

RCN Women’s Health Forum: Steering Committee Team Charter

‘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 health issues which impact particularly on women health throughout their life, from adolescence to old age.</p> <p>We aim to advocate for women’s health and for the professionals delivering that health care.</p> <p>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 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. <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>	<ul style="list-style-type: none"> • Support professional learning and development of women’s health nursing and midwifery • Provide women’s health nursing expertise and input to RCN • Shape national policy • Support RCN activities through income generation • Ensure dissemination of relevant information to women’s health community

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2017 Team deliverables:

- To contribute to the ongoing review of publications attached to the forum
- Regular blogs
- A women's health conference
- Contribute to RCN Congress
- Complete project on pocket guides
- Maintain and update the forum Facebook page
- Maintain and update the forum Twitter account
- Review the endometriosis resources
- Contribute to consultations
- Represent the RCN externally at relevant events

Forum member roles and responsibilities:

Name	Role	Specific responsibilities
Debby Holloway (London Region)	Chair +	Forum link to menopause, hysteroscopy and general gynaecological nursing
Mandy Myers (West Midlands Region)	Member +	Termination of pregnancy, Nursing, leadership and management
Wendy Norton (East Midlands Region)	Member +	forum link to reproductive and sexual health and education
Dianne Crowe (Northern Region)	Member +	Forum link to hysteroscopy, general gynaecological nursing, LARC and miscarriage
Jennie Deeks (Eastern Region)	Member +	Forum link to colposcopy, general gynaecological nursing, patient experience and cervical screening
Belinda Champion (London Region)	Member +	Forum link to reproductive sexual health, gynaecological oncology, nurse sonography in early pregnancy and contraception
Jo Buckley (London Region)	Member +	Forum link to sexual health, FGM, and modern slavery

Forum operating guidelines:

Emails	Clear subject headings including response required by what date (eg 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 within 48 hours for 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

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Horizon scanning	Members to bring to the forum topics of potential future relevance for discussion and prioritisation as required
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Forum review and learning process:

Review of team effectiveness - internal

- 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

- Feedback for blogging and feedback for evaluation on events and publications.
- Feedback on the Facebook group and Twitter account
- Feedback on the CRM system