



American Society of
Ophthalmic Registered Nurses
Specialists in Eye Care

*ACTIONED Committee

Purpose: The purpose of the ACTIONED Committee is to provide oversight for ASORN continuing education activities posted on the ACTIONED web site. ***Note:** ACTIONED is the acronym for Assessment, Certification, Training, an Interactive Ophthalmic Network. ASORN is one of the partner organizations providing content for the site. The other partners include: JCAHPO, ATPO, OPS, CSOMP, and ASOA.

Reports to: Provider Unit Director

Responsibilities

Task	Frequency	Position
1. Complete and submit ACTIONED submission form to JCAHPO when new activities are ready for posting.	Ongoing	Committee
2. Determine main content areas for activity posting.	Ongoing	Committee
3. Review new content when it is posted to site; ensure that it is posted correctly.	Ongoing	Committee
4. Take new tests after posting to ensure accuracy; forward a copy of certificate to staff for documentation file.	Ongoing	Committee
5. Establish and implement timeline for reviews/revisions.	Ongoing	Chair
6. Forward activities to authors for review and update prior to expiration.	Ongoing	Committee
7. Renew JCAHPO credits; complete renewal applications.	Ongoing	Committee
8. Evaluate and track the current content areas and make recommendations for new to the Provider Unit Director.	Annually	Committee
9. Review existing activities on established basis; recommend updates or revisions to the Provider Unit Director.	Annually	Committee
10. Track expiration dates of credits for activities posted on ACTIONED.	Ongoing	Committee
11. Evaluate user-friendliness of site and recommend changes.	Ongoing	Committee
12. Assist with marketing activities; work with staff on eblasts and articles in Insight.		
13. Hold quarterly conference calls.	Quarterly	Committee
14. Maintain current knowledge of ANCC/ASORN Provider criteria.	Ongoing	Committee
15. Update ANCC/ASORN Provider documentation package.	Per Event	Committee
16. Serve on Education Leaders Committee.	Annually	Chair
17. Participate in needs assessment activities with Education Leaders Committee.	Annually	Chair
18. Make assignments to committee members	Ongoing	Chair

Future: Chair may serve on ACTIONED Advisory Committee as ASORN's representative (will not be immediate, but might transition in the future)

Relevant Policy: Activities posted on ACTIONED will be reviewed for currency, accuracy and relevancy every two years. (Approved, Board of Directors, February 2011)

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