



AANA Patient Safety Advisory Panel Charter

PURPOSE

The Patient Safety Advisory Panel ("Panel") is a standing advisory panel established by the AANA Board of Directors (BOD) to guide and inform AANA patient safety–related activities and content, including the development and content maintenance of AANA's public-facing patient education website, Anesthesia Answers. In collaboration with Professional Practice staff, the Panel will advise on strategy, review patient safety materials, serve as subject matter experts, and provide feedback on new initiatives to advance safe anesthesia care.

KEY RESPONSIBILITIES

The Panel shall perform all duties as requested by the BOD. The BOD may give the Panel specific annual charges on a membership year basis. The Panel will specifically be responsible for the following duties and responsibilities:

- Review and advise on AANA's national and international action plans for patient safety, supporting alignment with global standards.
- Evaluate and provide feedback on patient-facing content (e.g., website articles, toolkits, infographics) for clarity, accuracy, and patient-centeredness.
- Identify emerging patient safety trends and recommend topics for AANA resource development, education, research, and advocacy.
- Recommend and help cultivate partnerships with external safety organizations (e.g., WHO, APSF).
- Review objectives and key results (OKRs) and analytics for AANA's safety initiatives to guide continuous improvement.

MEMBERSHIP COMPOSITION AND TERM LIMITS

- No more than 7 voting members, including:
 - 3–5 practicing CRNAs representing diverse practice settings (e.g., hospital, ambulatory surgery).
 - 1 patient safety expert, preferably with a Certified Professional in Patient Safety (CPPS) credential.
 - 1 risk-management or accreditation expert.
- Active AANA membership in good standing.
- Demonstrated expertise or interest in patient safety.
- Two-year term, beginning at the close of Annual Congress, renewable once.
- Stagger terms so that approximately half the Panel rotates off each year.
- One AANA staff liaison to support logistics and follow up on Panel recommendations.

VOTING AND QUORUM

- A majority of voting members constitutes a quorum.
- All members, including the resident representative, have full voting rights.
- Decisions are made by a majority of those present when a quorum is met.

MEETINGS

The Panel will meet via conference call or in person as needed.

AUTHORIZATION AND LIMITATIONS OF POWER

The panel is established by the BOD and has no power or authority to act or speak on behalf of the full BOD.

Panel members shall refrain from representing themselves on social media as speaking for the panel unless granted explicit permission by the chair and shall not use the panel role in a signature block on social media.

PANEL ROLES

ROLE OF A PANEL CHAIR

- Facilitates meetings or conference calls.
- Encourages panel members to provide their thoughts.
- Provides leadership and serves as point person for the panel
- Responsible for ensuring panel's key responsibilities are accomplished.
- Provides input for setting meeting and conference call agendas.
- Communicates with the AANA President regarding panel issues.
- Assists in the development of panel reports submitted to the AANA Board of Directors.
- If authorized by the AANA Board, serves as a spokesperson for issues related to the work of the panel in an effort to assist members in understanding panel decisions.

ROLE OF PANEL MEMBERS

- Participates actively in all meetings and conference calls.
- Collaborates with the rest of the members of the panel and respects different points of view.
- Considers AANA members' perspective.
- Respects time limits.
- Asks the chair for clarification when needed.
- Provides prompt and timely written or verbal feedback on issues or documents under discussion by the panel.
- Shares respectful advancement of ideas but avoids personal agendas.
- Maintains confidentiality of the panel's work until dissemination is appropriate.
- Is responsive to panel chair or staff direction.

ROLE OF PANEL STAFF

- Provides support services and resources (i.e., agendas, minutes, reports, research).
- Provides clarification and provides historical information on projects/issues.
- Provides input from a staff perspective on issues under discussion.
- Communicates information about panel activities to other AANA panel staff.
- Solicits information or input from AANA staff as appropriate.
- Ensures that any and all charges or projects not part of the original list of panel charges, first goes through the BOD for approval, and then through the project prioritization process prior to action.

EXPENSE REIMBURSEMENT

The Panel is expected to conduct its work virtually and will not be reimbursed for travel or meeting expenses. Should a Panel member be asked to travel or attend a meeting that is budgeted on behalf of the AANA, the member will be reimbursed in accordance with the AANA Business Travel and Reimbursement Policy.