

## **Niagara Palliative Care Nurses Interest Group (NPCNG)**

### **Terms of Reference**

#### **PURPOSE:**

- To provide a regional collaboration and information sharing forum for nurses interested in palliative care
- To enhance patient care through the sharing of research and education in area of palliative care nursing

#### **MEMBERSHIP:**

Nurses who live and/or work in Niagara with an interest in palliative care

#### **EXECUTIVE:**

##### **Chair:**

- chairs executive meetings
- sets and circulates meeting agendas
- arranges time, date and location of regular and executive meetings
- Arranges for AV equipment for meetings
- works with Kim Glen to update website monthly

##### **Vice-Chair**

- in the absence of the Chair, performs the duties of the chair
- assists Treasurer to order/purchase refreshments and supplies for general meetings and accept RSVP's for general meeting

##### **Secretary**

- prepares and maintains records of all NPNG executive and regular meetings
- maintains membership contact list

##### **Treasurer**

- order/purchase refreshments and supplies for general meetings
- accept RSVP's for general meeting
- collects fees at each meeting
- uses fees to pay for refreshments

**Sector Representatives:** communicates with the executive regarding palliative care nursing issues in their sectors

- **Community**
- **Acute Care**
- **Complex Continuing Care**
- **LTC**
- **Hospice** - coordinates the set up and clean up for general meetings
- **student**

#### **MEETINGS:**

General meetings: Four times a year

Executive meetings: Five times a year and at the call of the Chair

#### **COST:**

\$10.00 per meeting to cover the cost of refreshments