Nurse Member Task & Finish Group
Terms of Reference

This document sets out the terms of reference of a FSRH Nurse Member Task & Finish Group. The Nurse Member Task & Finish Group (NMTFG) is a consultative body comprised of a cross section of FSRH staff and nurse FSRH members.

The NMTFG provides an opportunity for dialogue and input into FSRH’s nurse engagement action plan, designed to better engage current nurse members, and attract new nurses to FSRH. The action plan is based on findings from FSRH’s nurse research project conducted in 2021.

Purpose
The NMTFG exists in an advisory capacity to:

- Deliver the project to agreed timescales as outlined in the Project Initiation Document
- Work collaboratively with NMTFG staff and nurse members to deliver the project
- Manage and monitor progress against plan
- Make recommendations about how to execute pieces of work
- Mitigate risks and issues as per the project risk and issue log and escalating as appropriate
- Manage and conduct day-to-day project activities
- Work with interdependencies outside the project group
- Ensure adherence to project scope, schedule, resources, and any specified processes.

Membership and accountabilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Performed by</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Project Chairs** | Nurse co-chair | - Co-chairs project meetings  
- Makes recommendations into FSRH governance  
- Monitors progress  
- Maintains scope  
- Approves all documents for review by the NMTFG  
- Agrees and advises on content for communications at the project level. |
|                    | Officer co-chair | - Co-chairs project meetings  
- Makes recommendations into FSRH governance  
- Monitors progress  
- Maintains scope  
- Assigns project team actions  
- Manages risks and issues recommending mitigation as appropriate |
<table>
<thead>
<tr>
<th><strong>Staff member(s)</strong></th>
<th><strong>Nurse members</strong></th>
</tr>
</thead>
</table>
| • Approves all documents for review by the NMTFG  
  • Agrees content for communications at the project level | • Reviews recommendations made and actions work in line with the agreed project scope, capacity and plan  
  • Keeps NMTFG Co-Chairs updated on progress tied to the project plan  
  • Interacts with colleagues and dependency projects to ensure delivery  
  • Escalates to NMTFG Co-Chairs as appropriate  
  • Keep project documents updated and stored correctly, including the:  
    o Project plan;  
    o Risk and issues logs;  
    o Progress reports;  
    o Any other relevant documents. |
| • Reviews recommendations made and actions work in line with the agreed project scope, capacity and plan  
  • Keeps NMTFG Co-Chairs updated on progress tied to the project plan  
  • Interacts with colleagues and dependency projects to ensure delivery  
  • Escalates to NMTFG Co-Chairs as appropriate  
  • Keep project documents updated and stored correctly, including the:  
    o Project plan;  
    o Risk and issues logs;  
    o Progress reports;  
    o Any other relevant documents. | • Provides recommendations and input into the project plan and activities  
  • Actions work given by NMTFG Co-Chairs, in line with the agreed project scope, capacity and plan  
  • Keeps NMTFG Co-Chairs updated on progress. |

**Meetings**
The Nurse Member Task & Finish Group (NMTFG) will:

- meet a minimum of once every eight weeks and more frequently as required by the project normally for one hour, with flexibility  
- require each project member to update the group on progress  
- invite others to attend the group meetings as required  
- discuss and recommend for approval documents to be submitted to the NMTFG and any feedback received

**Quorum**
The NMTFG co-chairs may nominate a group member to lead the meeting in their absence. A NMTFG member or appropriate representative to be present at each meeting.

**Reports and updates**
The NMTFG will compile the following documents ahead of each project board meeting:

- Project activity plan and progress reports  
- Risk and issues logs  
- Communications updates (as required)
**Duration**
The NMTFG will exist for the duration of the project and close once the project activity is concluded.

**Sharing of information**
All project information to be:
- stored according to the project filing structure and guidance
- accessible for editing by the project group and read-only for the whole programme team
- treated as confidential (i.e. not to be shared outside the agreed circulation list) unless directed by the NMTFG co-chairs.