 <p>National Association of PeriAnesthesia Nurses of Canada</p>	Standards Committee TERMS OF REFERENCE	No.	Page 1 of 4
	Approved By: NAPAN© Executive Committee	Last reviewed May 2009 May 2010 October 2011 October 2012 Revised October 2011 October 2012	
	Effective Date:		
	Originated By: August 2005 Standards Committee		

Definitions:


Chair: Will refer to appointed Chair or Chairs of the NAPAN© Standards Committee unless stated otherwise.

Purpose:

1. Will follow the National Association of PeriAnesthesia Nurses of Canada' (NAPAN©) Mission, Values and Nursing Paradigm.
2. To develop, review, revise and maintain PeriAnesthesia standards for practice using best practice, evidence based practice and research (See Appendix A Flow Algorithm).
3. Will collaborate with nursing and other disciplines and roles to improve processes and care provided to the PeriAnesthesia Client.
4. Will have representation from Provincial PeriAnesthesia organizations to incorporate multinational aspects of PeriAnesthesia nursing.
5. Will have representation from all aspects of the PeriAnesthesia environment to incorporate multienvironmental aspects of Perianesthesia nursing.
6. Will screen submissions to the Standards Committee using the Risk Assessment Process (See Appendix B).
7. Will recommend standards for practice to the NAPAN© Board of Directors for approval.
8. Will work collaboratively with NAPAN© Board of Directors to assess priorities for Standard Development.
9. Will prioritize Standard Development based on Risk Assessment and priorities of NAPAN© Board of Directors.

Reporting Structure:

1. The NAPAN© Standards Committee Chair will report directly to the Chair of the NAPAN© Executive Committee.
2. The NAPAN© Standards Committee Chair will provide annual reports to the NAPAN© Board of Directors and NAPANc Annual General Meeting.
3. The Chair of the NAPAN© Executive Committee may request additional reports at anytime in addition to the annual reports.


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Membership Composition:

1. President of NAPAN©
2. President Elect of NAPAN©
3. Secretary of NAPANc Standards Committee
4. 1 Chair or 2 Co Chair(s) (appointed)
5. Immediate Past Chair NAPAN© Standards Committee
6. 1 representative from British Columbia
7. 1 representative from Alberta
8. 1 representative from Saskatchewan
9. 1 representative from Manitoba
10. 1 representative from Ontario
11. 1 representative from Quebec
12. 1 representative from New Brunswick
13. 1 representative from Nova Scotia
14. 1 representative from Prince Edward Island
15. 1 representative from Newfoundland/Labrador
16. 1 representative from Yukon
17. 1 representative from North West Territories
18. 1 representative from Nunavut
19. 1 representative from the Board of Directors


Terms of Membership:

1. The term of membership will be a minimum of 2 years. At the end of each year, 20% existing members will step down (voluntary or drawing names) to stagger membership.
2. Members stepping down will be required to find a replacement through their Provincial/Territorial body and submit a Request for Change of Member to the Chair for approval.
3. Members are expected to attend 90% of all meetings and complete all action items by the next scheduled meeting. An Alternate may be appointed for the remaining 10% of meetings. The Alternates name must be submitted to the Chair with a brief biography for the purpose of introduction at the next meeting. The Alternates name will be submitted at the time the Member sends Regrets to the meeting. The Member will be required to send all information to the Alternate and update the Alternate on all information prior to the meeting.

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Procedures and Responsibilities:

4. Members will be required to respond to the Chair by email within 2 business days (Monday to Friday considered business) that information has been received.
5. If the Member is expected to be on vacation or other they will notify the Chair by email of the dates they are unavailable.
6. Members will notify the Chair by email within 7 business day of their intent to attend or regret a meeting and within 3 months of attendance or regrets to the Annual Meeting and Planning Day.
7. Members will submit their Provincial PeriAnesthesia Membership information annually at the request of the Chair.
8. Members will notify the Chair when changes to their contact information changes. Required contact information: home telephone and mailing address, work telephone, fax, job title and institution, one email address.
9. The standard method of communication between members will be email. If the Chair is unable to make contact with a member by email the Chair may contact a member by telephone.
10. The Chair will circulate Standards Committee Membership for review as membership and member status changes.
11. The Chair will be appointed by members of the NAPAN© Executive Committee.
12. The Chair will submit an annual budget for the next business year to the Treasurer outlining the anticipated expenses necessary for activities of the Standards Committee by March 31 of each year.
13. The Chair will be responsible for developing the Agenda, reviewing Minutes and other material to be presented at Standards Committee meetings prior to each meeting.
14. Members will support consensus decisions made by the Standards Committee and reflect these decisions during professional interactions.
15. The members will be role models and reflect NAPAN© Mission, Values and Nursing Paradigm during professional interactions.
16. The members will positively contribute to improvements in the Standards of Practice as outlined by the provincial/territorial legislative bodies, the Canadian Nurses Association, the provincial PeriAnesthesia nursing bodies and NAPAN©.
17. Members who have breached Terms of Membership will be notified by the Chair. The Chair will notify NAPAN© Executive Committee of the breach.

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Frequency of Meetings:

1. Meetings will be held four times a year at the call of the Chair (the number of meetings will be discussed and agreed upon annually at the Annual NAPAN© Board Meeting).

Signatures of Chairs:

 Chair NAPAN© Standards Committee

 Date

 President of NAPAN©
 Chair NAPAN© Executive Committee

 Date

23/05/07: ged
 27/05/10: mjp
 1/10/11: pmf
 1/10/12: lvi