

Charter Process Guidelines

Procedure

Follow the steps of the process as appropriate, eliminating those that do not apply.

1. Board appoints a board liaison. As indicated, may appoint a staff liaison.
2. Board Member drafts a charter (**See Appendix A: Charter template**).
3. Charter is sent by email to board members with a deadline for review and return.
Board members edit with track changes (add date and time to edits) and return to the author of the charter or reply with their approval. Repeat steps 3-4 as needed.
4. Charter is sent to the BOD for approval.
5. Board liaison and /or staff liaison places the call for task force members –
(**See Appendix B: Guideline for the Administrative Process for Establishing a task force**)
6. Board liaison appoints the chair of the task force and shares “AACN Charter Process” with the chair.
7. Board liaison and chair appoint members to participate in the task force.
8. A conference call is scheduled between the board liaison, staff liaison, and chair to begin implementation of the project. (**See Appendix C: Guide for Project Kick-Off Meeting**)
9. Chair works with the board liaison to begin the work of the task force.
10. Chair communicates charter to task force members.
11. Task force implements the project.
12. Chair provides monthly status reports to the board liaison.
13. Chair submits a board report (**See Appendix D: AACN Project Report**) for each board meeting.
14. Chair submits a final report upon completion of the project.
15. Staff liaison sends thank you letters from the President to all members of the task force upon completion of the project.

AMERICAN ACADEMY OF AMBULATORY CARE NURSING 2009 BUSINESS PLAN

GOAL 1 – Knowledge

Goal

AAACN will be the recognized source for knowledge in ambulatory care nursing.

Objectives and Strategies

Objective 1. Increase the development and dissemination of ambulatory care nursing knowledge.

Strategies

1. Develop a process for annual needs assessment and coordination of education activities among all education units (annual conference, *Viewpoint*, audio seminars, etc.).
2. **Develop an online repository for ambulatory care tips, best practices and outcomes.**
3. Increase AAACN's web presence and value.
4. Promote research and evidence-based practice related to ambulatory care and telehealth nursing topics/outcomes.
5. **Update *Guide to Ambulatory Care Nursing Orientation and Competency Assessment*.**
6. Ensure that telehealth vision is integrated into the content (telehealth is a component of ambulatory care) of all products as they are developed and revised.

Objective 2. Increase recognition of AAACN as a source of ambulatory care nursing information.

NOTE: Bold indicates a priority for 2009.

GOAL 2: Education

Goal

Nurses will have the leadership skills and capabilities to articulate, promote, and practice nursing successfully in an ambulatory care setting, including achieving certification.

Objectives and Strategies

Objective 1. Increase nurses understanding of the unique needs, responsibilities, and value associated with practicing in ambulatory care settings (i.e. achieving ambulatory care certification).

Strategies

1. Develop ways to use “The Faces of Ambulatory Care Nursing” *Viewpoint* issue (Faces of Ambulatory Care Charter).
 - a. Articulate unique roles of ambulatory care nurses, one of which is “leader.”
2. **Create talking points to help members promote their value as ambulatory care nurses.**
3. **Revise the *Ambulatory Care Nursing Review Questions* to include telehealth, as indicated in the revised Test Content Outline.**
4. **Update the Ambulatory Care Nursing Certification Review Course by using the revised Test Content Outline.**
- 5.

Objective 2. Increase the leadership skills and competencies of ambulatory care nurses in roles including administration, clinical, education, management and research.

NOTE: Bold indicates a priority for 2009.

GOAL 3: Advocacy

Goal

The healthcare community will recognize and value ambulatory care nursing.

Objectives and Strategies

Objective 1. Increase recognition of the value of ambulatory care nursing by nurses, employers, and the community.

Strategies

- 1. Encourage articles about nursing practice in ambulatory care settings in *Viewpoint*, the Web site, Nursing Economic\$, and in external publications.**
- 2. Explore the endorsement of the multi-state licensure compact and consider developing a position statement (Multi-state Licensure Compact Position Paper Task Force).**
- 3. Develop position statements in phases on the role delineation of RNs (Phase 1), LPNs/LVNs (Phase 2), Unlicensed Assistive Personnel (Phase 3).**

Objective 2. Maintain/maximize alliances and relationships with other organizations.

NOTE: Bold indicates a priority for 2009.

GOAL 4: Community

Goal

Ambulatory care nurses will have a supportive and collaborative community in which to share professional interests, experience, and practice.

Objectives and Strategies

Objective 1. Expand the awareness of AAACN and the community it offers in ambulatory care education and work environments.

Strategies

1. **Develop resources to assist ambulatory care facilities to attain magnet status.**

Objective 2. Increase opportunities for interaction among AAACN members.

Strategies

1. **Evaluate strategies to retain members, especially during their first year of membership.**
2. **Utilize technology to increase connectivity (social networking, conference calls, and focus groups).**
3. Define ways to identify & mentor future volunteer leaders.

NOTE: Bold indicates a priority for 2009.