New Hampshire Nurses Association
Volunteer Position Description

Position Title: Member, Commission on Continuing Education
Responsible to: Chair of Commission on Continuing Education
Staff Liaison: Nurse Executive Director

Position Description:
1. Review and approve individual activities for continuing nursing education with a commitment to review 10-15 activities per year.
2. Review Approved Provider Unit applications as needed.
3. Elect a Chair and Vice Chair of the Commission as needed.

Time Required: 3-5 hours per month
1. Apply to NEMSD to become a Nurse Peer Reviewer.
2. Complete NEMSD Nurse Peer Reviewer training.
3. After certified by Lead Nurse Peer Reviewer, review and approve individual activities for continuing nursing education with a commitment to review 10-15 activities per year.
4. After certified by Lead Nurse Peer Reviewer, review Approved Provider Unit applications as needed.
5. Attend quarterly CCE meetings (in-person or via teleconference).
6. Attend quarterly Nurse Peer Reviewer meetings (via teleconference).
7. Other activities as may be assigned from time to time
8. Two years of availability

Desired Experience:
1. Knowledge of NHNA vision, mission, goals, policies, procedures and bylaws.
2. Ideal candidate will be a nurse educator, either in a clinical or academic setting.
3. Experience in planning continuing nursing education activities preferred.