

Nursing/Midwifery

Competency Working Group: (Name of Specialty)

Terms of Reference

GOVERNANCE	<p>The Nursing/Midwifery Competency Working Group is the governing body for the single service/specialty 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.</p>														
PURPOSE AND FUNCTION	<p>The purpose of this Nursing/Midwifery Competency Working Group is to:</p> <ol style="list-style-type: none"> 1. Provide expert advice and guidance to support the development and review of specialist competencies, in line with the requirements of HMC's nursing and midwifery competency framework, 2. Identify and agree competency statements for the specific specialty 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 specialty, 5. Contribute to the implementation and provide oversight with respect to the competency framework within the specialty, 6. Ensure all work undertaken by members contributes to the delivery of the strategic objectives and priorities of the Corporation and that the views and concerns of its members feed into the shared governance decision making processes of Hamad Medical Corporation. 														
MEMBERSHIP	<p>The Nursing/Midwifery Competency Working Group members shall be:</p> <table border="0" style="width: 100%;"> <tr> <td>Chair ¹</td><td>Member</td></tr> <tr> <td>Co-Chair ²</td><td>Member</td></tr> <tr> <td>Secretary³</td><td>Member</td></tr> <tr> <td>Experts/Representatives from across the specialty</td><td>Member</td></tr> <tr> <td>Nurse educator from the specialty</td><td>Member</td></tr> <tr> <td>Clinical Nurse/Midwife Specialist(s) from the specialty area (if applicable)</td><td>Member</td></tr> <tr> <td>Director(s) of Nursing (DoN) (Nursing/ Midwifery).</td><td>Member</td></tr> </table> <p> ¹ The chair is elected from the representative group of members and can be nominated from any grade of staff, as long as their primary field of practice is within the specialty or sub-specialty ² The Co-Chair is elected from the representative group of members ³ The secretary is elected from the representative group of members </p> <p>The Nursing/Midwifery Competency Working Group may invite or co-opt other members as required.</p>	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
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QUORUM	<ul style="list-style-type: none"> • No business shall be conducted unless 50% of the members are present, one of whom must be the Chair or their nominated alternate. 														

	<ul style="list-style-type: none"> In the event of absence, group members must nominate a designee to attend and make decisions on their behalf. <p>The Chair may invite, at their discretion, non-voting guests to advise the working group on any matter within its terms of reference.</p>
FREQUENCY OF MEETINGS	<ul style="list-style-type: none"> Meetings shall be held once in every month. <p>The chair may call for additional meetings as required, if any urgent matters require discussion or resolution.</p>
AUTHORITY	<ul style="list-style-type: none"> The Nursing/Midwifery Competency Working Group has delegated authority from the CNM-CFSC to rollout nursing and midwifery competencies.
RESPONSIBILITIES	<p>The group shall:</p> <ul style="list-style-type: none"> 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-CFSC
ADMINISTRATION and SUPPORT	<ul style="list-style-type: none"> Administration and support to the group shall be provided from within the service/speciality
REPORTING	<ul style="list-style-type: none"> The minutes of the meeting shall be formally recorded and submitted to the CNM-CFSC within 7 days of the committee meeting.
REVIEW	<ul style="list-style-type: none"> The group shall review its terms of reference on an annual basis.
DATE OF APPROVAL BY THE CNM-CFSC	<ul style="list-style-type: none"> 14/10/2020
NEXT REVIEW DATE	<ul style="list-style-type: none"> 14/10/2021

Appendix A: Nursing and Midwifery Competency Framework Governance Structure

