

**HEALTH POLICY ADVOCACY & SCANNING COMMITTEE  
(Chair and Committee Member Role Description)**

**PURPOSE AND OBJECTIVES:**

**To promote awareness within the DNA regarding issues and concerns in the arena of Health Policy and Advocacy that assists DNA and its members in achieving the strategic goal of effectively advocating for members, patients, and the public by:**

1. Increasing membership involvement and understanding in health policy and advocacy efforts.
2. Acting as a resource for information on issues related to health policy and advocacy.
3. Working with members to investigate, consider, report, and act on advocacy issues in accordance with DNA's Strategic plan.
4. Facilitate membership awareness, discussions, and activities.

**To promote awareness of trends and opportunities in Dermatology and Dermatology nursing by:**

1. Gathering information of the organization's internal and external environment.
2. Determining factors that can influence the future and direction of the organization.
3. Defining potential threats, trends, events, opportunities that are important to the organization.

**REQUIREMENTS AND SELECTION OF CHAIR AND COMMITTEE MEMBER:**

- A. Chair must be a DNA member in good standing. DNC or DCNP preferred.
- B. Chair to be appointed by the president for a 2-year term. One co-chair.
- C. The Board has the right to extend term limits at their discretion.
- D. 8-10 committee members to be appointed by the DNA President and Chair with recommendations and approval from the Board of Directors, or on a volunteer basis with approval by the chair. Members should include community of dermatology professionals such as NPs, RNs, MDs, PAs, medical assistants, industry and other interested, invested members.

Committee members must have knowledge/interest in legislative/nursing issues and trends in dermatology and be available to participate in discussions via email, phone and other communication mediums and meet at the annual convention if in attendance.

**Skills Preferred:**

- A. Some skill or interest in obtaining expertise and knowledge related to lobbying, the political process and nursing issues.

- B. The skills to communicate complex issues to the DNA constituency for the purpose of decision-making.
- C. Competencies in building support for public policy decisions in a healthcare culture of multiple needs.
- D. Ability to develop relationships and the capacity at all levels to work effectively with people to achieve shared vision, to build effective interpersonal relationships, engage and empower others, and to enable the best of what is possible through human interaction.
- E. Is flexible, adaptable, and creative as the context continually changes, and is able to work with paradox and tension.
- F. Ensures that beliefs and values are always focused on the betterment of society and have reconciled their own personal beliefs and values with those of others and/or their organization.

**DUTIES AND RESPONSIBILITIES:**

- A. Serve a term of 1 year; may be re-appointed based on need and willingness to serve. Able to commit at least 2 hours a week to monitor communications and participate in initiatives.
- B. Develop a strategic plan of action for the HPASC, which is presented to DNA board for approval.
- C. Develop a budget for any items or potential needs of the committee. For example: Funding for committee members to attend key meetings.
- D. Determine most effective method to advocate for members and their patients that is in line with DNA resources and mission.
- E. Participate in Education on the value and scope of a government relations program to determine a feasible option for DNA.
- F. Prioritize relevant issues and develop key position statements on those issues.
- G. Communicate to the DNA membership regarding legislative issues and plans of action. Current issues may be identified in collaboration with American Academy of Dermatology (AAD), American Nurses Association (ANA), and other appropriate associations which are related to and affect Dermatology Nursing.
- H. Communication of pertinent information to DNA members will be done via the *FOCUS*, the *Journal of the Dermatology Nurses' Association*, and/or the DNA Web site.
- I. Develop resources on the DNA Web site that related to health advocacy and policy issues.
- J. Strengthen collaboration with partner agencies and other nursing organizations' legislative committees.

- K. Participate in nursing legislation action groups as appropriate and communicate key initiatives and outcomes to members.
- L. Submit a report for each Board of Directors meeting identifying current issues, plans of actions and outcomes of actions. Goals, strategies, progress, and outcomes should be identified in all board reports.
- M. Facilitate discussions, organize, develop, and meet committee goals.
- N. Develop meeting agendas, calls, and conduct meetings.
- O. Provide input, advice, and direct the council members regarding making decisions that are in the best interest of the DNA.
- P. Coordinate the committees plan programs and activities.
- Q. Recruit stakeholders/members that are needed to ensure adequate representation for the committee.
- R. The chair will ensure that the incoming chair-elect and committee members are properly mentored and oriented.
- S. Ensure that the minutes are recorded for all committee members and distributed to council members, and that minutes are signed and forwarded to the DNA office for permanent record.
- T. Facilitate excellent communication among committee members, always maintaining discretion and confidentiality as needed.
- U. Assign tasks to council members as appropriate.
- V. Report any changes in committee members to the national office by using appropriate forms and procedures.

**DUTIES AND RESPONSIBILITIES OF MEMBERS:**

- A. Identify and recruit any stakeholders that are lacking representation on the committee.
- B. Identify means for collaboration with other like organizations or industry partners.
- C. Identify prominent education trends, political trends, philanthropical trends, and technological trends within the field of Dermatology.
- D. Provide committee updates to the DNA members via newsletters, *FOCUS*, *Journal of Dermatology Nursing* and/or DNA website.

- E. Contribute to the development and implementation of the goals for the DNA, as appropriate and participate in projects initiated by the Dermatology Nurses' Association Board of Directors, or the DNA staff.
- F. Network and collaborate as needed with committee members and chairs within the DNA.
- G. Actively participate via meetings, telephone, and written communication.
- H. Conduct ongoing promotion and public awareness of the Dermatology Nurses' Association, the Nurse Practitioner Society of the DNA, and Dermatology nursing as a whole.