



NURSE PLANNER (NP) POSITION DESCRIPTION

Position Title: Nurse Planner (NP) on Compliance Team

Category: Advisory Committee

Impact: NPs ensure that ILCA maintains its status as a provider of professional development for IBCLCs, nurses, and doctors, which gives ILCA the ability to educate individuals worldwide.

Roles and Responsibilities:

- report to the Primary Nurse Planner (PNP), formerly the Lead Nurse Planner (LNP)
- ensure compliance with ANCC, IBLCE, CME requirements and others as appropriate
- actively participate in the planning, implementation, and evaluation of educational activities
- function as the expert in the continuing education criteria for planning committees and teams.
- assist with education needs assessments to determine appropriate learning activities
- assist with reapplying for accreditation as needed by the Primary Nurse Planner and/or the Education & Accreditation Manager and
- submit annual report to the Board with suggestions for improvement
- review quarterly evaluations and make suggestions for future education improvement

Qualifications:

- is an ILCA member in good standing throughout the volunteer term.
- experience with and/or desire to learn about the principles of equity, diversity, and inclusion
- experience creating and/or administering surveys
- excellent attention to detail
- holder of IBCLC and RN Credential with a baccalaureate degree or higher in nursing

Work Location(s):

- Independent work
- Quarterly Conference Call(s) scheduled on ILCA Zoom line
- Basecamp Community Group for virtual discussion

Commitment:

- Team member will serve for one year
 - 24 HOURS during 12 MONTHS
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- Quarterly 1.0-hour calls
- All other work done through Basecamp and email

Orientation:

- 2.00 hours of training
 - All ILCA volunteers complete one (1.00) hour of orientation training
 - NPs will have an additional one (1.00) hour training at their first meeting

Staff Supervisor and Contact Information:

Deb Doepp, Education & Accreditation Manager (Staff Liaison)

Email: education@ilca.org

Phone Number: 919.459.6108