



San Fernando Valley Chapter-AACN Hospital Liaison Responsibilities

- Purpose: To facilitate communication between the SFVAACN Chapter and the critical care nurses employed in the liaison's institution. (ICU, CCU, PACU, DOU, ER)
- Qualifications: National AACN and SFV-AACN chapter active member, in good standing.
- Support: A member of the Hospital Liaison Committee will be assigned to the Liaison as a direct communication link to our chapter, available to answer questions, to obtain the necessary information about our Chapter's programs, etc.
- Responsibilities:
1. To promote National AACN and local chapter membership:
Share information regarding the AACN and our SFV-AACN chapter with nursing colleagues, encourage them to know and to join our chapter by visiting our website at: <https://sfaacn.nursingnetwork.com/>
 2. To encourage membership in both AACN and SFV-AACN and assist nurses with registration when necessary. ***Members of both organizations qualify for significant discounts for the SFV-AACN Spring and Fall Symposia.***
 3. To provide information of all Chapter activities to co-workers by: timely posting or electronically distributing chapter activity publications, educational program brochures, newsletters etc. to other critical care affiliated units.
 4. To invite a co-worker to assist you in the performance of your Liaison duties.
To mentor him/her in the responsibilities of the Hospital Liaison role so that when, if for any reason you are unable to perform your Liaison duties, he/she will be ready to cover or take over the Hospital Liaison role. If this occurs, please notify your assigned Liaison Committee member of your decision (temporary or final), and of the availability of your assistant to take over your role. This will allow your hospital to stay connected to SFV-AACN through the services of the new Hospital Liaison.
 5. To attend at least once one of the chapter Executive Board meetings held the second Thursday of each month. By doing so, you will be acquainted with the Board and more familiar with the organization. In turn the members of the Board will have the pleasure of meeting you and of thanking you for your service as Liaison for your Hospital.

Suggestions:

At your hospital you can:

Request a short time to make a presentation at a meetings or huddles to encourage membership in AACN and the SFV-AACN

Request permission to:

Post program flyers and program brochures on your unit's bulletin board and on the hospitals bulletin boards for educational opportunities.

Access and use the electronic system for the distribution of information to the nursing staff.

Post a card on your unit's bulletin board stating that you are a liaison for SFV-AACN and your phone number
Tor other means by which you can be contacted for information by interested individuals.

As a Hospital Liaison you are entitled to:

1. Reduced registration fees for symposia
2. Be our honored guest at the Annual Board Transition and Liaison Recognition dinner.