



AANA Professional Development Committee Charter

PURPOSE

The Professional Development Committee ("PDC") is a standing committee and will assist the Board of Directors (BOD) of the AANA to fulfill its responsibilities regarding matters that relate to educational content and programs of the AANA.

BYLAWS LANGUAGE

Article VII Committees

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.

KEY RESPONSIBILITIES

The Committee shall perform all duties as requested or required by the BOD. The committee will specifically be responsible for the following duties and responsibilities:

- Review AANA participant evaluation forms and survey data from various continuing education events and plan educational activities to meet the identified learning needs, as directed by the BOD and guided by AANA staff.
- Monitor anesthesia trends and best practices in perioperative care, evaluate their significance for the nurse anesthetist and plan education programs where necessary and appropriate.
- Collaborate with various AANA committees and councils to design educational content and programs.
- Audit professional development events produced by AANA to assure adherence to established criteria for continuing education by the AANA, ANCC, and other external bodies as appropriate.
- Collaborates with the AANA Program Director (the staff CRNA) to develop the educational strategy for online learning via the learning management system (LMS) and utilizes the Professional Development Content Reviewers to review needs and gaps, analyze accuracy of current content, and recommend new content for the LMS
- Develops and reviews new live, hybrid, or online professional development content prior to launch.
- Review, grade and select abstracts for CE-eligible professional development sessions to be presented at Annual Congress; include Resident Committee member's feedback and input on Resident-related activities.
- Evaluate the abstract submissions process for quality and effectiveness.
- Encourage abstract submissions from AANA members which address emerging topics and best practices in anesthesiology.
- Develop a working knowledge of ANCC and CE guidelines (staff will assist in yearly training for committee members).

MEMBERSHIP COMPOSITION AND TERM LIMITS

- The committee shall consist of 6-7 CRNAs and 1 resident (Associate member)
- In addition, up to 1 RN/APRN may be added to the committee
- Must be an active certified, resident, or RN member(s) in good standing
- Committee members strongly preferred to 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
 - Non-educators will be asked to complete a module on abstract submission and adult learning theory to prepare them for work on the committee
- If a resident,
 - Will be attending a nurse anesthesia educational program for at least nine months during his/her year of service on the committee;
 - Submission of a letter from the resident's nurse anesthesia educational program director indicating that the resident applicant is able to fulfill all committee responsibilities in addition to their clinical and didactic requirements.
- The Chairperson ("chair") is preferred to have served at least two years as a committee member and have served on the committee within the prior three years.
- The vice chair is preferred to have served at least one previous year as a committee member and have served on the committee within the prior three years.
- Due to the nature of work completed by the committee, it is recommended for no more than 2/3 of the committee shall turn over in any given year offering consistency and a learning curve for the complex review and audit work.
- The committee term begins at the conclusion of the AANA Annual Congress through the following Annual Congress.

The committee shall be supported by at least of one AANA staff member, appointed by the CEO.

VOTING AND QUORUM

A majority of the voting members of the Committee shall constitute a quorum. Resident member and the RN/APRN associate member (if assigned) shall have voting rights on the committee

When a quorum is present, the vote of a majority of the voting Committee members present shall constitute the action or decision of the Committee.

MEETINGS

The current Committee will meet via conference call or in person as needed. Committee members will be asked to attend the following meetings as budget allows: Mid-Year Assembly, Annual Congress Abstract Selection Meeting (virtual) and Annual Congress. Committee members will also be asked to attend and audit workshops as they are developed and implemented.

The incoming committee members are expected to attend the Annual Congress for an initial, general committee orientation. This is not a reimbursed event.

AUTHORIZATION AND LIMITATIONS OF POWER

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

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

*Adopted: AANA Board of Directors
August 2021
Revised: June 2025*

COMMITTEE ROLES

ROLE OF A COMMITTEE CHAIR

- Facilitates the meeting or conference call.
- Encourages committee members to provide their thoughts.
- Provides leadership and serves as point person for the committee
- Responsible for ensuring committee charges are accomplished.
- Collaborates with staff to develop and monitor the objectives and charges for the committee.
- Communicates with the AANA President regarding committee issues.
- Assists in the development of committee reports submitted to the AANA Board of Directors.
- Mentors committee members to ensure continuity to the next fiscal year.
- If authorized by the AANA Board, serves as a spokesperson for issues related to the work of the committee in an effort to assist members in understanding committee decisions.
- Reviews the annual report of committee activities
- Collaborate with AANA staff in the preparation of all committee meeting agendas and conducts the meetings of the committee.
- Provides recommendations to the regarding continuity of leadership among committee members.
- Works with staff to identify members to serve as content reviewers and auditors.
- The chair (vice chair, or assigned member) will serve, when appropriate, as a consultant to the Education Committee, Practice Committee, Wellness Committee, Diversity, Equity and Inclusion Committee or any other committee which oversees the creation of educational content for AANA.
- Mentors the vice chair to be prepared to assume the role of chair in their absence and for succession planning

ROLE OF A COMMITTEE CHAIR VICE

- Support the chair and facilitate the meeting or conference call if the chair is not available.
- Prepare themselves to advance to the chair position, with guidance from the chair
- Support the chair in communicating regularly with members to ensure that volunteer obligations are fulfilled.
- Collaborate with the chair and staff to develop and monitor the objectives and charges for the committee.
- Provides input for setting meeting and conference call agendas.
- Assists in the development of committee reports submitted to the BOD.
- Mentors committee members to ensure continuity to the next fiscal year.
- If authorized by the BOD, will serve as a spokesperson for issues related to the work of the committee in an effort to assist members in understanding committee decisions.

ROLE OF COMMITTEE MEMBERS

- Participates actively in all meetings and conference calls.
- Collaborates with the rest of the members of the committee 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 committee.
- Shares respectful advancement of ideas but avoids personal agendas.
- Maintains confidentiality of the committee's work until dissemination is appropriate.
- Is responsive to chair, vice chair, or staff direction.
- Asks the chair for information but does not direct staff work.
- Select topics, goals, and content for education programs as assigned by the chair.
- Bring the resident and RN voices and concerns to the committee both at meetings and throughout the term.

- Network with fellow residents and RNs within their program, and resident and RN members of other AANA committees and to bring this information back to the committee for incorporation into discussions.

ROLE OF COMMITTEE 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 committee activities to other AANA committee 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 committee charges, first goes through the Board of Directors for approval, and then through the project prioritization process prior to action.

EXPENSE REIMBURSEMENT:

Approved expenses related to the Committee's travel and meetings are reimbursed in accordance with the Board and Volunteer Travel and Expense Policy.