
HiNZ Nursing and Midwifery Informatics Special Interest Group (HiNZ NMI-SIG)

Terms of Reference

The HiNZ Nursing and Midwifery Informatics Special Interest Group (NMI) supports the growth and visibility of nursing and midwifery informatics in Aotearoa New Zealand.

Nursing informatics is defined by IMIA-NI as:

“Nursing [and midwifery] Informatics science and practice integrates nursing [and midwifery], ...[their] information and knowledge and their management with information and communication technologies to promote the health of people, families and communities world-wide” (2009).

While nursing and midwifery are distinct professions, this definition is considered relevant to both *[inclusive wording provided in brackets]*.

In Aotearoa New Zealand, integration of Te Tiriti o Waitangi Articles must be considered with all informatics principles and mahi.

1. Purpose of NMI

NMI exists to:

- **Strengthen** and **advance** nursing and midwifery informatics in Aotearoa and internationally through practice, policy, innovation, leadership, and research.
- Encourage nurses and midwives to **engage** with health informatics and with HiNZ.
- Support pathways for nurses and midwives to **participate** in HiNZ leadership (including the HiNZ Board).
- **Acknowledge** excellence in nursing and midwifery informatics.

2. Te Tiriti o Waitangi

Te Tiriti partnership guides how NMI membership, priorities, and workplans are developed.

As Te Tiriti partners, we will:

- Align our approach with the Government’s Pae Ora legislation expectations and Māori health strategy (Kāwanatanga).
- Respect the rangatiratanga of tāngata whenua and support Māori aspirations for mana motuhake (Tino Rangatiratanga).
- Uphold the priority of Oritetanga (Equity).
- Ensure understanding of the principles of tikanga and kawa (Te Ritenga).

3. NMI Executive

3.1 Role

The NMI Executive leads and coordinates NMI activities. Members must be current HiNZ members and active in or connected to the New Zealand nursing and midwifery community.

3.2 Composition

- Up to **10 Executive members** at any time.
- Additional members may be **seconded** for specific purposes or time periods.
- Membership should, where possible, reflect a range of nursing and midwifery disciplines, regions, and communities including Māori, Pacific Peoples, whaikaha/ persons with disabilities and LGBTQ+ communities.
- The HiNZ Board will appoint one Board member as a member or liaison for the NMI Executive, preferably someone with a nursing or midwifery background.
- The Executive may appoint **ex-officio** members (non-voting).
- Members may be nominated by the Executive, the HiNZ Board, or self-nominate.

3.3 Terms and Appointment

- Executive members serve **two-year terms**, renewable.
- Staggered renewals will be used where possible.
- If nominations exceed available positions, the following actions (in order) are taken:
 - Consideration of the **nominee sectors and communities** with appointments to reflect the range as identified in '3.2 composition'
 - **Collaborative discussions** of options with identified nominees and chair/ executive. Options may include (but are not restricted to) position substitution, moving to an ex-officio position, joint appointment, shadowing or holding nomination over for another year
 - Only where initiating the above actions still leaves more nominees than positions will an **election** or poll be undertaken. This may occur at, or either side of, the AGM (in person, by proxy, or electronically).
- The Executive elects a **Chair** for a two-year term (renewable).
- Other roles may include Vice Chair, Secretary, and Engagement & Communications lead.

3.4 Vacancies and Conduct

- If a member resigns or cannot continue, the Executive may leave the position vacant or co-opt a replacement for the remainder of the term
 - All Executive members are expected to maintain professional standards and conduct (as per the Nursing Council of NZ and/ or Midwifery Council code of conduct).
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4. Meetings

- The Executive will meet **at least four times per year**, mostly by videoconference; one in-person meeting may be held annually.
 - **Quorum:** Four Executive members (present or by proxy).
 - If quorum is not met, decisions must later be ratified by a quorum via email or another meeting.
 - An **Annual Group Meeting (AGM)** will be held each year, often during the NMI Workshop at the HiNZ Annual Conference. Confirmation of Executive members occurs at the AGM.
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5. Communication and Accountability

- The HiNZ Board NMI Liaison is the primary link between NMI and the HiNZ Chair/Board.
 - The NMI Chair is the primary link with the HiNZ CEO and staff for operational matters.
 - The eHealth Forum is the main communication platform for NMI members.
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6. Decision Making

- The Executive aims for **consensus** when making recommendations to the HiNZ Board or CEO.
 - If consensus is not possible, decisions will be based on **majority vote** of those present or represented.
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7. NMI Membership

- NMI membership is open to anyone who subscribes through the eHealth Forum.
- Membership is **free** and does not require HiNZ membership.
- Members may unsubscribe at any time.

7.1 Honorary Membership

Honorary membership recognises service to nursing and midwifery informatics.

- Past NMI Chairs automatically become honorary members at the end of their term.
 - Honorary membership of NMI does **not** confer honorary HiNZ membership.
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8. Use of HiNZ Brand

- Being an NMI Executive member does **not** automatically permit speaking on behalf of HiNZ.
 - Use of the HiNZ name or logo requires **written approval** from the HiNZ Chair or CEO.
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9. Executive Responsibilities & Functions

Responsibilities evolve as NMI, HiNZ, and sector needs change. They are guided by NMI's purpose.

How NMI achieves its purpose:

Advancing visibility in NZ and internationally

- Engage actively with NZ nursing and midwifery groups.
- Nominate a representative to IMIA-NI.
- Encourage participation in international events (IMIA-NI, IAHSI, AIDH, TIGER, ICN, HIMSS).

Strengthening practice, policy, innovation, leadership & research

- Support nurse and midwife involvement in informatics decisions in their regions/districts.

- Promote research via the NMI newsletter and other communication channels.
- Maintain and promote listings of informatics representatives to relevant organisations (e.g., Nursing Council, Midwifery Council).

Encouraging engagement with informatics and HiNZ

- Promote NMI through the website, newsletters, and social media.
- Encourage use of NMI resources (e.g., email signature banners).
- Highlight contributions of nurses and midwives to informatics through NMI communications and events.

Ensuring nursing and midwifery representation within HiNZ

- Provide advice to the HiNZ Board on strengthening engagement with nurses and midwives.
- Maintain strong links between the NMI Chair and the HiNZ staff and Board.
- Build and maintain relationships with key stakeholder groups (e.g., NCNZ, MCNZ, NZNO, College of Nurses, Nurse Executives, NETS, Chief Nurse).

Recognising excellence

- Oversee the nomination and selection of the annual **Robyn Carr Cup for Excellence in Nursing Informatics**.

10. Reporting

- The NMI Chair provides verbal updates to the HiNZ-NMI Liaison for presentation to the HiNZ Board
- The HiNZ-NMI Liaison provides verbal updates to the NMI Executive on Board activities.

11. Finances and Expenses

- Any funds received by NMI are deposited through the HiNZ CEO
- If NMI meets in person at the HiNZ Conference venue, HiNZ funds room hire, AV, and catering
- No NMI Executive expenses will be reimbursed without prior written approval from the HiNZ CEO
- HiNZ covers the engraving of the Robyn Carr Cup and the framed certificate.

Approved by:

Date: 2026