

‘Achieving more together’

Forum purpose (vision):	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>RCN Fertility Nursing Forum aims to:</p> <ul style="list-style-type: none"> • Convey expert opinion in the field of fertility nursing and provide leadership • Lead across the breadth of our specialism whilst improving practice and delivery of care • Be a resource in supportive learning and developmental needs of the fertility nursing members • Raise the professional profile and promote the visibility of policy and practice in fertility nursing professions • Lead and influence the public health agenda to promote high standards of fertility nursing care <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 some aspects of women’s health.</p> <p>Forums work to develop nursing policy and practice - and ultimately to improve care - in many ways. Forum projects include:</p> <ul style="list-style-type: none"> • developing guidance and competence for nursing staff • carrying out research to advance and enhance practice • working with other organisations to develop national guidance and policy • organising conferences to spread good practice. 	<ul style="list-style-type: none"> • Support professional learning and development of fertility nursing community • Provide fertility nursing expertise and input to RCN • Shape national policy • Support RCN activities through income generation • Ensure the timely dissemination of relevant information to Fertility Nursing community

Team deliverables:	Team success metrics:
<ul style="list-style-type: none"> • To deliver the annual Fertility Nursing forum conference 	<ul style="list-style-type: none"> • Positive feedback and attendance
<ul style="list-style-type: none"> • To regularly engage with members via social media and to maintain up to date webpage content 	<ul style="list-style-type: none"> • Positive feedback from members
<ul style="list-style-type: none"> • To contribute to the ongoing review of publications attached to the forum 	<ul style="list-style-type: none"> • Completion of publications review
<ul style="list-style-type: none"> • To represent the RCN and fertility nursing on national committees and professional stakeholder groups 	<ul style="list-style-type: none"> • Evidence of achievement of profile increased.
<ul style="list-style-type: none"> • To enhance membership of the forum 	<ul style="list-style-type: none"> • Membership numbers maintained and enhanced
<ul style="list-style-type: none"> • Contribute to RCN Congress 	<ul style="list-style-type: none"> • Attendance and participation at Congress.
<ul style="list-style-type: none"> • To commence work on any new fertility projects 	<ul style="list-style-type: none"> • Deliver projects to agreed deadlines

Forum member roles and responsibilities:		
Name	Role	Specific responsibilities
Francesca Steyn	Chair	Representative at HFEA meetings, Associated Fertility Society, Forum Twitter account, Representative at RCN BFS SING meetings, Surrogacy, LGBTQI+
Anne Howard	Member	LGBTQI+
Kate Pleace	Member	Representative at Human Fertility Journal meetings
Buki Fatuga	Member	Fertility Network UK, Forum Facebook account
Niki Konsta	Member	Forum Facebook account, Representative at RCN SING meetings
Jane Denton	Fellows Link	Fertility Network UK

Forum operating guidelines:	
Strategy day	To have one face to face meeting annually
Contact details	Steering committee agreed for their contact details i.e. email address and telephone numbers to be shared within the committee
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
Progress updates	In the months between teleconference share short progress update with colleagues
Teleconferences	Every 2 months, start and finish on time; members do not talk over each other; members to keep focused on agenda items; minutes to be circulated within 48 hours Members to send apologies and submit comments in advance of, and following the teleconference.
Action plans	Each project lead to develop action plan (agreed template) for each project, keep updated
Efficient collaboration in Forum members	All members to raise any 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. 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
Horizon scanning	Members to bring to the forum topics of potential future relevance for discussion and prioritisation as required
Review of resources	Allocated forum members to review
New members	Existing members to talk through charter with all new members, re-allocate roles and responsibilities as appropriate; find opportunity for face to face time including a social element for accelerated integration to the forum

Forum review and learning process:	
Review of team effectiveness - internal <ul style="list-style-type: none"> Fuller review at each annual strategy meeting, possible rotation of roles & responsibilities, updating of charter etc. 	Review of forum effectiveness - external <ul style="list-style-type: none"> Twitter poll and Facebook survey to assess forum effectiveness.