

Nursing Section

Terms of Reference

September 12, 2021

Summary

The Nursing Section aims to promote involvement of nurses globally in the care of people with epilepsy, their families, and the work of the ILAE. The nursing section will coordinate activities to support nurses within ILA, enhance nurse-specific education about epilepsy, and enhance networking and communication opportunities for epilepsy nurses worldwide. The section is an outgrowth of the Epilepsy Nursing Task Force and will assume the educational activities of the task force.

1.0 Name: Nursing Section (NS)

2.0 Purpose of Group

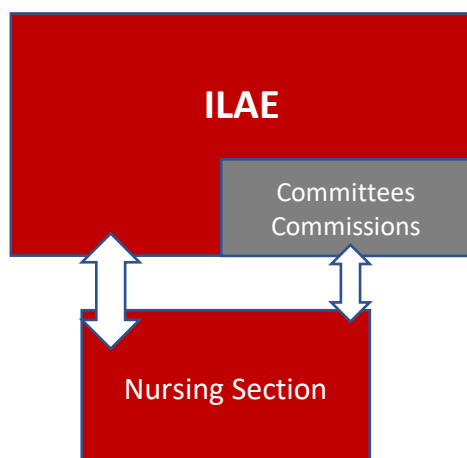
2.1 **Primary Aim:** To promote involvement of nurses from all nations in care of people with epilepsy and the International League Against Epilepsy

2.2 Secondary Aims

- To promote expertise, excellence, and best practices in epilepsy nursing.
- To develop, evaluate and disseminate educational curricula for nurses to enhance nursing care of people/families living with epilepsy.
- To encourage the participation of nurses in education of health care professionals.
- To create a global network of nurses in epilepsy to facilitate communication, knowledge sharing, professional development, and support/networking.
- Promote representation of epilepsy nurses from all regions of the world.
- Promote the participation of nurses in relevant ILAE activities.

3.0 Organizational Structure

3.1 Organizational Type



3.2 Eligibility for Regular Membership

3.2.1 Regular Members: All nurses who are members of ILAE/ILAE chapter are eligible for membership in the Nursing Section. Nurses may include any of the following designations or academic degrees:

- Registered nurse (with diploma; associate, bachelors or masters degree; or country specific designation)
- Advanced practice nurse, epilepsy specialist nurse (e.g. APN, CNS, NP, ESN)
- Consultant nurses
- Doctor of nursing (e.g. PhD, DNP)
- Licensed practical nurse (e.g. LPN)

3.2.2 Affiliate Members or Liaisons

People may be invited to participate in the Nursing Section as affiliate members who are not ILAE members but may offer specific expertise and assistance to the section's activities. Liaisons to this section may or may not be ILAE members and are invited to participate as a liaison with a partner organization or stakeholder group important to the activities of the Nursing section.

3.3 Annual Dues

Members of ILAE chapters pay dues to their respective chapter and are full members of ILAE. The Nursing Section of ILAE does not collect dues for section participation.

3.4 Rights of Members

3.4.1 Regular Members: May vote at annual meetings and elections of the section and any special meetings. They may participate in workgroups and as liaisons from the section to other partner organizations or stakeholder groups.

3.4.2 Affiliate Members or Liaisons: Nurses or other members who do not pay dues to the ILAE or one of its chapters are considered non-voting members of the Nursing Section. They may attend all annual or special meetings but will not participate in elections.

3.5 Leadership Team

The Leadership Team is led by an Executive Team (officers) and board members. Board members consist of regional representatives/liaisons, workgroup leaders, and up to 4 at-large members.

- Nomination for officer or board positions are made to the Secretary of the Board. The Board will present a slate of officer/board members to the Nursing Section general meeting every 2 years for confirmation by a simple majority vote.
- Officers and board members will serve 2-year terms and are eligible for a second term.
- All officers and board members must be nurses who are members in good standing of an ILAE chapter.

3.5.1 Officer Positions

- Chair
 - Chairs meetings of executive team, board, and general assembly meetings.

- Leads development of strategic plan and annual workplans.
- Communicates with ILAE executive board and relevant leadership.
- Aids or co-leads a task force for Nursing Section activities.
- Vice-Chair
 - Support chair with above tasks.
 - Leads development of strategic plan and annual workplans
 - Assumes responsibility in absence of Chair.
 - Leads membership outreach and liaisons with regional ILAE commissions as appropriate to enhance section work and communications.
 - Aids regional representatives and other liaisons.
- Secretary
 - Support chair and vice-chair with internal/external communication.
 - Responsible for maintaining communications for and with Nursing Section for ILAE.
 - Assists with creation/development of internal documents, meeting minutes, and reports.
 - Assists with development/coordination of strategic plan and annual workplans.
 - Maintains archive of external communications.
- Treasurer
 - Drafts budget proposal based on task force leaders' recommendations of work.
 - Manage finances, communicates with ILAE leadership/staff as indicated.
 - Manages and prepares reimbursement and grant applications for board approval.
 - Communicates with sponsors.
 - Prepares financial report for section board and members.
 - Assists with strategic plan and annual work plans for Nursing Section.

3.6 Regional Representatives

3.6.1 Areas: Representatives are sought according to regions defined by the ILAE:

- Africa
- Asia and Oceania
- Eastern Mediterranean
- Europe
- Latin America
- North America

3.6.2 Responsibilities and tasks of regional representatives may include:

- Identify needs for regional ILAE nursing conferences or activities and organize/assist as needed.
- Communicate with regional ILAE commission.
- Enhance Nursing Section diversity, recruiting new members from region

- Manage a small core team of regional collaborators.
- Identify and/or nominate national liaisons to ILAE Nursing Section.
- Identify and assist with development of national chapters/workgroups within the region (national chapters/workgroups may be part of an ILAE chapter or consist of nurses from ILAE chapter and other relevant nursing organizations in their country).

3.7 Nursing Workgroups

The Nursing section is organized into workgroups around specific activities. Key areas of our Nursing work relate to one or more ILAE 2030 aims. The number of workgroups may vary according to section and ILAE priorities and strategic plan.

3.7.1 Standing workgroups

- Nursing education and development (e.g. developing educational curricula for nurses in epilepsy, conducting nursing symposia and written materials)
- Clinical care and best practices (identifying/sharing best practices, quality improvement and research needs and findings)
- Advocacy (promoting recognition of nurses as leaders and importance of nurses in multidisciplinary patient-centered care; communicating contributions of nurses to epilepsy care and benefits for people/families living with epilepsy).

3.7.2 Workgroup Leaders are members of ILAE and the Nursing section and will serve a 2-year term appointed by the executive team and confirmed by the board. A person may serve 2 consecutive terms. They will assist in developing nursing section annual workplan, provide reports to the Nursing Section leadership on a regular basis, and participate in leadership calls. They will provide reports to general meetings of the section as requested.

Responsibilities of workgroup leaders include:

- Develop goals and priorities for task force with annual workplan activities that relate to aims of ILAE and the Nursing section.
- Submit budget requests for workplan activities to section leaders
- Maintain database of task force members
- Support nursing participation in task force activities.
- Identify needs for travel support and meetings.

3.8 Liaisons

The Nursing Section Board may request liaisons from other relevant nursing or epilepsy organizations and stakeholders and suggest liaisons to external organizations. External organizations will be discussed with the ILAE leadership representative before requesting a liaison position.

3.8.1 Liaisons to the Nursing Section will serve as advisors and representatives from specific external organizations or relevant ILAE committees to enhance collaboration and communication.

3.8.2 Liaisons from the Nursing Section will provide liaisons to ILAE committees and commissions and to external organizations to provide epilepsy nursing expertise and enhance collaboration and communications between groups.

3.8.3 National Chapters: A long-term goal of the nursing section will be to facilitate national chapters or regional groups of epilepsy nurses. The organization of national chapters may vary depending on the region's resources. For example, a Nursing chapter may be part of an ILAE chapter, or a group consisting of nurses from the ILAE national group and other nursing groups. As national chapters are formed, they will be asked to maintain communication with the ILAE regional commissions and may be asked to serve as liaisons to the ILAE Nursing Section.

4.0 Working methods

4.1 Meetings: A minimum of one meeting of the Nursing Section will be held every year. All meetings will include the ability to join virtually. Notice of meetings will be provided 2 months in advance with request to submit agenda items.

4.2 Communications

4.2.1 Internal Communications: The leadership team (officers and task force members) will meet monthly. Liaisons and regional representatives may be asked to participate in these meetings.

Board meetings will be held at least twice a year.

4.2.2 External Communications: External communications will be coordinated among the officers with key communications maintained by the secretary.

- Website and social media posts will be approved by the Executive Committee.
- A dedicated email for the Nursing Section will be managed by the Secretary.

5.0 Impact and Reporting

5.1 Impact

The impact of the nursing section will be measured with hard and soft metrics. Each workgroup leader and regional representative will be asked to identify key objectives and criteria for impact and reporting.

5.2 Reporting

- Workgroups will provide updates to the leadership at least quarterly with a formal progress report yearly.
- Liaisons will provide a progress report yearly to the board.

6.0 Resources

6.1 Materials

No material resources currently allocated. The annual Nursing workplan will identify resource needs which will be included in an annual budget as per ILAE policy.

6.2 Financial

- An annual budget will be submitted per ILAE policy.
- The Nursing Section Treasurer will prepare and submit the budget to the nursing section board for approval before submission to ILAE leadership.
- Requests for financial support or reimbursement should be made to the Nursing Section Treasurer.
- Requests for travel support must be made in advance of any travel for budget considerations.

9/13/21