



**COUNCIL OF INTERNATIONAL NEONATAL
NURSES, Inc. (COINN)**

Education Committee

| Policy Type | Policy Name | Policy # |
|------------------|--|-----------------------|
| Governance - TOR | Education Committee Terms of Reference | TOR-0100 |
| Review Frequency | Last Reviewed | Date to Review Policy |
| Every 3 year | November, 2017 | November, 2020 |

Mandate

- To provide a forum for the discussion of current and common issues surrounding the development and deliverance of neonatal education, on a local, national and international scale
- To share ideas, innovations and projects surrounding neonatal education to enable members to learn from each other
- To encourage the development and/or to assist in the adaptation of, programs and educational material that are relevant and feasible across the spectrum of country's/region's available resources
- To share expertise and to lend support to anyone undertaking education or research projects within the field of neonatal care
- To foster and support multi-centre interdisciplinary collaboration in neonatal education and research, especially on an international level
- To raise the profile of neonatal education and research locally, nationally and internationally
- To raise the profile of COINN and the COINN Education Committee by having a presence/representation at relevant conferences and meetings

Chair

The Chair of the COINN Education Committee is a Registered Nurse or Nurse Practitioner volunteer member chosen among the COINN-Education Committee members at the first meeting in July of a new term, when a Chair is needed. The Chair will usually serve a term of two years. An alternate Chair may be chosen if desired by the COINN Education Committee membership or if the Chair is unable to serve his/her full term.

Organization of the Committee

The COINN Education Committee will be organized as follows:

- One Chair
- One Co-Chair
- Members from a minimum of six different countries/regions
- Administrative assistance will be provided by COINN with respect to the provision of communication resources/forums and other resources as able

Authority and Accountability

The COINN Education Committee operates as a special committee under the leadership and oversight of the COINN Executive Board. Membership on the COINN Education Committee is open to anyone with a professional or academic interest in neonatal education. This includes, but is not limited to, physicians, nurses, midwives, medics, respiratory therapists, speech and language therapists, dieticians, physiotherapists, occupational therapists, psychologists, play specialists, HCAs and any other member of the neonatal multi-disciplinary team.

Conflict of Interest

Prospective members of the COINN Education Committee will be asked to declare any potential or real conflict(s) of interest before agreeing, and being granted, membership on the Committee. If a potential conflict of interest is suspected or found, the applicant will be granted a special meeting with the COINN Executive Board to explore the matter further, with a decision to be made by the Executive Board about future membership on the Committee.

Roles & Responsibilities

- To work collaboratively to determine educational priorities by gathering information from stakeholders
- To develop short term and long term goals for the ongoing development of educational resources and projects, in conjunction with the goals and direction of the COINN Executive Board
- To develop and maintain a work plan that clearly states the inputs, outputs, and measureable outcomes expected to ensure the goals set by the COINN Educational Committee are being met
- In order to ensure accountability and transparency, the COINN Education Committee will produce a report outlining their projects and progress, which will be presented to the COINN Executive Board twice a year
- To maintain an awareness of the educational issues and opportunities available, and to disseminate this information as needed
- To offer recommendations to the COINN Executive Board, as needed
- To draft and write educational resources/documents/policies, for the COINN Executive Board to review

Meetings

- The COINN Education Committee will meet every second month (6 times/year) by teleconference/online forum, as organized by the Chair.
- The COINN Education Committee may request an optional face-to-face, with the location, date and time to be determined by the Committee in consultation with COINN Executive Board
- Meetings that fall outside of the regularly scheduled meetings may be conducted, as requested by the Chair, for urgent and time sensitive matters

Preferred Representation

- Representation from a minimum of six (6) different countries/regions is preferred (excluding the Chair) up to a maximum of ten (10) different countries/regions

- Though the Committee is open to all members of the neonatal healthcare team, a maximum of 20 people should be considered in order to facilitate participation
- Whenever possible, a mixture of clinical/bedside nurses, educators, nurse practitioners and adjunct team members, is desired
- When deemed appropriate, the COINN Education Committee may invite others to meet with the Committee, through the Chair, on a consulting basis in order to either supplement the work being done by the Committee, or to provide subject matter expert input, for a limited term

Terms of Appointment

- One term of appointment is deemed to be a period of two years. A member's Term of Appointment ends when a new member is appointed to replace the out-going member.
- COINN Education Committee members are expected to serve one term to a maximum of two terms.
- To ensure continuity of business, the COINN Executive Board requests that no more than 50% of COINN Education Committee members' Terms of Appointment be slated to end in any given year.
- Two months prior to the end of a member's term, the COINN Executive Committee may elect to issue a general call for new members via its website inviting interested and eligible nurses to apply to serve as new volunteer COINN Education Committee members
- Review of applicants and subsequent selection of prospective new members will be done by the continuing members of the COINN Education Committee in consultation with the COINN Executive Board

Expenses

- The costs associated with the telephone/on-line meetings will be borne by COINN
- All other incidental expenses such as photocopy requirements and paper, will be borne by the COINN Education Committee members, unless prior arrangements have been made with the COINN Executive Board

Goals, Plans and Annual Review

- The COINN Education Committee may develop its own goals, plans, and work schedule to achieve its mandate/work, in consultation with the COINN Executive Board. Annually in September, the Committee will review its goals, plans, operations and achievements in relation to its Terms of Reference and Mandate in order to make or recommend adjustments where needed. This process will ensure the work of the Committee is aligned with the vision and work of the COINN Executive Board
- The Terms of Reference will be reviewed every 3 years by the Committee, and amended as needed.