

**DERMATOLOGY NURSES' ASSOCIATION
POLICY/PROCEDURE**

ANNUAL PROGRAM PLANNING COMMITTEE

PURPOSE AND OBJECTIVES:

The Annual Program chairperson is responsible for the assessment, planning, implementation, and evaluation of the annual educational program presented at the Annual Convention of the Dermatology Nurses' Association. The chairperson serves as Nurse Planner for the Annual Program Planning Committee and, with the Director of Education, ensures adherence to ANCC criteria.

REQUIREMENTS AND SELECTION OF CHAIRPERSON:

- A. The President-elect will appoint the Annual Program Chair-elect and obtain approval of the Board of Directors. The Chair-elect will assume the role of the Annual Program Chairperson during the same year that the President-elect assumes the role of president.
- B. Reconfirmed as the chairperson by the President.
- C. A registered nurse with a baccalaureate degree in nursing is required. A graduate degree or higher is preferred as long as either the bachelors or graduate degree is in nursing.
- D. Prior experience in learner's need assessment and program development implementation and evaluation is required.

DUTIES AND RESPONSIBILITIES OF CHAIRPERSON & COMMITTEE MEMBERS:

- A. Develop the goals and objectives of the Annual Convention along with the Board of Directors.
- B. Review the convention budget with the Executive Director, Treasurer and Meeting Manager.
- C. Appraise the Executive Director and Meeting Manager of all communication with corporate members and other medical industry representatives. Written correspondence to those individuals will be copied to the chair.
- D. Develop the program content based on identified membership needs and principles of adult learning in accordance with ANCC-COA criteria.
 - 1. Review previous annual program evaluation forms to identify issues or problems.
 - 2. Request input from the Board of Directors on program suggestions.
- E. Confirm the Keynote speakers as identified by the Board of Directors.
- F. Review any potential speaker conflicts of interest and decide on any action needed with the Director of Education
- G. Complete the Provider Planning Document required for the program to receive ANCC contact hours.

- H. Monitor and coordinate the review of all the incoming abstracts for appropriate and pertinent speakers.
- I. Request abstracts and curriculum vitae from identified potential speakers.
- J. Prepare preliminary convention plans, potential speakers and necessary agenda items for the spring Board of Directors meeting.
- K. Obtain approval from the Executive Director and the Board of Directors for any outline change from the standard program design, including the number of sessions and speakers needed.
- L. Confirm all speakers following the Board of Directors approval of the program and inform them of program schedule and expectations.
- M. Submit a report to the Board of Directors at every regular Board meeting and to the membership at the Annual Business meeting.
- N. Submit a report updating news regarding the upcoming convention to the *FOCUS* newsletter and *the Journal of the Dermatology Nurses' Association (JDNA)* journal by each report deadline, as needed or requested.
- O. Submit all necessary information required for the printing of the program flyer and booklet and review initial galleys.
- P. Obtain/Secure necessary moderators and monitors.
- Q. Prepare a written summary of the narrative comments written on the evaluation forms and submit them to the Board of Directors for information.
- R. Coordinate the mailing of speaker thank-you letters and evaluation summaries following the meeting.
- S. Responsible for Assisting and ensuring that all ANCC documentation is completed by speakers.