

Statewide NC AHEC Intra-professional Education Group: NC AHEC Nurse Council

Charter

Purpose
<p>The NC AHEC Nurse Council is a professional collaborative of regional leaders from across the state that, together, possess the statewide expertise to recruit, train, and retain the nursing workforce across the State.</p> <p>The purpose of NC AHEC Nurse Council is to facilitate communication, partnership, and teamwork among and between regional AHECs on nursing & interprofessional initiatives aimed to recruit, train, and retain the healthcare workforce needed for a healthy North Carolina. The goals are to 1) develop, share, and execute initiatives that pertain to the statewide training and education needs of the intra-professional workforce and 2) create clear expectations about how regional AHECs are to work collaboratively to engage in standardized processes to avoid any competition (intentional or unintentional) on Continuing Professional Development (CPD) activity offerings and 3) manages legislative mandates for nursing workforce.</p>
Area
<p>Pertains to nursing representatives from each Regional AHEC to address Continuing Professional Development (CPD), RN Refresher program, and other projects to recruit, train, and retain nursing professionals at all levels of educational preparation and experience.</p>
Inclusion
<p>The statewide nursing discipline group consists of one or more nursing representative(s) from each of the nine (9) regional NC AHECs as appointed by each regional AHEC, the NC AHEC Program Office, the Duke AHEC Program Office, and the Statewide NC AHEC Nursing Liaison for UNC-Chapel Hill School of Nursing.</p> <p>Membership roles include Chair, Chair-Elect, Statewide NC AHEC Nursing Liaison for UNC-Chapel Hill School of Nursing, NC Program Office Liaison, Duke AHEC Program Liaison. Benevolence Fund Coordinator, Executive Council Committee, RN Refresher Committee, Task Force and ad hoc committees, and Nominating Committee.</p>
Members
<p>Regional NC AHEC members are staff selected by their regional AHEC to represent the nursing discipline in their region.</p> <p>The regional AHEC members a) should have experience in continuing professional development, educational program planning, and curriculum development; b) should have established relationships with regional leaders, both academic and practice, in nursing with regular and periodic stakeholder assessments and meetings; and c) are members of the nursing workforce by education, training, and experience.</p> <p>Each statewide discipline group requires the participation of all members. It is estimated that on average, member will spend a minimum of two hours/week on Nurse Council activities. At a minimum, members are expected to attend no less than 75% of meetings and assemblies on an annual basis.</p>

If a member cannot meet the attendance requirement, the regional AHEC shall find a suitable and fitting replacement/representative.

Member Responsibilities

- May serve as voting members of the NC AHEC Nurse Council.
- Represent their regional AHEC in activities of the Nurse Council.
- Participate actively in Nurse Council initiatives.
- Engage in regional and statewide nursing meetings as a Nurse Council representative.
- Share successes and failures, best practices, and ideas for future endeavors to recruit, train, and retain the workforce in North Carolina.
- Share the education and training needs identified within their region of that discipline on an annual basis, at a minimum. This needs assessment must be evidence-based and comprehensive.
- For greater efficiency and effectiveness, utilize a shared platform (Basecamp) for project management and communication.

Meeting Frequency – Virtual meetings will be held monthly with the option for a face to face meeting (1 or 2 days with a virtual option) at least once a year.

Roles

NC AHEC Program Office Liaison

The NC AHEC Program Office (PO) Liaison for the Nurse Council is an ex officio member and will serve as the NC AHEC PO representative for nursing and CPD-related information, communication, and direction to and from the PO.

PO Liaison Responsibilities

- Serves as a non-voting member of the AHEC Nurse Council and its Executive Council Committee, working with the chair of the group to develop and manage agendas, review minutes, assist with the work of task forces, and facilitate projects as requested.
- Provides leadership and consultation to the NC AHEC Nurse Council.
- Participates as member of program planning committee for the annual Academic Progression Directors meeting.
- Reviews meeting minutes as member of Executive Council Committee.
- Collaborates regularly with the Nurse Council in order to assure that there is a large, statewide vision of NC AHEC nursing CPD activities, as well as to identify and facilitate potential interprofessional CPD activities among the disciplines.
- Serves in this position permanently.

Chair and Chair-Elect

The Chair and Chair-Elect of the NC AHEC Nurse Council are current regional representative members who manage the NC AHEC Nurse Council. The appointed Chair and Chair-Elect will serve as the nursing representatives for information, communication, and direction to and from the PO.

The Chair and Chair-Elect need a minimum of two years AHEC experience. It is *estimated* these roles will require at a minimum six hrs/month on average in addition to the standard two hours/week for all members.

Chair Responsibilities

- Chairs the meetings of the Nurse Council and initiates the scheduling of the web conference as needed.
- Represents AHEC Nursing (or assigns a designee) whenever a representative of the AHEC Nurse Council is requested.

- Serves as the nursing representative on the statewide Interprofessional Education (IPE) Continuing Professional Development (CPD) team (aka “Discipline Chairs Group”): attending regularly scheduled meetings and sharing news and updates, being willing to actively engage in opportunities for interprofessional collaboration, and disseminating NC AHEC interprofessional education news and opportunities to the Nurse Council.
- Attends regional and statewide meetings (or assigns a designee) as the Nurse Council representative as necessary.
- Facilitates communication among members of the AHEC Nurse Council.
- Convenes and chairs the Executive Council Committee of the AHEC Nurse Council for the purpose of agenda setting.
- Informs the appropriate AHEC of minute taking and time keeping responsibilities.
- Meeting facilitation and follow-up
 - Reviews the minutes
 - Sends and solicits feedback from the Executive Council Committee members
 - Communicate recommendations to AHEC Nurse Council members
 - Update and share an updated roster (roster to include those elected to current positions.)
 - Posts final meeting minutes in a centralized digital file location (PB Works) with password protection for Nurse Council members.

Note: PB Works is available through the NC AHEC Program Office, and the UNC Health Sciences Library.

- Serves as the tie-breaking vote of the Nurse Council.
- Mentors Chair-Elect for one year.
- Facilitates selection of planning committee for annual Academic Progression meeting.
- Serves as Chair for a two-year term beginning in the even years at the close of the June meeting. May serve one second successive term.
- During the first year of service, if the Chair is not available to oversee a Nurse Council meeting, the immediate past Chair will lead the meeting. During the second year of the term, the chair elect will facilitate the meeting with mentoring from the previous past chair.

Chair-Elect Responsibilities

- Is elected at the June Nurse Council meeting of odd years as the new chairperson and serves a one-year term as chair elect.
- Learns about the responsibilities of the Nurse Council Chair in preparation for assuming them.
- As a member of the Executive Council Committee, assists in preparation of the AHEC Nurse Council meeting agenda.
- Serves on Academic Progression Conference planning committee.
- Leads the Nurse Council meetings in absence of the Chair.
- Brings forward any unfinished business from previous meeting based on the meeting minutes reviewed for gaps in the process.

Statewide NC AHEC Nursing Liaison for UNC-Chapel Hill School of Nursing

The Statewide NC AHEC Nursing Liaison for UNC-Chapel Hill School of Nursing is an ex officio member of the NC AHEC Nurse Council from a partner academic institution, as appointed by the NC AHEC Program Office. This is a permanent position.

Statewide Nursing Liaison Responsibilities

- Serves as a non-voting member of the AHEC Nurse Council and its Executive Council Committee.
- Collaborates with the chair of the Council to develop and manage agendas
- Reviews minutes

- Assists with the work of task forces.
- Facilitates projects as requested.
- Connects academic nursing faculty experts from his/her home and partnered academic institutions with regional AHEC's Continuing Professional Development needs.
- Provides leadership and consultation to the NC AHEC Nurse Council.
- Serves as Program Director of RN Refresher Program with input from the RN Refresher Committee.
- Participates as member of program planning committee for the annual Academic Progression meeting.
- Reviews meeting minutes as member of Executive Council Committee.

Duke AHEC Program Liaison

The Duke AHEC Program Liaison is an ex officio member of the NC AHEC Nurse Council who represents nursing from the Duke AHEC Program Office. This is a permanent position.

Duke AHEC Program Liaison Responsibilities

- Serves as a non-voting member of the AHEC Nurse Council
- Participates in AHEC Nurse Council programs, initiatives, planning committees, and task forces
- Facilitates Duke and Duke-affiliated speakers to serve as presenters for the regional AHEC Continuing Professional Development offerings
- Provides leadership and consultation to the NC AHEC Nurse Council
- Collaborates with the regional AHEC staff on programs, initiatives, planning committees, and task forces

Benevolence Fund Coordinator

This Benevolence Fund Coordinator is a current member of the NC AHEC Nurse Council who ensures that there is a continual source of funds to be used to honor members of the NC AHEC Nurse Council.

Benevolence Fund Coordinator Responsibilities

- Collects and disperses funds according to Benevolence Guidelines.
- Serves for 2 years and may be re-elected for additional terms in June of even years.

Minute Scribe

Minutes are taken for all regular meetings of the NC AHEC Nurse Council. Minute scribe responsibilities rotate among the AHECs alphabetically. The Chair informs the appropriate AHEC of minute taking responsibility prior to meeting.

Minute Scribe Responsibilities

- Records minutes of the meeting using a concise action-oriented format.
- Provides a draft copy of the minutes to the Chair for review no later than two weeks after each meeting.
- Records attendance.

Duties

Aligned with other statewide NC AHEC discipline groups, the NC AHEC Nurse Council is charged to:

- Establish an environment of inclusion, trust, and support for members to participate in an open manner.

- Provide a forum to share best practices and activities for intra-professional education.
- Recommend to the statewide IPE Team, policies, procedures, and frameworks of best practice to govern the intra-professional education programs and services offered by the NC AHEC program, both statewide and regionally.
- Assess and prioritize annual statewide education and training needs of that discipline.
- Assure that there are documented, supported, and evidence-based statewide need for statewide programs.
- Develop goals for statewide discipline-specific programs and services in NC on a periodic basis, with a reasonable and feasible plan of action to meet those goals.
- Plan, develop, execute, and evaluate statewide discipline-specific education based on statewide needs and statewide discipline-specific goals. Intentional planning includes eliminating redundant regional programming, creating the opportunity to collaborate on same/similar topics to improve planning efficiency across the state.
- Assess IT needs that can be communicated to the Program Office through the Discipline chairs.
- Coordinate regional education and training to avoid conflict and competition.
- Ensure a program evaluation process that is consistent and comparable across regions.
- Use process and evaluation data to educate the local, regional and statewide community regarding the work and effectiveness of the NC AHEC Program to recruit, train, and retain the healthcare workforce.

Leadership

Executive Council Committee

The Executive Council Committee shall serve as the executive leadership of the NC AHEC Nurse Council. The Committee is composed of the following members:

- Chair, AHEC Nurse Council (chair of the Executive Council)
- Chair-Elect, AHEC Nurse Council
- Chair, RN Refresher Committee
- Statewide NC AHEC Nursing Liaison for UNC-Chapel Hill School of Nursing (ex officio member)
- NC AHEC Program Office Liaison (ex officio member)
- When developing agendas, the hosting AHEC representative is included.

Executive Council Responsibilities:

- Facilitates AHEC Nurse Council decision making and activities; develops meeting agendas; reviews minutes; and promotes AHEC nursing activities.
- Coordinates a statewide needs assessment, as appropriate and relevant, for nursing.
- Facilitates the identification and operations of necessary working sub-groups.
- Manages progress towards the goals of the nursing group through effective communication, outcomes tracking, and identification of funding opportunities.

RN Refresher Committee

The RN Refresher Committee develops and oversees policies and procedures that are pertinent to the statewide RN Refresher Program clinical experiences, provides input relevant to the didactic portion of the program, explores and makes recommendations to improve opportunities for practice re-entry for RNs in North Carolina.

Each AHEC has a committee representative who serves as the region's RN Refresher coordinator. In addition, a faculty member from UNC Chapel Hill School of Nursing who oversees all students' theory

progress and places clinical students in Chatham, Durham, Orange and Person Counties also serves. The Statewide NC AHEC Nursing Liaison for UNC-Chapel Hill School of Nursing, who directs the statewide program, serves indefinitely.

Chair of this committee serves for two years and is selected by the team in June of even years. Consecutive terms may be served.

This committee convenes a minimum of three times a year.

Task Forces and ad hoc committees

Task Forces and ad hoc committees needed to facilitate the work of the NC AHEC Nurse Council can be formed as decided upon by Nurse Council members.

Nominating Committee

The Nominating Committee recruits candidates for chair and chair-elect, prepares a slate of candidates and oversees the election of officers.

The nominating committee is composed of the current Council chair, past Council Chair, and the NC AHEC Program Office Liaison, and the Statewide NC AHEC Nursing Liaison for UNC-Chapel Hill School of Nursing. This committee will be activated every two years (odd years) or as needed.

Nominating Committee Responsibilities

- Oversees the election of officers for chair, chair-elect, and other elected positions as necessary.
- Initiates a call for nominations from the NC AHEC Nurse Council constituency three months prior to the summer Chair-elect election year.
- Presents the ballot with the slate of candidates, no later than two weeks prior to the summer meeting.
- Prior to voting, a call for nominations will be repeated on the floor at the NC AHEC Nurse Council meeting.
- The Chair will oversee the addition of new candidates and the election of officers.

Accountability

- Decisions that relate to the operations and initiatives of the council will be made using a majority voting system. Only members who meet the meeting attendance requirements will have a vote.
 - A quorum to call for a vote requires 50% plus one of membership in attendance.
 - A majority is defined as representation of 50% plus one of the membership to pass or not pass a vote.
 - Absentee votes are accepted and must be submitted to the Chair prior to the meeting.
 - In the event a member voices a potential inequity in the outcome of the vote based on individual regions, the executive council will convene and determine next course of action prior to voting.
- Chair Elections Voting Policy: The Council Chair will distribute list and count the votes at the June meeting. Another member of the nominating committee will be selected by the Council Chair to confirm the vote count. All Council members have the option to run for Council Chair and the option to vote for Council Chair, with the exception of the Council Chair and the liaisons. The Council Chair may only vote in the event of a tie. The Council Chair will then announce the winner, without any acknowledgement of the tie.
- Each year a full discussion, possible survey of all members to evaluate what is going well and areas for improvement will be administered from the Executive Council.

The purpose, area, inclusion, membership, structure, duties and standard procedures outlined in this document shall be reviewed and updated as needed and every odd year, under the guidance and direction of the members of this discipline group. Any changes to the charter are to be agreed upon by group majority vote with a quorum present.

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Updated June 1997
Updated November 1997
Updated February 1998
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Revised June 2000
Revised June 2001
Revised February 2002
Revised November 2003
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Revised June 2006
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