

# RCN Women's Health Forum: Steering Committee Team Charter

## 'Achieving more together'

| Forum philosophy   | RCN remit:   |
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| <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 health issues which impact particularly on women's health throughout their life, from adolescence to old age.</p> <p>We aim to advocate for women's health for all professionals, both specialist and non specialist delivering health care.</p> <p>The Women's Health forum is committed to equality, diversity and inclusivity. We use the term women because it represents the majority of our work, and we absolutely acknowledge gender identity in the work that we do and understand this term may not be applicable to all our members. The Forum committee are currently working on a new clinical page focusing on Inclusion and Diversity in Women's Health Care. We wish to be as inclusive as possible, whilst working collaboratively with the wider health and social care team.</p> <p>We recognise the diversity of needs and expectations associated with delivering a high quality, humanistic approach to health, and hope to empower women, from a personal health perspective, 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 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"> <li>• developing guidance and competence for nursing staff</li> <li>• carrying out research to advance and enhance practice</li> <li>• working with other organisations to develop national guidance and policy</li> <li>• organising and actively engaging in seminars and conferences using our clinical expertise to disseminate good practice.</li> </ul> <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 women's health nursing and midwifery.</p> <p>Provide women's health 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 women's health community.</p> |

### 2023 Team deliverables:

- To contribute to the ongoing review of publications developed by the forum.
- Regular Facebook and Twitter updates.
- Communicate more with wider WH Forum, including creating a blog for the Forum page.
- RCN Women's Health Conference 2023.
- Contribute to RCN Congress .
- Complete current projects such as Women's Mental Health & Trauma Informed Care, Seminar re Women's Health Strategy, Gynae ANP, TOP guidance updates.
- Contribute to national consultations.
- Represent the RCN externally at relevant events.

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## Forum member roles and responsibilities:

| Name   | Role             | Specific responsibilities  |
|--|------------------|--|
| Katharine Gale (Wales)                         | Chair            | Areas of interest include community gynaecological nursing, obstetrics and gynaecology ultrasound, colposcopy, hysteroscopy, non-medical prescriber, management                              |
| Ruth Bailey (South East Region)                | Deputy Chair     | Areas of interest include community specialist, reproductive and sexual health, contraception, LARC and FGM  |
| Michael Nevill (West Midlands)                 | Committee Member | Areas of interest include TOP, STI's and contraception   |
| Charlotte Deakin (Yorkshire and Humber Region) | Committee Member | Areas of interest include safeguarding, abortion provision, STIs and contraception, and the provision of care and services to vulnerable people and diverse communities.                     |
| Katharine Christopher (Eastern Region)         | Committee Member | Areas of interest include endometriosis, early pregnancy, outpatients  |
| Debby Holloway (London Region)                 | RCN Fellow       | Areas of interest include menopause, hysteroscopy and general gynaecological nursing   |
| Wendy Norton (East Midlands Region)            | RCN Fellow       | Areas of interest include sexual and reproductive health, early pregnancy care, endometriosis, and general gynaecological nursing and research   |
| Emma Ayling (Eastern Region)                   | Committee Member | Areas of interest include early pregnancy care including bereavement care, general gynaecological nursing, gynaecology outpatients, women's mental health and support                        |
| Tori Heppell (South East Region)               | Committee Member | Areas of interest include general gynaecological nursing, early pregnancy care, community care, early pregnancy ultrasound, women's mental health & support, women's health & neurodiversity |

## 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  |
| Teleconferences                 | 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 teleconference.   |
| Action plans                    | Each project lead to develop action plan (as per agreed template) for each project, keep updated and shared  |
| 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. surveys   |
| Horizon scanning                | Members to bring to the forum topics of potential future relevance for discussion and prioritisation as required   |

## Forum review and learning process:

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