

New Zealand Pressure Injury Advisory Group (NZPIAG) Terms of Reference

Purpose	The NZPIAG purpose is to provide national leadership specific to New Zealand settings that is consistent with international Prevention and Treatment of Pressure Injury Guidelines.
Accountability / Reports To	The NZPIAG is accountable to the NZWCS National Committee while maintaining professional links with national and international organisations
Membership	<p>NZWCS Administrator will provide a secretarial role.</p> <p>The NZPIAG consists of NZWCS members with expertise and/or special interest in the prevention and treatment of pressure injuries</p> <p>Maximum of eight NZWCS members required plus a Consumer Representative, if possible</p> <p>Expressions of interest to be received and reviewed by NZPIAG – approval by National Committee</p> <p>The NZPIAG can co-opt NZWCS members and external stakeholders if other specialist knowledge is required</p>
Quorum	Minimum of six members (excluding secretary) to conduct the business of the meeting.
Agenda	An agenda will be prepared by the Chairperson and sent to the secretary to be circulated to the group via email, along with any supplementary materials (e.g. minutes of the previous meeting) within a sufficient time frame before each meeting
Roles:	
Chairperson	The Chairperson will ensure time-frames are managed and relevant information is forwarded to group members. The Chairperson will present a report at the bi-monthly national NZWCS Committee meetings, at which they should attend. A formal report for the NZWCS Annual Report will be completed annually. This position will operate on a six-month rotation

Meetings

Location of Meeting	Use of teleconference and face-to-face meetings as approved by the NZWCS Committee
Time/Day of Meeting	Meeting frequency will be determined by the requirements of the NZPIAG.

Associated Documents: NZPIAG Strategic Plan

Published Date:

Approved by: