PROFESSIONAL DEVELOPMENT 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, Section 5, H: Professional Development Committee

“The Professional Development Committee shall analyze, design, develop, implement, and evaluate the educational content and programs of the AANA.”

Term of Office: Begins at the conclusion of the AANA Annual Congress through the following Annual Congress.

Membership Criteria:

1. The committee shall consist of a Chairperson, at least five other members of the AANA, and one Student Representative, appointed by the President-Elect subject to approval of the Board of Directors.

2. The Chairperson must be an active certified or recertified AANA member. It is required that the Chairperson serve at least one committee term as a member before assuming a term as Chairperson, this is for the purpose of assuring continuity and consistency in regard to achieving the Committee purpose and all program responsibilities.

3. Committee members must be active certified or recertified AANA members.

4. Committee members must have evidence of prior experience in adult continuing education activities. These could include, but are not limited to: Actively participating in the planning and/or development and/or implementation of continuing education/professional development activities for the lifelong adult learner.

5. The Committee should be comprised of educators, clinicians, and at least one member that has served in the U.S. military.

Student Committee Membership Criteria

To be considered for service on the AANA Professional Development Committee, a student nurse anesthetist must:

1. Be an associate member of the AANA in good standing,

2. Be enrolled in a nurse anesthesia educational program for at least nine months during their year of service on the committee

Committee Meetings/ Expected time commitment:

Committee meetings not associated with an established face: face educational meeting may be in-person, via conference call and/or via video-conferencing. Committee members are involved in the following:
Joint Committee Conference
Fall Leadership Academy
Mid-Year Assembly
AANA Annual Congress
Monthly Committee Conference Calls
The Chairperson or a designee will participate in each AANA Workshop and participate in the planning conference calls for future workshops

Specific attendance at meetings/workshops will be determined by the Chairperson.

Committee Responsibilities:
1. Review AANA participant evaluation forms from various continuing education events and plan educational activities to meet the identified learning needs, as directed by the Board of Directors or AANA Staff.
2. Select topics, goals, and content for education programs as assigned by the Chairperson.
3. Nominate and help secure qualified speakers for continuing education programs.
4. Keep abreast of trends in anesthesia practice, evaluate their significance for the nurse anesthetist and plan education programs where necessary and appropriate.
5. Collaborate with committees and councils to design educational content and programs.
6. Critique AANA participant evaluations from education activities to identify problematic areas and make recommendations for resolution to Board of Directors and appropriate others.
7. Monitor education events provided by AANA to assure adherence to established criteria for continuing education by the AANA and other external bodies as appropriate.
8. Works with the AANA Lead Nurse Planner to develop the educational strategy for AANALearn and utilizes the Professional Development Content Reviewers to review needs and gaps, analyze accuracy of current content, and recommend new content for AANALearn.

Responsibilities for the Student Representative
1. Bring the student voice and concerns to the committee both at meetings and throughout the year of the term.
2. Network with fellow students within their program and student members of other AANA committees and to bring this information back to the Professional Development Committee for incorporation into discussions.

Duties of the Chairperson
1. Collaborates with AANA staff in the preparation of all educational content.
2. Collaborates with AANA staff in the preparation of all committee meeting agendas and conducts the meetings of the committee.
3. Reviews the annual report of committee activities and submits to Executive Director.
4. Makes committee member assignments.
5. Provides recommendations to the Lead Nurse Planner regarding continuity of leadership among committee members.
6. Works with the Lead Nurse Planner to identify members to serve as Professional Development Content Reviewers.
7. The Chairperson or a designee will serve, when appropriate, as a consultant to the Education Committee, Practice Committee, Wellness Committee, or any other Committee that oversees the creation of educational content for AANA.

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