

Texas Center for Nursing Workforce Studies Advisory Committee (TCNWSAC) Task Force Charter

Task Force Name: Will be dependent on project. Current Task Forces include: Hospital Nurse Staffing Study Task Force, Long Term Care Nurse Staffing Study Task Force, Home Health and Hospice Care Nurse Staffing Study Task Force, and the Texas Governmental Public Health Nurse Staffing Study Task Force

Purpose: The purpose of TCNWSAC Task Forces is to assist in the implementation of TCNWS projects. Task Forces will be comprised of advisory committee members as well as external subject matter experts from the various regions across the state in order to provide a wide array of knowledge, experience, and geographical representation to help guide the development and implementation of TCNWS projects.

Scope: Task Forces are charged with the following:

- Providing input on the content and format of survey instruments, operational definitions, and cover letters
- Identifying opportunities and new methods of marketing the survey to increase participation
- Reaching out to potential participants via personal phone calls, emails, and other methods
- Providing input on the content and format of data reports
- Propose recommendations related to survey data and subject matter to the advisory committee

Membership:

- Task Forces should be chaired by a member of the advisory committee
- Remaining members should be subject matter experts for the relevant project and can be identified by the Task Force chair or other advisory committee members

Roles and Responsibilities of Members:

- **Members**
 - Serve as representative of the region or characteristic being represented (ex. Representative for the North Texas region or representative for rural hospitals)
 - Encourage participation in survey
 - Assist with marketing survey through phone calls, emails, announcements through personal contact lists or organizational distribution lists
 - Provide subject matter expertise on survey instrument and materials
 - Serve as beta-tester or identify entities to beta-test survey
 - Provide review and feedback on reports of findings
- **Chair**
 - In addition to all of the above, serve as liaison between advisory committee and Task Force
 - Lead Task Force meetings

Conduct of meetings:

- The schedule of meetings is as follows:
 - Before survey implementation
 - Initial meeting – to review and discuss drafts of survey instrument and related materials as well as to discuss survey marketing strategies
 - Follow up emails or conference call – Any outstanding issues from initial meeting may be resolved through follow-up emails or a conference call
 - During survey implementation
 - TCNWS staff will send out email updates on a bi-weekly basis
 - After survey closes
 - Conference call to review and discuss drafts of reports
- The initial meeting of each Task Force may be held in person. Task Force members will need to be able to assume the cost of traveling to Austin in the case of an in-person meeting.
- All subsequent Task Force business may be held via teleconference and email communication.

Decision Making Method:

- Decisions made by the Task Force will be reached by majority rule.