

‘Achieving more together’

Forum philosophy	RCN remit:
<p>RCN Forums are networks of RCN members with a particular nursing specialty or with like interests. They enable members of the nursing team to come together and help to shape the world of nursing practice and policy.</p> <p>We cover a wide range of diabetes related health issues which impact on patients from all ages covering both primary and secondary care settings.</p> <p>We aim to advocate for diabetes care for all professionals, both specialist and non-specialist delivering health care.</p> <p>The Diabetes Forum is committed to supporting Equality and Diversity. As such we will ensure that all aspects of the forums activities promote inclusivity recognising the different skills, experience and cultural beliefs of healthcare professionals in a variety of settings.</p> <p>We recognise the diversity of needs and expectations associated with delivering a high quality, holistic approach to health, and hope to empower professionals and patients to access the best available healthcare.</p> <p>We also represent the RCN’s pool of professional expertise and knowledge. All RCN members, including students and health care practitioners, can join us, and help to make a positive difference in shaping policy and practice around aspects of diabetes care.</p> <p>Forums work to develop nursing policy and practice - and ultimately to improve care - in many ways. Forum work to support members for diabetes by:</p> <ul style="list-style-type: none"> • Promoting best practice in diabetes nursing. • Leading the development of diabetes nursing practice. • Promoting the nature, scope and value of diabetes nursing. • Educating nurses and health care professionals and improving the quality of compassionate patient care. • Influencing changes in diabetes nursing that will benefit both patients and nurses. • Supporting patients in the self-management of diabetes. • Supporting nurses living with diabetes in the workplace <p>Steering committees carry out this work through funding allocated by the Forums Governance Group. This group ensures that the work of the forums helps the RCN meet its strategic objectives.</p>	<p>Support professional learning and development of diabetes nursing as a specialty.</p> <p>Provide diabetes nursing expertise and input to RCN.</p> <p>Shape national policy including collaboration with external stakeholders.</p> <p>Support RCN activities through income generation.</p> <p>Ensure dissemination of relevant information and resources to the diabetes community.</p> <p>Support RCN in working towards their five-year strategy where possible.</p>

2024 Team deliverables:

- **Explore managing diabetes in patients with neurodiversity**
- **Review employer’s responsibilities for employees (nurses and/or patients) with diabetes/long term conditions**
- **Use polls to gather member information to ascertain ideas for possible events such as conferences/webinars**
- **Provide update for diabetes technology to the diabetes essential guide**
- **Increase membership of Diabetes Forum. Build an active Link nurse group from wide ranging nurses/ HCSW with a mixture of both expertise and interest**
- **Achieve RCN Organisation and membership to sign up to End diabetes stigma and discrimination**

RCN Diabetes Forum: Steering Committee Team Charter

Forum member roles and responsibilities:

Name	Role	Specific responsibilities
Michelle Turner	Chair	<ul style="list-style-type: none"> • Chair all committee meetings • Provide leadership and oversight to the forum outlining the roles and responsibilities of committee members for projects accordingly • Complete relevant documentation as per RCN Chair requirements and delegate to relevant individual committee members as • Delegate correspondence and activities to committee members with relevant expertise and experience • Liaise with professional lead on a mutually agreed regular basis to discuss workplans and project updates • Act as ambassador for the forum promoting the interest of the committee at relevant opportunities
Amanda Epps	Deputy Chair Committee Member	<ul style="list-style-type: none"> • Chair committee meetings in absence of chair • Support chair when required in providing leadership and oversight to the forum outlining the roles and responsibilities of committee members for projects accordingly • Support the chair in delegating correspondence and activities to committee members with relevant expertise and experience when required • Act as ambassador for the forum promoting the interest of the committee at relevant opportunities • Respond and actively participate in engagement and projects as may be delegated by the Chair in a timely fashion • Manage the RCN Diabetes Facebook accounts adding posts relevant to the work of the forum over a regular period
Agnieszka Graja	Committee Member	<ul style="list-style-type: none"> • Act as ambassador for the forum promoting the interest of the committee at relevant opportunities • Respond and actively participate in engagement and projects as may be delegated by the Chair in a timely fashion
Marie Presgrave	Committee Member	<ul style="list-style-type: none"> • Act as ambassador for the forum promoting the interest of the committee at relevant opportunities • Respond and actively participate in engagement and projects as may be delegated by the Chair in a timely fashion
Tamsin Fletcher-Salt	Committee Member	<ul style="list-style-type: none"> • Act as ambassador for the forum promoting the interest of the committee at relevant opportunities • Respond and actively participate in engagement and projects as may be delegated by the Chair in a timely fashion

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Forum operating guidelines:

Emails	Clear subject headings including response required by what date (e.g. FYI, for action, for review, for decision by x). If email is urgent or need a response also phone or text. Chair to delegate emails to individuals with correct expertise as required with deadline for response – if unable to meet deadline to make chair aware as soon as possible
Progress updates	Where possible appropriate deadline for responses or actions will be added to all correspondence to ensure completion as per Chair request – however if unable to meet deadline to make chair aware as soon as possible
Teleconferences	In the month between teleconferences, share short progress update with colleagues
Action plans	Hold every 1-2 months, start and finish on time, minutes to be circulated in a timely fashion. Members to send apologies if unavailable and submit comments in advance of, and following the teleconference.
Frustrations with other members	All members to raise concerns with chair who will address as required with RCN Professional Lead
Honesty	All members to be open and honest with each other and share as early as possible when unable to deliver on agreed actions due to unforeseen circumstances etc. Align tasks to member strengths and provide regular constructive feedback to each other to enhance the working of the forum
Profile	All members to raise profile of forum by responding individually to requests from RCN e.g. consultation requests, representation etc.
Horizon scanning	Members to bring to the forum topics of potential future relevance for discussion and prioritisation as required

Forum review and learning process:

<p>Review of team effectiveness - internal</p> <ul style="list-style-type: none"> ● Following each meeting and teleconference ask members for feedback on what worked well, what could be improved and how, value gained etc. Review at each annual strategy meeting, possible rotation of roles & responsibilities, updating of charter 	<p>Review of forum effectiveness - external</p> <ul style="list-style-type: none"> ● Feedback for blogging and feedback for evaluation on events and publications. ● Feedback on the Facebook group and Twitter account ● Feedback on the CRM system
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