



Renal Society of Australasia

TERMS OF REFERENCE

CKD Supportive Care (SUPCARE) Special Interest Group

Purpose

The CKD Supportive Care (SUPCARE) is a special interest group (SIG) of the Renal Society of Australasia, focused on those who provide an advanced level of health care. The purpose of RSA SUPCARE SIG is to:

- Manage networking for SUPCARE members to inform them about RSA educational tools and sharing of ideas and experiences. Networking may include social media options;
- Provide input to the RSA Education Committee to identify state and federal needs that inform the direction of future educational focus for the RSA (survey or via meetings);
- Support future research opportunities including discussion regarding outcome measures, possible funding opportunities through joint submissions; and
- Mentorship for new nephrology nurses with an interest or a role in this speciality area

SIG Structure

The SUPCARE SIG will consist of current RSA members who are associated with the CKD Supportive Care community.

The Board may nominate a Director to sit on the SUPCARE SIG in a co-opted role if appropriate.

Appointment of SIG members is via an Expressions of Interest process (EOI);

- Members wishing to join the SIG are asked to email their EOI outlining their SIG suitability, to execofficer@renalsociety.org;
- All EOI's will be automatically accepted on the condition that they are;
 - Current RSA members; and
 - Associated with the CKD Supportive Care community
- Any doubts regarding a members SIG suitability, should be referred to the RSA Vice President responsible for SIGs; and
- The RSA Executive Office is responsible for processing all SIG EOI's.

Reporting

The proceedings of all SUPCARE SIG meetings will be documented and presented on the agenda of the next Board meeting. Minutes of all meetings must be provided to the RSA national office within 14 Days of each meeting.

Summaries of SUPCARE activity will be provided to all RSA members via CommuniquePlus the RSA eNewsletter.

Meeting Frequency

A minimum of two web-based committee meetings should be held annually.

The quorum will be set at a minimum of 3 members present. There will be a dedicated, restricted-access portal on the RSA website for the SUPCARE SIG discussions to proceed and documents to be stored.

Authority / Decision Making

- The SUPCARE SIG is formed under the auspices of the Society's Board of Directors to operate under the "Purpose" parameters identified in page 1 above;
- The SUPCARE SIG will not have a budget however meeting expenses, including teleconference facilities, will be covered under the Society's operating budget, provided all meetings are conducted via the RSA GoToMeeting software;
- The SUPCARE SIG does not have the authority to execute contracts independently;
- The SUPCARE SIG may make recommendations to the RSA Board in relation to its purpose, although it has no authority to enforce decisions;
- The SUPCARE SIG does not have the authority to accept or deny EOIs to join the SIG; and
- Decision process – by consensus.