

Chief Nursing Executive / Chief Nursing Officer Governance and Leadership Initiative Knowledge Exchange

Terms of Reference

Purpose:

The Knowledge Exchange is a Registered Nurses' Association of Ontario (RNAO) sponsored forum for the exchange of information amongst Chief Nursing Executives (CNEs) and Chief Nursing Officers (CNOs) to strengthen the senior nurse executive contribution to the health care quality agenda at the Board and senior management table. The purpose of the Knowledge Exchange is to encourage open dialogue about senior nurse executive governance and leadership issues; share innovations, strategies, successes, and challenges; address key questions or concerns; provide feedback to participants; and to seek RNAO and group input into governance and leadership issues.

The Knowledge Exchange is a forum recommended by the CNE/CNO Governance and Leadership Initiative Advisory Committee, that has been established to assist the RNAO develop resources and strategies to support CNEs and CNOs in their roles at the Board and senior management tables. The Advisory Committee assists with the development of these resources and strategies and provides assistance and support at the Knowledge Exchange teleconferences.

Participation:

The Knowledge Exchange is open to all senior nurse executives (CNEs and CNOs) of hospitals and public health units in the province of Ontario, who are members of the Board of Directors or who sit at the senior management table. Membership also includes members of the CNE/CNO Governance and Leadership Initiative Advisory Committee representing the Council of Academic Hospitals of Ontario, Association of Nursing Directors and Supervisors in Official Health Agencies in Ontario, Nursing Leadership Network, and the Community Health Nurses' Initiatives Group.

The Knowledge Exchange will be chaired by Irmajean Bajnok, Director, Centre for Professional Nursing Excellence / International Affairs and Best Practice Guidelines program, RNAO. The chair is responsible for:

- Convening and facilitating meetings
- Developing meeting agendas, providing meeting minutes, and distributing meeting materials

Speaking out for nursing. Speaking out for health.

- Providing regular updates on the RNAO's broader CNE/CNO governance and leadership initiative

The RNAO will provide secretariat support for the committee.

Objectives and Scope

1. To foster the sharing of achievements, challenges, questions, and concerns related to CNE/CNO role implementation, governance and leadership responsibilities, and scope;
2. To identify and assess common challenges and capacities in governance and leadership functions of the CNE/CNO role and recommend approaches for enhanced role influence and impact; and
3. To identify the need for and contribute to the development of resources prepared by the RNAO, focused on senior nurse executive leadership and governance.

Participant Accountability

The Knowledge Exchange is a co-operative forum to address governance and leadership issues of interest to senior nurse executives in Ontario.

Knowledge Exchange participants are accountable for:

1. Promoting and facilitating collaborative and cooperative inquiry across the Knowledge Exchange on governance and leadership issues;
2. Bringing forward leadership- and governance-related successes, strategies, innovations, questions, and concerns of interest to the Knowledge Exchange as they arise;
3. Respecting any confidentiality requirements requested by the participants;
4. Championing the initiative and related evidence-informed efforts to advance and build nursing executive leadership capacity in Ontario; and
5. Participating in formal and informal evaluations of the effectiveness and value of the Knowledge Exchange meetings in meeting overall purpose and objectives.

Meetings

- Knowledge Exchange meetings are generally held on the 2nd Monday of each month from 5pm – 6:30pm
- Meetings are held by teleconference, convened by the Chair
- Meeting agenda, minutes, and discussion materials will be distributed to participants the week prior to the meeting

Agenda Items

- Agenda items will be segmented by time intervals into 3 sections: Role Call and Announcements, Open Dialogue, and Specific Topic Discussions
- The Chair will issue a call for discussion items a week prior to the meeting, and Knowledge Exchange participants may also suggest agenda items to the Chair
- Where possible, all communication material including agendas will be circulated electronically
- An opportunity will be provided at the beginning of the meeting to raise last-minute agenda items