

## Australia & New Zealand - Lung Cancer Nurses Forum (ANZ-LCNF)

### TERMS OF REFERENCE

#### 1) NAME

The group shall be known as the Australia & New Zealand - Lung Cancer Nurses Forum (ANZ-LCNF)

Statement of Purpose: The Australia & New Zealand - Lung Cancer Nurses Forum has been established to provide: a forum for nurses working with people affected by lung cancer and Mesothelioma; to promote a standardised, evidence-based approach to the care delivery for all people affected by a thoracic cancer.

#### 2) OFFICE

The office (secretariat) of the ANZ-LCNF shall be situated at Lung Foundation Australia's National Secretariat; Level 2, 11 Finchley Street, Milton Qld 4064 in the State of Queensland or such other place as the National Council may determine.

#### 3) OBJECTIVES

The objectives of this special interest group will be to:

- Provide members with opportunities for networking, support, education and research collaboration
- Establish a trans-Tasman communication forum for nurses working in lung cancer/Mesothelioma care
- Encourage the use and evaluation of evidence-based approaches to the delivery of patient care
- Source and promote evidence-based educational resources for patients, their families and lung cancer nurses and where necessary, develop new resources responsive to patient and family needs
- Contribute to a national voice on strategic and clinically relevant issues
- Clinical practice recommendations
- Establish collaborations/partnerships with likeminded organisations
- Work with Consumers to empower patients and their carers

#### 4) GENERAL PRINCIPLES

The Australia and New Zealand - Lung Cancer Nurses Forum will:

- Improve quality and safety of service through the sharing of evidence based practice, and through the systematic application of clinical standards, guidelines and protocols.
- Increased levels of clinical leadership and involvement in the development and planning of clinical practice guidelines and educational resources.
- Reduced professional isolation and competition through a partnership approach to service delivery.
- Focus on the continuum of care from disease prevention, early detection, disease management in both hospital and community-based care.
- Sustain services through the sharing of resources and through a more proactive response to the implementation of new practices
- Continually develop improvement of future nursing care.
- Establish a critical mass of specialist nurses to inform and engage with nurse led research

## 5) ACCOUNTABILITY

The group is a special interest group and will have professional affiliations/collaborative links with the Lung Foundation and the Cancer Nurses Society of Australia (CNSA). This group is overseen by the Lung Foundation National Executive Board, reports directly to the Lung Cancer National Program (LCNP) & works with the Kylie Johnson Lung Cancer Network (KJLCN).

The relationship between Cancer Nurses Society of Australia (CNSA) and the ANZ-LCNF is articulated in a signed Memorandum of Understanding (MOU) which defines the common commitment and professional affiliation between the groups.

## 6) FINANCIAL

Involvement in the Australia and New Zealand - Lung Cancer Nurses Forum Steering Committee is on a voluntary basis.

ANZ-LCNF will host educational workshops at intervals, ideally but not limited to: the biannual Australian Lung Cancer Conference; CNSA Winter Congress in the off year to ALCC; and other events as identified. Sponsorships of these events will be negotiated as and when required.

The Lung Foundation has agreed to financially support this initiative in its early stage. Once established and sponsorship is sourced at this stage the Foundation will review and may charge a minimal rate to cover secretariat costs.

### Expenses

Pre-approved expenses associated with ANZ-LCNF meetings/activities held within Australia will be met by the Lung Foundation Australia.

## 7) RESPONSIBILITIES

The Australia and New Zealand - Lung Cancer Nurses Forum will deliver high quality cancer nursing initiatives and is responsible to deliver the objectives set.

A representative from the ANZ-LCNF will sit on the LCNP and provide performance reporting which include but are not limited to:

- Annual reports and as appropriate progress of the group to CNSA or LCNP
- Maintain and update the ANZ-LCNF website and relevant website linkages
- Deliver professional development to membership and allied health.
- Contribution to the Lung Foundation's LungNet newsletter
- Contribute to ANZ-LCNF workshops through contribution and/or leadership in a Local Organising Committee
- Collaborate with like-minded organisations on common projects
- Cross promote the ITONF and its membership

## 8) ORGANISATIONAL STRUCTURE

The affairs of the Group will be overseen by the ANZ-LCNF Steering Committee. Prospective Office bearers will agree to be nominated and be seconded by two other members.

Steering Committee office bearers are open to **Nurses** who can demonstrate a strong interest or experience in the field of lung cancer and/or Mesothelioma. Preference will be given to those who currently have a direct influence over patient care and are working in the field of lung cancer and/or Mesothelioma.

All valid nominations will go to a general vote.

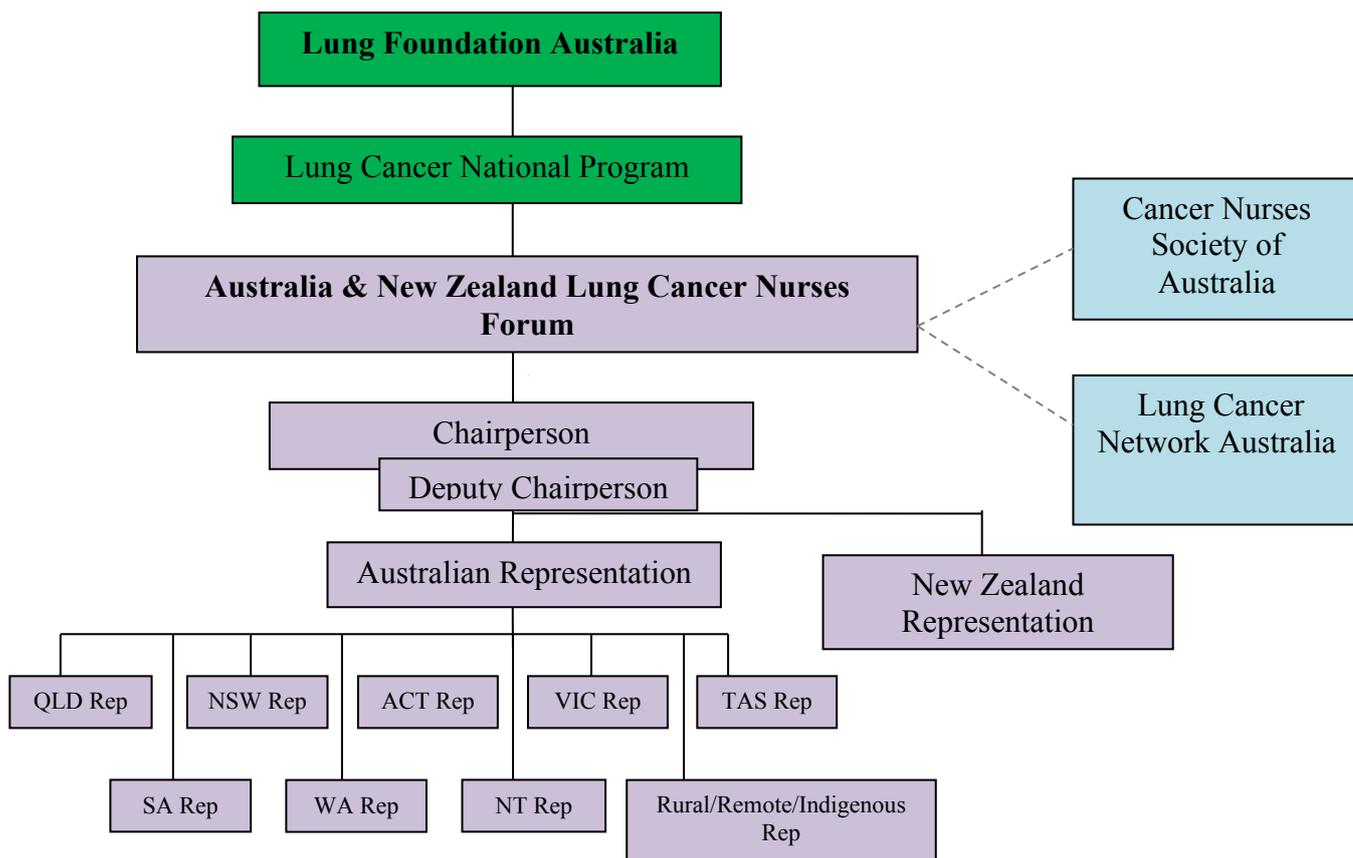
The ANZ-LCNF Steering Committee will be chaired by a Chairperson. Committee member terms will be reviewed on a bi-annual basis and can be extended.

**CHAIRPERSON:** The Chairperson will be elected by the group for a period of 2 years with the option to extend the term when supported by the Steering Committee. The primary role of the Chairperson is to lead the direction of the Australia and New Zealand - Lung Cancer Nurses Forum. A Deputy Chairperson will be appointed in the case that the chairperson is not available to Chair meetings/represent the views of the Forum.

The Chairperson is the prime spokespersons for the Group but will, in general, delegate this responsibility where appropriate. All communications must be approved by Lung Foundation Australia's Chief Executive Officer.

An optional office of Past Chair for exiting presidents to aid in the transition process is possible.

The ANZ-LCNF Steering Committee shall ideally consist of one representative of each of the following purple boxes:



An ANZ-LCNF Steering Committee representative may take a dual position; Chairperson may also assume an Aust/NZ representative if appropriate.

Where possible, ANZ-LCNF Steering Committee representatives are encouraged to hold joint ANZ-LCNF and CNSA memberships. In addition to the above positions, the ANZ-LCNF Steering Committee may (as required) establish Advisory Sub-Committees (for example: research, mesothelioma etc.). These committees will be guided by, report directly to, and have representation from, the ANZ-LCNF Steering Committee.

## 9) MEMBERSHIP

### New Members

- Applications for membership of the ANZ-LCNF must be made via ANZ-LCNF online membership application or the Application for Membership Form.
- Applications shall be reviewed to ensure applicants meet the Statement of Purpose and are not industry employed. Candidates for membership shall receive notices of members meetings, and be invited to attend such meetings.
- New members will be provided with an automated email to indicate their application has been accepted.

Membership of the Australia and New Zealand - Lung Cancer Nurses Forum will be open to nurses who either have a vast interest in, or who work/care for patients with lung cancer/Mesothelioma and their families.

Membership to the ANZ-LCNF will be complementary.

Membership is individual and not as an organisational representative. Members may substitute a proxy for their attendance at any meetings or to respond to communications.

Members accept responsibility to obtain endorsement from their individual employing organisation prior to use of any materials produced or endorsed by the ANZ-LCNF.

Individual members will adhere to the following:

- Feedback and/or review of documentation responses are to be provided within requested timeframes.
- If a declaration of conflict of interest is required (competing professional or personal interest such as services that can only be provided by a member), the member will, on advice of the Chairperson, either refrain from voting/participation in consensus decision making or retire from the room / discussion forum at that point.
- Members shall respect the confidentiality of the groups' business where this requirement is declared
- Members' communication of group business within the public arena should be coordinated with and authorised by the Chairperson. All communications must be approved by the Australian Lung Foundation.
- Members have a responsibility to canvas views and provide feedback as appropriate to the ANZ-LCNF.
- The group, through or at the direction of the Chairperson, is able to co-opt/seek expert advice on a as needs basis.

## **10) OPERATING PROCEDURES**

### **Steering Committee Meetings**

Recognising the geographical challenges of the Committee, it is anticipated that communications will be predominately via email with scheduled teleconferences. Meeting frequency is at the discretion of the Committee but must include a minimum of 3 teleconferences a year. At least one face to face Steering Committee meeting shall be scheduled annually, adjoining either the Australian Lung Cancer Conference or CNSA conference, with other committee members invited to dial in via teleconference if not able to attend in person.

### **Members Meetings**

At least one members meeting shall be held bi-annually during the Australian Lung Cancer Conference. A members meeting may be held during the CNSA Winter Congress – if necessary.

Resolution of dissenting issues shall be achieved by a vote of members present (or participating in email correspondence) and the Chairperson shall have the casting vote.

## Quorum

50% of the members constitute a quorum either for decision response to email votes or meeting attendance. The Chairperson (or deputy Chairperson) must be present at all meetings.

## Agenda for scheduled meetings

Standing agenda items will include:

- 1) Attendees
- 2) Apologies
- 3) Minutes of last meeting
- 4) Review of action items
- 5) New business
- 6) Date and location of next meeting

## 11) RECORDS

Lung Foundation Australia's Lung Cancer National Program will provide the Secretariat and will issue agendas and supporting material at least seven days in advance and prepare minutes from each meeting.

The Lung Foundation's Lung Cancer National Program will keep separate files of at least the following:

1. Agendas, minutes and papers circulated with them
2. Correspondence, papers tabled at meetings and papers circulated other than with agendas.
3. Signed copy of the MOU between CNSA and LCNF.

## 12) ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These Terms of Reference shall be reviewed bi-annually by the group and any changes will be approved as described above. Membership of the group will be reviewed annually in concert with the Terms of Reference.

Subsequent revision dates:

No.	Date	Nature of change(s)
1	27 Feb 2013	Chairperson and committee member updated to allow a optional second term
2	27 Feb 2013	NZ representative collapsed into one position
3	27 Feb 2013	Update The Australia Lung Foundation name change to Lung Foundation Australia, and change of national secretariat location.
4	27 Feb 2013	Lung Cancer Consultative Group updated to name change to Lung Cancer National Program
5	27 Feb 2013	Addition of Sub-Committee's to advise Steering Committee on specific topics.
6	27 Feb 2013	Addition of ANZ-LCNF educational workshops
7	19 Mar 2014	(8) Alteration in Steering Committee terms to allow open ended terms
8	19 Mar 2014	(8)Chairperson can extend term when supported by Steering Committee
9	19 Mar 2014	(9) noted online membership applications
10	17 Oct. 2014	Update Organisation flow chart with Kylie Johnston Lung Cancer Network to new name Lung Cancer Network Australia