



External Representative's selection process and responsibilities

Background: The Infection Prevention and Control Nurses College (IPCNC) is a nursing specialty group of the New Zealand Nurse Organisation (NZNO). It is the professional voice of infection prevention and control nurses in New Zealand. The IPCNC is a well recognised group, often called upon to contribute to consultations and project work.

The IPCNC is sometimes approached by external committees/working parties for infection prevention and control representation. The IPCNC may co-opt a member to participate on an external committee or working party. Alternatively the IPCNC may call for an expression of interest (EOI) from the IPCNC membership to be part of external committee/working party.

The IPCNC responsibilities

- Adequate information will be provided to the members of the external organisation that request IPCNC participation, including number of persons required; costs of travel; who the committee reports too and when the committee is to complete its task.
- The IPCNC National Committee chairperson will be available to support you.
- Your reports will be acknowledged and tabled at National Committee Meetings.

Representation and Selection process

The request for a nomination to represent IPCNC in an external group will be:

- Sent to the Secretary and Chairperson of the IPCNC National Committee.
- The request will be discussed by the IPCNC National Committee either at the next meeting or by teleconference or electronic means. The requirements of the applicant will be established and recorded in the minutes.
- The National Committee will decide how the EOI will be called for and timelines will be established.

The representative will be:

- An IPCNC member who has experience in the position or an interest for the services requested.
- A brief CV will be required and sent to the IPCNC National Committee members outlining experience and suitability to the position.

Call for expressions of interest

- This will either be by call out to all members through the National Committee Chairperson, or through direct contact.
- IPCNC Regional Coordinators expedite electronic circulation to members and a copy to the Professional Nursing Advisor (NZNO).
- Chairperson/Secretary arranges a teleconference to review the applicants.
- All nominations received will be filed in NZNO records.
- All nominations received by the deadline date have membership status checked by NZNO Corporate Services Administrator and sent to the Chairperson within one working day of closure.

The selection process

- A quorum of the National Committee determines the successful nomination.
- The decision will be documented in the meeting minutes or the first committee meeting thereafter.
- A letter will be sent to the successful IPCNC representative including the position information.
- Unsuccessful applicants will be sent a letter thanking them for their interest.
- The name of the successful IPCNC member is entered into the list of representatives by the IPCNC Secretary
- The Chairperson will notify college membership via the IPCNC website and E newsletter.

Responsibilities of the IPNC Member representing IPCNC

- Act in the best interest of the IPCNC.
- Communicate with the National Committee as required.
- Declare any conflicts of interests.
- Provide reports to the National Committee Chairperson giving details of participation and progress.
- Maintain IPCNC membership throughout their appointment to the external committee or working group.
- Notify the National Committee Chairperson on completion of the external group work and provide an overview of the appointment.