

RCN Ophthalmic Nursing Forum: Steering Committee Team Charter 2025

‘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>The Ophthalmic Nursing forum is committed to:</p> <ul style="list-style-type: none"> ▪ Being a national voice for Ophthalmic nurses ▪ Promoting best practice in Ophthalmology ▪ Leading the development of Ophthalmic nursing practice ▪ Promoting the nature, scope and value of Ophthalmic nursing ▪ Educating nurses and health care professionals and improving the quality of compassionate patient care ▪ Influencing changes in Ophthalmology that will benefit both patients and nurses ▪ Positively influencing the care given to all patients by addressing the needs of those groups of patients currently less well represented. <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 ophthalmic nursing.</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 and actively engaging in seminars and conferences using our clinical expertise to disseminate good practice. <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>Ophthalmic Nursing Forum Royal College of Nursing (rcn.org.uk)</p>	<p>Support professional learning and development of ON nursing.</p> <p>Provide ON 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 ON community.</p>

2025 Team deliverables:
To contribute to the ongoing review of publications including an “Eyes Right” series and digital clinical pages developed by the forum.
Regular Facebook updates (admin leads are Grace Eni and Lisette Bijma).
Communicate more with wider ON Forum, including creating blogs for the Forum page.
RCN Ophthalmic Nursing Conference 2025.
Contribute to RCN Congress 2025.
Consider and develop new projects
Contribute to national consultations.
Represent the RCN externally at relevant events.
Develop external contacts relevant to ophthalmic nursing, including voluntary groups and other Royal colleges. this could also include Ophthalmic nursing groups established across the 4 nations

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Forum member roles and responsibilities:

Name	Role	Specific responsibilities
Tendai Gwenhure (London)	Chair	Ophthalmic nurse education, advocacy for underserved communities to address health care inequities.
Grace Eni (London)	Vice Chair/ Committee Member	Advanced Ophthalmic Emergency Nursing Practice, Research, Education, Clinical Leadership and Supervision.
Rebecca Turner (Oxford)	Committee Member	Management and Leadership Cataract and refractive surgery
Jem Bautista (London)	Committee Member	Perioperative Nursing, Team Leadership and Management
Kate Garrott (London)	Committee Member	Medical Retina, VitreoRetina
Regina Tavengwa (Region)	Committee Member	Matron- leadership, service development, Mentoring, coaching, Health ambassador Advanced Nurse practitioner - IVT Yag Capsulotomy
Lisette Bijma (Oxford)	Committee Member	Digital nursing, Leadership, Implementation

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
Progress updates	In the month between teleconferences, share short progress update with colleagues, as required.
Virtual meetings via Teams	Hold every 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 meeting.
Action plans	Each project lead is to agree action plan for each project, keep updated and share as planned
Frustrations with other members	All members to raise concerns with the chair who will address as required with the 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. All members to add ONF Committee member to their profile, especially at external meetings.
Horizon scanning	Members to bring to the forum topics of potential future relevance for discussion and prioritisation as required

Forum review and learning process:

Review of team effectiveness - internal <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. 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"> Feedback from blogging and feedback for evaluation on events and publications/digital pages. Feedback on the Facebook group. Feedback via member portal.
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