SAMPLE CHARTER

Clinical Leadership Development Program Charter

Responsible Group: Clinical Leadership Development Program Task Force (TF)

Charge to Responsible Group:
1. Develop a Clinical Leadership Development Program curriculum targeted at the bedside medical-surgical nurse.
2. Recommend if the Clinical Leadership Development Program should be offered as a certificate program.

This charter is related to the AMSN Strategic Plan:

Strategic Plan Goal 3: AMSN will foster learning and professional growth of medical-surgical nurses

Objective 3.1: Increase online resources for leadership, professional growth and education.

History: Being a resource for state-of-the-art clinical and leadership professional development opportunities is essential to achieving the mission of AMSN. As the membership of AMSN grows and the knowledge base of health care and nursing expands, it is critical for AMSN to provide professional education offerings that include leadership development for the medical-surgical nurse. The complex healthcare environment and the nursing shortage require medical-surgical nurses to more quickly and better assimilate a variety of leadership skills that can be used to enhance their abilities as bedside and unit-based leaders.

Key messages of the Institute of Medicine (IOM) report, “The Future of Nursing: Leading Change, Advancing Health,” support the development of leadership skills of nurses at all levels of practice. The report recommends that nursing associations expand opportunities for nurses to lead. The specific charge of the report to nursing associations is to provide leadership development, mentoring programs and opportunities to lead for all their members.

When the Nurses Nurturing Nurses Program (N3) Program was evaluated in October 2010, clinical leadership development was identified as a need in the report. AMSN has a variety of resources applicable to clinical leadership development, but they are not structured into an actual program. Also, during the N3 Program evaluation, 81% of the members surveyed expressed an interest in earning a certificate in clinical leadership. This task force is being asked to consider a certificate program.

In preparation for the board’s decision to develop the Clinical Leadership Development Program, the AMSN education director reviewed the skills necessary for clinical leadership development, identified the AMSN resources currently available, and identified the gaps in our resources. This information will serve as the groundwork for this task force (see Clinical Leadership Development Program Agenda Item Report).

Outcome/Deliverable:
1. A Clinical Leadership Development Program curriculum targeted at the bedside medical-surgical nurse.
2. A recommendation to the board about whether the Clinical Leadership Development Program should be offered as a certificate program.

Accountable to: Linda Yoder, Board of Director’s Liaison. lyoder@mail.nur.utexas.edu
Staff Resources: Education Director, Rosemarie Marmion, rosemarie.marmion@ajj.com
Staff Liaison, Maura King, maura.king@ajj.com,

Parameters:
1. The Chairperson will review the charter with the TF to insure all aspects of the charge are understood and to answer questions as needed.
2. Read and discuss the Clinical Leadership Development Agenda Item Report prepared by the AMSN education director to become familiar with the work that has been done in preparing for this task force.
3. Prioritize the topics identified for a Clinical Leadership Development Program (see Clinical Leadership Development Agenda Item Report) to determine those topics that are needed for clinical leadership development of the bedside medical-surgical nurse.
4. For the prioritized topics identified in #2 above, evaluate the resources currently available from AMSN for applicability and appropriateness for the Clinical Leadership Development Program (resources may be found in the Clinical Leadership Development Agenda Item).
5. Identify gaps between the prioritized topics and the topics addressed in the resources currently available from AMSN. This will determine what topics need to be developed.
6. Develop the curriculum for the Clinical Leadership Development Program. The curriculum would include the topic, learning objectives, content outline, delivery methods, and number of minutes/hours for each topic/education activity (see enclosed curriculum template and example).
7. Discuss the advantages and disadvantages of developing the Clinical Leadership Development Program into a certificate program. The education director will guide this discussion. Provide a summary of this discussion and recommendation for the certificate program to the board liaison.
8. TF members will use a variety of communication strategies; telephone, email, and list serve to complete its work. Conference calls up to 6 per year will be made available to the TF.
9. The task force’s work according to this charter will be completed after the submission of the certificate program recommendation (parameter #7). The board will review the curriculum and certificate program recommendation, and determine next steps.

Definitions:
1. Clinical Leadership: Consists of influencing the attitudes, beliefs, behaviors, and feelings of other people to continuously improve patient care and the healthcare system (Cook, 1999; Curtis, DeVries, & Sheerin, 2011)
2. Curriculum: The curriculum as used in this project consists of the topic, learning objectives, content outline, delivery methods, and number of minutes/hours for each topic/education activity.
3. Certificate Program: An assessment-based certificate program is a non-degree granting program that:
   a. provides instruction and training to aid participants in acquiring specific knowledge, skills, and/or competencies associated with intended learning outcomes;
   b. evaluates participants’ accomplishment of the intended learning outcomes; and
   c. awards a certificate only to those participants who meet the performance, proficiency, or passing standard for the assessment(s) (hence the term, “assessment-based certificate program”). Source: Institute for Credentialing
Excellence:

Collaborators:
Cyndee Hnatiuk, Executive Director, cyndee@ajj.com

Resources (Research, Publications, Etc):
- Clinical Leadership Development Agenda Item Report developed by Rosemarie Marmion, Education Director
- AMSN Strategic Plan
- AMSN Priority Agenda
- The Institute of Medicine (IOM) Report-The Future of Nursing Leading Change; Recommendation 7-Prepare and enable nurses to lead change to advance health
- N3 Program Evaluation (sections pertinent to clinical leadership)
- Various Nursing Leadership curricula from university and other websites
- A literature review of topics determined appropriate to business and healthcare for module development

Time Frames:
March 31, 2012: TF submits the Clinical Leadership Development Program curriculum to the board liaison.

April 30, 2012: TF submits a discussion summary and recommendation for the certificate program to the board liaison.

Reporting Times: Chair to provide a monthly status report to the board liaison and a formal report prior to board meetings

Financial: To be determined

References:

| Date submitted: August 2011 | Approved: September 26, 2011 | Completed: |