

Subject	<b>Job Description – Cabinet on Nursing Practice and Research</b>
Section	Job Description
Date Approved	December 2012; June 2017
Effective Date	December 2012; June 2017
Reviewed Date	June 2017
Revision Date	June 2017

## **Cabinet on Nursing Practice and Research**

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**Terms:** Terms of Cabinet members will be for two (2) years commencing July 1 of the year in which elections are held or later, following certification by the Elections Committee pursuant to the Bylaws and adopted policies, or until successors have been appointed or elected because of a vacancy. Cabinet members will serve no more than two (2) consecutive terms. Appointment to fill an unexpired term will not constitute a “term” for the purpose of the Cabinet term of office consecutive term definition

**Purpose:** A Cabinet is an organized deliberative body to which specific responsibilities are assigned by the ONA Bylaws, the House of Delegates, or the ONA Board of Directors in conformance with ONA Bylaws. Cabinets are accountable to the ONA Board and will report to the House of Delegates.

The Cabinet on Nursing Practice and Research will consist of seven (7) members, four (4) to be elected by the membership and three (3) to be appointed by the ONA Board of Directors.

### **Primary Responsibilities**

- Evaluate trends, developments, and issues in the Cabinet’s area of responsibility.
- Establish a plan of operation for carrying out its responsibilities.
- Develop and adopt standards.
- Recommend policies and positions to the ONA Board of Directors and the House of Delegates.
- Provide for dissemination of information to constituent associations and others as approved by the ONA Board of Directors, except where provided otherwise by the ONA Bylaws.
- Maintain communication with other Cabinets and with special interest groups on matters of mutual concern.
- Provide ONA members with continued updates on issues related to unlicensed assistive personnel based on analysis of the literature, trends and other sources of information.
- Assist members of ONA to increase knowledge and generate effective approaches to staffing issues within the practice setting through professional nursing care committees.
- Work collaboratively with ONA structural units to increase programs and activities which focus on quality indicators related to nursing practice.
- Develop a model for all levels of nurses in ONA to show continuing competency in their individual practices.
- Assist ONA members to increase knowledge and generate effective approaches to safety, healthy work environments, and safe patient handling.
- Expected to attend ONA functions, such as, ONA’s House of Delegates (two to three days in even years), Nurse Lobby Day (one day in odd years).

- Will occasionally be expected to respond to member e-mails, act as a liaison to another body, participate on a job action, serve as a representative to another group, and reach out to other leaders or emerging leaders.
- Expected to actively engage in membership promotion and recruitment in their facilities and in their roles as representatives and liaisons.
- Expected to participate in ONA's political efforts, such as, canvassing or phone banking on behalf of candidates or initiatives ONA has endorsed.

### **Secondary Responsibilities**

- Publically support Cabinet decisions and advocate for Cabinet initiatives, even those decisions/initiatives that member disagreed with.
- Support the interests of ONA's vision, mission, and strategic plan.
- Identify and recruit new leaders to participate in ONA.
- Mentor emerging leaders on the role of the Cabinet and ONA's vision, mission, and strategic plan.
- Recognize the value of successorship in establishing an engaged membership.
- Advocate for quality nursing education and educational opportunities.

### **Time Commitment**

- Face to face meetings occur four times a year; one hour evening conference calls are scheduled in between face to face meetings.
- Meets quarterly for approximately four hours per meeting. Attendance may be "virtual", e.g., attending the cabinet meeting by conference call.
- It is expected that a cabinet member attend 80% or more of scheduled meetings or telephone conference calls.

### **Qualifications**

The following are the minimum qualifications to serve on the Cabinet on Nursing Practice and Research:

- Be an ONA member in good standing at the time of nomination or appointment;
- Remain an ONA member in good standing at all times during your term; and
- Be an ONA member in good standing for two (2) years immediately preceding the call for nomination or appointment.
- Aware of the impact of current trends and policies on nursing practice
- Willing to discuss and develop solutions and positions for the House of Delegates and ONA membership
- Willing to become an expert and/or take leadership of one or more of the Cabinet's activities/program areas
- Ability to regularly access email.
- Ability to listen and communicate the concerns of nurses about nursing practice issues despite barriers of boundary or practice.

### **Member Support**

- ONA will reimburse Cabinet members for travel, lodging, meals, and child/pet care associated with meeting attendance or representation of ONA. Mileage is reimbursed at the IRS rate. The child/pet care reimbursement rate is \$100 per day.