

Nursing Practice Advisory Council (NPAC) Terms of Reference

Purpose

The Nursing Practice Advisory Council (NPAC) provides a professional forum for engaging nurses at CAMH to address and act on issues related to the promotion of excellence in professional nursing practice, in order to leverage CAMH Nursing to transform lives.

Given the size and the nature of the nursing workforce, the structure of NPAC shall consist of:

- (a) A core group of nursing representatives from CAMH clinical services and other relevant departments. This group shall comprise the NPAC.
- (b) Communication mechanisms for input and feedback on issues from the broader nursing community.
- (c) Working groups and/or subcommittees on relevant issues as appropriate. The working group/subcommittee membership may include nurses who are not a part of the NPAC representative group.

Objectives

- To promote professional practice standards through focused activities that engage CAMH nurses in championing clinical practice excellence
- To provide a developmental opportunity for nursing representatives' professional growth in the psychiatric/mental health specialty area
- To advance the Best of CAMH Nursing goals by fostering mentorship and leadership in psychiatric-mental health nursing at CAMH

Membership and Term

- All nurses employed at CAMH are considered constituents of the NPAC and may provide feedback and input via communication mechanisms in place.
- Representative membership will consist of:
 - Designated nurse representatives from all CAMH clinical services and other relevant departments.
 - RNs and RPNs from both inpatient and outpatient areas; the distribution will be proportional to the workforce distribution across CAMH. The distribution will be reviewed every 2 years.*
- NPAC Representatives will be chosen based on expressed interest and commitment to the responsibilities. Managerial approval is required. (Please see Appendix B.)
- Representative members may hold a term of two years, with a 50% rotation each year.

*For 2018-2019 the distribution will be approximately 70% RN and 30%RPN

- **Chair:** A Staff Nurse identified by the Senior Nursing Leadership.
- **Co-Chair:** A Practice Lead identified by the Senior Nursing Leadership.
- The Co-Chair from time to time performs the duties of the Chair. The Chair and Co-Chair positions are rotated every 1-2 years or as necessary.

Responsibilities

Representatives:

1. Demonstrate good attendance and active engagement at NPAC meetings
2. Review all pre-circulated material and be ready to participate in the discussions during the meeting.
3. Elicit nursing feedback/issues from their units/services/departments for NPAC activities
4. Communicate information, issues and initiatives back to their respective units/service/department
5. Demonstrate commitment to nursing mentorship/leadership development opportunities embedded in NPAC

The Council:

1. To develop, implement and evaluate an annual work plan with key deliverables pertaining to:
 - a. Professional Practice Standards related to key organizational priorities:
 - i. Clinical nursing orientation of students and nurses new to CAMH
 - ii. Integrated nursing care (physical/medical and psychiatric/mental health)
 - iii. Safe and Well CAMH
 - b. The development and fostering of nursing mentorship and leadership
2. To serve in an advisory capacity to the Senior Nursing Leadership, through the Collaborative Practice Advisory Committee (CPAC), by providing recommendations on matters concerning nursing practice, education and research.
3. To provide consultation, guidance and endorsement on policies, procedures and medical directives relevant to nursing, and recommendations on their implementation.
4. To provide a collaborative forum/vehicle for communication, advocacy, advancement, and recognition of quality nursing practice, research, education, and best practice implementation/evaluation across CAMH.
5. To communicate and collaborate with other hospital committees and relevant stakeholders as appropriate, in support of Vision 2020 and other Professional Practice Office and corporate strategic initiatives.

Meetings

Frequency:

- Every other month, generally on the second Tuesday of the month (minimum 5 meetings per year)

- May meetings will be combined with Nursing Week activities
- Representative members will attend a full-day session from 0830 to 1630.
- General members (i.e. all CAMH nurses) may attend the PPO Education Rounds from 1100 to 1200 and other activities TBC

Decision Making:

The consensus approach will be utilized for decision-making. Where consensus is not achieved, the issue will be referred to the Senior Nursing Leadership with an outline of issues and points of dissention.

Accountability

Accountability is to the Senior Nursing Leadership through the Collaborative Practice Advisory Council. Accountability will be demonstrated in part through submission of an annual report.

Administration

Through the Professional Practice Office

Revisions and Approval

Annually

Date of Approval

NURSING PRACTICE ADVISORY COMMITTEE

Appendix A: Standard Operating Procedure

- Develop an annual schedule of NPAC meetings.
- Develop and maintain an annual workplan.
- Ongoing activities, e.g. Emergent Leaders curriculum, will be planned at the start of the year
- Discuss and follow up on specific nursing practice issues (solicited by the Chairs, brought forward by Representatives, and determined one month in advance of the meeting).
- Develop working groups to advance specific nursing practice initiatives
- Agendas, minutes and all handout materials will be distributed via email and stored on a common drive available to committee members.
- Agenda and accompanying documents will be circulated one week prior to the meeting

Appendix B: Representative Selection Process

- Nurses interested in representing their peers at the unit/service level on NPAC will submit a Statement of Interest (SOI); the call for SOIs will be made at least one month before the selection committee meets to review and select members for the coming term.
- Managers must endorse a nurse's wish to be considered for selection as a Representative
- NPAC Statements of Interest will be reviewed and vetted by a selection committee accountable to the Senior Nursing Leadership to ensure that the representative membership list reflects the necessary CAMH nursing constituents.
- The selection committee will be comprised of nurses in formal and informal leadership positions across the centre.
- SOIs and any other supporting documentation submitted by prospective members will have identifying information removed before distribution to the selection committee. Members of the selection committee will recuse themselves from providing input when the Representative is selected for a unit to which the committee member has close ties.
- A scoring rubric, based on the College of Nurses of Ontario Leadership Indicators within the Professional Standard for Nursing (2002), will structure the objective assessment and scoring of SOIs by the committee.
- Where there is more than one nurse interested in being the designated Representative for their Unit/Service, the Representative will be selected based on a combination of factors (e.g. SOI score, contribution to the correct balance of RN/RPN).