



## Employer Reference Group Terms of Reference

### Background

Nurse employers play a critical role in supporting the regulatory functions of the College of Nurses of Ontario (CNO) and achieving the shared goal of public safety and promoting safe, quality, and ethical nursing practice in Ontario. As a stakeholder, employers have accountabilities in overseeing nurses' compliance with the CNO's standards and guidelines, Quality Assurance, and the Professional Conduct process. The Employer Reference Group (ERG) was established in 2019 as one of several CNO strategies to enhance professional collaboration, stakeholder engagement and information sharing on regulatory issues.

### Objectives

The main objectives of the ERG are to:

- Discuss and collaborate on issues related to patient safety and safe nursing practice of mutual interest
- Provide opportunities for education, discussion and consultation related to regulatory issues and accountability
- Identify opportunities for collaboration related to regulatory work, practice initiatives and capacity building in the health care system
- Identify the impact of policy decisions, health care trends and issues
- Propose recommendations for consideration related to regulatory work, as applicable

### Scope

The ERG is focused on supporting nursing regulation in Ontario and resulting impact on nursing employers. The levels of engagement for this reference group will be to inform, consult and involve nurse employers. Issues related to labour relations, staffing, and compensation are not within the purview of the CNO and would be considered out of scope for the ERG.

### Roles and Responsibilities

The ERG will consist of CNO staff and nursing employers in Ontario and will be chaired by a CNO staff member.

*The Chair will provide the support to:*

- Facilitate meetings that promote respectful and inclusive dialogue
- Follow-up with membership for issues identified

*The CNO staff will:*

- Request agenda items from participants approximately 3-4 weeks prior to each meeting
- Prepare and distribute meeting agendas, supporting meeting materials (information and briefing material relevant to meeting discussion), and report meeting outcomes
- Prepare, finalize, and post meeting summary on CNO website
- Evaluate meetings, informally each meeting and formally on an annual basis



*Participants are responsible to:*

- Provide input on agenda items
- Prepare for meetings (review agenda and supporting materials)
- Identify conflict of interest, as applicable
- Engage in respectful and inclusive dialogue at meetings and participate in meeting evaluation
- Disseminate approved meeting notes posted on CNO website with their colleagues and stakeholder networks

**Membership and Terms of Membership**

*CNO*

Chief Quality Officer / Director, Professional Practice, ad-hoc basis

Manager, Practice Quality

Advanced Practice Consultants, Practice Quality

*Employers*

The desired number of employer participants is 10-12. Members can identify and inform CNO of one alternate from their organization that may come to meetings in their place. The alternate can attend no more than two (2) meetings per year.

Membership will be a three-year term, with option for one-year renewal.

**Composition of Group Members**

This group is meant to reflect the diversity of the nursing profession, practice settings, and unique populations served by the healthcare system in Ontario. CNO is committed to ensuring a diverse representation of Ontario's nurses and aims to provide a space where a variety of viewpoints and experiences can be shared related to matters of patient safety and safe nursing practice in Ontario.

**Selection Process**

Applicants will be required to complete an online application form and are selected to reflect a diverse representation of Ontario's nurses, as described above. If applicant is a nurse, member must be in good standing with CNO.

**Decision-making**

Decision-making by this committee is made by consensus. ERG functions and decisions are accountable to the Chief Quality Officer at CNO.

**Evaluation**

The Chair will facilitate evaluation and achievement of committee objectives, informally through group discussion at the end of each meeting and formally when annual Terms of Reference and Committee Membership is reviewed.



### **Meetings/schedule**

ERG will meet quarterly by virtual meeting technology, such as Zoom.

### **Minutes**

Minutes are circulated directly to members within 14 business days after the meeting and a meeting summary will be posted on CNO website.

### **Other**

ERG will annually review Terms of Reference, updated as required. Members of the reference group may establish ad hoc groups to address specific topics or emerging needs.

Last reviewed: 29 October 2021