# VII. PDP COMMITTEE CHAIRPERSON

## PURPOSE

The purpose of the Professional Development Program (PDP) Chairperson is to provide leadership for the PDP Committee, to review the portfolio process, to maintain high standards of the quality of the program and to make revisions to the program as indicated by committee.

## PRIMARY RESPONSIBILITY

The primary responsibility of the PDP Chairperson is to lead the committee, to preside over the formal review and acceptance/denial of the RN's PDP portfolio, and to ensure appropriate documentation of the Committee decision and supporting comments are sent to the applicant.

## TERM / SELECTION

The PDP Committee Chairperson is represented by a leader expert knowledgeable in Nursing Shared Governance and the Magnet Program. This role must actively participate in Nursing Shared Governance at Unit and Hospital levels. If the Chairperson is unable to fulfill the role, the Co-chair will assume the Committee Chairperson position.

## QUALIFICATIONS

To qualify to be a PDP Chairperson, an individual must meet the following qualifications:

- Demonstrate Leadership capabilities with an understanding of Nursing Shared Governance and the Nursing Excellence Magnet Recognition Program.
- Chairperson must be at the Manager/Director level for appropriate needs of the committee.
- Have 3 years of nursing experience as an RN at Deaconess
- Performance evaluation demonstrates Deaconess Hospital's mission, vision, and philosophy of Nursing

**SPECIFIC DUTIES/RESPONSIBILITIES**

The specific duties and responsibilities of the PDP Chairperson include:

- Prepare for monthly meetings of portfolio reviews
- Review meeting documents
- Chair all PDP meetings or arrange for Co-chair to chair a committee in his/her absence
- Maintain and complete the PDP Activity Log
- Maintain PDP Committee records/all monthly activities in secure location. (Ex: activity log of awarded/denied portfolios, decision letters, FAQ's, revision documents, etc.)
- Delegate committee assignments
- Assist with orient of new committee members/ambassadors
- The chairperson shall appoint task forces and convene and manage activities of the committee
- Complete and keep on file the decision letter (Exhibit M) and PDP Core and Elective Grid (Exhibit D) on each PDP submission. Send the completed copy of the decision letter to the applicant and the Human Resource representative. Human Resource representative will finalize the process via signature and forward to Finance department for payout.