

EDUCATION

One of the major goals of NAON is to provide continuing nursing education (CNE). Chapters have the responsibility to develop and provide a minimum of 6 hours of educational programming each calendar year. CNE is defined as “Systematic professional learning experiences designed to augment the knowledge, skills, and attitudes of nurses and therefore enrich the nurses’ contributions to quality health care and their pursuit of professional career goals,” (American Nurses Credentialing Center - ANCC 2006)

Chapters have the opportunity to assure that they are providing approved CNE by working with NAON’s Approver Unit (AU). NAON is accredited as an approver of CNE by the ANCC’s Commission on Accreditation. The role of the AU is to ascertain whether an educational activity meets ANCC standards to assure quality. Chapters develop educational activities and submit prepared forms to NAON’s AU for review. If an educational activity meets the standards during the review process, the NAON Chapter is able to award contact hours to the participants. NAON’s AU and the ANCC’s Commission on Accreditation establish the standards for a quality CNE activity.

Planning and implementing educational programs to suffice the Chapter requirement is a big job and an opportunity for more Chapter members to become involved in the success of the Chapter. An Education Committee can be established using the role description and responsibilities listed below.

Program & Education Committee Role Description

TITLE: Education Committee Member

QUALIFICATIONS: Active member of NAON and local Chapter. At least one member of Education committee should be a current officer, such as a Chapter Board member. This person is usually the chairman.

TERM: One year or re-appointment

OVERALL RESPONSIBILITIES: Plans and implements at least six (6) hours of education programming that meets the needs and expectations of the Chapter membership.

SPECIFIC DUTIES:

1. Develops an annual membership survey to solicit ideas for topics, speakers, and meeting location.
2. Develops and submits a tentative educational program based on survey results for board approval.
3. Uses NAON’s Guidelines for Continuing Education Development and Approval manual to assure that educational offerings are approved for continuing education credits by NAON’s AU.
4. Selects and reserves an appropriate meeting location.
5. Notifies the membership of all Chapter educational offerings.

6. Prepares and submits annual budget to the Treasurer. Submits expense requests to Treasurer and President before spending Chapter monies.

Education Committee Responsibilities

Please refer to NAON's most recent **Guidelines for Continuing Education Development and Approval Manual** for an application. You can also find applications electronically at www.orthonurse.org > Education & Conferences > Approver Unit or contact the National Office at 800.289.6266.

Arrange for a meeting place(s) for the coming year and in choosing a meeting place consider rotating meeting sites to make it more convenient to infrequent and/or prospective new members. Consider also:

- a. Educational survey results
- b. Location of building
 - convenience for most of the members
 - ease of access by private car and public transport
- c. Size of meeting room
- d. Availability of AV equipment
- e. Availability of refreshment facilities
- f. Space for sponsors to set up exhibit
- g. Costs

NAON's AU currently reviews applications for educational activities from Chapters on a year round basis. Besides approving educational activities for contact hours, the AU can assist Chapters in the development of the activity, and completing the application forms. Before completing the application forms, the Chapter will need to obtain and review NAON's "Guidelines for Continuing Education Development and Approval." The Guidelines contain important information on the application process, forms, policies, fee schedule, and application deadlines. The Guidelines are available on the Web site (www.orthonurse.org) or through the National Office (800.289.6266).

The members of the AU include the AU Administrator and NAON volunteers from various geographical areas. These members and the National Office staff are available to give you assistance with your educational activity and the AU process. To obtain this assistance, please contact the National Office at 800.289.6266.

Developing individual programs that are part of Chapter meetings

- A. Write objectives for each program/topic
- B. Choose and make arrangements with speakers
 - discuss the topic, objectives, date, program format, location, audience, honorarium, and requests for AV and handouts.
 - write a formal letter to the speaker(s) at least three (3) months prior to the program that confirms all items discussed
 - If seeking CE credit through NAON Approver Unit, complete the application as described in NAON's *Guidelines for Continuing Education*.
 - obtain CV/resume from all speakers – if not completing CE application
 - lecture outline can be written by Education Committee and/or speaker

- C. Conduct a Program Committee meeting four (4) to six (6) weeks prior to the offering to prepare and send the meeting notices to all members and other interested parties (such as nurse managers, facilities, potential members, company reps). Program flyer or notice should include the following information:

Topic	Contact Hours
Speaker	Sponsors
Date & Time	Chapter contact person (name, title, phone number)
Location & Directions - (include map if possible)	

- D. Contact speaker(s) one (1) to two (2) weeks before the event to confirm arrangements.
- E. Confirm meeting location, AV supplies, handouts, registration/CEU materials, evaluations, and refreshments one (1) to two (2) weeks prior to the event.
- F. Make assignments for the meeting:

- One or more persons with sign-in sheets, to sign in members (it is helpful to have a membership list available) and non-members (keep these separate so that follow-up information about the Chapter can be sent)
- One person to run audiovisuals
- A monitor to check room setup and adjust room lights
- Education Committee Chairman or Chapter officer should introduce the program and speaker(s)

- G. At the meeting have the following available:

- Program evaluations
- Handouts (if requested by speaker)
- NAON membership applications and other NAON materials
- Name tags
- Membership list
- CE certificates
- Local Chapter yearly calendar of events
- Recent Chapter minutes, bylaws and policies (as reference for Chapter officers or prospective new members)