



EDUCATION ADVISORY COUNCIL

PURPOSE: Provide oversight of all education endeavors within the DNA and insure compliance with American Nursing Credentialing Center (ANCC) guidelines. The committee goal is to increase the competency of nurses caring for dermatology patients by ensuring that DNA members can obtain quality educational programs through multiple venues that enhance the practice of dermatology across the continuum of care, from pediatrics to geriatrics, from clinical practice to surgical practice, including phototherapy, patch testing, cosmetic dermatology and other specialty areas of dermatology.

COMMITTEE MAKEUP:

- 1 Chair
- 1 Incoming Chair
- 6-10 members
- Director of Education

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Work with Director of Education to increase personal knowledge of ANCC guidelines to improve DNA's adherence to ANCC criteria.
2. Serve as nurse planners or content experts on DNA activities per ANCC guidelines.
3. Complete ANCC documents as nurse planners and/or content experts per ANCC standards.
4. Ensure that AANP credit is obtained in all programs where applicable.
5. Develop assessment survey tools of educational needs of members and other target audiences as needed.
6. Analyze data obtained and utilize data to direct educational endeavors through various venues, such as annual conventions, chapter meetings and web based programs.
7. Conduct outcomes surveys to monitor behavioral changes of conference participants as a result of the educational programs.
8. Review potential educational programs available from other vendors and make recommendations for making available to DNA members.
9. Contribute to the development and implementation of the goals for the DNA as appropriate.
10. Participate in projects initiated by the Director of Education, the DNA Board of Directors or the DNA staff.
11. At least one member of the committee will serve on the Planning Committee for the annual convention.

DUTIES AND RESPONSIBILITIES OF CHAIR

1. Develop meeting agendas with input from Director of Education
2. Call and conduct meetings.

3. Provide input, advice and direct committee members in making decisions that are in the best interest of the DNA.
4. Coordinate committee's planned programs and activities.
5. Ensure that minutes are recorded for all committee meetings and distributed to committee members.
6. Ensure that signed minutes are forwarded to DNA office for permanent records.
7. Ensure that information is free flowing and well communicated to committee members, always maintaining discretion and confidentiality as needed.
8. Assign tasks to committee members.
9. Responsible for communications between members of the EAC, the Director of Education, the Board of Directors, and DNA staff, including changes in membership.
10. Report committee decisions, business and progress to Board of Directors through the Board liaison. Provide written reports to the Board prior to Board meeting and upon request.
11. Mentor incoming chair and committee members to ensure smooth transition and maintain committee endeavors.

DUTIES AND ROLE OF INCOMING CHAIR

1. Take minutes at committee meetings.
2. Forward approved minutes to DNA headquarters for permanent record keeping.
3. Work with Chair to set agenda.
4. Fill in as Chair, if Chair is unable to attend meeting.

TIME COMMITMENT

1. Approximately 1-2 hours a week on committee related work.
2. One hour monthly meeting via telephone conference.
3. Membership on the committee will continue for a 2 year period unless the member resigns or does not participate for a period longer than 3 months. Terms may be renewed after consideration by the member and the Director of Education.

REQUIREMENTS AND SELECTION OF CHAIR AND COMMITTEE MEMBERS

1. Access to a computer and available to participate in discussions via e-mail, phone and other communication mediums and meet at annual convention, if in attendance.
2. Members must be DNA members with a BSN or higher degree in nursing.
3. Interest in ensuring quality education to all DNA members.
4. Experience in the development of continuing nursing education activities preferred.
5. DNC/DCNP preferred.
6. Chair and chair elect are 2 year roles and should be filled by a member who has at least 2 years experience on the committee. These roles should be determined by the committee with input from the Director of Education.