

Friday 5 December, 2025

Kiā ora tātou,

RE: Call for Expression of Interest for the Newborn Clinical Network – Homecare Discharge Specialist

On behalf of the Newborn Clinical Reference Group (CRG), we would like to share this call for Expressions of Interest (EOI) for health care professionals who have experience in neonatal discharge planning and / or home care.

We have a focus on strengthening our equity lens so experience working within Māori and Pacific communities would be valued. If you are interested in being a member of a group that provides national quality improvement for pēpi and their whānau please express your interest by email.

The aim of the Networks are to improve outcomes for pēpi, tamariki, rangatahi in the context of their whānau. Further information on the program can be accessed via the NZCYCN's website:
<https://www.paediatrics.org.nz/our-work/nz-child--youth-clinical-networks/newborn>.

Applicants should align with the Paediatric Society of New Zealand (PSNZ) strategy. Te Tiriti o Waitangi provides overarching guidance, supported by interconnected themes to improve equity, strengthen partnership and connectiveness, and build a culturally responsive workforce that has the skills and resources to support nationally consistent model of care, standards of practice, and quality of service. The full PSNZ strategic plan can be found here: <https://www.paediatrics.org.nz/about/our-strategy>.

The CRG meets approximately 4 times per year. This usually includes three short meetings by teams and one Face-to-Face day meeting; usually either in Wellington or Auckland. The Terms of Reference (TOR) provide an overview of governance and the responsibilities of the functions expected from the CRG and are attached to this document. We recommend you discuss submitting your application with your manager so that you receive time to attend the Face-to-Face meetings. All transport costs and expenses associated with travel are funded.

If you are interested in joining the Newborn CRG and/or would like to be involved in projects within this Clinical Network please share your interest with us in an email. This is an exciting opportunity to influence the coordination of whānau centred models of care. If you require further information, please ask. First point of contact is kat.kirchmann@paediatrics.org.nz.

Please send your EOI to Kat Kirchmann, Clinical Network Support Administrator
(kat.kirchmann@paediatrics.org.nz) by Friday 13 February, 2026.

Ngā mihi nui,

Malcom Battin
Chair - Newborn Clinical Reference Group

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NZCYCN Newborn Clinical Network

Terms of Reference

Purpose and Role

To establish a national multi-disciplinary network that will support clinicians working across primary, secondary and tertiary services to deliver high quality, cost effective and integrated newborn treatment programmes for babies and their whānau. The aim of the New Zealand Child & Youth Newborn Clinical Network (NZCYCN) is to provide clinical leadership in the development and maintenance of a sustainable nation-wide, clinical service for newborns as close to home as is practicable.

This will be achieved by a multi-prong approach with the appointment of a national, multi-disciplinary Clinical Reference Group (CRG) supported by clinical leaders from medical, nursing and allied health professionals. The CRG will provide advice on service and treatment issues to The Paediatric Society of New Zealand / Te Kāhui Mātai Arotamariki o Aotearoa (PSNZ), the NZCYCN Programme's Advisory Group and Ministry of Health (MoH).

In particular, the Clinical Network (CN) will:

- advocate for the provision of equitable high quality newborn care in New Zealand
- foster and refine the system for the provision of a nationally coordinated newborn service providing continuity of care
- inform service planning for MoH by up-to-date update service specification
- initiate the development of a nationwide system for the monitoring and auditing of services to inform continuous quality improvement
- liaise with national and international bodies with relevance to newborn care
- encourage co-ordination of workforce education and development programmes
- advocate for preventative programmes
- develop national practice guideline for a variety of neonatal conditions

CN Scope

The scope of the CN encompasses all health care settings (community, primary, secondary and tertiary) and organisations where newborn care and related services are provided for babies and their whanau, throughout New Zealand.

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The CN will develop strong alliances with key services providing newborn care including primary care organisations, neonatal and allied services and other relevant services and organisations. Linkage with the New Zealand Maternal Fetal Medicine Network (NZMFMN), Te Kāreti o ngā Kaiwhakawhānau ki Aotearoa | New Zealand College of Midwives and Well Child/Tamariki Ora providers are identified.

The **CN** will be characterised by:

- service delivery occurring as close to where new-borns live wherever possible
- advising on workforce distributed across all Te Whatu Ora Health New Zealand regions
- adding value to services through improved links, supported by a multidisciplinary network that is committed to identifying and adopting quality improvement practices; strives to achieve consistency service delivery through agreed standards; the promotion of clinical leadership; developing training opportunities; the sharing of information; development of key performance indicators; and the promotion of audit and evaluation tools

The CRG Appointment Process

The appointment process for the members of the CRG and the Chair will be as follows:

- The network will review membership annually
- The intention is for the CRG to be reflective of a multi-disciplinary approach to newborn care and broadly represent the geographic regions of New Zealand
- The CRG will ideally include representatives from a variety of areas that may include:
 - Neonatal Paediatricians from the 6 level 3 units (including shared role as required)
 - Nurse Unit managers from the 6 level 3 Units (including shared role as required Paediatricians with an interest in neonatal care from level 2 units)
 - Level 2 nurse representative
 - Australian and New Zealand Neonatal Network (ANZNN) L3 and L2 representative (if they are not already included)
 - Nurse Practitioner / Clinical Nurse Specialist advanced neonatal practice
 - Neonatal nurse education
 - Neonatal Discharge facilitator / Community Services nurse
 - Lived experience representative (community interest/support groups)
 - Māori and Pacific health providers (if not included already)
 - The group can co-opt onto the group:
 - Midwifery representatives
 - Obstetric and MFM specialists
 - University / research representative
 - Well child Providers
 - Allied Health
 - Dieticians
 - Pharmacy
 - Neonatal Social workers
 - Neonatal Physiotherapist/ developmental therapists
 - Consumers / lived experience
- The CRG Chair will be nominated by the CRG

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Communication, Meetings and Website Resources

The CRG communication process and meeting schedule is as follows:

- Most of the contact within the CRG will be via e-mail/Teams or Zoom
- There is an expectation that members will review requests in a timely manner, i.e., urgent e-mail correspondence will be responded to within two working days and non-urgent will be responded to within five working days
- Meetings will be held up to four times per year by video/teleconference (Zoom) and face-to-face. These meetings will be supported by the NZCYCN Operational Support Manager. The agenda will be circulated at least five days prior to meetings. Minutes will be circulated no later than a fortnight following the meeting date
- The work plan and annual face-to-face agenda will be distributed to the NZCOM and Child Health Managers' Group and as need arises
- A quorum for a formal meeting will require 50% of members + 1
- The CN will contribute articles to the NZCYCN's publication CYNNet as relevant
- The CN will provide resources and information on the NZCYCN website (<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 CN will provide support for the updating of parent information on the KidsHealth website (<https://www.kidshealth.org.nz/>)

Accountability and Reporting

The CRG is accountable to the NZCYCN for:

- Quarterly reporting will be by approved by the Chair
- Quarterly reports will be forwarded to the NZCYCN Operational Support Manager in a timely manner
- Minutes of meetings may be recorded for reference as needed for documenting minutes

CN Roles and Responsibilities

The **CRG members** will be responsible for:

- Actively participating and contributing to meetings, processes and tasks of the CN
- Supporting the Chair and Project Coordinator
- Providing advice from their areas of expertise to other CN members including:
 - providing timely response to requests for information and advice from other CN members
 - reporting back to their own organisations and related organisations on CN activities
 - not disclosing any confidential information or making media statements on matters relating to the CN without the prior approval of the and pertaining to PSNZ media requirements

The **Chair** for the CN will be responsible for:

- Providing clinical leadership, advice and information for newborn services
- Developing an annual work plan for the CN, with the CRG input and presented for approval by the MoH team reporting to the MoH through the PSNZ's another word here instead of? on the "Tamariki in Aotearoa flourish in health and wellness"

implementation, work in progress and achievements of the deliverables outlined in the annual work plan

- Providing oversight of the work programme including monitoring of agreed deliverables and key performance indicators
- Acting as spokesperson for the CN
- Managing meeting processes with Project Coordinator
- Convening individual work streams to address specific issues, as required
- Liaising with and developing integrated programme(s) with Te Whatu Ora Health New Zealand and primary care sector and consumer groups
- Advising on the provision of treatment and making recommendations on any changes in support of quality improvement activities
- Working closely with the NZCYCN Operational Support Manager to develop a sustainable, cost-effective national CN

The Project Coordinator will provide support to the CN including:

- Providing administrative support to CN meetings through distribution of the agenda and recording of the minutes
- Oversight of business rules and financial matters
- Coordination and support for the development of the annual work plan
- Coordination and support for agreed communication/information processes
- Support the project management of specific projects as per agreed CN annual work plan

The **CRG's** tasks are to:

- Collaborate with other relevant organisations; includes but not limited to the MoH representatives; the relevant PSNZ Special Interest Group(s); the NZMFMN and Perinatal Maternal Mortality Review Committee (PMMRC)
- The Terms of Reference will be reviewed by the CRG biennially.
- Make recommendations on quality improvement activities that are reviewed at each meeting
- Regularly review current service provision identify gaps in service provision and communicate this to MoH in a timely manner
- Regularly review cot and capacity requirements, nursing workforce training and education requirements and advice MOH about any specific requirements
- Identify and liaise with national and international bodies with relevance to newborn services
- Provide advice on equipment issues and the potential for bulk purchase opportunities and convey this information to relevant stakeholders