



# Committee Descriptions



# Committee Chair and Committee Member Role Description

DNA committees, advisory councils, and task forces are created by resolution of the DNA Board of Directors or by the President. Committees created by other means are not recognized by the DNA.

The DNA has “standing” committees. Those committees are:

Awards & Scholarships	Health Policy & Advocacy
Education Advisory Council	Membership
Environmental Scanning	Nominating
Financial Oversight	Program Planning

Other committees and task forces are also established to explore or evaluate specific issues and projects for the Board of Directors. The composition and number of committee members appointed is dependent upon the Board’s charge to the committee. Upon completion of the task or with a final report to the Board of Directors, the Board will determine the continuance of the committee.

## **ROLE DESCRIPTION: COMMITTEE CHAIR**

### **PURPOSE AND OBJECTIVES:**

- A. To work with committee members to investigate, consider, report or act on matters as assigned to them by the Board of Directors and commensurate with DNA’s strategic plan.
- B. To facilitate committee discussions and activities.
- C. To ensure goals and objectives of committee are achieved.
- D. To work closely with the National Office staff and the DNA board liaison.

### **REQUIREMENTS AND SELECTION:**

- A. Nurse member of DNA; DNC or DCNP preferred.
- B. Ability to facilitate discussion, organize, develop and meet committee goals.
- C. Appointed by the President, the Chairperson may remain in his/her role indefinitely based on satisfactory performance, willingness to serve, and the availability of volunteers fulfilling a Co-Chair role within the committee structure.
- D. Ideally, Committee Chairs will serve a two-year term with their first year functioning in the role as a Co-Chair.

### **DUTIES AND RESPONSIBILITIES:**

- A. Solicit and appoint qualified committee members with input of the DNA board of directors and consideration of geographic and professional diversity and specific skills / interests that lend themselves to a particular committee. Ideal committee size is a minimum of four and a maximum of nine members.
- B. Follow the strategic plan of action (goals, objectives and measurable desired outcomes) for the committee, which is developed by the DNA Board of Directors.
- C. Develop a budget for any items or potential needs of the committee. For example: funding for committee members to attend key meetings. Budgets are approved by the Board of Directors in the fall of each year.

- D. Serve as a role model for committee members, utilizing good communication and leadership skills. Support and communicate direction and decisions of the Board of Directors.
- E. Provide input, advice, and direct committee members in making decisions that are in the best interests of the DNA.
- F. Coordinate committee's planned programs and activities.
- G. Mentor and orient incoming chairs and committee members.
- H. Ensure that minutes are recorded for all committee meetings and distributed to committee members.
- I. Report to the Board of Directors committee's decisions, business and progress through the board liaison. Provide written reports to the Board prior to the board meetings and upon request.
- J. Ensure that information is free flowing and well communicated to committee members, always maintaining discretion and confidentiality as needed.
- K. Assign tasks to committee members, set meeting agendas, call meetings.
- L. Report any changes in committee members to national office.

## **ROLE DESCRIPTION: COMMITTEE MEMBER**

### **PURPOSE AND OBJECTIVES:**

- A. Committee members are officially delegated to investigate, consider, report or act on a matter as assigned to them by committee chair commensurate with the directives of the Board of Directors and DNA's strategic plan.
- B. To work within a defined scope of responsibility geared towards completing projects or tasks defined in the committee's strategic plan.

### **REQUIREMENTS AND SELECTION:**

- A. DNA member with appropriate qualifications needed for the task or the purpose of the committee to which they are assigned.
- B. Appointed by the Committee Chair with input from the DNA Board of Directors, or accepted via a volunteer process with the Chair's approval, for a term as designated by the requirements of the committee. Ideally, committee members will serve a two year term.
- C. Ability to communicate and work independently on projects.
- D. The number of committee members is at the discretion of the Committee Chair. The ideal committee size is a minimum of four and a maximum of nine.

### **DUTIES AND RESPONSIBILITIES:**

- A. Actively participate in the committee's work.
- B. Act in the best interest of the organization.
- C. Accept responsibility and accountability for assigned task or project.
- D. Commit necessary time and energy to assist the committee in reaching its goals and completing projects on time.
- E. Stay informed about committee matters.
- F. Prepare for meetings, and review and comment on minutes and reports.
- G. Utilize appropriate channels of communications reporting directly to the committee chair.
- H. Maintain constructive, collaborative and mutually respectful relations with other committee members.

# Succession Policy for Committees

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## **POLICY:**

To have in place a way of promoting/mentoring DNA members into leadership roles. Leaders of committees will continually promote the philosophy, purpose, and objectives of the Dermatology Nurses' Association and their respected committee.

## **PROCEDURE:**

- A. All Committee Chairs to be appointed by DNA President with the exception of those Committee chairs that are nominated (Nominating Committee) or are separately structured (ie NP Society). DNA President will appoint chairs during their President-Elect term.
- B. Committee Chair position will be structured the same as the DNA Presidential term with a Chair, Chair-Elect, and Immediate Past Chair. (Three-year term of ascendancy).
- C. Each Committee shall also have a Board liaison assigned to them to provide guidance and counsel regarding committee issues. Liaison will be appointed by DNA President.
- D. Members of committees shall serve a minimum one-year term on committee prior to seeking appointment to Chair-Elect position.
- E. DNA President-Elect will also consult with current Committee Chairs/Immediate Past Chairs on recommendations for upcoming Chair-Elect positions.
- F. Information regarding available Chair-Elect positions will be provided to current eligible committee members.
- G. Appointed Chair-Elect positions will be announced at the annual National Convention during scheduled committee meetings and to the general membership. All committee positions (Chair, Chair-Elect, Immediate Past Chair. & Committee Liaison) will also be posted following Convention via DNA media sources.
- H. Members of committees that are interested in being appointed for Chair-Elect position will inform incoming DNA President-Elect of their willingness of candidacy no later than three months prior to the National Convention.
- I. When there are two Co-chairs serving on a committee, one will rotate into the Immediate Past Chair position in the following year, and the other will rotate the year after that, thus each co-chair will serve 1 year as Chair-Elect, 2 years as Co-chair, and 1 year as Immediate Past Chair.

# AWARDS & SCHOLARSHIPS

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**PURPOSE:** To assist in reviewing and scoring applications for awards, grants, and scholarships annually. To promote awards, grants, and scholarships to the DNA members.

## **COMMITTEE MAKEUP**

2 Co-Chair positions

6 committee member positions

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBER**

1. Review and score appropriate applications using DNA provided scoring and assessment tools and record all results on Basecamp (web-based project collaboration tool for communication during scoring).
2. Participate in review and update of award criteria (bi-annually).
3. Provide feedback as necessary to Committee chairs.
4. Network and collaborate as needed with committee members.
5. Actively participate via meetings, telephone, and written communication.
6. Assume responsibilities as delegated by Committee Chair(s).
7. Attend committee meeting at convention, if present.

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE CO-CHAIRS**

1. Committee Chair(s) will serve as liaison between the committee and the Board of Directors and oversee the functioning of the committee.
2. Submit annual budget requests to the Board of Directors for issues/items/projects not already included in generalized budget.
3. Familiar with role description and policies pertaining to the Committee review and update policies and scoring tools as needed.
4. Facilitate, assign, and monitor the assessment and scoring of award, grant and scholarship applications annually, from September-December.
5. Submit award, grant, and scholarship recipients to the Board of Directors prior to candidate award notification.
6. Resolve any conflicts or outstanding issues in finalizing the candidate selection process.

## **TIME COMMITMENT**

- One hour new member orientation via conference call.
- Approximately 2-3 hours of application assessments and scoring, over a 2 to 3-week period (in late Fall).
- Approximately 2-3 hours to review and update award criteria (includes participation in 1-hour conference call)

## **REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS**

1. Access to a computer and availability to participate in discussion via email, phone and other communication.
2. Available to participate in assessment and scoring of applications yearly from September-December as needed. Members will meet at the annual conference, if in attendance.
3. Membership in the committee will continue for a three-year term unless the member does not participate in the committee activities.
4. Co-Chairs must be nurse members of DNA and must have the capability to facilitate discussion, organize, develop, and meet committee goals.
5. Co-Chairs are appointed by the President for a one-year term. Successive terms may be served.

# EDUCATION ADVISORY COUNCIL

**PURPOSE:** Provide oversight to all education endeavors within the DNA and insure compliance with American Nursing Credentialing Center (ANCC) guidelines. The committee goals 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 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 interests 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's decisions, business and progress to the Board of Directors through the Board liaison. Provide written reports to the Board prior to Board meetings and upon request.
11. Mentor Incoming Chair and committee members to ensure smooth transition and maintain committee endeavors

## **DUTIES AND RESPONSIBILITIES 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 a meeting.

#### **TIME COMMITMENT**

1. Approximately 1-2 hours per 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 Incoming Chair 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.

# ENVIRONMENTAL SCANNING

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**PURPOSE:** To promote awareness of trends and opportunities in the areas of Dermatology and Dermatology nursing.

## **COMMITTEE MAKEUP**

1 Chair

1 Chair-elect

1 or more members who will include community of dermatology professionals such as NP, MD, PA, nurse, medical assistants, industry, other (there is no limit to number of members)

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBER**

1. Identify and recruit any stakeholders are members that are lacking representation for the committee.
2. Identify means for collaboration with other like organizations or industry partners identify prominent education trends, political trends, philanthropical trends, and technological trends within the field of Dermatology.
3. Provide committee updates to the DNA members via newsletters or the Journal of Dermatology Nursing.
4. 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.
5. Network and collaborate as needed with committee members and chairs within the DNA.
6. Actively participate via meetings, telephone, and written communications.
7. Conduct ongoing promotion and public awareness of the Dermatology Nurses' Association, the Nurse Practitioner Society of the DNA, and Dermatology nursing as a whole.

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE CHAIR**

1. Facilitate discussions, organize, develop, and meet committee goals.
2. Develop meeting agendas, call and conduct meetings.
3. Provide input, advice, and direct the council members in regard to making decisions that are in the best interest of the DNA.
4. Coordinate the committees plan programs and activities.
5. Recruit stakeholders\members that are needed to ensure adequate representation for the committee.
6. The chair will ensure that the incoming chair elect and committee members are properly mentor word and oriented.
7. 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.
8. Facilitate excellent communication amongst committee members, always maintaining discretion and confidentiality as needed.
9. Assign tasks to council members as appropriate.
10. We were any changes and committee members to the national office but using appropriate forms and procedures.

## **TIME COMMITMENT**

- Attend phone conferences approximately once quarterly for one hour.
- Facilitate and engage in conversation within basecamp approximately once or twice monthly, more as needed if projects are undertaken.

## **REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS**

### **CHAIR**

1. The chair is appointed by president of the DNA.
2. The chair must be a member of the DNA in good-standing



## **MEMBERS**

1. Committee members are selected by the president and the chair.
2. Recommendation is that all levels of membership are represented on the committee and that there is at least one member from industry, one is a physician, and one is an international professional.
3. Members of the committee are not required to be DNA members.
4. DNC/DCNP status should be considered when selecting RN/NP members.

# FINANCIAL OVERSIGHT

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**PURPOSE AND OBJECTIVES:** The purpose of the Financial Oversight Committee is to monitor DNA financial matters including review of annual budget, status of reserve funds, and general ledger activity. The committee is charged with assuring the integrity of DNA's financial statements, financial control, and compliance with legal and regulatory requirements including the assessment of any outside auditor's qualifications, independence and performance<sup>1</sup>.

## **REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS**

1. Chair will be the current DNA Treasurer. Committee members must have knowledge of financial issues.
2. Committee members shall be appointed by the DNA Treasurer with recommendations/approval of the Board of Directors.
3. Committee members must be current DNA members with the exception of one as needed non DNA member.
4. Committee members shall serve a term of two years or until a successor is named.
5. The number of committee members necessary to perform the tasks of the Financial Oversight Committee will be determined by the DNA Treasurer. The ideal committee size is minimum of three and a maximum of five members.
6. For specific projects, a task force may be created by the Financial Oversight Committee and/or the Board of Directors.

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBER**

The Committee shall:

1. Meet monthly<sup>2</sup> to review all transactions enacted by the Board of Directors and advise the Board of any concerns related to those financial transactions.
2. Advise the Board of Directors on the financial positioning of the Association.
3. Review the annual budget as developed by the Board of Directors and the Executive Director and make recommendations as necessary.
4. Make recommendations at least annually to the Board of Directors for additions and/or changes to DNA's asset allocation and/or investment policies.
5. Meet annually with the Financial Advisor for orientation, and quarterly<sup>3</sup> to review all financial reports and investment policies.
6. Advise the Board regarding finance policies and guidelines.

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<sup>1</sup> The committee will advise the Board regarding the audit process. The committee should take into account the auditor's performance of any non-audit services; review a report from the auditor describing any relationships between the auditor and the DNA, the provision of non-audit services, or any other relationships that may adversely affect the independence of the auditor. If DNA's senior financial staff member worked for the audit firm on DNA's audit within the last year, the auditor will not be considered independent.

<sup>2</sup> Meetings may be conducted via teleconference or other remote modalities

<sup>3</sup> These meetings may occur during regularly scheduled monthly meetings

7. Consider the desirability of changing audit firms every 5 years, and recommend that the lead engagement partner be changed at least every eight years, with the understanding that the prior engagement partner may be reinstated after two years.
8. Review and discuss with the DNA Board the audited DNA financial statements.
  - a. Report to the Board at the completion of the review any significant concerns.
  - b. Management is responsible for the preparation, presentation, and integrity of DNA's financial statements and for the appropriateness of the accounting principles and reporting policies used by DNA. Independent auditors are responsible for auditing DNA's financial statements
9. Be responsible for additional duties as assigned by the DNA Board of Directors.

# HEALTH POLICY AND ADVOCACY

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**PURPOSE:** To promote awareness within the DNA of 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 general public.

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

1. Increasing membership involvement and understanding in health policy and advocacy.
2. Increase DNA's visibility within related health care advocacy organizations worldwide.
3. Act as a resource for information on issues related to health policy and advocacy.
4. Work with members to investigate, consider, report and act on advocacy issues in accordance with DNA's strategic plan.
5. Identify and coordinate these efforts with groups that seek to educate the public about preventive health measures.
6. Facilitate member awareness of DNA involvement in health policy and advocacy efforts.

## **REQUIREMENTS & SELECTION OF CHAIR AND COMMITTEE MEMBERS:**

1. Develop an advocacy agenda in alignment with the DNA Strategic plan derived with Board input and approval.
2. Develop a budget for any items or potential needs of the committee.
3. Determine most effective method to advocate for members and their patients that is in line with DNA resources and mission.
4. Prioritize relevant issues and develop key position statements on these issues.
5. Communicate to the DNA membership regarding legislative issues and plan for action.
6. Collaborate with other associations, such as American Academy of Dermatology (AAD) and the American Nurses' Association (ANA) in addressing issues related to and affecting dermatology nursing.
7. Communicate pertinent information to DNA members via the Focus newsletter, the Journal of the Dermatology Nurses' Association (JDNA) and the DNA website.
8. Develop resources for the DNA website that relate to health policy and advocacy issues.

## **TIME COMMITMENT**

1. At least 2 hours a week to monitor communications and participate in initiatives.

## **REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS**

1. Knowledge/interest in legislative/nursing issues or a willingness to gain skill, expertise and knowledge related to lobbying, the political process and nursing issues.
2. Ability to actively participate in committee activities for a term of one (1) year. May be re-appointed based on need and willingness to serve.
3. Ability to work with others at all levels to achieve shared vision, build effective interpersonal relationships, engage and empower others, and enable the best of what is possible through human interactions.
4. Ability to be flexible, adaptable and creative, to build support for public policy decisions in a healthcare culture of multiple needs.

## **REQUIREMENTS AND SELECTION OF CHAIR**

1. Chair must be a nurse member who has completed the Nurse in Washington Internship.
2. Chair is appointed by President for a one-year term, but may be re-appointed based on need and willingness to serve.
3. Submit report for quarterly Board of Directors meetings identifying current issues and the goals, strategies/plans for action, progress and outcomes for these issues.



## AUTHOR

*Journal of Dermatology Nurses' Association (JDNA)*, a refereed journal, is the official publication of the Dermatology Nurses' Association (DNA). *JDNA* seeks articles related to the practice of dermatology and dermatology nursing. Authors are volunteers who wish to submit original writing for consideration. Authors are able to submit more than one manuscript at a time.

Manuscripts under consideration for publication undergo at least double-blind peer review; editorial decisions are made after peer reviews have been submitted. All materials submitted for review must be original and never previously published. Any material submitted for review is done with the understanding that it is not submitted to any other journal simultaneously. Authors are responsible to notify the editor if data from submitted research have been used in other publications.

Submission of manuscripts to *JDNA* is done through Editorial Manager, the electronic manuscript submission platform. While the *JDNA*'s Managing Editor is available to help authors navigate this process, the author accepts responsibility for final submission.

Electronic Manuscript Submission: Please go to <http://www.editorialmanager.com/jdna/> to review instructions and login as an author. Authors should submit an original copy of the manuscript as well as retain a personal copy of their manuscript and all supporting documents.

**Conflicts of Interest and Copyright Transfer Form:** Authors must state all possible conflicts of interest in the manuscript, including financial, consultant, institutional and other relationships that might lead to bias or a conflict of interest. If there is no conflict of interest, this should also be explicitly stated as none declared. All sources of funding should be acknowledged in the manuscript. All relevant conflicts of interest and sources of funding should be included on the title page of the manuscript with the heading "Conflicts of Interest and Source of Funding:"

In addition, each author must complete and submit the journal's copyright transfer agreement, which includes a section on the disclosure of potential conflicts of interest based on the recommendations of the International Committee of Medical Journal Editors, "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" ([www.icmje.org/update.html](http://www.icmje.org/update.html)).

The form is readily available on the manuscript submission page <http://www.editorialmanager.com/jdna/> and can be completed and submitted electronically. Please note that authors may sign the copyright transfer agreement form electronically. For additional information about electronically signing this form, go to <http://links.lww.com/ZUAT/A106>.

Authors are expected to contribute original work about topics that they are familiar with and have done the appropriate literature review for. *JDNA* follows the style of the *Publication Manual of the American Psychological Association (APA)*, 7<sup>th</sup> edition. It is the expectation that authors will maintain open lines of communication with the Editorial office during active manuscript management, and respond to queries from the Editorial office or publisher in a timely manner.

In addition, Authors should follow the outlined Information for Authors found at: <https://journals.lww.com/jdnaonline/pages/informationforauthors.aspx>

Authors are responsible for bibliographic accuracy and must check every reference in the manuscript and proofread again in page proofs. Each person listed as an author is expected to have participated in the study and contributed to the development of the manuscript to a significant extent. A summary of each author's contributions must be listed on the title page. The journal uses the criteria for authorship established by the International Committee of Medical Journal Editors.

<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>



## EDITORIAL BOARD

The *Journal of the Dermatology Nurses' Association (JDNA)* Editorial Board advises the Editor-in-Chief and Associate Editor on the direction and focus of the Journal. Editorial Board members are volunteers who serve as *JDNA's* ambassadors to the dermatology nursing community, to the larger community of those caring for dermatology patients and their families, and to the public.

When possible, the composition of the editorial board will ideally reflect the diversity of the membership of the Dermatology Nurses' Association, with respect to the following areas: position in employment, level of educational preparation, area of clinical and practical expertise, ethnicity, gender, and geography.

The *JDNA* seeks Editorial Board members who have experience in dermatology nursing, expertise in an area of interest to the Journal, experience in writing and publishing, and a commitment to developing and promoting *JDNA*.

### **JOB REQUIREMENTS:**

1. Interest and passion for dermatology nursing
2. Working knowledge of basic dermatology nursing practices
3. Possible knowledge of advanced or specialized dermatology nursing practices
4. Possible knowledge of the interplay between dermatology nursing and other disciplines – ie. Gastroenterology, Rheumatology, Oncology, Ophthalmology, Infectious Disease, etc.
5. Time availability to give to service to *JDNA*
6. Ability to leverage personal and professional contacts within dermatology and dermatology nursing for the benefit of the Journal, or the willingness to develop these relationships
7. Passion for seeing dermatology and dermatology nursing knowledge being published for the direct benefit of DNA members and *JDNA* subscribers
8. Appreciation for the larger picture of advancing nursing knowledge within the context of dermatology nursing

### **RESPONSIBILITIES:**

1. Providing feedback and recommending ways to develop and improve the Journal;
2. Help extend the reputation and reach of the Journal;
3. Reviewing manuscripts when asked (a minimum of eight per year); Members are responsible for reviewing articles within their area of expertise throughout the year, but also to assist in doing reviews for certain subjects outside their specific area of expertise when called upon. Board members are also expected to respond quickly to requests for reviews – whether they can or cannot take a paper – and then to complete the review within specified timelines;
4. Writing/co-authoring at least one manuscript, column or opinion piece per year;
5. Soliciting at least six manuscripts per year;
6. Mentoring less-experienced authors, whose manuscripts may need extra attention (at least once per year if needed);
7. Suggesting possible candidates who can be Reviewers for *JDNA*;
8. Suggesting possible candidates who can be on the *JDNA* Editorial Board;
9. Promoting the *JDNA* as a vehicle for publishing to dermatology colleagues;
10. Promoting the *JDNA* to the dermatology nursing community, to physician colleagues, and to others involved in caring for dermatology patients and their families;
11. Advising on marketing opportunities for the *JDNA* and ideas for special editorial projects;
12. Consulting with the Editor-in-chief and editorial staff as needed;
13. Attending the DNA annual meeting, at own expense, and participating in Annual *JDNA* Board Meeting, as well as *JDNA*-related outreach activities at the annual meeting;
14. Keep *JDNA* Board members abreast of any affiliation, credential or contact changes.

The term of appointment is at will for both parties (Editor-in-Chief and Editorial Board Member), although the expectation is that members of the Editorial Board will serve at least 2 consecutive years, as they are able. Terms of appointment to the Editorial Board may be longer, as reviewed annually by both parties.

There is one in-person meeting each year, held during the DNA annual meeting (Spring of each year – varying dates); Editorial board teleconferences are typically held monthly or every other month, although this is subject to change as needed. There will be a minimum of 6 total meetings per year.

*JDNA* Editorial Board members are required to maintain an appropriate standard of confidentiality and should recognize and acknowledge that the confidential and proprietary information of the *JDNA* is a valuable, special, and unique asset of the Journal. The board member will not, during or after the term of his or her membership, disclose such information or any part thereof to any person, firm, corporation, association, or other entity for any reason or purpose whatsoever. Any disclosures of confidential information made unlawfully outside the proper course of duty will render the board member subject to disciplinary action, which may result in dismissal from the *JDNA* Editorial Board.



## PEER REVIEWER

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Peer review is essential to the *Journal of the Dermatology Nurses' Association (JDNA)* and is a key component by which the quality of manuscripts is judged. Peer reviewers are important volunteers for *JDNA*, since they have an influencing voice in deciding which manuscripts are ultimately accepted and published in the Journal. Having quality peer reviewers facilitates the work of evaluating the appropriateness of manuscripts for publication in the *JDNA*. Through their work, peer reviewers have the opportunity to influence what is published. The *JDNA* process of publication depends on our peer reviewers, who volunteer their time and expertise. Each article considered for potential publication is evaluated by at least 2 peer reviewers, possibly more depending on a number of factors. Some peer reviewers are asked regularly for reviews, while others are asked more infrequently; this often depends on interest, areas of expertise, variety of submission, and quality of past reviews. The time required to do a thorough and accurate peer review will often depend on the type of article, and is also influenced by topic, length of manuscript, references, among other factors.

In addition to fairness in judgment and expertise in dermatology nursing, peer reviewers have significant responsibilities toward authors, editors, and readers.

### **RESPONSIBILITIES TOWARD AUTHORS INCLUDE:**

- Providing written, unbiased feedback in a timely manner on the scholarly merits and the scientific value of the work, together with the documented basis for the reviewer's opinion
- Indicating whether the writing is clear, concise, and relevant and rating the work's composition, scientific accuracy, originality, and interest to the journal's readers
- Avoiding personal comments or criticism
- Maintaining the confidentiality of the review process: not sharing, discussing with third parties, or disclosing information from the reviewed paper

### **RESPONSIBILITIES TOWARD EDITORS INCLUDE:**

- Notifying the editor immediately if unable to review in a timely manner and providing the names of potential other reviewers when applicable
- Alerting the editor about any potential personal or financial conflict of interest and declining to review when a possibility of a conflict exists
- Complying with the written instructions on the journal's expectations for the scope, content, and quality of the review
- Providing a thoughtful, fair, constructive, and informative critique of the submitted work, which may include supplementary material provided to the journal by the author
- Determining scientific merit, originality, and scope of the work; indicating ways to improve it; and making recommendations regarding publication decision in Editorial Manager.
- Noting any ethical concerns, such as any violation of accepted norms of ethical treatment of animal or human subjects or substantial similarity between the reviewed manuscript and any published paper or any manuscript concurrently submitted to another journal which may be known to the reviewer
- Refraining from direct author contact



# MEMBERSHIP

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**PURPOSE:** To promote growth of membership within DNA via recruitment and retention activities.

## **COMMITTEE MAKEUP**

- 1 Chair
- 1 Chair Elect
- 6-10 Committee Members

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

1. A member of DNA in good standing.
2. Network and collaborate as needed with committee members and chairs.
3. Actively participate via meetings, telephone, and written communication.
4. Determine the need for and oversees the membership needs assessment survey.
5. Conducts ongoing promotion and public awareness of the association and dermatology nursing.
6. Develops strategies for recruiting and retaining members (Examples: Dermatology office outreach, follow up membership non-renewal, attendance at allied conferences and health fairs, etc.).
7. Actively recruits and retains members.
8. Assume responsibilities as delegated by Committee Chair(s).
9. Assists in development of budget requests for membership committee activities.

## **DUTIES AND RESPONSIBILITIES OF CO-CHAIRS**

1. Will oversee the functioning of the committee.
2. Submit annual budget requests to the Board of Directors for issues/items/projects not already included in the general budget.
3. Be familiar with role description and policies pertaining to the Committee.
4. Review and update policies as needed.
5. Facilitate, assign and monitor activities of committee members.

## **TIME COMMITMENT**

1. Hour meeting every month.
2. Approximately 4-7 hours every 3 months in outreach activities (ie welcoming new members, reaching out to non-renewing members).

## **REQUIREMENTS AND SELECTION OF CHAIR AND MEMBERS**

### **Chair**

1. Co-Chairs must be nurse members of DNA and must have the capability to facilitate discussion, organize, develop, and meet committee goals.
2. Co-Chairs are appointed by the President for a one-year term. Successive terms may be served.
3. See DNA Succession Plan.

### **Members**

1. A member of DNA in good standing who has submitted appropriate forms to DNA staff.
2. Access to computer and availability to participate in discussion via email, Basecamp, phone and other communication.
3. The Membership Committee members will be volunteers on the committee and serve a two-year term. Successive terms may be served.
4. Membership in the committee will continue until member resigns or does not participate in committee communications. absence from three consecutive meetings without prior notice to the chair may result in dismissal from the committee.
5. The committee members should be willing to participate in outreach activities from time-to-time.

# NOMINATING

**PURPOSE:** Provide a slate of officers as directed by the DNA bylaws and present the slate to the Board of Directors.

## **COMMITTEE MAKEUP**

- 1 Committee Chair
- 4 Committee Members

## **DUTIES and RESPONSIBILITIES OF COMMITTEE MEMBERS**

1. Strongly recommended to attend Annual Convention to network with and recruit potential nominees.  
The DNA membership booth can be utilized for this purpose.
2. Advise candidates on role descriptions of the office they seek prior to their commitment to serve.
3. Evaluate and select candidates objectively through the use of the Intent to Serve form and the candidate assessment tool.
4. Review all related Nominating Committee policies and procedures annually and propose any changes to the Board of Directors.

## **DUTIES AND RESPONSIBILITIES OF CHAIR**

1. Serve as liaison between Nominating Committee, Board of Directors, and national office.
2. Direct correspondence between the national office and candidates.
3. Coordinate the review of candidates' credentials through use of the *Intent to Serve Form*, and candidate assessment tools, as per DNA bylaws.
4. Prepare and present a final slate of candidates to the Board of Directors.
5. Preside at committee meeting held during the Annual Convention.
6. Conduct an orientation of incoming Nominating Committee Chair and members.  
This orientation should be held during the Annual Convention.

## **TIME COMMITMENT**

1. Two-year term
2. Chair is appointed for one-year term.

## **REQUIREMENTS & SELECTION OF COMMITTEE MEMBERS**

1. DNC or DCNP preferred.
2. Minimum of 2 years' active involvement in DNA prior to nomination to committee.  
Active involvement includes activities such as:
  - a. Elected leadership role in DNA local chapter or national office
  - b. Participation in DNA sponsored special committees and task forces
  - c. Participation as faculty for DNA sponsored pre-convention core workshop, speaker at national convention, or other DNA educational endeavors

# PILOT TESTER

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**PURPOSE:** The role of a pilot tester is to view educational activities before they are re-purposed into our CE Center for purchase. A pilot tester determines if the objectives for the activity are met; they identify if content needed to answer the post test questions is contained within the activity; and they validate if the content is accurate.

## **TIME COMMITMENT**

Varies, but most activities are 1-2 hours to include viewing content, completing post test questions, and completing a one-page overall assessment of the activity. Some activities (larger projects, such as online review courses, more than likely will take more time as they encompass a larger amount of educational material.

## **REQUIREMENTS AND SELECTION**

Content experts are selected upon their availability and expertise of the educational material to be pilot tested.

# PROGRAM PLANNING

**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 Chair Elect (selected by the incoming president)
- 1 NP Forum Chair
- 1 NP Forum Chair Elect (selected jointly by NP leadership and incoming president)
- 1 RN/NP who is also a member of the Education Advisory Council (EAC)
- 1 RN/NP
- 1 LPN
- 1 MA

Ideally there should be 2-3 RN's and 3-4 NP's in the group so adequate number of NP's are available to plan general convention and NP Forum with one member (NP, RN, LPN, or MA) from the local area.

## **DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

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

## **DUTIES AND RESPONSIBILITIES OF CHAIR – Planning Committee and NP Forum**

6. Develop the goals and objectives of the annual convention.
7. Serves as the Nurse Planner for the annual convention and ensures adherence to ANCC criteria, with assistance of the Director of Education.
8. Monitor and coordinate the review of all incoming abstracts for appropriate and pertinent speakers.
9. Complete the Provider Planning Document required for the program to receive ANCC contact hours.
10. Ensure that AANP credit is obtained in all programs where applicable.
11. Review the convention budget with the Executive Director, Treasurer and Meeting Manager as required to meet budget specifications and projections.
12. Submit a report regarding the upcoming convention to the FOCUS newsletter and the Journal of the Dermatology Nurses' Association (JDNA) by each report deadline.
13. Review program flyer and booklet materials prior to printing
14. Confirm speakers and ensure speakers are informed regarding program schedule and expectations.
15. Responsible for ensuring that all ANCC documentation is completed by speakers.
16. Ensure the mailing of speaker thank-you letters and evaluation summaries following the meeting.
17. 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.
6. At times, it may be better to schedule separate meeting of program planning of general Convention and NP Forum, but chairs should attend each meetings of both groups to ensure collaboration overall.

## **REQUIREMENTS AND SELECTION OF CHAIR AND MEMBERS**

### **Chair**

1. The President-Elect will appoint the Incoming Program Chair and obtain approval from the Board of Directors. The Incoming Chair for Program Planning and NP Forum 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 baccalaureate degree in nursing is required for program planning chair. NP Forum chair requires an NP. A graduate degree or higher is preferred as long as either the bachelor's or graduate degree is in nursing.
3. Prior experience in learners' needs assessment and program development, implementation and evaluation is required.

### **Members**

6. Committee members are selected by the President.
7. Recommendation is that all levels of membership are represented on the committee.
8. DNC/DCNP status should be considered when selecting RN/NP members.
9. The committee should be limited to no more than 8 persons.