



## **TERMS OF REFERENCE Education Committee**

### **Purpose**

Under the direction of the Board, College of Licensed Practical Nurses of Newfoundland and Labrador (CLPNL), the Education Committee will provide recommendations, clarification and support to the Board, Licensed Practical Nurses (LPNs) and key stakeholders in planning, development and implementation of the Practical Nursing Program and Continuing Education Programs/Courses.

### **Functions**

1. Develop and maintain the *Standards and Criteria for Approval and Evaluation* of Practical Nursing Programs (parent institution and satellite sites) and Continuing Education Programs/Courses in accordance with the *Licensed Practical Nurses' Act, Regulations, By-Laws* and Policies of the CLPNL.
2. Review and make recommendations to the Board regarding revisions to the *Standards and Criteria for Approval and Evaluation* and the evaluation process for Practical Nursing Programs (parent institution and satellite sites) and Continuing Education Programs/Courses.
3. Receive and review completed evaluations of Practical Nursing Programs (parent institution and satellite sites) in the province to ensure compliance with the *Standards & Criteria for Approval and Evaluation of Practical Nurse Programs* as approved by the Board.
4. Receive and review completed evaluations of Continuing Education Programs/Courses in the province to ensure compliance with the *Standards & Criteria for Approval and Evaluation of Continuing Education Programs/Courses* as approved by the Board.
5. Make recommendations to the Board on matters, concerns and issues arising from the completed evaluations of Practical Nursing Programs and Continuing Education Programs/Courses in the province.
6. Review requests and make recommendations to the Board pertaining to request for approval to establish and deliver the Practical Nursing Program at satellite sites.

7. Ensure that the Practical Nursing Program and Continuing Education Programs/Courses reflect the Standards of Practice, Scope of Practice and Competencies as approved by the Board.
8. Review data and make recommendations to the Board on approval and/or modifications in the theoretical and/or clinical components of Practical Nursing Program and Continuing Education Programs/Courses.
9. Review data collected by the CLPNNL and/or educational facilities to ensure the curriculum of the Practical Nursing Program and/or Continuing Education Programs/Courses is relevant and meeting the needs of learners.
10. Monitor emerging trends, e.g., changes in Scope of Practice in other jurisdictions, and their impact on practical nursing education and practice.
11. Address other education related matters referred to the CLPNNL or its standing committees.
12. Provide an annual report to the Board outlining the activities of the Education Committee.
13. Review and revise as necessary the Guidelines for the Delegation of Functions for LPNs.
14. Perform other related duties as deemed necessary by the Board.

### **Membership**

- Five (5) Licensed Practical Nurse representatives Two (2) Regional Health Authority Employer Representatives
- Associate Director, Centre for Nursing Studies
- Faculty member designated by the Centre for Nursing Studies
- Public Representative
- Representative from CLPNNL Board
- Practice Consultant, CLPNNL
- Director Professional Practice and Policy, CLPNNL
- Executive Director/Registrar, CLPNNL

All committee appointments are subject to the approval of the Board.

**Terms**

The Board will appoint members to the Education Committee for a three (3) year term to a maximum of three (3) terms for a total of nine (9) consecutive years.

**Meetings**

The Education Committee will hold at least two (2) meetings per year. Meetings may be held face to face, conference call or video conferencing or other electronic means as approved by the *Licensed Practical Nurses' Act*, Regulations, By-laws and Policies of the Board.

**Quorum**

A quorum will consist of fifty percent (50%) plus one (1).

Revised: November, 2015

Approved by the Board: April 15, 2016