**Nurse Delegated Emergency Care**

 **Implementation Team**

**Terms of Reference**

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1. **Background:**

The Nurse Delegated Emergency Care (NDEC)[[1]](#footnote-1) model was developed by a team of clinicians within Hunter New England Local Health District. The purpose of the NDEC is to allow suitably trained Registered Nurses (RNs) to identify and manage low risk / low acuity symptoms of patients who present to Emergency Departments (EDs). The NDEC has been further adapted by the Emergency Care Institute (ECI) for rollout across NSW at suitable sites by local stakeholders.

1. **Aims**
	1. Open and maintain a dialogue with the ECI to allow two way input of ideas and feedback related to NDEC.
	2. Promote ownership and significance for the NDEC within the local setting.
	3. Engage key stakeholders that will be directly and indirectly affected by the NDEC implementation.
	4. Create contact points for enquires related to the NDEC within the local setting.
	5. Review the ECI suite of resources and adapt where necessary to the local context.
	6. Seek relevant Local Health District ratification of patient care documents including Nursing Management Guidelines, Standing Orders, Patient Care Documentation and Discharge paperwork.
	7. Engage local community to promote introduction of NDEC.
	8. Monitor implementation process.
	9. Set up ongoing local auditing process to maintain integrity of NDEC.
2. **Roles and Responsibilities**
	1. The NDEC Implementation team is responsible for the local adaptation of the ECI NDEC model
	2. Scope of local adaptation must be gauged and templates adjusted as indicated
	3. Implementation timelines need to be set and reviewed regularly
	4. Discuss and develop solutions for issues as they arise
	5. Provide a record of the implementation of the NDEC through minutes and relevant reports
	6. Liaise with the ECI at regular intervals for support and feedback.
	7. **Team Lead / Chair** will
		1. Finalise agendas, minutes and prepared items for discussion.
		2. Confirm meeting times and location.
		3. Ensure meetings run on time.
		4. Ensure agenda items are discussed.
	8. **Individual members** agree to
		1. Attend set meetings and complete set tasks by any due dates set by the Implementation Team.
		2. Contribute their expert knowledge in a constructive manner to ensure Team aims are met.
	9. **Secretariat**
		1. Support the Team Lead / Chair as required.
		2. Provide accurate minutes and reports reflecting activities of the Implementation Team.
3. **Membership**
	1. Will be decided / confirmed by the Implementation team / Executive Sponsor however, should contain – Executive Sponsor, Medical Officer (General Practitioner) Representative, Nursing Management representative, Clinical Nursing representative, Facility Manager, Consumer Representative and clerical support person. (It is noted that some of these positions may overlap).
	2. Other members who hold specific skills, knowledge and / or experience may be co-oped by the Implementation Team as required.
4. **Frequency**
	1. Must be determined during the first meeting.
	2. Availably of tele / video conferencing should be established and utilised if needed by Implementation Team.
	3. It is suggested that meetings are initially held fortnightly for 1 – 2 hours and frequency reviewed after 3 months.
5. **Attendance**

Members are expected to attend (in person or via tele / video conferencing) or send an appropriate delegate if unable to attend.

1. **Quorum**

To conduct a meeting, 50% + 1 committee members need to be in attendance. Where decisions are made via the Implementation Team during a meeting, all members will be emailed following the meeting and provided with one week to review the decision before it is made final.

1. **Reporting**

The NDEC Implementation Team will establish appropriate local reporting networks ensuring key stakeholders are kept up to date with progress. The ECI should be updated on a regular basis.

1. **Evaluation**

The terms of reference can be adapted as the local implementation team see fit. Feedback to the ECI is encouraged on any aspect of the NDEC and / or the Implementation Suite via [www.ecinsw.com.au](http://www.ecinsw.com.au/) or info@ecinsw.com.au

1. Previously the *Walcha Multi Purpose Service Emergency Model of Care* [↑](#footnote-ref-1)