

**Nurse Practitioner Working Group  
Registered Nurses' Association of Ontario  
Terms of Reference**

**IMPLEMENTATION DATE:** June 2, 2011  
**REVISION DATE:**

**APPROVED BY:** RNAO Executive Director  
**SIGNATURE:**

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**PURPOSE**

- To utilize nurse practitioner leadership and/ or nurse executive leadership in Ontario hospitals as a resource of expertise to the Registered Nurses' Association of Ontario (RNAO), in the development of protocols that facilitate rapid implementation and thorough evaluation of NP's authority to admit, treat, transfer and discharge inpatients in Ontario hospitals.

**Co-CHAIRS**

- The Co-Chairs will be appointed by the executive director of the RNAO.

**MEMBERSHIP**

- Three Chief Nursing Executives of Ontario hospitals
- The Executive Director of NPAO, or delegate
- The President of NPAO, or delegate
- The Executive Director of RNAO, or delegate
- One RNAO Nursing Policy Analyst

**RESPONSIBILITIES**

- Attend meetings either biweekly or monthly. Meetings may be called more or less frequently, at the discretion of the chair, according to the need for a concerted response to constricted timelines.
- Working group members may bring meeting reports back to colleagues in their respective health organizations and interest groups, where appropriate.
- Assist RNAO in the development of protocols that facilitate rapid implementation and thorough evaluation of NPs being able to admit, treat, transfer and discharge hospital inpatients.

**NP Admit, Treat, Transfer, Discharge Working Group**  
**Registered Nurses Association of Ontario**  
**Terms of Reference**

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- Support knowledge exchange that fosters evidence-informed practice and excellence in nursing care.

### **MEETINGS**

- Meet biweekly from June 2 – August 1, 2011. After August 1, 2011, meetings will be held monthly for the purpose of evaluating the process and outcomes associated with protocol implementation and to move forward any aspects that have not fully become enacted (e.g., admitting inpatients). Meetings may be called more or less frequently, at the discretion of the chair, according to the need for a concerted response to constricted timelines.

### **MINUTES**

- Minutes of all meetings to be recorded by the RNAO nursing policy analyst or delegate. These will be circulated via email to all working group members who will make corrections, as appropriate, and note the corrections to all working group members at the beginning of the following meeting.
- A copy of all approved minutes will be kept by policy staff at the RNAO.

### **DECISION MAKING WITHIN THE WORKING GROUP**

- Consensus will be the preferred method of determining advice. When consensus is not reached the points of difference would be noted.
- A decision framework and ethics framework will assist committee members, as necessary, in identifying professional issues that require indepth decision-making, resolution and formal recommendations.

### **TERMS OF OFFICE**

- Two years for working group members
- The executive director of RNAO, the President and executive director of the Nurse Practitioner Association of Ontario (NPAO) are ongoing members during their terms of office.