

NURSING AND ALLIED HEALTH COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Nursing and Allied Health Committee (NAHC) is to increase participation of nurses and allied health professionals (AHPs) in the CHFS activities to help fulfill the mission. The NAHC was first confirmed in 2019.

Objectives

The objectives of the NAHC are to:

- 1) Provide an opportunity for nurses/AHPs to network with colleagues.
- 2) Enable NAHC members to have a robust and informed voice on CHFS Committees.
- 3) Represent a bidirectional conduit for communication and engagement between CHFS Committee activities and nurses/AHPs.

Membership

The CHFS Board of Directors Nursing/AHP Representative will serve as the Chairperson and the term shall be 2-years in conjunction with the term of the Nursing/AHP Representative.

The NAHC is to represent proportionally as much as possible the breadth of CHFS' membership, including geographic & regional representation.

The membership of the NAHC shall consist of a minimum of six (6) members to a maximum of ten (10), including:

- CHFS Nursing/AHP Representative as Chairperson.
- NAHC Past-Chair - Chair to support transition of the new Chair.
- Allied Health Representative (AHR)/Nurse NAHC member as Secretary – the Secretary will support the Chair with meeting agenda preparation and minute taking.
- The Nursing/AHP Representatives from each of the CHFS Committees.
- At least one (1) Early Career member (determined as first seven years of practice).

The term shall be two years in length and on a staggered basis to ensure continuity. The term of the NAHC Past-Chair shall be one year in length.

CHFS nursing and AHP members include:

- Registered nurses, nurse practitioners, clinical nurse specialists, nursing assistants
- Pharmacists, dietitians, social workers, exercise specialists (e.g., physiotherapists, kinesiologists)
- Academic institution instructors, research coordinators

NURSING AND ALLIED HEALTH COMMITTEE TERMS OF REFERENCE

Specific Mandates

- Interaction with CHFS Committees through nurse/AHP committee representative to support CHFS Committee activities educational content, KT opportunities and website resources (e.g., Education Committee, Website Content Committee).
- Encourage and provide opportunity for networking, sharing information and knowledge translation (KT) within the nursing and AHP community.
- Share best practices and resources aimed at enhancing patient care.
- Ensure timely access to information and current events related to heart failure care.
- Engage new members to participate in the CHFS mission and share the future generation.
- Yearly NAHC activities include a dedicated time for networking at the HF Update conference and an education session at the CCC.

Mandates to Consider

- Lead and collaborate in the development of clinical guidelines and standards of care to support nursing and AHP-specific practice.

Meetings

The NAHC will conduct meetings at least 4 times a year and as often as necessary to accomplish its mandates.

Reporting

The NAHC shall provide minutes of its meetings to the CHFS Executive. Matters of substance shall be referred to the CHFS Executive for consideration and final decision.

The NAHC shall provide an annual report at the CHFS Annual General Meeting each year.

Accountability

The NAHC is accountable to the CHFS Board of Directors and Executive.

Last Updated: March 17, 2023

Last Approved: October 2019