

**DERMATOLOGY NURSES' ASSOCIATION
POLICY/PROCEDURE**

Role Description: Education Advisory Council (EAC) and EAC Chair

Purpose and Objectives:

The purpose of the EAC is to provide oversight of all education endeavors within the DNA, and insure compliance with ANCC educational guidelines. Committee goal is to increase the competency of nurses caring for dermatology patients by ensuring that DNA members can obtain quality educational programs through multiple venues that enhance the practice of dermatology across the continuum of care, from pediatrics to geriatrics, from clinical practice to surgical practice, including phototherapy, patch testing, cosmetic dermatology and other specialty areas of dermatology.

Requirements for selection:

- A. The EAC committee members will be volunteers who are appointed by the Director of Education and approved by the Board of Directors
- B. The EAC members will have access to a computer and be available to participate in discussions via email, phone and other communication mediums and meet at the annual convention, if in attendance.
- C. Membership in the committee will continue for a 2 year period unless the member resigns or does not participate in the committee communications for a period longer than 3 months. Terms may be renewed after consideration by the member with approval of the Director, but no greater tenure than three two-year periods.
- D. Qualifications are:
 - DNA member.
 - BSN or higher degree in nursing.
 - Interest in ensuring quality education to all DNA members.
 - Experience in the development of continuing nursing education activities preferred.
 - DNC/DCNP preferred.
- E. Time commitment to the Council is approximately 1-2 hours a week.

Duties and responsibilities

- A. Work with Director of Education to increase personal knowledge of ANCC guidelines to improve DNA's adherence to ANCC criteria.
- B. Develop assessment survey tools of educational needs of members and other target audiences as needed.
- C. Analyze data obtained and utilize data to direct educational endeavors through various venues, such as annual conventions, chapter meetings, and web based programs.
- D. An appointee from the EAC will serve on the Program Planning Committee and other educational endeavors within the DNA organization to ensure quality and compliance with ANCC guidelines.
- E. Conduct outcomes surveys to monitor behavioral changes of conference participants as a result of educational programs.
- F. Provide committee updates to DNA members via newsletters or the Journal of Dermatology Nursing.
- G. Review potential educational programs available from other vendors and make recommendations for making available to DNA members.
- H. Contribute to the development and implementation of the goals for the DNA as appropriate.

- I. Participate in projects initiated by the Director of Education, the DNA Board of Directors, or the DNA staff.

Role of Chair

- A. Member of committee will serve a 2 year term as Chair of EAC.
- B. Responsible for communication between the members of the EAC, the Director of Education, the Board of Directors and the DNA staff.
- C. Develop meeting agendas with input from Director of Education.
- D. Call and conduct meetings.
- E. Provide input, advice, and direct committee members in making decisions that are in the best interests of the DNA.
- F. Coordinate committee's planned programs and activities.
- G. Mentor and orient incoming Chair-elect and committee members.
- H. Ensure that minutes are recorded for all committee meetings and distributed to committee members.
- I. Ensure that signed minutes are forwarded to DNA office for permanent records.
- J. Report committee's decisions, business and progress to the Board of Directors through the Board liaison. Provide written reports to the Board prior to the Board meetings and upon request.
- K. Ensure that information is free flowing and well communicated to committee members, always maintaining discretion and confidentiality as needed.
- L. Assign tasks to committee members.
- M. Report any changes in committee members to national office.
- N. A Chair-elect will be appointed to work with EAC Chair to ensure a smooth transition and maintain committee endeavors.

Role of Chair-Elect

- A. Take minutes at committee meetings.
- B. Forward approved minutes to DNA headquarters for permanent record keeping.
- C. Work with Chair to set agenda.
- D. Fill in as Chair if Chair is unable to attend meeting.
- E. Serve on Planning Committee for annual Convention.