



PROGRAM PLANNING COMMITTEE

PURPOSE: Assessment, planning, implementation and evaluation of the educational program presented at the Annual Convention of the Dermatology Nurses Association.

COMMITTEE MAKEUP

- 1 Chair
- 1 Incoming Chair
- NP Forum Chair(s)
- 6 Members

DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Review previous annual program evaluation forms to identify issues or problems.
2. Request input from Education Advisory Council and Board of Directors on program Suggestions.
3. Attend 2-3 day program planning committee meeting.
4. Develop program content based on identified membership needs and principles of adult learning in accordance with ANCC-COA criteria.
5. Request abstracts and curriculum vitae from identified potential speakers.
6. Review any potential speaker conflicts of interest and decide on any action needed with the Director of Education.
7. Submit all necessary information required for the printing of the program flyer and booklet.
8. Obtain/secure necessary moderators and monitors.

DUTIES AND RESPONSIBILITIES OF CHAIR

1. Develop the goals and objectives of the annual convention.
2. Serves as the Nurse Planner for the annual convention and ensures adherence to ANCC criteria, with assistance of the Director of Education.
3. Monitor and coordinate the review of all incoming abstracts for appropriate and pertinent speakers.
4. Complete the Provider Planning Document required for the program to receive ANCC contact hours.
5. Ensure that AANP credit is obtained in all programs where applicable.
6. Review the convention budget with the Executive Director, Treasurer and Meeting Manager as required to meet budget specifications and projections.
7. Submit a report regarding the upcoming convention to the FOCUS newsletter and the Journal of the Dermatology Nurses' Association (JDNA) by each report deadline.
8. Review program flyer and booklet materials prior to printing
9. Confirm speakers and ensure speakers are informed regarding program schedule and expectations.
10. Responsible for ensuring that all ANCC documentation is completed by speakers.

11. Ensure the mailing of speaker thank-you letters and evaluation summaries following the meeting.
12. Apprise the Executive Director and Meeting Manager of all communications with corporate members and other medical industry representatives. Written correspondence to those individuals will be copied to the Executive Director, Meeting Manager, and others as directed by the Board of Directors.

TIME COMMITMENT

1. Attend annual conventions during committee participation.
2. Attend program planning committee meeting (1 hour) at convention.
3. Attend 2-3 day program planning committee meeting.
4. Monthly committee phone conferences.
5. Undetermined time to contact potential speakers, and collect all documentation from speakers.

REQUIREMENTS AND SELECTION OF CHAIR AND MEMBERS

1. The President-Elect will appoint the Incoming Program Chair and obtain approval from The Board of Directors. The Incoming Chair will assume the role of Program Planning Committee Chair during the same year that the President-Elect assumes the role of President.
2. At least a BSN is required. A graduate degree or higher is preferred as long as either the bachelors or graduate degree is in nursing.
3. Prior experience in learners' needs assessment and program development, Implementation and evaluation is required.
4. Committee members are selected by the President.