VIII. PDP COMMITTEE CO-CHAIR

PURPOSE

The purpose of the Professional Development Program (PDP) Co-Chair is to assist the Chairperson, actively participate in the PDP Committee, and provide leadership in absence of the Chairperson.

PRIMARY RESPONSIBILITIES

The primary responsibilities of the PDP Co-Chair are to:

- Lead the committee in absence of the Chairperson
- Participate in the formal review and acceptance/denial of an RN's PDP portfolio
- Assume the Chair position if the Chairperson is unable to fulfill the role as Chair
- Assist the Chairperson as needed

TERM / SELECTION

The PDP Committee Co-Chair is the Nurse Manager/Director that is the liaison appointed to the Professional Development Council. 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 Co-Chair, an RN 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
- Co-Chair is appointed as the liaison to The Professional Development Council
- Performance evaluation demonstrates Deaconess Hospital's mission, vision, and philosophy of Nursing

SPECIFIC DUTIES/RESPONSIBILITIES

The specific duties and responsibilities of the PDP Co-Chair include:

- Prepare meeting documents for discussion based upon the committee's responsibility in collaboration with the Chairperson
- Review meeting documents
- Chair all PDP meetings in absence of the Chairperson
- Assist Chairperson with delegation of assignments
- Assist with orientation of new committee members/ambassadors
- 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.