



CANADIAN
ASSOCIATION OF
CRITICAL
CARE
NURSES

Canadian Critical Care Nursing Conference Local Operations Committee

Terms of Reference

Approved January 2016
Revised April 2019
Review April 2023

Introduction

The CACCN Canadian Critical Care Nursing Conference (CCCNC) Local Operations Committee (LOC) will:

1. uphold and exemplify the values of the Canadian Association of Critical Care Nurses and thus serve in the best interests of the Canadian Association of Critical Care Nurses.
2. be chaired by one or two directors of the Board.
3. consist of a minimum of three (3) and a maximum of six (6) active members.
4. select committee members based on the conference locale.
5. will meet regularly at the call of the Chair or Co-Chairs;
6. will keep records / minutes of meetings and will submit to national office (within 10 business days) of the meeting.
7. will establish annual committee work plans and a conference budget, including priority actions, objectives, and deliverables for the upcoming conference.
8. will follow the established timelines as provided.
9. will follow the Canadian Critical Care Nursing Conference Committee participant agreement.
10. will receive professional support from the Chief Operating Officer (COO), as needed.
11. will report to the Board of Directors, in writing, at each Board meeting and contribute to the annual Association report.
12. will advance, monitor, and report on the educational and organizational strategic priorities within its mandate.

Mandate and Guiding Principles

The CCCNC in conjunction with the CACCN Board of Directors will provide leadership, structure, support, and planning for the annual Canadian Critical Care Nursing Conference to ensure:

1. the vision, mission, and goals of CACCN are reflected and represented in the conference educational program;
2. the success of CCCNC, and
3. to actively plan, prepare, execute and evaluate the education and education model of the conference, as the needs of our member community evolve.

The Canadian Critical Care Nursing Conference Local Operations Committee is committed to providing a quality, relevant and scientifically rigorous educational product to its members and associate delegates.

The committee recognizes the role the Canadian Critical Care Nursing Conference plays in maintaining the educational requirement for current critical care nurses and in developing the next generation of critical care nurses.

The committee is tasked with providing opportunities to nurture the academic growth of conference delegates.

Function and Responsibilities - Education

1. provides an educational program, maintaining high standards for content, quality and addresses the national critical care nursing agenda;
2. the committee is responsible for the following educational program development;
 - a. abstract criteria
 - b. abstract review rubric
 - c. abstract review/acceptance
 - d. critical care nursing trends for suggested invited speakers and session topics (“hot topics”)
 - e. conference planning
 - f. conference execution
 - g. evaluation
3. promotes and disseminates evidence-based content.
4. keeps abreast of national and critical care nursing trends and seeks out knowledge resources to inform the membership.
5. provides leadership, ad hoc committees, in the creation of educational resources for members wishing to submit abstracts (i.e., session, webinar, etc.), and provides assistance and support for abstracts submitters (i.e., review, revisions, APA formatting references, etc.);
6. manages the abstract review process via the LOC or through Abstract Review Panels, if required, for the educational ‘domains’:
 - i. Clinical
 - ii. Education
 - iii. Leadership
 - iv. Research
 - v. Other
 - b. when using abstract review panels, the panels will be led by members of the CCCNC Local Operations Committee or outside volunteer members.

- c. review panel leads are responsible for coordinating the review/selection of abstracts within their 'domain'.
- d. CCCNC Co-Chairs will meet with the Review Panel Chairs to finalize review and acceptance of the abstracts submitted.

Function and Responsibilities - Evaluation

Provides conference and program development in line with national board priorities.

Committee Structure and Term

- 1. Chair: 1 or 2 National Board Directors, min: 1 year, max: 2 years
- 2. Minimum of 3, maximum of 6 active CACCN members: non-renewable – based on each conference.
- 3. CACCN Chief Operating Officer (support)
- 4. CACCN President, ad hoc member

Promotion

The LOC supports the conference by acting as 'ambassadors for the event' – actively planning, promoting and disseminating conference materials – including the call for abstracts, conference brochure and registration information.

Meeting

Meetings are called by the Co-Chairs based on the timeline provided for conference planning.

Communication

Email, Zoom, Teams, Teleconference and if required, on a site visit.

Reporting

The National Board of Directors on a quarterly basis (written report)

CACCN Policies

Due to the confidential nature of member information, committee members will ensure that:

1. all documentation and information that the Association entrusts to review committee members is maintained in strict confidence, always.
2. the documentation is used only for the purpose for which it was originally provided.
3. documentation is stored in a secure manner to prevent unauthorized access. If stored on public or shared computer, documentation must be password protected.
4. any loss or unauthorized access to the information must be reported to the Chair immediately upon discovery.
5. committee discussions are confidential.
6. comments made by review committee members may not be discussed or disclosed to individuals not involved with the Committee.
7. documentation when no longer required must be destroyed / deleted.
8. failure to abide by the committee's confidentiality agreement may result in removal from the committee.

and

Committee members by participation agree to abide by the CACCN Policies and Procedures as set out by the Association, including the **Code of Conduct** and **Conflict of Interest** Policies.