CONTINUING EDUCATION COMMITTEE – Position Description

(Note: Members on this committee are APPOINTED by the President Elect and approved by the AANA Board of Directors during the upcoming fiscal year)

AANA Vision: AANA will be a preeminent professional association for healthcare and patient safety.
AANA Mission: AANA advances patient safety, practice excellence, and its members’ profession.
AANA Core Values: Quality, Professionalism, Compassion, Collaboration, Wellness and Diversity
AANA Motto: Safe and effective anesthesia CARE for every patient.

AANA Bylaw Language:

Article VII Committees, Section 5 C: Continuing Education Committee

“The Continuing Education Committee shall formulate criteria for eligibility for recertification. Such criteria shall be submitted to any recertification entity recognized by the AANA for evaluation. The Continuing Education Committee shall also supervise the continuing education projects conducted by the AANA, evaluate applications for program approval, and approve refresher courses based upon established criteria which are required prior to transference to Active recertified membership.”

Term of Office: Unless otherwise specified, appointed committees shall consist of at least three Active members to be appointed for a one-year term. It is recommended that the CE committee be constituted with at least five members. It is also recommended that 2-3 members of the CE committee be reappointed for a second term to provide continuity to the committee.

The CE Committee shall also have one student representative without voting privileges. Subject to the approval of the Board of Directors, the President-elect shall appoint the Active members and designate the chair of each appointed committee to serve during their term as President. The term of office begins immediately following the Annual Congress through the next Annual Congress.

Membership Criteria: AANA member in good standing. The President-elect should consider additional criteria for membership to the CE committee to insure the composition has the appropriate expertise to conduct business and review/approve appropriate CE programs. These criteria would include one educator in a nurse anesthesia program (preferably with a doctoral degree), one administrator of a clinical nurse anesthesia department, and at least two practicing clinicians from a variety of practice settings. The CE committee should also have one member from the NBCRNA as a liaison member to insure open lines of communication and alignment of AANA continuing education modules with the NBCRNA’s Continued Professional Certification program.

The student representative should be an associate member in good standing, in their 2nd or 3rd year of their nurse anesthesia program and have the endorsement of their Program Administrator.

Committee Meetings/ Expected time commitment: Two meetings per year: (1) Joint Committee Conference (JCC) held sometime shortly after the Annual Congress; (2) An additional meeting, typically in late spring. In addition to the formal meetings, business is conducted via e-mail and conference calls between meetings.

Committee Responsibilities: The formulation and/or revision of the AANA CE recommended criteria for eligibility for recertification to the NBCRNA consistent with the Continued Professional Certification program; supervise the continuing education projects conducted by the AANA; evaluate applications for program approval; approve refresher courses based upon established criteria; reconsider denials of application of CE credit by
members or providers; accepts additional duties delegated to the Committee as deemed advisable by The AANA Board of Directors.

**Expense Reimbursement:** Expenses related to Continuing Education Committee’s travel and meetings are reimbursed in accordance with the AANA Business Travel and Reimbursement Policy.

*Update: Oct 2017*