

Heart Rhythm New Zealand

TERMS OF REFERENCE

Background

Heart Rhythm New Zealand (HRNZ) is an integral part of the Cardiac Society of Australia and New Zealand (CSANZ). It was formerly known as New Zealand Pacing and Electrophysiology Group (NZPEG). HRNZ is increasingly required to provide advice to the Society on a range of professional issues. As such the members of HRNZ have recognized a need to develop a more structured approach to the organization and management of the interests of the group. Both the HRNZ and the CSANZ have recognized the need for greater interaction and to formalise the relationship between these groups. The chairperson of HRNZ is now included as an ex-officio member of the NZ Regional Committee of CSANZ.

Aims of HRNZ

- To be a forum for those whose major interests include cardiac arrhythmias, electrophysiology and cardiac rhythm devices
- Foster excellence in both the practical and academic aspects of these areas.
- Disseminate knowledge in an open, objective and transparent manner ultimately for the benefit of patients undergoing treatment for rhythm problems.
- Provide a forum that facilitates interaction, research and collaboration between clinicians, scientists and other interested groups involved in all aspects device and EP work.
- Act as an expert advisory group to the NZ Regional Committee of the CSANZ.

Guiding principles

- Quality and safety for patients and members.
- Patient-focused services with a commitment to ongoing improvement and delivery of safe, high quality, evidence based, outcome-focused care delivered by trained, competent clinicians.
- Engaging clinicians and supporting a consultative forum.
- Encourage research, audit and quality improvement activities
- Stewardship of the discipline as it is practiced in New Zealand.

Scope of practice of HRNZ

The scope of HRNZ will be to advise the New Zealand Regional Committee and The Electrophysiology and Pacing Council of CSANZ in the following areas:

- 1) Clinical Practice
Guidelines for training and maintenance of competence for clinicians in NZ (Note: this does not include credentialing which remains the preserve of individual DHBs/Departments)
- 2) Education & training
 - Contribute to the organization and running of educational meetings.
 - Organise the Satellite Meeting at the New Zealand Regional Annual Scientific Meeting of the CSANZ
- 3) Research
Foster networking opportunities for collaborative research.
- 4) Other matters pertinent to the practice of electrophysiology and implanted cardiac rhythm devices

Naming of Heart Rhythm New Zealand

The name of the Heart Rhythm New Zealand shall be retained.

Application Procedures

- Membership of HRNZ is open to existing Members of the CSANZ who have expertise in the field of electrophysiology and cardiac rhythm devices.
- New members must be nominated by 2 members of HRNZ.
- Applications for Membership of HRNZ will be reviewed by the Chair to ensure the applicant meets the requirements of membership.
- Applications must include a current CV and documentation of training and completion of appropriate qualifications that meets the requirements of the CSANZ.
- Applications will be ratified by the voting membership at business meetings of HRNZ.

Membership Categories and Requirements

Members of HRNZ must be current members of CSANZ. Membership status will reflect that of the CSANZ, i.e. Fellow, Associate or Affiliate status. No additional honorific is provided by membership of HRNZ.

Executive Membership Categories and Requirements

- The members of HRNZ will elect a Chair for a 3 year term at its AGM. Nominations for the Chair from the Members will be called for at the AGM. If more than one nomination is received, a vote will be held at the AGM. The vote is carried by a majority decision.
- The Chair may form a committee to deal with specific issues relating to HRNZ. Such committee should be representative of the membership of HRNZ.
- The quorum necessary for the transaction of the business of HRNZ shall be 10 voting members including the Chair (or nominee).
- The Chair of HRNZ will rotate on a 3 yearly basis and also will sit as a member of the CSANZ EP and Pacing Council for the duration of his/her term of office.
- The Chair of HRNZ is included as a member of the NZ Regional Committee of CSANZ (ex-officio)
- The Chair will either represent or nominate a deputy to represent HRNZ at meetings such as CSANZ Councils, Ministry of Health or DHB groups (e.g. NHC, Pharmac etc) and international bodies (e.g. APHRS) as requested and required.

Relationship to EP Council and affiliated bodies

Minutes:

Minutes will be recorded and verified as correct at each meeting.

Recording and dissemination of the minutes will be the responsibility of the Chairman.

Verified minutes of the meeting will be distributed to the members of HRNZ and the New Zealand Regional Committee of CSANZ.

Attendance:

The Annual General Meeting will be held in conjunction with the New Zealand Regional Meeting each year.

Update of Terms of Reference:

The Terms of Reference may be reviewed annually to ensure that they continue to reflect contemporary needs of HRNZ and the policies of the CSANZ. Changes to the Terms of Reference will need to be endorsed by the Chair.