

The Waitaha Nursing Research Alliance has been established to develop and oversee nursing research that is supported and facilitated within the Canterbury health system. This document sets out the roles and responsibilities of the Waitaha Nursing Research Alliance Committee. It provides guidance on the Committee's objectives, roles, responsibilities, membership, and operations.

Background

Nurses work in a dynamic and complex environment which demands the delivery of safe, high-quality health care to patients and their whānau. Evidence based practice has been shown to transform health care delivery. Nurses combine the scientific and clinical outcomes of health care with the emotional wellbeing of patients to provide an holistic approach to patient care.

The nursing profession is a significant contributor to operations management of health care agencies being involved in: service design, developing and managing service delivery, asset management and workforce development. These responsibilities require nursing research and evidence-based practice to be the foundation of nursing and health care improvement.

The establishment of the Waitaha Nursing Research Alliance will advance the health care outcomes of patients, whānau and nursing workforce through nursing practice and policy that is underpinned and driven by scientifically rigorous research evidence.

1. Ngā Whāinga Objectives

- To provide strategic direction, oversight, and governance for the development, management and sustainability of nursing research within the Canterbury health system.
- To identify priority areas for nursing research and where possible, align these with strategic national, regional, and local health priorities.
- To ensure that the Waitaha Nursing Research Alliance strategic plan is implemented, and outcomes achieved.
- To progress the development of nursing research capacity across the Canterbury health system.
- To establish a Centre for Nursing Research.
- To report on the Waitaha Nursing Research Alliance's progress to key agency stakeholders.
- To ensure that all nursing research is undertaken according to the following guiding principles outlined by:
 - The National Advisory Committee on Health Services Ethics, [under section 92 of the Pae Ora \(Healthy Futures\) Act 2022](#).
 - [The Declaration of Helsinki](#)
 - [Te Tiriti o Waitangi](#)
 - [Guidelines for Researchers on Health Research Involving Māori](#)
 - [Māori Health Advancement Guidelines](#)
- Endeavor to have a Māori nurse involved in research that affects Māori regardless of if this is research on Māori specifically as a cohort, or as part of the wider group that are being studied, or topics that have implications for Māori health advancement.
- Partner Māori nurses with knowledge of Kaupapa Māori research methodologies with non-Māori nurses when undertaking research affecting Māori to expand skills and knowledge in this area.

2. Ngā Haepapa Roles and Responsibilities of Committee Members

Chair's Responsibility

- The Chair, Executive Director of Nursing Te Whatu Ora Waitaha, shall convene the Committee.
- If the chair is not available, then Deputy Chair, Nurse Manager Nursing Workforce Development Team, will be responsible for convening and conducting the meeting.

Individual Steering Committee members responsibilities

- Bring expertise and perspective with regard to clinical nursing, research methodology (quantitative, qualitative, and mixed methods), and ethical implications of research.
- Actively participate in meetings through attendance, discussion, and review of minutes and other Committee documents.
- Maintain explicit commitment to equity at the core of all discussions and undertakings. Furthermore, challenging actions/lines of discussion that do not seek to eliminate inequity.
- Uphold and give effect to the principles of Te Tiriti o Waitangi.
- Follow an agreed upon process if it is felt that equity and/or Te Tiriti o Waitangi are not being addressed.
- To advocate for Māori Health Advancement in all health research.
- To support the inclusion of Māori health and/or research advisors in all health research to co-guide the methodology and overall research design.
- Support open discussion and debate and encourage fellow Committee members to voice their insights.
- Being committee to, and where relevant, be actively involved in pursuing the research projects outcomes.
- Understand the strategic implications and outcomes of the research projects being undertaken.

3. Mematanga Membership

Active Membership	Organisation	Current Representative
Executive Director of Nursing (Chair)	Te Whatu Ora Waitaha & Te Tai o Poutini	Becky Hickmott
Nurse Manager, Nursing Workforce Development (Deputy Chair)	Te Whatu Ora Waitaha	Jacinda King
Nurse Coordinator, Post Graduate Education	Te Whatu Ora Waitaha	Jo Greenlees-Rae
Nurse Coordinator, Research	Te Whatu Ora Waitaha	Leah Hackney
Nurse Coordinator, Equity	Te Whatu Ora Waitaha	Kylie Clark
Nursing Workforce Development, Specialist Mental Health Services	Te Whatu Ora Waitaha	Dr Tony Farrow
Nursing Research Expert	Te Whatu Ora DON Representative	Dr Sarah Berger
Head of Nursing Midwifery and Allied Health	Te Pūkenga Ara	Genevieve Togiasso
Academic Position	Te Pūkenga Ara	Michelle Thompson
Director, Centre for Postgraduate Nursing Studies	University of Otago	Dr Virginia Jones
Academic Position	University of Otago	Prof. Philippa Seaton / Dr Mandy Wilkinson
Senior Lecturer, School of Health Sciences	University of Canterbury	Dr Cathy Andrew
Academic Position	University of Canterbury	Kate Reid
Māori Researcher	University of Otago	Dr Kelly Taiko
Director of Nursing Practice	Nurse Maude	Linda Hill
Nursing Research Advisors	Nurse Maude	Dr Karen Ng / Dr Wendy English

4. Operation of Committee

a. Proxies

Members of the Committee can send proxies to the meetings. Proxies are entitled to participate in discussions and are allowed a role in decision-making.

b. Quorum

The below quorum requirements recognise that this meeting is at high risk of cancellation and high risk for decision stalling.

- A minimum number of committee members (50% + 1) are required for meetings to go forward.
- For decision making purposes, a representative from each partner organisation must be present for a decision to be ratified. If all partner members are not present, then a vote for that issue/topic will be held through email.

c. Frequency of Meetings

Committee meetings will be held every month until the strategic plan is developed. The Committee then may choose to meet according to the strategic plan milestones.

d. Agenda, Minutes, and Decision Papers

Secretarial duties will be undertaken by Te Whatu Ora Waitaha Canterbury. Te Whatu Ora Waitaha Canterbury will also be tasked with the coordination and administration of this Committee.

A package will be sent to members three to five business days in advance of a Committee meeting. This package will include the following:

- Agenda for upcoming meeting
- Minute of previous meeting
- Any other documents/information to be considered at the meeting

e. Conflicts of Interest

Members are required to declare any actual or perceived interests to the Committee Chair. The Chair will then determine whether the interest represents a conflict, and if so, what action will be taken. Prior to the start of each meeting, conflicts of interest, will be stated and recorded in the minutes.

f. Media Statement

Only the Chair is authorised to comment publicly on the affairs of the Committee. Where appropriate, the chairperson will advise the members in advance. The Chair may delegate comment to other Committee members.

g. Reporting

The steering Committee shall prepare an annual report for Te Whatu Ora Waitaha, Directors of Nursing, Canterbury Clinical Board, and the respective universities and the governing bodies of Te Pūkenga.

5. Accountability and Evaluation

The Waitaha Nursing Research Alliance is accountable to all partner organisations involved in the Waitaha Nursing Research Alliance.

The Waitaha Nursing Research Alliance will be evaluated via self-assessment in terms of its performance against the approved Terms of Reference and strategic work plan.

6. Review of TOR

These TOR will be reviewed biennially and may be altered intermittently to meet the needs of the member and the organisations they represent.

Date TOR Approved:	April 2024
Review Date:	October 2024