

Community Health Nurses of Manitoba (CHNM)

Community Health Nurses of Manitoba (CHNM) is an interest group of community health nurses Registered with the College of Registered Nurses of Manitoba (CRNM). CHNM is represented by registered nurses that work in public health, community health and home care settings. The primary purpose of CHNM is to promote and enhance the health of Manitoba communities and advance the practice of community health nursing.

CHNM is affiliated with the Community Health Nurses of Canada (CHNC). CHNC is a leader in the development of community health nursing specific standards of practice, core competencies, and certification in Canada. CHNC is a partner with the Canadian Nurses Association (CNA).

Vision Statement

Advance the practice of community health nurses and enhance the health of Manitobans.

Goal of CHNM

CHNM aims to promote and advance the practice of community health nursing by providing a Manitoba perspective that will positively influence the health of Manitobans.

Objectives of CHNM

1. To promote and showcase CHNM membership benefits among Manitoba registered nurses that work in public health, community health and home care settings.
2. To provide a forum for sharing information about professional practice issues of mutual concern through meetings, information sessions and publications.
3. To collectively identify and respond to professional practice issues of interest and concern that affect community health nurses and their communities.
4. To network and collaborate with various individuals, groups or organizations that will enhance community health nursing practice at the local, regional and provincial levels.

5. To increase awareness and promote the implementation of community health nursing discipline specific standards of practice, core competencies and certification in Manitoba.
6. To develop a yearly work plan and budget that supports the goal and objectives of CHNM.

Values of CHNM

CHNM identifies the following values as ideals that will define and guide the organization. Specifically, CHNM believes:

- ❑ **Health** is a human right for all Manitobans and health care requires a balance of health promotion and illness care.
- ❑ **Leadership** is a requirement for system change and is fundamental to supporting and advancing community health nursing practice.
- ❑ **Engagement** of the voice of all populations as full partners in determining approaches to health and wellness is required because they are the beneficiaries of and contributors to health care. Specifically, it is important to engage community members in order to achieve health equity and optimal population health.
- ❑ **Social Justice** is foundational to health equity and central to community health nursing practice.

CHNM Structure

Roles and Responsibilities

CHNC Representative (Manitoba):

Term: 2 yrs. Elected by the CHNC

CHNC member that:

- Attends and participates at CHNM meetings
- Participates on the Board of Directors for CNHC
- Acts as a liaison between CHNC and CHNM by providing updates from CNHC activities and initiatives
- Provides advice to CHNM committees and its members

CHNM Co-Chairs

*Term: 3 yrs for one Co-Chair and 2 yrs for the 2nd Co-Chair, for the first term to allow for overlap and consistency. Ongoing, these positions will be 2 year terms.

CHNC members that:

- Attend and participate at CHNM meetings
- Provide oversight for the administration of CHNM such as meetings with its members and committees, educational activities, committee structure and the development of an annual work plan and budget
- Facilitate and coordinate CHNM meetings
- Perform environmental scans of potential venues to hold CHNM meetings
- Assist in securing venue(s) (booking) to hold CHNM meetings and educational events
- Foster participation, exchange and consensus at CHNM meetings
- Review meeting minutes and distribute related CHNM materials

CHNM Treasurer

*Term: 2 yrs.

CHNC member that:

- Attends and participates at CHNM meetings
- Selects appropriate financial institution
- Coordinates and reviews signing authority yearly
- Maintains CHNM funds and provides updates about the funds, upon request
- Prepares annual budget and year end financial report in collaboration with the Co-Chairs and/or CHNM Steering committee

CHNM Secretary

*Term: 2 yrs. First term will be 3 years to allow for overlap and consistency on the Steering Committee.

CHNC member that:

- Attends and participates at CHNM meetings
- Prepares and circulates CHNM agendas
- Records minutes and circulates minutes to members
- Performs other secretarial and administrative duties as required

Steering Committee and Working Groups (WG)

Steering Committee

*Term: 2 years; except as noted above for the first terms to allow for overlap and consistency in committee membership. Current Steering Committee members are volunteers and have been actively involved with the development of the Manitoba chapter of CHNC, now referred to as CHNM. A formal process for elections and/or nominations will be in place before the end of the two year term.

The Steering Committee is responsible for strategic planning and the implementation of the CHNM yearly work plan. Current members: Co-Chairs, Secretary, Treasurer, Working Group (WG) representatives and the CHNC Representative for Manitoba. Each WG has an appointed lead that will facilitate WG specific responsibilities.

- Provides advice, guidance about CHNM governance, membership and practice issues
- Facilitates liaison with partners to assure the progress and success in meeting CHNM's goal and objectives
- Seeks funding opportunities and/or ongoing support from organizations such as CHNC, regional health authorities or individuals i.e. guest speakers
- Attends and participates in regularly scheduled meetings and other CHNM relevant activities
- Identifies, addresses and anticipates issues likely to negatively impact CHNM governance, membership and practice issues in the yearly work plan and budget

Practice/Professional Development WG:

*Term: 2 yrs.

- Attends and participates at CHNM meetings
- Recruits members to be part of the CHNM and the WG
- Develops, organizes and seeks educational opportunities i.e. online, face to face events, teleconferences, conferences that will help attain CHNM goal and objectives
- Prepares and circulates relevant educational and professional materials
- Actively seeks guest speakers and coordinates their attendance at CHNM educational events
- Performs environmental scans of potential venues to hold educational events
- Collaboratively identifies and raises professional community nursing practice issues to CHNM membership
- Fosters liaison and partnership with individuals and organizations that facilitate the implementation of community health nursing discipline specific standards of practice, core competencies, and certification in Manitoba
- Actively seeks input from the membership about interests and needs related to practice and professional development

- Holds a minimum of 2 educational events per year for the membership

Branding/Communication/Membership WG:

*Term: 2 yrs.

- Attends and participates at CHNM meetings
- Recruits members to be part of the CHNM and the WG
- Promotes educational opportunities i.e. online, face to face events, teleconferences, conferences
- Develops a membership recruitment, renewal and branding strategy
 - Create, circulate and distribute CHNM promotional materials
 - Partners with individuals and organization that support and promote CHNM membership
 - CHNM website development
- Updates and maintains a current list of CHNM members' contact information
- Oversees yearly membership in CHNM in consultation with Co-chairs and/or Steering Committee (once a membership plan has been determined).
- Prepares and provides membership status and financial reports to the Treasurer and Steering Committee at least once per year or as requested

*Term: The two year term for all positions starts January 2014. Current positions are filled by nurses who have volunteered to take on these roles. Prior to the end of the first two year term, a process will be developed for nominating/electing/appointing members to all of the formalized positions.

General Members:

- Attend and participate at CHNM meetings
- Recruit members to be part of the CHNM and the WG
- Provide agenda items to the Secretary at least 2 weeks in advance.
- Provide input, advice and recommendations about practice issues of interest and concern that affect community health nurses and their communities
- Participate and support, on a voluntary basis, activities or events lead by CHNM Working Groups

Other positions/Working Groups – *There may be other possible positions to include in the CHNM structure. As CHNM grows and develops other Working Groups may be added i.e. Governance, Standards, Members at large.*

Meetings

- CHNM will host a minimum of 3 meetings within the calendar year.

- CHNM members unable to attend meetings in-person may have the option of participating by teleconference with 2 weeks advance notice to the Co-Chairs.
- Meeting dates, times and venues will be determined in advance and outlined in the annual work plan.
- Agenda items for any upcoming meeting are to be submitted to the Secretary at least 2 weeks in advance.
- The agenda, previous meeting minutes and any additional relevant documents will be circulated by e-mail at least one week prior to the next meeting.
- CHNM Steering committee and guests will be invited to participate in round table discussions.
- A network model of group discussion driven by peer trust, mutual respect, voluntary participation and professional commitment will be used at meetings.

Decision making process: Every effort will be made to make decisions by consensus. When this is not possible, decisions will be made by a majority vote.

April 30, 2014