



# AANA Practice Committee Charter

## PURPOSE

The Practice Committee (“Committee”) is a standing committee and will assist the Board of Directors (BOD) of the AANA to fulfill its responsibilities regarding matters that relate to the professional practice of CRNAs.

## BYLAWS LANGUAGE

### Article VII Committees

#### Section 5, G: Practice Committee

The members of the Practice Committee shall be representative of current CRNA practice settings. The Committee shall review the practice of nurse anesthesia and the implications concerning work environment, practice management, and patient safety and shall formulate recommendations for consideration by the Board of Directors.

## KEY RESPONSIBILITIES

The Committee shall perform all duties as requested or required by the BOD. The Committee will specifically be responsible for the following duties and responsibilities:

- Review and revise practice management and practice-related documents and resources using the AANA evidence-based process.
- Conduct an enviroscan of nurse anesthesia practice and the literature to identify emerging trends that may impact nurse anesthesia practice now and, in the future.
- Develop recommendations for new practice documents and resources.
- Review and develop recommendation on endorsement of external organizations’ documents subject to board approval.
- Collaborate with and provide consultation for other AANA committees, staff, or members (e.g., assist with member inquiries) regarding nurse anesthesia practice.

## MEMBERSHIP COMPOSITION AND TERM LIMITS

- The committee shall consist of 7-8 CRNAs and 1 student (Associate member).
- Active certified or student AANA members in good standing.
- A basic understanding of the translation of literature to reassess, revise and develop documents and resources necessary for evidence-based practice is preferred.
- Experience in facility or anesthesia department leadership, development of policy and procedure, and continuous readiness for facility accreditation (e.g., The Joint Commission, DNV, AAAHC, AAAASF) is desired.
- The requirements for a student to serve on the Committee include:
  - Attendance of a nurse anesthesia educational program for at least nine months during his/her year of service on the committee.

- Submission of a letter from the student's nurse anesthesia educational program director indicating that the student applicant is able to fulfill all committee responsibilities in addition to their clinical and didactic requirements.
- The Chair is preferred to have served at least two years as a committee member and have served on the committee within the prior three years.
- It is recommended for no more than 2/3 of the committee shall turn over in any given year.
- The committee term begins at the conclusion of the AANA Annual Congress through the following Annual Congress.

The committee shall be supported by at least of one AANA staff member, appointed by the CEO.

### **VOTING AND QUORUM**

A majority of the voting members of the Committee shall constitute a quorum. Students shall have voting rights on the committee.

When a quorum is present, the vote of a majority of the voting Committee members present shall constitute the action or decision of the Committee.

### **MEETINGS**

The Committee will meet via conference call or in person as needed.

### **AUTHORIZATION AND LIMITATIONS OF POWER**

The Committee is established by the Bylaws and has no power or authority to act or speak on behalf of the full BOD.

Committee members shall refrain from representing themselves on social media as speaking for the committee unless granted explicit permission by the chair and shall not use the committee role in a signature block on social media.

*Adopted: AANA Board of Directors  
August 2021*

## **COMMITTEE ROLES**

### **ROLE OF A COMMITTEE CHAIR**

- Facilitates the meeting or conference call.
- Encourages committee members to provide their thoughts.
- Provides leadership and serves as point person for the committee
- Responsible for ensuring committee charges are accomplished.
- Collaborates with staff to develop and monitor the objectives and charges for the committee.
- Provides input for setting meeting and conference call agendas.
- Communicates with the AANA President regarding committee issues.
- Assists in the development of committee reports submitted twice a year to the AANA Board of Directors.
- Mentors committee members to ensure continuity to the next fiscal year.
- If authorized by the AANA Board, serves as a spokesperson for issues related to the work of the committee in an effort to assist members in understanding committee decisions.
- Facilitates the presentation of the proposed bylaw amendments and resolutions at the Mid-Year Assembly and annual Business Meeting

### **ROLE OF COMMITTEE MEMBERS**

- Participates actively in all meetings and conference calls.
- Collaborates with the rest of the members of the committee and respects different points of view.
- Considers AANA members' perspective.
- Respects time limits.
- Asks the chair for clarification when needed.
- Provides prompt and timely written or verbal feedback on issues or documents under discussion by the committee.
- Shares respectful advancement of ideas but avoids personal agendas.
- Maintains confidentiality of the committee's work until dissemination is appropriate.
- Is responsive to committee chair or staff direction.
- Asks the Chair for information but does not direct staff work.

### **ROLE OF COMMITTEE STAFF**

- Provides support services and resources (i.e., agendas, minutes, reports, research).
- Provides clarification and provides historical information on projects/issues.
- Provides input from a staff perspective on issues under discussion.
- Communicates information about committee activities to other AANA committee staff.
- Solicits information or input from AANA staff as appropriate.
- Ensures that any and all charges or projects not part of the original list of committee charges, first goes through the Board of Directors for approval, and then through the project prioritization process prior to action.

### **EXPENSE REIMBURSEMENT:**

Expenses related to the Committee's travel and meetings are reimbursed in accordance with the AANA Business Travel and Reimbursement Policy.