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| Annual Report Board-Education Director (1 year term 2017/2018-end of term May 2018) | | | |
| Name: | Erin Robertson | Email: | erinelro@gmail.com |
| Meeting Date: | May 2018 | Position of Responsibility: | Education Director |

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| Progress Report: (Highlight progress you have made to date in regards to your elected position.) |
| <p>Program Review</p> <ul style="list-style-type: none"> • Saskatchewan Polytechnic Post RN <ul style="list-style-type: none"> ○ Full Approval (3 year-December 2020) ○ completed with Kristina Cruess • Grande Prairie Regional College <ul style="list-style-type: none"> ○ Full Approval (3 year- December 2020) ○ Completed with Heather Lithgow • Lethbridge College <ul style="list-style-type: none"> ○ Conditional Approval (2 year-January 2020) ○ Completed with Bernie Chiu <p>Produced a letter of congratulations Revisions to website-contact information, approvals and removals of programs with “expired” programs reviewed application process and putting recommendation forward for final report</p> |
| <p>PNEC-Perioperative Nurse Educators of Canada</p> <ul style="list-style-type: none"> • In response to feedback at the PNEC meeting during the ORNAC Conference May 2017 re: individuals on the PNEC list not ORNAC members • Trying to get a single source of truth for membership (ORNAC PNEC membership list serve) • Letter sent in fall to ORNAC PNEC members to their indicated preferred email address (with process for asking questions, providing responses and format for feedback form) • Multiple issues getting to the single source • MULTIPLE emails • Currently working with ORNAC executive to determine maintaining and communicating with PNEC membership |
| <p>Responding to a number of emails including:</p> <ul style="list-style-type: none"> • Verification of program approval • Working abroad and in Canada (licensing, experience, roles) • Program information • Follow ups with program approvals • PNEC membership |

Miscellaneous tasks

- Response to president's request to determine membership questionnaire (put together reference page with ORNAC strategic goals to help align questioning to stated goals)
- Provided feedback re: CNA specialty exam
- Provided feedback re: posting the ORNAC standards section on Radiation Safety on the CAAC (Canadian Association of Ambulatory Care) website (**do not** agree with giving away our content)
- Provided feedback on CSA Z305 Draft standard (letter attached to previous report)
- Provided recommendations related to ORNAC embarking on the creation of a perioperative program (e.g. Periop 101) in collaboration with Lyanne

Outstanding issues since last report

- Role description/responsibilities/reporting structure
- Standardization of hand over
- Information from previous "Education" projects unable to locate/different places

Standards Committee CoChair (s)

- Ongoing role until 2019 ORNAC Standards publication
- Collaborate with Standards Committee and respond to numerous questions submitted through ORNAC website
- Set up and maintain project management tool (Smartsheet)
- Finalize membership (with CoChair, Pillar and executive)
- Developed and sent out letters to prospective Standards members
- Sent out letters to all Standards members for their employers
- Reviewed and approved contracts with editor, formatter, translator and research teams
- Provided feedback to the ORNAC executive regarding concerns related to the CSA Perioperative document
- Organized access to additional resources for committee
- Monthly meetings with Standards team (minutes posted in Standards section of VO)
- Organized agenda for May meeting
- Reviewing section 2 & 5
- SSCL joint statement

Recommendations

- Committee to form and review online approval process (work has started)-Standardized assessment tool
- Clearly define ORNAC/PNEC relationship and work with the current PNEC membership to encourage ORNAC membership
- Create online PNEC forum
- Create a seat on the ORNAC Board for one of the Standards CoChairs