

Nursing/Midwifery Competency Working Group: (Name of Specialty) Terms of Reference

GOVERNANCE	The Nursing/Midwifery Competency Working Group is the governing body for the single service/speciality where no HMC nursing network exists. The competency working group reports to the Corporate Nursing and Midwifery Competency Framework Steering Committee (CNM-CFSC) or its successor governance structures.		
	The purpose of this Nursing/Midwifery Competency Working Group is	to:	
PURPOSE AND FUNCTION	 Provide expert advice and guidance to support the develor specialist competencies, in line with the requirements of HMC's competency framework, 		
	2. Identify and agree competency statements for the specific spec	ciality practice,	
	3. Identify and agree on the relevant practice to support and evidences competence,		
	4. Identify and agree the available resources to support nurses/midwives in the acquisition and maintenance of competence in the specific speciality,		
	 Contribute to the implementation and provide oversight with respect to the competency framework within the speciality, 		
	 Ensure all work undertaken by members contributes to the d objectives and priorities of the Corporation and that the view members feed into the shared governance decision making Medical Corporation. 	ws and concerns of its	
	The Nursing/Midwifery Competency Working Group members shall be	<u> </u>	
MEMBERSHIP	Chair ¹	Member	
	Co-Chair ²	Member	
	Secretary ³	Member	
	Experts/Representatives from across the specialty	Member	
	Nurse educator from the specialty	Member	
	Clinical Nurse/Midwife Specialist(s) from the specialty area		
	(if applicable)	Member	
	Director(s) of Nursing (DoN) (Nursing/ Midwifery).	Member	
	The chair is elected from the representative group of meml nominated from any grade of staff, as long as their primary the specialty or sub-specialty		
	The Co-Chair is elected from the representative group of m	embers	
	The secretary is elected from the representative group of n		
	The Nursing/Midwifery Competency Working Group may invite or co-o required.	pt other members as	
QUORUM	No business shall be conducted unless 50% of the members are present, one of whom must be the Chair or their nominated alternate.		



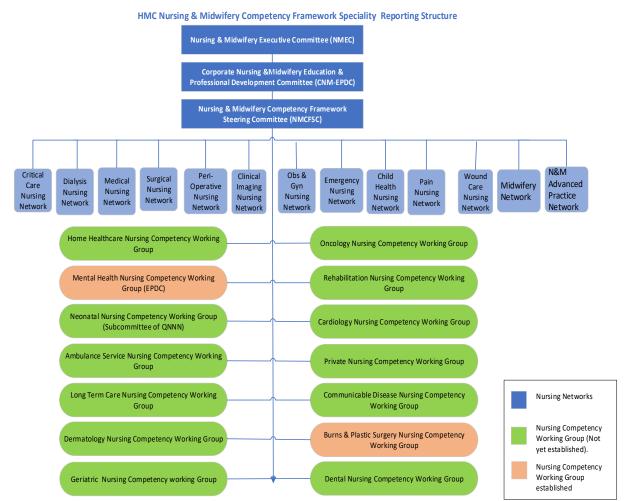
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FREQUENCY OF MEETINGS	 In the event of absence, group members must nominate a designee to attend and make decisions on their behalf. The Chair may invite, at their discretion, non-voting guests to advise the working group on any matter within its terms of reference. Meetings shall be held once in every month. The chair may call for additional meetings as required, if any urgent matters require discussion or resolution. The Nursing/Midwifery Competency Working Grouphas delegated authority from the 	
RESPONSIBILITIES	 CNM-CFSC to rollout nursing and midwifery competencies. The group shall: Act as a specialty-wide forum to discuss, agree review, amend, maintain/retire the competency statements and the practice to evidence and support nursing/midwifery competence relevant to the specialty; Act as a specialty-wide forum to discuss, plan, agree and support the implementation of the competency framework within the speciality; Make recommendations for nursing/ midwifery competencies to reflect evidence-based practice, international guidelines, accreditation requirements and HMC policy and procedure; Consider and make recommendations regarding standards associated with specific specialty clinical practice. Provide a corporate-wide forum to cascade information to stakeholders within their speciality to support the implementation and on-going review of nursing/ midwifery competencies. Ensure regular updates are provided to CNM-CFSC at intervals agreed with the chair of the CNM-CFCS 	
ADMINISTRATION and SUPPORT	Administration and support to the group shall be provided from within the service/speciality	
REPORTING	The minutes of the meeting shall be formally recorded and submitted to the CNM-CFSC within 7 days of the committee meeting.	
REVIEW	The group shall review its terms of reference on an annual basis.	
DATE OF APPROVAL BY THE CNM-CFSC	• 14/10/2020	
NEXT REVIEW DATE	• 14/10/2021	



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Appendix A: Nursing and Midwifery Competency Framework Governance Structure



Note: Subject to change based on establishment of new speciality networks or competency steering committees.