



The Canadian Association of Critical Care Nurses

CACCN Representative Criteria

Background

CACCN as the professional specialty organization for Critical care nurses in Canada frequently receives requests to participate in important projects relevant to critical care.

To facilitate requests, the Partner Relations Committee has created criteria to ensure that we provide relevant and consistent representation of critical care nursing. It is important to articulate the criteria very clearly as this will impact the selection process as well as expenditures by the Board/Association:

1. The board may be required to commit funding to travel for such meetings.
2. With topics/focus of a national concern, we must strive to represent the entire country where possible

The Partner Relations Committee will:

1. Consider the request being made of the association in terms of relevancy, interest to critical care nursing, time allocation and funding requirements
2. Implement a call for members for the project/committee when possible
3. Ensure the representative(s) selected for the project are the best representation of the Association with respect to content knowledge, regional coverage and ambassadorship skills
4. Ensure the chosen representative(s) fully understand their role in terms of acting on behalf of the Association
5. Ensure selected representative(s) are supported in delivering the Association's key message(s)
6. Identify / develop a reporting structure to ensure information regarding the work on the project is relayed back to the Board of Directors

Criteria

The following criteria will be used to help guide the Partner Relations Committee in the selection of CACCN representatives for outside committees/projects.

The representative must:

- 1.0 be a current member of CACCN
- 2.0 be aware of the CACCN Vision and Mission of the Association
- 3.0 identify knowledge and an interest on the topic
- 4.0 demonstrate Ambassadorship skills:
 - 4.1 strong communicator
 - 4.2 professional demeanor
 - 4.3 ability to engage
 - 4.4 advocate at the required level for the project/committee
- 5.0 commit to the time schedule as stipulated by the Partner Committee/Project
- 6.0 commit to the preparation for their role on the committee/project:
 - 6.1 obtain the necessary knowledge
 - 6.2 become knowledgeable of the most recent evidence on the topic or obtain the necessary knowledge
 - 6.3 inform themselves of the position of the CACCN on the topic
- 7.0 commit to forwarding the key messages approved by the CACCN
 - 7.1 the key message(s) will be developed by the CACCN Board of Directors/Committees and the committee/project representative
 - 7.2 key messages may also be developed following input from members via survey, email, etc.
- 8.0 commit to providing regular reports to the Chair, Partner Relations regarding the committee/project status

Dependent on the requirements of the committee it may be necessary for the CACCN representative to be a member of the CACCN National Board of Directors.

Approved by the CACCN Board of Directors March 10, 2017