



ANNA
American Nephrology
Nurses Association

Policy	11.03.03
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BOD Reviewed and Approved...	5/24
DEI Reviewed.....	2023-24
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ROLE DESCRIPTION

A. ROLE TITLE: DIRECTOR OF EDUCATION SERVICES

B. OVERALL PURPOSE AND OBJECTIVES OF ROLE

1. Implements and administers the planning and development of relevant continuing education programs that advance nephrology nursing and assist in building an evidence-based practice through integration of practice and research.
2. Facilitates the planning of Nursing Continuing Professional Development (NCPD) materials and methodologies to be developed, implemented, and distributed by the Association.
3. Develops and implements an education agenda based on the strategic plan, *Nephrology Nursing Scope and Standards of Practice*, and learning needs of nephrology nurses.

C. QUALIFICATIONS

1. Master's degree required. Either baccalaureate or master's degree must be in nursing.
2. Certification in nephrology nursing preferred.
3. At least five (5) years clinical nursing experience; at least three (3) in nephrology preferred.
4. Three (3) to five (5) years management and/or education/staff development experience [may be part of five (5) years clinical experience].
5. Membership and experience in a professional volunteer organization; ANNA membership required.
6. Experience in development, implementation, and evaluation of NCPD activities.

7. Experience with American Nurses Credentialing Center's Commission on Accreditation (ANCC-COA) NCPD criteria.
8. Ability to coordinate multiple projects concurrently.
9. Documented effective communication skills: oral, written, and editorial.
10. Awareness of trends in nursing, professional development, and health care.
11. Demonstrated leadership ability to:
 - a. Facilitate group discussion.
 - b. Assess volunteer learning needs.
 - c. Guide volunteer professional development through mentoring and experiential learning.

D. SELECTION METHOD

1. As per the services agreement with the Management Firm, the Management Firm shall be responsible for hiring the Director of Education Services upon advice and consent of ANNA.
2. An Advisory Task Force shall be appointed by the National President to provide advice and input to the Management Firm during the selection process.
3. The selection of the Director of Education Services will be approved by the Board of Directors (BOD).
4. Upon mutual agreement by ANNA and the Management Firm, co-Directors of Education may be appointed to share and fulfill the role responsibilities.

E. TENURE

As per contract.

F. ATTENDANCE EXPECTED AT THE FOLLOWING MEETINGS:

1. All ANNA nationally sponsored meetings.
2. Face-to-face meetings and conference calls to plan education activities, as needed.
3. Other meetings as requested or approved.

G. RESPONSIBILITIES

1. Writes the ANCC self-study for accreditation with selected committee and staff members to ensure timely completion and submission.
2. Completes and submits the annual Nursing Activity Reporting System (NARS) Report to ANCC.
3. Serves as Administrator of education services.
 - a. Administratively responsible for the Provider Unit.
 - b. Submits written status report prior to the BOD meetings and as requested.
 - c. Submits an annual education agenda to the BOD.
 - d. Assists chairpersons in developing educational activities as approved by the BOD.
 - e. Ensures development, revision, and implementation of annual action plans to promote the strategic plan and assures that all educational content is congruent with the *Nephrology Nursing Scope and Standards of Practice*.
 - f. Reviews and evaluates all provider unit activities.
 - g. Submits yearly budget to the Executive Director and National Treasurer for BOD approval.
 - h. Submits budget for any special projects to the Executive Director and National Treasurer. Follows all budget guidelines as directed by ANNA Policy & Procedure.
 - i. Assists in policy and procedure development relative to education including review and revision, dissemination, and implementation.
 - j. Assures adherence to the ANCC-COA accreditation criteria.
 - k. Responds to requests from ANCC-COA for data.
 - l. Conducts an evaluation of the provider unit based on ANCC-COA criteria and documents use of data.
 - m. Provides ongoing updates and formal reports by stated deadlines to Executive Director. Notifies Executive Director and Anthony J. Jannetti, Inc. (AJJ) Director of Education Services immediately of significant changes or problems.
4. Facilitates communication between the Board Liaison and the Chairpersons of both the Conferences Committee and the Leadership Committee.
 - a. Provides input to the Board Liaison with recommendations regarding all matters specific to NCPD activities and trends that may influence the decisions of the BOD.
 - b. Ensures prompt notification to the BOD Liaison regarding any unusual circumstances that would require BOD consideration.
 - c. Serves as a resource person to Consultants and Project Directors developing education activities.
 - d. Submits names of potential Conferences Committee Chairpersons and committee members.
 - e. Coordinates and implements special projects approved by the BOD.
 - f. Works with National Office to implement and coordinate NCPD activities.

5. Directs program committees in planning, developing, implementing, and evaluating NCPD programs.
 - a. Uses ANCC-COA educational design criteria to develop programs.
 - b. Guides program committees to:
 - (1) Assess the educational needs and interests of the membership.
 - (2) Explore innovative approaches to meeting the learning needs of the membership.
 - (3) Establish topics to be covered in educational programming in collaboration with planning committees.
 - (4) Recommend speakers and prepare budgets for speakers.
 - (5) Implement action plans and timelines.
 - (6) Utilize information regarding current trends in adult education.
 - (7) Develop content appropriate to the target audience, goal, and theme of the program.
 - (8) Recommend instructional design to assist the learner in applying the information into practice.
 - c. Coordinates program needs with the National Office:
 - (1) Participates in establishing and fulfilling timelines.
 - (2) Provides information regarding:
 - a) Facilities needed for meeting
 - b) Necessary speaker information
 - c) Possible session sponsorship
 - (3) Prepares program for pre-registration material.
 - (4) Prepares final program with suggestion for format.
 - (5) Determines NCPD contact hours and design of certificates in accordance with ANCC standards.
 - (6) Designs the evaluation tools; analyzes the results with the assistance of the National Office and the program committee.
 - (7) Assists with planning surveys to determine the educational needs/desires of the membership and/or subspecialty groups.
6. Works with committees, ANNA members, and other internal and external groups in planning educational activities (e.g. Conferences Committee, Leadership Committee, and other Ad Hoc groups involved in planning webinars and CExpress activities).
 - a. Assures that every activity is planned, implemented, and evaluated utilizing the ANCC-COA Standards for Integrity and Independence in Accredited Continuing Education to ensure independence from industry bias or influence.
 - b. If an outside group requests to present at an ANNA meeting (e.g. AAKP, CDC), the Director of Education Services will meet with them to determine if the presentation is applicable, is independent from industry bias or influence, and is appropriate to provide contact hours.
 - c. If contact hours are provided, the planning, implementation, and evaluations are overseen by ANNA and the outside group participates as part of the Planning Committee.

7. Uses time and opportunities at ANNA meetings to identify potential volunteer leaders.
 - a. Collaborates with the Leadership Committee in identifying leadership opportunities for new ANNA leaders.
 - b. Provides input to include identification of potential volunteer leaders to the ANNA BOD, Leadership Committee, and other committee chairs.
8. Collaborates with the Leadership Committee in providing leadership education for new ANNA leaders.
9. Provides consultation and advice for ANNA leaders regarding the development and implementation of their respective roles if requested.
10. Develops a collaborative, cooperative network of contacts with external boards and colleagues involved with nephrology, nursing education, and ANCC personnel.
11. Participates in marketing and promoting meetings.
 - a. Coordinates the inclusion of descriptive articles pertaining to various components of the upcoming educational program for the *ANNA Update* including:
 - (1) An Annual Report
 - (2) Additional articles pertaining to conference planning activities as needed or otherwise requested
 - b. Writes descriptive material for individual sessions and programs for the meeting brochure.
 - c. Directs and coordinates the production of the program brochures and final products with the National Office staff.
12. Follows all ANNA Policies and Procedures.
13. Completes other duties as assigned.
14. Participates in annual performance appraisal.

H. RESPONSIBILITIES OF THE MANAGEMENT FIRM

1. Assists in projects as needed and requested.
2. Forwards appropriate correspondence as requested.
3. Types and distributes correspondence as requested.
4. Provides follow-up as requested.
5. Assists in the compilation of evaluation data.
6. Assists with planning, implementation, and evaluation of program data.

I. LINES OF COMMUNICATION

1. Directly responsible to the Executive Director for administrative and executive issues.
2. Works in collaboration with the AJJ Director of Education Services to maintain the ANCC accredited provider status.
3. Reports to Board Liaison concerning committee activities.