



CASN Canadian Nurse Educator Interest Groups

Mandate and Scope

The CASN Canadian Nurse Educator Interest Groups provide a forum for the national exchange of ideas and information; create opportunities for collaboration within a community of nurse educators; and, support quality promotion of a specific area of nursing education.

CASN Nurse Educator Interest Groups:

- strengthen the voice of nurse educators and build a specialty-/interest-focused base among nurse educators;
- participate in a forum for knowledge translation and idea exchange to raise awareness and call attention to practice issues, current trends, evolving challenges and successes in the area of interest;
- share resources and tools pertaining to the specific area of interest;
- foster capacity among faculty in Canadian schools of nursing in the specialty/interest area by participating in on-going relevant conversations, offering webinars, presentations, and talks on topics of interest;
- explore potential collaborations, such as joint initiatives, research projects, and publications; and
- Prepare an annual report to CASN Council.

Membership

Each Interest Group will have a renewable one-year membership.

- The Interest Group must have a minimum of 10 members.
- The Chair will be elected from within by the group members, and serve for a two-year term, renewable once (for a total of four years).
- A Secretary will also be elected from within for a one-year term (renewable), to provide the service of record keeping (e.g., minute-taking) and to complete tasks as required by the group.

Activities

Members may select one or more key issues where concerted group action may be valuable. Examples of common Interest Group activities are listed below. Please note that activities are optional and undertaken at the discretion of the Interest Group members. Interest Groups, however, are not required to undertake an activity and may meet for discussion and exchange of ideas.

- Share information and practices in a key area within the group
- Create an article to heighten visibility, celebrate successes, and advance knowledge around key areas
- Plan a webinar to deepen understanding of critical issues and engage in national discussions on hot topics (limit of 1 per year)
- Collaborate on abstracts or presentation development Collaborate on a joint project or publication

Meetings

In order to advance these activities, Interest Group meetings will be supported by CASN four times per year as follows:

- Meeting # 1: Early fall
- Meeting # 2: Late fall
- Meeting # 3: Winter
- Meeting # 4: Spring

Meetings will take place virtually using Zoom.

CASN Support

CASN provides the following support to Interest Groups as needed:

- **Registration:** CASN maintains an up-to-date registration list for each Interest Group, including the Chair(s) and Secretary (Secretaries) of each group.
- **Records:** CASN maintains records of any documents produced by the Interest Group for future reference (e.g., Agendas, Minutes, newsletter articles, webinar recordings, etc.)
- **Meeting organization and platform:** CASN will organize up to four Interest Group meetings in communication with the Interest Group Chair(s) and Secretary (Secretaries), and it will provide a Zoom link to all Interest Group members. It is the responsibility of the membership to run meetings, identify agenda items, and take minutes.
- **Webinar organization and platform:** CASN creates a registration page, provides a platform for, records, and shares webinars organized by the Interest Groups. CASN provides technical support during the live webinar. Please note that each Interest Group may organize one webinar per year. It is the responsibility of the

- Interest Group to create content and submit all content according to CASN timelines (6-8 weeks prior to the webinar, depending on time of year).
- **Newsletter posts:** CASN circulates Interest Group articles or other publications in the monthly CASN newsletter. It is the responsibility of the Interest Group to create content, submit according to newsletter timelines, and include the publication disclaimer (**see below**). Please note that each Interest Group may submit one publication to the newsletter per year.
 - **File sharing:** CASN will set up a Google Drive folder for the Interest Group. It is the Interest Group's responsibility to access and maintain the documents in the folder.

Publication Disclaimer

Any publication use of the CASN name (including reference to the name of any CASN Interest Group) by the Interest Group must be submitted to CASN for review and approval. Please send any queries or materials to education@casn.ca.

Publications must also include the following disclaimer:

***The views and opinions expressed by the members of the Nurse Educators Interest Groups (CASN) do not necessarily reflect the views of CASN.

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