

Terms of Reference

May 2016

Mission: To improve patient safety by providing leadership on Intravenous Therapy

Objectives

To Provide:

- an interface for affiliated healthcare providers who deliver Intravenous Therapy
- expert advice to support informed practice
- support, education and training to IV Link Staff
- tools/support for managing IV Therapy risks through audit activities and education
- guidance and advice on issues that arise from practice review and audit
- opportunities to improve standards of practice
- support for professional responsibility and critical thinking

Membership:

Nominated Representation from the following:

- Canterbury DHB, West Coast DHB, Nelson Marlborough DHB, NZ Blood Service, Nurse Maude, Forte Health, Pegasus/ 24hr Surgery, Southern Cross Hospital, St Georges Hospital, Canterbury RPHO,
- Other group representation will be considered on an individual basis.

Accountability:

- CDHB Executive Director of Nursing
- WCDHB Director of Nursing & Midwifery
- Participating organisations Directors of Nursing & Midwifery

Meetings and Structure

- Meetings will be held bi-monthly
- The Chairperson may call a special meeting if necessary
- Quorum for the Group is eight attendees, including the chair.
- If a quorum is not achieved, then decisions or resolutions may not be passed. At the Chairperson's discretion the meeting may continue but only discussion can occur in relation to agenda items
- Decision making will take place by consensus
- All members are eligible to vote.
- All decisions shall be decided at a meeting by majority vote.
- If the voting is tied, the Chairperson shall have a casting vote. In all other cases the Chairperson will not have a vote
- Members may vote against the motion and may abstain and upon request, these will be recorded in the minutes.

Subcommittees:

- Sub committees must be formed within a committee meeting.

Regional IV Advisory Group

- If an urgent subcommittee is required for a project, an urgent committee meeting will need to be held for discussion and formation of this group.

Agenda:

- The agenda is sent in consultation with the chairperson
- Minutes and papers will be collated by the secretary
- Members are to receive the agenda and associated reading/papers one week prior to each meeting wherever possible

Minutes:

- The secretary is responsible for circulation of the minutes one week following each meeting
- Minutes and relevant papers will be filed by the secretary
- Minutes will be discussed and confirmed at the following meeting
- Action points will be documented in the minutes to be followed up at a prescribed date

Term of office for members:

- Each organisation will nominate at least one(1) representative, to be part of the group
- Chairperson: Elected from the group on a yearly basis. The chairperson may put their name forward to remain in the role for a further 12months should they wish to continue. This will need to be agreed and voted on by the group.
- A term of office finishes upon the group receiving notice of resignation from the group

Reporting:

- Report prepared for Directors of Nursing and Midwifery identifying group projects and any trends or process changes identified through CPO's 6monthly
- To be completed as requested for the group i.e. audit results, project outcomes

Functional Relationships:

- CDHB Fluid and Medication Management Committee
- CDHB Infection Prevention and Control Committee
- CDHB Hospital Transfusion Committee
- Affiliated organisations using intravenous therapy

Signed	
	On behalf
Recommended By:	Regional IV Advisory Group
Ratified By:	Directors of Nursing Group
Review Date:	May 2018

References:

Original document: 2013. Reviewed 2016. Next review date 2018