

Monday 17 March, 2025

Kiā ora tātou,

**Call for Expression(s) of Interest (EOI) for a Nursing or Allied Health Professional for the Paediatric Neurology National Clinical Network Reference Group, New Zealand Child and Youth Clinical Network Program.**

The New Zealand Child and Youth Clinical Networks (NZCYCN) welcome expressions of interest from professionals to join the Neurology Reference Group (RG). We require people with a proven track record in Paediatric Neurology, who can contribute the RG.

Te Kāhui Mātāi Arotamariki o Aotearoa, The Paediatric Society of New Zealand has invested in Māori development and now has a Māori Director and a Programme Manager – Māori to support clinical networks to achieve this. Our strategic direction is to strengthen Te Tiriti partnership and ensure equity is a focus in the development of work plans. If you are a team player please put forward your interest. We welcome your application.

The aim of the Clinical Networks is to improve outcomes for pēpi, tamariki, rangatahi in the context of their whānau. Further information on the programme can be accessed via the [Neurology Clinical Network website](#).

**How do Networks work?**

Clinical Networks receive capped funding for administrative support and development from Te Whatu Ora to work collaboratively to improve the delivery of services to whānau in a range of settings. Work plans are developed by the RG, then approved by the NZCYCN Governance Group with outcome based deliverables. This may include practice guidelines/recommendations, whānau information (in conjunction with KidsHealth), education for health professionals and a range of other activities based on best evidence.

Clinical Networks include people from a range of health professional disciplines and community members relevant to the area of interest. Ideally, we have representation from across the motu.

**How often does the RG meet?**

Clinical Reference Groups will decide what suits them best. However there are likely to be at least four meetings a year. This usually includes one face-to-face day meeting. The mahi of the group often requires collaboration during the year in other ways.

The Terms of Reference (TOR) provide an overview of governance and the responsibilities of the RG. The current document is [attached](#).

“Tamariki in Aotearoa flourish in health and wellness”

### **Application process & timeline**

If you have an interest in Neurology, we encourage you to apply by submitting a brief application letter outlining your experience and relevant skills. Please submit your application to the NZCYCN Support Administrator, Kat Kirchmann, by 5pm on Monday, 31 March 2025.

Please send your application via email to Kat Kirchmann, NZCYCN Support Administrator, at [kat.kirchmann@paediatrics.org.nz](mailto:kat.kirchmann@paediatrics.org.nz).

Ngā mihi nui,

Lynette Sadleir  
Chair, Neurology Network Reference Group

“Tamariki in Aotearoa flourish in health and wellness”



**The Paediatric Society of New Zealand**  
**Te Kāhui Mātai Arotamariki o Aotearoa**

## **New Zealand Paediatric Neurology Clinical Network Terms of Reference**

### **Purpose**

The New Zealand Paediatric Neurology (PN) Clinical Network (CN) is a national multi-disciplinary network of clinicians involved in the care of New Zealand infants, children and young people with neurological disorders. It aims to facilitate the delivery of consistent, equitable and quality health care which results in the best possible outcomes and quality of life for tamariki and their whānau.

### **Role**

The network will provide clinical leadership to New Zealand health care professionals, working across community, primary, secondary, tertiary and quaternary services. The goal is that clinicians involved in the care of children with neurological disorders will be engaged with the network, connected with each other, medically competent, provide consistent equitable care and feel supported. The connections will be within, and across, disciplines and disorders.

The network will provide advice on neurological service and care to the Paediatric Society of New Zealand (PSNZ), the Ministry of Health (MoH) and Te Whatu Ora. It will provide oversight of the provision of services for children and young people with neurological disorders.

This will be achieved by:

- Identifying and prioritising gaps and inequities in diagnosis, care and outcomes of neurological disorders
- Developing strategies to address these gaps and inequities
- Implementing these strategies
- Measuring the impact of the strategies

We will:

- Facilitate the professional development of clinicians with regard to paediatric neurological disorders
- Contribute to the development of educational materials for children and their families
- Promote a nationally co-ordinated and consistent approach to paediatric neurology investigations and care delivery
- Develop treatment guidelines and service standards
- Provide expert clinical advice on service improvement and service development
- Advocate for resources to be directed towards children with neurological disorders
- Contribute to policy related to care for children with neurological disorders



## Scope

The scope of the PNCN encompasses:

- Children and youth up to 15 (and when appropriate 18) years of age with neurological disorders, and their whānau.
- Acute and chronic paediatric neurological disorders including but not limited to neuromuscular, seizure, headache, movement, and intellectual disorders.
- Clinicians (medical, nursing, allied health) involved in the care of paediatric neurological disorders
- Services provided in primary, secondary, tertiary and quaternary health care settings for paediatric neurological disorders
- Service providers of paediatric neurological disorders (Te Whatu Ora, MoH)

The PNCN will aim to work in partnership with consumer groups and NGOs involved in supporting children and youth with neurological disorders, and their whānau.

The PNCN is supported by a Clinical Reference Group (CRG) with a Chair.

## CRG Membership

The CRG will comprise of recognised experts and clinical leaders in neurological care. In addition to clinicians, membership may include other relevant key sector management and non-government neurological care organisation representation.

- Up to 6 members will be selected based on clinical experience in neurological care, professional discipline represented and geographic location.
- The intention is for the CRG membership to be reflective of the multidisciplinary approach to neurological care and broadly represent the geographic regions of NZ and the spectrum of primary to quaternary care. It would also be desirable for the CRG to have Māori and/or Pacific representation.
- The CRG to be chosen from professionals responding to an Expression of Interest request.
- The Chair of the PSNZ will appoint the Chair of the PNCN.
- The term of the Chair and CRG members will be 3 years.

## Communication, Meetings and Website Resources

- The CRG will hold regular online meetings
- The majority of contact and discussion will be via e-mail.
- There is an expectation that members will review requests in a timely manner
- Face to face meetings will be arranged as the need arises
- Meetings will be supported by the PSNZ management team
- A quorum for a formal meeting will require 50% of members
- The PNCN will provide resources and information for health professionals on the NZCYCN web site (<https://www.starship.org.nz/for-health-professionals/new-zealand-child-and-youth-clinical-networks/>) and follow the agreed process for the submission of this material



- The PNCN will provide content for and review of parent information on the KidsHealth website (<https://www.kidshealth.org.nz/>)

### **Accountability and Reporting**

- The CRG is accountable to the PSNZ.
- Reporting will be by the Chair supported by the PNCN facilitator

### **Roles and Responsibilities**

The Chair and CRG members will not disclose confidential information or make media statements on matters relating to the PNCN without the prior approval of the whole CRG and Chair.

a) The Chair for the CN will be responsible for:

- Providing clinical leadership and support for the CRG and PNCN
- Acting as spokesperson for the CRG and PNCN
- Developing an annual Work Plan, with the CRG, for approval by the PSNZ
- Reporting to the MoH through the PSNZ on progress of the Work Plan
- Providing oversight of the work programme, including monitoring of performance
- Convening individual work streams to address specific issues, as required
- Managing meeting processes

b) CRG members will be responsible for:

- Participating and contributing to CRG meetings
- Supporting the Chair
- Providing input into the annual Work Plan
- Providing expert advice to work stream activity
- Providing leadership for work stream activities
- Engaging and supporting other members of the PNCN to lead and participate in work stream activities

c) PNCN Facilitator will be responsible for::

- Supporting the Chair and CRG members
- Participating and contributing to CRG meetings
- Providing administrative support for meetings and work stream activities
- Coordination and support for the development of the annual work plan
- Coordination and support for agreed communication/information processes

### **Review**

These Terms of Reference will be reviewed by the CRG every 3 years