



American Society of
Ophthalmic Registered Nurses
Specialists in Eye Care

Webinar Committee

Purpose: The purpose of the Webinar Committee is to plan, implement and evaluate high quality educational offerings that are delivered via webinar a minimum of four times per year that support the identified needs of members. Each webinar will consist of a fifty-five minute presentation followed by five minutes of discussion and questions; the material will only be available to the registered participants.

Reports to: Provider Unit Director

Responsibilities

Task	Frequency	Position
1. Monitor educational needs, interests and suggestions of members as well as current "hot topics".	Ongoing	Committee
2. Recommend topics for webinars. Identify content for use as future webinar topics.	Ongoing	Committee
3. Periodically assess member need and satisfaction.	Biennially	Committee
4. Recommend and recruit appropriate speakers.	Ongoing	Committee
5. Coordinate collection of speaker forms: bio, disclosure, presenter agreement with staff.	Ongoing	Committee
6. Assist with writing and reviewing learning objectives and evaluation questions.	Ongoing	Committee
7. Complete ANCC/ASORN required documentation for files.	Ongoing	Committee
8. Assist with applications to JCAHPO and other organizations for continuing education credits.	Per event	Committee
9. Oversee the promotion of webinars via different media; coordinate with staff.	Ongoing	Committee
10. Coordinate webinar logistics with staff.	Per event	Chair
11. Prepare several questions that can be asked during each webinar in the event there are no audience questions.	Per event	Committee
12. Establish annual schedule for webinars.	Annually	Committee
13. Maintain current knowledge of ANCC/ASORN Provider criteria.	Ongoing	Committee
14. Summarize evaluation results to document key information.	Per event	Chair
15. Provide assignments to committee members.	As needed	Chair
16. Participate in needs assessment activities with Education Leaders Committee.	Occasionally	Chair
17. Serve on Education Leaders Committee. [Annual Meeting]	Annually	Chair
18. Develop and implement timeline with staff.	Annually	Chair
19. Submit reports for Board agendas.	2-4 times/yr	Chair
20. Submit annual report for membership.	Annually	Chair
21. Participate in quarterly conference calls.	Quarterly	Committee
22. Moderate webinars. [Future/When Ready]	Per event	Committee

Future: Create online learning modules from webinars

Benefit: Committee members may earn complimentary continuing education credits for some activities.