



CONTINUING EDUCATION COMMITTEE

SUMMARY: The Committee on Continuing Education furnishes providers of nursing continuing education with a peer review mechanism to assure the provision of quality continuing education for nurses and to ensure providers of nursing continuing education maintain adherence to the American Nurses Credentialing Centers Commission on Accreditation (ANCC) criteria.

SPECIFIC RESPONSIBILITIES

The following is a summary of the responsibilities of the Continuing Education Committee. ¹

1. Function as the approver unit for Continuing Education (CE) activities to meet American Nurses Credentialing Centers Commission on Accreditation (ANCC) criteria.
1. Formulate policies, establish criteria, and make recommendations for the continuing education approval system.
2. Recommend fees for approval of offerings, programs, independent study, and providers.
3. Evaluate the effectiveness of the approval system.

COMPOSITION

The Continuing Education Committee shall consist of a chairperson and a minimum of six (6) additional members.

QUALIFICATIONS

All members must have baccalaureate or higher degrees in nursing, and have educational and clinical expertise. Whenever possible, they should represent a cross-section of nursing specialty areas to enhance the peer review process.

TERM OF PARTICIPATION

Chairperson of the Continuing Education Committee shall serve a two-year term or until a successor is appointed. Selection for a new Chairperson shall take place in the Fall of odd-years.²

Members of the committee may serve three-years.³ No member of a standing committee may serve more than two (2) consecutive terms on any one standing committee.⁴

TIME COMMITMENT⁵

The following is an estimate of time spent in fulfilling the duties of Chairperson:

1. Attends and have voting privileges at the DNA Board Meetings as called by President with a minimum of four meetings a year.
2. Calls and attends meetings. Conference calls and emails may take the place of face-to-face meetings.
3. Coordinates the peer review process.

¹ Refer to the Continuing Education Policy and Procedure Manual for details of responsibilities.

² DNA bylaws-Article VII, Section 3

³ Continuing Education Policy and Procedure Manual, Members, DNA Division of Continuing Education ANCC Criterion: II Unit Operations Criterion Key Element 2

⁴ DNA bylaws-Article VII, Section 5

⁵ Refer to the Continuing Education Policy and Procedure Manual for details.

4. Review and approve programs as the DNA receives them.
5. Submits quarterly news article to be included in the *DNA Reporter*.

The following is an estimate of time spent in fulfilling the duties of committee member:

1. Attends meetings as called by the Chairperson.
2. Review and approve programs as the DNA receives them.