

# Special Practice Networks Guidelines

## **BACKGROUND HSANZ Nurses Group**

The HSANZ Nurses Group (NG) is a sub group within HSANZ (The Society).

The Memorandum and articles of association of HSANZ describes in detail the purposes or 'objects' of the Society and can be viewed at <http://www.hsanz.org.au/about/index.cfm>

HSANZ NG represents the interests of HSANZ associate nurse members (Members) and reports directly to HSANZ Council.

The HSANZ NG is managed by an executive Nurses Council (NG Council) comprising of four office bearers (President, Vice President, Treasurer & Secretary) who are elected by HSANZ associate nurse members. In addition to these positions the Nurses Council includes a representative from each Australian state and territory, and both islands of New Zealand if not already represented by office holders (President, Vice President, Treasurer & Secretary). A member of Nurses Council acts as SPN Coordinator.

As per the Terms of Reference (TOR): The purpose of the HSANZ NG is to improve the nursing care of patients and their families undergoing treatment for haematological conditions malignant and non-malignant including blood and marrow transplantation, apheresis and blood transfusion through the fostering of interest and promotion of education and improved standards of care and the stimulation and fostering of interest and communication in the field to this end.

The main responsibilities of the HSANZ NG Council are:

- Planning, directing & implementing the nurses groups activities within the Society
  - Development and organisation of the annual program for the nurses stream at HAA
  - Hosting of State / Territory and NZ educational events
  - Producing 'Haematology News' – 3 editions per year
- Responding to member queries
- Promoting membership
- Actively seeking to represent the interests of Haematology nurses within Australia and NZ by advocating for and engaging with related educators, academic institutions, policy makers, research groups and clinicians.

## **Special Practice Networks (SPNs)**

The aims and objectives of HSANZ NG will be assisted through the activities of Special Practice Networks (SPNs). SPNs are communities of members who share ideas, information and experiences with others in the same sub specialist field. Each SPN will comprise associate nurse members who establish networks to address professional and educational issues relating to specific areas of haematology nursing practice. This networking may be achieved in the following ways:

- Communication between SPN members through means such as the HSANZ NG newsletter, HSANZ NG website and email correspondence.
- Provision of education through special interest sessions at HAA or other appropriate cancer nursing forums
- National activities in the area of interest.

## **Links with HSANZ NG National Council (NG Council)**

The NG Council is committed to ensuring the workings of SPN's reflect the vision and mission of HSANZ NG. The Chair of any SPN reports directly to the HSANZ NG President or other appointed National Council member (SPN Council Coordinator). The HSANZ NG Council is responsible for:

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- Liaising with SPN Chairs quarterly to support activities
- Providing training and development to new SPN Chairs to ensure good governance of the SPN
- Working with SPN Chairs to review and update SPN Guidelines and policy to ensure its relevance to members
- Facilitating interested members to set up a SPN of HSANZ NG with support of the Council; and
- Provide guidance to administration/email support via the HSANZ NG Council

## Minimum Requirements for HSANZ NG Special Practice Networks

A SPN will need to meet the following minimum requirements:

- There is evidence that all members of the SPN are associate nurse members of HSANZ
- *There is evidence that all members of the SPN are working or have significant experience in the practice area relating to the SPN they are joining*
- Where possible, membership of the SPN includes representation of all States and Territories and New Zealand
- An election for the Management Committee of the SPN is held every two years by email ballot for all members of the SPN
- A *minimum* of three officers are elected to the SPN Management Committee for the national coordination of the SPN: Chairperson, Deputy Chairperson and Committee Members
- At least one meeting of the SPN Management Committee is held each year (usually at HAA, or by teleconference)
- At least one meeting of the SPN membership is held each year (usually at HAA); and
- An annual report of the SPN's activities is forwarded by the HSANZ NG Council by the 30<sup>th</sup> September each year.

## Elected Officers

### SPN Management Committee

Each SPN shall elect a Chairperson, Deputy Chairperson and at least one other member to the Management Committee. These positions shall be responsible for the following:

*The SPN Chairperson will:*

- Coordinate, implement and monitor the development of SPN goals, objectives, and budget in consultation with the management committee and general membership of the SPN
- Be available as a mentor, to encourage and coach members to consider SPN membership and foster interest of appropriate members to run for management committee positions
- Appoint committee positions if not filled at election
- Schedule and preside at a minimum of one SPN management committee meetings per year and a minimum of one general membership meetings
- Prepare the agenda for SPN management committee meetings
- Ensure that the records of the SPN are maintained according to the procedures established by the HSANZ NG Council
- Ensure an article is submitted for inclusion in the national newsletter each edition as invited by the NG Council
- Complete an annual report of the SPN's activities for submission to the Council by 30<sup>th</sup> September of each year
- Review and co-sign (with NG Council Treasurer) completed annual SPN financial report (if group has finances)
- In consultation with the NG Council Treasurer, develop the annual budget, and bare responsibility for the finances of the SPN (if group has finances)
- Attend teleconference meetings as requested from time to time by the NG Council; and

*The Deputy Chairperson will:*

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- Become familiar with the role of the chairperson to be able to deputise when necessary
- Consult with the chairperson throughout the term of office to provide continuity of leadership
- Assume the role of the chairperson in the following situations:
  - Absence of the chairperson
  - Inability of the chairperson to act
  - Resignation of the chairperson
  - It is desirable for succession planning that the Deputy Chairperson succeeds the Chairperson at the completion of their term in office.
- Oversee the maintenance and distribution of official records of the SPN including the Annual Reports, the SPN management meetings and the General Membership meetings
- Maintain a current record of members of the SPN; and
- Perform other duties as designated by the Chairperson of the SPN.

## Process for Establishing a SPN

HSANZ associate nurse members who wish to establish a SPN in an area of interest should initially consult with the NG Council, through the President. If the HSANZ NG Council deems the establishment of the proposed SPN is consistent with HSANZ NG goals and objectives, feasible, and does not conflict with other HSANZ NG activities, the following process is followed: *see flow diagram – Establishment of new SPN*

- There will be a call for expressions of interest from HSANZ associate nurse members who may be interested in joining a steering committee to establish the SPN. The call for expressions of interest (EOI) will be placed in the HSANZ NG Newsletter, and/or through other means consistent with current HSANZ NG practice. Expressions of interest should be submitted to the HSANZ NG President or nominated NG Council member.
- The HSANZ NG will appoint members of the Steering Committee (SC) from the expressions of interest received. In determining the composition of the SC, the NG Council will give consideration to issues including:
  - Representation from as many States, Territories and New Zealand as possible
  - All members of the SC being associate nurse members of HSANZ; and
  - The size of the SC minimum of 4 and not exceeding 9 members, to ensure efficient communication and functioning.
- Once appointed, the SC members will elect a Chairperson and Deputy Chairperson for the SC from amongst the members of the SC
- The SPN SC will oversee the activities of the SPN until an election for appointment to the SPN Management Committee is held. These activities include:
  - Communication with HSANZ NG members through newsletters, websites and other appropriate means to promote interest and membership in the SPN
  - Development of a register of HSANZ NG members who have expressed interest in joining the SPN. This register is considered to be the *Provisional SPN Membership List*. Prior to proceeding to the inaugural elections for the SPN Management Committee,
  - Other educational, professional and networking activities that will be consistent with the objectives of a SPN in this field.
  - Preparation of a formal *Application to Establish a SPN* (form available) addressing the following:
    - Introduction and background to the SPN
    - Need for the SPN (e.g. predicted membership numbers, previous activities, list of current expressions of interest in participating in the proposed SPN)
    - Planned professional and educational activities
    - Planned promotional and recruitment activities
    - Current or planned relationship with other organisations or groups

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- How the formation of the SPN will contribute to the mission and objectives of HSANZ, and
- Members of the steering committee who are overseeing SPN activities until scheduled elections for SPN Management Committee positions

The formal *Application to Establish a SPN* must be submitted within 12 months of establishing the Steering Committee. The submission will be reviewed by the HSANZ NG Council who will notify the applicants of the outcome of the submission. Once approved, an election for positions on the SPN Management Committee must be held at the time of the next scheduled SPN election dates. This election must be held no longer than 12 months following approval of the application to establish the SPN.

## Elections

Elections for the SPN Management Committee will occur every two years. Each SPN Management Committee member will serve a two year term, with any Committee position being held for a maximum of four consecutive years only on the SPN Management Committee.

It is strongly encouraged that the Deputy Chair succeeds into the position of Chair, but not mandatory.

The HSANZ NG National Council initiates the required procedures for conducting an election as necessary. Elections will be held at a time points relating to the date of formation of the groups.

Nominees must be associate nurse members of HSANZ and shall in writing consent to the nomination. Each nomination shall be signed by the proposer and seconder who shall both be an associate nurse member of HSANZ. A brief half page resume of the person nominating needs to accompany the application.

Elections will be conducted by a email ballot, with the HSANZ NG Council secretary acting as Returning Officer. All current members of the SPN will be eligible to vote. In the case of election to the inaugural SPN Management Committee, all eligible HSANZ associate nurse members who are listed on the *Provisional SPN Membership List* will be eligible to vote. All HSANZ associate nurse members including members of the HSANZ NG Council are eligible to nominate for election to positions on the SPN Management Committee.

Once the election outcomes have been confirmed by the Returning Officer, the SPN Management Committee members will elect the Chairperson and *Deputy Chairperson for the Committee from amongst the members of the SPN Management Committee* using the following procedures. Immediately following announcement of the outcomes of the SPN Management Committee elections, the HSANZ NG Council member will call for expressions of interest in the positions of Chairperson and Deputy Chairperson from amongst members elect to the SPN Management Committee. Prior to commencement of the term of office for the SPN Management Committee, the HSANZ NG Council SPN coordinator (or delegate) will then conduct a ballot of members elect to elect the Chairperson and Deputy Chairperson from the expressions of interest received.

## Vacancies

In the event of a vacancy in the position of Chairperson, the Deputy Chairperson will assume the office and shall serve for the unexpired term of the Chairperson in addition to the term to which he/she was elected. In the event of a vacancy in other positions, the position will be filled as the Council deems necessary.

## Special Practice Networks Activities

Special practice networks activities should promote the aims of the HSANZ NG in the area of haematology nursing concerned. Activities should include:

- Participation in strategies to recruit and retain membership in the SPN
- Acting as a specialist resource to the HSANZ NG

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- Identifying specific educational and professional needs of the general membership in the area of interest; and
- Facilitating activities that meet the identified educational and professional needs of the SPN membership consistent with the aims and objectives of the HSANZ NG.

## **Required Meetings**

### *SPN Management Committee Meetings:*

- SPN Management Committee meetings shall be held at least once a year (usually at HAA or by teleconference). The Chairperson and/or Deputy Chairperson will be present at each meeting. Management Committee meeting dates will be set by the Committee to occur prior to general meetings of the SPN membership and as required. The SPN National Council member delegate may attend in an ex officio capacity
- This meeting will be held by teleconference or one face-to-face meeting at the annual HAA as individual attendance by SPN Management committee members allows
- SPN Management Committee members shall be notified of the date, time and venue of meetings no less than twenty one days in advance by the Chairperson
- The agenda shall be sent to the SPN Management committee members no less than seven days prior to each meeting date by the Chairperson or their nominee
- Minutes and written reports shall be submitted and distributed to the SPN National Coordinator in a timely manner by the Deputy Chairperson; and
- Extraordinary meetings shall be scheduled as deemed necessary by the Chairperson or a majority vote of the SPN Management Committee.

### *Professional Development Meetings:*

- Providing educational opportunities to HSANZ associate nurse members is a key focus of regional group activities. Each SPN should offer a minimum of one professional development focused meetings in each calendar year. A range of appropriate topics for presentation are planned by each SPN including venues, catering, guest speakers, evaluations and marketing of these events
- To ensure quality events, sponsorship to support the cost of hosting such events can be sort through industry support (pharmaceutical and health related). Where possible SPN management committees should keep costs for members to a minimum. Non-member attendance at any HSANZ NG SPN event may attract an attendance fee
- It is encouraged that the SPN evaluate the professional development meetings by having attendees complete event evaluation forms. A summary of the evaluations should be kept by the SPN for the purpose of event planning and as a record of the event; and
- The SPN must keep a record of attendance of members and non-members attending professional development focused meetings. Members and non-members attending HSANZ NG SPN professional development focused meetings must consent to their details being shared with industry sponsors who support the meeting. Signing the record of attendance is an opportunity to gain authority from each individual in attendance. Attendees who provide their consent agree to their name and workplace only to be provided to industry sponsors, no direct contact details are to be provided.

## **Finance Policy**

The HSANZ NG must ensure that all financial transactions are undertaken in accordance with federal laws that all not for profit organisations must operate under. A SPN will divest this responsibility to the HSANZ NG Council should they be a financial group.

All monies collected in the name of the SPN must be receipted and deposited into the HSANZ bank account. All tax invoices or reimbursements must be paid out of the HSANZ account. If profits are

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raised from group activity these are required to be put back into activities to benefit the membership of the SPN.

Payments made for SPN expenditure must be endorsed by two signatories, of which both must hold an Executive Position within the SPN. The treasurer should be one of the endorsees.

The SPN Management Committee Chairperson should develop an annual schedule of SPN activities and budget for the financial year in consultation with the SPN Council delegate. The SPN Management Committee Chairperson should submit an annual financial report with the annual general report. Funds to support SPN activities may be provided in the following ways:

- Teleconference costs will be provided as per the annual HSANZ NG budget prepared by the Council. HSANZ NG may allocate funds to support activities that are consistent with the aims and objectives of HSANZ NG. Applications for funding should be submitted to HSANZ NG Council well in advance of the activity for consideration

## Corporate Support

- SPN meetings may be supported by commercial sponsorship
- It is expected that these organisations will be ethical and their philosophy will be consistent with those of the HSANZ NG
- Commercial activities should not be extravagant or excessive or likely to bring the group into disrepute. Verbal acknowledgment and use of signage that recognise sponsors are appropriate. However this should not be intrusive. It is acceptable to allow sponsorship of specific educational sessions. Session Chairpersons should acknowledge the sponsorship
- The Council Treasurer is available for consultation in relation to any concerns with corporate sponsorship
- SPN management committees may approach industry representatives for sponsorship of local meetings; however commercial sponsorship must not be accepted where the sponsorship would conflict with the HSANZ National objectives. Sponsors must be advised that HSANZ NG is not permitted to endorse or promote products or services that are offered through the industry sponsor
- Sponsorship proposals may be developed and provided by the SPN management committee to potential sponsors along with a copy of the proposed professional development plan for the year that follows. It is usual for industry sponsors to be commencing their budget processes in September/October each year. Providing these details at this time may aid the SPN bid for support; and
- Non-HSANZ NG members wishing to attend local SIG activities may be charged fees as set by the SPN Management Committee.

## **Reporting**

Each SPN management committee must provide an annual report to the HSANZ Nurses Council. The report should include such information as the group activities, membership status, committee positions and financial reports. The report should be forwarded to the HSANZ NG Council on or before September 30th of each calendar year.

Each SPN management committee should provide an article of between 300 and 500 words for inclusion in the HSANZ NG newsletter. Newsletter articles are to be submitted to the Editor of the national newsletter, published 3 times a year.

## *Any SPN choosing to disband:*

- Must notify the Nurses Council in writing; and

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- The outgoing Chair of the SPN must co-ordinate the process of supplying copies of all SPN management committee minutes, correspondence and financial records to the HSANZ NG President; and
- After paying or making provisions for the payment of all its liabilities, the SPN management committee disposes of any remaining assets to the HSANZ NG Council for inclusion in the national held funds.

## **Associated documents**

- **Application to Establish a Special Practice Network (SPN)**
- **Formation of Special Practice Networks Flow Diagram**
- **Expression of Interest (EOI) to join steering committee for establishing SPN**
- **Membership Application SPN**