

5.30 EDUCATION COMMITTEE

Policy #: 5.30
Original Policy Number: N/A
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POLICY

The Education Committee facilitates the planning, development, implementation and evaluation of evidence-based continuing education offered by the Association to its members and the nursing community. The Education Committee reports directly to the Association's Board of Directors.

Members will minimally include:

1. Chair (BSN or higher)
2. IAFN Education Director/Lead Nurse Planner (BSN or higher)
- 3.

Standing Sub-Committees will report directly to the Education Committee:
Annual Conference Program Committee

The Board of Directors may authorize the Education Committee to create additional ad hoc subcommittees. At the time of creation, the lines of authority, timeline, and reporting will be determined.

RESPONSIBILITIES

1. Committee meetings will be scheduled by the Education Director in conjunction with the availability of the committee members and held as needed.
2. The committee will review all planned educational offerings and make recommendations as appropriate.
3. The education committee will be sent evaluation summaries to review on a regular and reasonable schedule.
4. The committee will make recommendations for future educational offerings, based on its review of the evaluation summaries and needs assessments.
5. The Education Director will keep record of all recommendations made by the committee, and be the provider unit administrator.

COMMITTEE GOALS

1. Routinely develop and update policies and procedures related to planning, coordinating, implementing, and evaluating ongoing nursing education.
2. Increase the quality and consistency of nursing education provided through the Association.

3. Develop and update ongoing nursing education in relation to informal and formal needs assessments in the healthcare community.
4. Complete the programming schedule proposed by the committee.
5. Develop a mechanism for sharing information obtained from program attendance and evaluation.
6. Work with community organizations and agencies to provide programming in a cooperative effort.
7. Review all policies and procedures applicable to the providership on both an as-needed and annual basis.
8. Ensure geographic diversity of continuing education offered by the Association.