

Public Health Nursing Forum Steering Committee and Expert Member Charter

Based on Nursing in CJF Charter Developed: July 2016 Updated: March 2018

2018-2019

Forum purpose (vision):	RCN remit:
	<ul style="list-style-type: none"> • Support professional learning and development of the public health nursing community • Promote the public health nursing contribution • Support and promote good practice/dissemination of education and learning and development resources • Help to provide the public health nursing expertise and input into the RCN • Provide support to shape local, regional, national and international policy • Help to disseminate relevant public health nursing information and resources.

Team deliverables:	Team success metrics:
<ol style="list-style-type: none"> 1. Proactive engagement with nursing and wider health care practitioners in collaboration with regional offices, RCND and country directors 2. Promoting good practice through continually updating the Clinical Topics and forum web pages 3. Dissemination of information and learning via on line resources 4. Engagement with key stakeholders 5. Develop annual strategic plan 6. RCN Congress: Engage with and contribute to debates and promote the forum's work and the field of practice throughout the wider event 7. Raise an international profile through international activity where possible and appropriate 8. Increase membership 9. Support the RCN Professional Lead for PH with speciality specific knowledge and advice 10. Represent RCN at key stakeholder events where appropriate 11. Contribute to key documents and consultations where specialist knowledge and skill apply 	<ul style="list-style-type: none"> • Deliver to agreed timescales • A regularly maintained and updated website • Attendance and active/pro active participation and inclusion in Congress • Presentation of forum activity to wider nursing audience • Monitor/review and evaluate the RCN PH nursing hits on website • Increase in membership numbers

Forum committee member roles and responsibilities:		
Name	Role	Specific responsibilities
Jason Warriner	Chair	HIV, sexual health, contraception and homelessness. Chair of Forum Chairs and member of the Forum Governance Group
Sandra Grieve	Member	Travel health, link to national bodies (four UK country perspective), Faculty of Travel Medicine RCPS (Glasgow).
Denise Thiruchelvam	Member	Commissioning and MECC and Health Visiting support for the twitter address @Nurses4ph

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Linda Bailey	Member	Child measurement and child obesity, congenital anomalies, child health, health intelligence. Administrator of PH Forum Facebook group. Wales
Helen Kirk	Member	Occupational health member develop and support PH occupational health resources. Representation at Council for Work and Health. Revalidation lead.
Julie Hayes	Member	Occupational health member develop and support PH occupational health resources
Hanna Kaur	Member	Links with TB networks

Forum expert members outside the committee roles and responsibilities:

Name	Role	Specific responsibilities
	Member and vice chair of ARNS	Smoking cessation
Vanessa Rew	Health protection	PHE NECL health protection nurse consultant
Stephen Flannagan	Migrant health	PHE health protection nurse works on the PHE migrant health guide
Jo Berriman	FOHN	Founder members of the FOHN
Helen Kay and Sara Bexley	Occ H nurses	Guys and St Thomas's Occupational Health team
Nikki Brown	HV	PHE HV lead in London
	SN	No specific link (contact Fiona Smith)
Sally Christie Jan Proctor King Joanne Whitmore Alison Morgan	CVD nurses	Practice Nurses with special interest in BP and CVD
Belinda Loftus	Sexual Health	Sexual health nurse

Forum key stakeholder engagement:

Stakeholder name/group	Engagement process (e.g. what, by who, freq. etc.)
NECTM, biennial conference RCN is a partner	Sandra Grieve
NaTHNaC (EWNI), TRAVAX (HPS)	Sandra Grieve. Ongoing working link to share information and highlight matters of importance to nurses in the travel health field.
PHE: BP System Leadership	CVD nurses
OHA and APPG obesity	PL and Julie Hayes
APPG smoking cessation	Wendy Preston
RCP TAG	Wendy Preston
APPG: Malaria and Neglected Tropical Diseases	Sandra Grieve
MECC PHE group	Denise Thiruchelvam
International soc travel	Sandra Grieve

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medicine	
Faculty of Occ Health nurses	Helen Kirk
Council for Work and Health	Helen Kirk / Julie Hayes
FCO Know before you go (now known as the Travel Aware campaign)	Sandra Grieve
DH and PH TB group	Hanna Kaur
FSRH	Jason Warriner
BHIVA and NHIVA	Jason Warriner

Forum operating guidelines:

Action plans forum bids and business cases	Forum committee members to offer to write forum bids, action plans business cases and bids as required and relevant to their own specialism.
Emails	Clear subject headings to be used including response required: FYI, for action, for review, URGENT
Teleconferencing	Schedule four times per annum
Contributing	Committee members to agree to lead on pieces of work they submit for inclusion in annual work plans or submit as Forum bids If a committee member cannot complete work they have agreed to, this must be acknowledged as soon as possible to enable other arrangements to be made. Or for agreement for the work to stop. We acknowledge that circumstances change and priorities move all committee members agree to keep the forum involved.
Forum Profile	To maintain the impetus behind PH nursing and keep raising the profile wherever possible, to increase membership
Review of guidelines	If we are sent guidelines for review, they will be sent to the whole committee. There may be a request for a particular member to action (depending on expertise).

Forum review and learning process:

<p>Review of team effectiveness - internal</p> <p>Full review at each strategy meeting regarding process, roles, charter</p>	<p>Review of forum effectiveness - external</p> <p>Forum member contribution to Facebook and twitter as much as possible also to nursing enquiries to RCN where needed.</p> <p>Review size of membership/numbers</p>
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