarding continuous improvement in health and social systems as applicable.

**Accountability:**

The Provincial Nursing Network is accountable to the Nursing Policy Secretariat, Ministry of Health. Members are also accountable to report back to their larger constituency, e.g., sharing of action items and/or key messages from meeting proceedings.

**Membership:**

Each health authority and Providence Healthcare shall have at a minimum, a Director level (or above) membership on the Provincial Nursing Network. At the discretion of the Chief Nurse Executive, and with the advice of the committee, members may include:

- MoH – (3)
  - MoH Executive Director
  - NPS, Director
  - NPS, Manager (Secretariat)
- Provincial Nursing and Allied Health Council Representation (1)
- HA Director Professional Practice (2)
- HA Director Education (2)
- HA Director Operations (2)
- FNHA Director (1)
- Non-publicly funded employer (1)
- Nurses Bargaining Association (1)
- Nursing Regulator (1)
- Nursing Association (1)
- Nursing Education Council of BC [NECBC] (1)
- Deans & Directors [Health] (1)
- Patient Representative (2-3)
- Advanced Practice Nurse: Clinical Nurse Specialist (1)

- Point of Care Nurse (1-4)
  - LPN
  - RN
  - RPN
- Nursing students or newly graduated nurses (3)
- Ad Hoc:
  - Chief Nurse and Professional Practice Officer
  - Ministry of Post-Secondary Institutions and Future Skills
  - Other health professions as required (e.g., allied health, physician, student)
  - Nurse Practitioner
  - Digital health

#### **Membership Role and Term:**

- Provincial Nursing Network membership is assigned by the Executive Director, Nursing Policy Secretariat for a term of 2 years (with review); with the expectation that individual members are engaging with their larger constituency and representing the viewpoint of their broader group (e.g., Provincial Nursing and Allied Health Council (PNAHC). PNN members are required to consult with their constituency group.
  - Student representative positions may include a mix of different levels and types of nursing students and their term may be reviewed sooner than the 2 years as required
  - The student representative term would conclude within 3 months of graduation from their educational program
  - Provincial Nursing Network members may be required to provide leadership to a sub-working group of the NPS Provincial Nursing Network
  - The Executive Director, Nursing Policy Secretariat will assume accountability for ensuring other relevant groups are informed and provided an opportunity to provide feedback (e.g., Standing Committee on Health Workforce Planning).
  - The Executive Director, Nursing Policy Secretariat may change membership at any time.
- **Designates:**
  - Designates may attend; Preference for one consistent designate to be appointed by each Provincial Nursing Network member.
  - Members assume responsibility for ensuring their delegate is appropriately prepared to attend and participate in the meeting.

#### **Responsibilities:**

Specific responsibilities of the Provincial Nursing Network include but **are not limited to:**

- Providing advice/ recommendations on the priority strategic direction/ actions of the Ministry of Health across the [five domains of nursing practice](#), i.e., administration, clinical care, education, policy and research.
- Making recommendations for the establishment of sub-working/task groups.
- Making recommendations for policies pertaining to the domains of nursing practice.
- Reviewing reports pertaining to the domains of nursing practice and patient/clinical outcomes.

**Recommendations and Decision-making:**

The Provincial Nursing Network operates through consensus, with opportunity to engage and encourage input from all participating members. In support of achieving consensus, outstanding matters will be brought forward to the Executive Director, Nursing Policy Secretariat for decision.

**Meeting Structure:**

- The Council shall be co-chaired by the Executive Director, Nursing Policy Secretariat and a representative of the remaining members.
- The co-chairs are appointed by the Executive Director, Nursing Policy Secretariat for a term of one year which may be extended once for an additional year.
- The NPS will provide Secretariat and administrative support for meeting arrangements, agendas, and action minutes. The NPS will host a shared repository for meeting/ reference materials.
- Meetings will initially be held monthly and/or at the call of the co-chairs.
  - Meeting frequency may lessen once the network is well established and work is underway but will meet no less than quarterly.
- Meetings will use virtual platforms with ad hoc in person meetings as needed. in The Terms of Reference may be revised by the Executive Director, Nursing Policy Secretariat with recommendation from Provincial Nursing Network or as required and reviewed no less than annually.
- The Nursing Network will remain in place until the Executive Director, Nursing Policy Secretariat disbands the network or authorizes an alternative governance structure.