

**Chief Nursing Executive / Chief Nursing Officer
Governance and Leadership Program
Advisory Committee
CONTACT LIST**

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Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers
autorisés de l'Ontario

Speaking out for nursing. Speaking out for health.

Name	Organization	Contact	Admin. Support
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Chief Nursing Executive / Chief Nursing Officer Governance and Leadership Program Advisory Committee

Terms of Reference

Purpose:

The Advisory Committee will provide advice and direction to the Registered Nurses' Association of Ontario (RNAO) on matters related to the RNAO's Chief Nursing Executive (CNE)/Chief Nursing Officer (CNO) Governance and Leadership Program. Specifically, the Advisory Committee will provide a senior nurse executive perspective to the development and implementation of a Nurse Executive Leader Toolkit and the dissemination of the Toolkit and related resources through various means including a learning Academy.

Background:

On January 1, 2011, legislative changes related to Bill 46, *The Excellent Care for All Act, 2010*, came into effect regulating that the Chief Nursing Executive (CNE) be seated on their hospital's Board of Directors and be a member of the hospital's Quality Committee. In the Public Health Sector, the Ontario Public Health Organizational Standards requires each of Ontario's 36 health units to officially designate a Chief Nursing Officer (CNO), by January 1, 2013.

In response to these legislated changes, RNAO was approached by the CNE/CNO community to facilitate an initiative defining best practices for these roles. In March, 2010, RNAO struck a CNE/CNO Leadership and Governance Advisory Committee with the purpose of planning the development of resources and strategies that would support CNEs and CNOs enact their role on the Board/Senior Management Team. Since that time, the CNE/CNO community has identified a need for information and support addressing nursing executive leadership issues beyond those pertaining strictly to Board/Senior Management Team membership. As such, the objectives of the Advisory Committee have evolved to include a broader focus on CNE/CNO leadership as it impacts nursing practice, management decision-making, and organizational governance across all sectors.

Membership

The Advisory Committee shall be composed of CNEs, CNOs and the most senior nurse leaders from primary care, public health, hospitals and acute care, home care, and long-term care organizations in Ontario.

The Advisory Committee will be chaired by Irmajean Bajnok, Director, International Affairs and Best Practice Guidelines Centre, RNAO. The Chair will be responsible for:

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

- Providing regular updates on the Program.

The RNAO will provide secretariat support for the committee.

Objectives and Scope

The Advisory Committee shall advise the RNAO on:

1. Ongoing development and revision of key Leadership and Governance resources;
2. Methods and strategies that may be used to solicit, transfer, or disseminate information and resources;
3. Planning and conduct of CNE/CNO Knowledge Exchange (KE) teleconferences related to information sharing and exchange with the broader group of senior nurse executives; and
4. Planning and marketing of the annual Nurse Executive Leadership Academy;
5. Any other CNE/CNO leadership and governance program-related issue or query forwarded by the RNAO.

Member Accountability

The Advisory Committee assists the RNAO by advising, reviewing, and making comments and suggestions of interest to the Program, including the Toolkit, Academy, and KE teleconferences.

Advisory Committee members are accountable for:

1. Contributing senior nurse executive subject matter expertise to fulfill the Terms of Reference and to provide proactive and solution-driven support to the RNAO Program;
2. Ensuring effective input into and sharing of information with the program by bringing forward issues, questions, and concerns which may affect CNE/CNO leadership or governance;
3. Engaging in partnerships and collaborations with stakeholders as appropriate to address and/or enhance attention to key nursing and health care issues and challenges;
4. Championing the program and related evidence-informed efforts to advance and build nursing leadership capacity in Ontario;
5. Respecting any confidentiality requirements requested by the participants;
6. Assessing the contribution of the Advisory Committee to the overall purpose and objectives.

Meetings

- The Advisory Committee generally meets quarterly for 1-2 hours, as well as at the call of the Chair
- Location is at RNAO head office (158 Pearl Street) in Toronto, Ontario
- Advisory Committee members may attend by teleconference or in-person

- Meeting agenda, minutes, and discussion materials will be distributed to members a week prior to the meeting

Agenda Items

- Items for discussion will be listed on the agenda, prioritized by the Chair
- Advisory Committee members may 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 a meeting to raise last-minute agenda items