

AAACN Strategic Plan Charter Template

Charter: Charter name (or topic)

Strategic Plan Goal #__: Goal # and topic

Objective #__: Objective number and entire objective

Purpose of the task force: The task force has been asked to meet the charge.

Be specific about what is expected.

History: It is helpful to provide some background information that helped the Board decide to develop the charter. Provide information about the status quo and the rationale for the charter.

Goal/Outcome/Deliverable: State exactly what is expected and the target date.

Accountable to: Identify the Board Liaison

Parameters:

1. Varies according to topic.
2. You can provide suggestions discussed by the Board.
3. Be specific if you are asking for a plan or if you want the task force to take action.
4. Encourage collaboration to avoid duplication of effort.
5. Identify that the task force needs to identify budgetary considerations.
6. Let the task force know they can communicate via email (including listserves) and conference calls.
7. Include other helpful parameters as appropriate.

Collaborators:

List key people who can be helpful, including subject matter experts, the Education Director, Website Coordinator, other task forces and groups as appropriate. Often the Board is knowledgeable of various individuals or groups but the Chair may not be. It is important to emphasize the need to collaborate with the persons listed.

Resources (Research, Publications, Etc): Include the AAACN Mini Strategic Plan so that the task force can see the whole picture. Mention AAACN publications and other publications if appropriate.

Need Support Resources: Describe support from AJJ Jannetti, materials for distribution etc.
Budget: Project any expenses needed to complete project

Time Frames:

Target Date: Repeat the specific date for submission of what is requested. There may be more than one target date if there are multiple steps in the charter. Indicate:

How often will this task force meet?
What will be the method of communication?

Reporting Times: Include a comment that monthly progress reports to the Board Liaison are expected.

AAACN Strategic Plan Charter Example:

AAACN PROJECT CHARTER

TITLE OF TASK FORCE/COMMITTEE: Orientation and Competency Assessment Task Force

STRATEGIC PLAN GOAL: # 2 Education

Nurses will have the leadership skills and capabilities to articulate, promote, and practice nursing successfully in an ambulatory care setting, including achieving certification.

STRATEGIC PLAN OBJECTIVE: #1

Increase nurses understanding of the unique needs and responsibilities associated with practicing in ambulatory care settings.

HISTORY:

The publication: *A Guide to Ambulatory Care Nursing Orientation and Competency Assessment*, has been a highly successful educational product which was developed and released for sale in 2005. Because ambulatory care nursing is a unique practice arena with a specialized body of nursing knowledge, it is critical for nurses to have access to the latest information on ambulatory nursing competencies. This publication is now three-years old and will require revisions to insure that the information is current and accurately reflects the ambulatory nursing practice of today.

The Staff Education SIG has also been working on the development of a publication for ambulatory nurse educators. Since most ambulatory nurses are involved in some type of education, it was felt that a tool should be developed which would identify those teaching strategies, models, and competencies which have been used successfully within ambulatory nursing. It has been difficult to estimate the potential audience for a separate educator competency publication; therefore the recommendation was made by the Board to include the educator competencies in the revision of the *Guide to Ambulatory Care Nursing Orientation and Competency Assessment*.

Also to be included in the update will be a new chapter on transitioning to ambulatory care nursing.

PURPOSE OF TASK FORCE:

To provide an undated publication which will include the latest information on ambulatory orientation, competency assessment, and ambulatory nurse educator competencies, and resources available to assist nurses who are transitioning to ambulatory care.

OUTCOME/DELIVERABLES:

- Revised publication: *A Guide to Ambulatory Care Nursing Orientation and Competency Assessment*, which will include NEW sections on:
 - Educator competencies
 - Resources needed when transitioning to ambulatory care nursing (to include exemplars, case studies, helpful hints in using AAACN resources).
 - Examples of strategies for the use of AAACN resources/products

- Portions of the transition content as well as other designated resources, will be placed on the Web site for member-only access.

PARAMETERS:

1. Perform a literature search for updated information and references
2. Completion of the educator competencies by members of the Staff Education SIG
3. Evaluate the current AAACN resources (including content experts) that would support this initiative. Establish a taskforce outside of the Staff Education SIG to complete this process.
This taskforce would work collaboratively with the members of the Staff Education SIG
4. Obtain feedback from members who have purchased this product to determine additions or changes they would like to see in the revised document
5. Once completed, the final document will be peer reviewed. The selection of the peer review group will be completed by the task force members.

MEMBERS:

AAACN members who have an interest in this project, and who may, or may not have worked on the original document. The taskforce members do not need to be current members of the Staff Education SIG.

RESOURCES

A Guide to Ambulatory Care Nursing Orientation and Competency Assessment
AAACN Standards
Swan, B.A. (2007). Transitioning from acute care to ambulatory care. *Nursing Economics*, 25(2). p.130-134.

TIME FRAMES:

Charter reviewed by current members of Staff Ed SIG (August, 2008)
Charter sent to Board for review and approval (August Board meeting, 2008)
Call sent out for taskforce members (September, 2008)
Task force members identified and contacted (September/October, 2008)
Survey developed and sent to members who have purchased the book asking for feedback and/or recommendations for changes (October, 2008)
Final product by conference, 2010
Report progress to board liaison monthly