



EDUCATION PORTFOLIO

CRITERIA

- Will be a financial member of the association
- Will be directly responsible to the members of the association
- Will be a member of the Management committee of the association
- Has experience or an interest in care of Day Surgery patients

GENERAL

- To plan and implement an annual education timetable ensuring where possible the diversity of Day Surgery is represented. This plan will include; 3 evening education sessions & 1 half day seminar. This plan may change at the discretion of the committee
- To coordinate the marketing of the education sessions within the membership & relevant groups to ensure adequate attendance
- To liaise with the Treasurer to acquire a current database of the membership to facilitate marketing of sessions
- To liaise with the secretary to ensure the timely addition of the scheduled education sessions to the website. The secretary shall also be notified of any relevant correspondence in relation to the organisation of education sessions
- To act as the facilitator for the education sessions
- To oversee the booking of the facilities +/- catering for the education sessions or is responsible for the delegation of same
- Is responsible for inviting speakers to the education sessions or delegating responsibility for same
- Is responsible for ensuring thank you letters are sent to the speakers that have presented at the education sessions
- To purchase speaker gifts as needed for presentation at the education sessions
- To maintain an attendance record at each education session
- To ensure certificates of attendance are available for members that have attended the education sessions

EACH MEETING

- Provide a report to committee members on activities associated with Education Portfolio