



Guidelines for the 2023 ARN Call for Volunteers: Conference Planning Subcommittee (CPS)

Thank you for your interest in helping ARN plan the 2024 Rehabilitation Nursing Conference! This Call for Volunteers will only include a call for members of the Conference Planning Subcommittee. All application materials are due **no later than Jun 30th, 2023 at Noon CT**. ARN's larger Call for Volunteers (including all other committee positions) will take place on September 1st, 2023.

About ARN

ARN is a diverse community of nearly 5,000 professional RNs working in acute care, inpatient rehabilitation units, long-term care hospitals, skilled nursing facilities, home health agencies, and academia. Led by a board of directors, ARN focuses on the challenges facing rehab patients, family members, and support systems—as well as rehabilitation care providers.

Our Mission

Promote and advance the rehabilitation nursing practice through professional development, advocacy, collaboration, and research to enhance the quality of life for those affected by disability and chronic illness.

Our Vision

Improve healthcare delivery through the integration of rehabilitation nursing concepts across the care continuum.

ARN Conference Planning Subcommittee Member Description

Subcommittee's Purpose & General Responsibilities

The ARN Annual Rehabilitation Nursing Conference is held once a year (usually during the second half of the year). The Subcommittee begins work approximately twelve (12) to fourteen (14) months prior to the conference. The goals of the conference are to increase attendees' abilities to:

- Discuss state-of-the-art approaches to improving patient care and outcomes through the presentation and discussion of advances in research, medicine, and nursing care and the influence they have on rehabilitation patients and their support systems.
- Provide strategic knowledge about current issues facing the healthcare industry.
- Implement improvements to clinical practice and administrative strategies for effective rehabilitation of patients with a variety of diagnoses.
- Incorporate evidence-based practice into the care of patients and their families.

Subcommittee Positions & Responsibilities

Term

- The term is 2 years for the Subcommittee member, with a renewal for one additional term (serving up to 4 years).

Qualifications

- ARN member in good standing.
- Knowledgeable in the area of rehabilitation nursing.
- Committed to furthering the ARN's mission.
- Excellent written and verbal communication skills.

Responsibilities

- Attends Subcommittee meetings.
- Has a working knowledge of the Subcommittee work plan developed by the Subcommittee Chair, CEPU Chair, CEPU Co-chair and board liaison that will allow the Subcommittee to achieve the Subcommittee goals

- and objectives approved by the ARN Board for the year.
- Completes Subcommittee work as assigned by the Chair and Board Liaison.
 - Follows all standards as laid out in the ANCC Provider Manual.
 - Reviews the conference evaluations from the previous year to identify successes and areas for improvement in the educational program.
 - Participates in the selection of the conference topics and assists in creating and confirming the conference schedule.
 - Recruits speakers, reviews potential speakers' qualifications and makes final presenter selections.
 - Participates in meeting, greeting, and introducing presenters at the conference.

ARN Call for Volunteers Portal User Instructions

To access the ARN Call for Volunteers Portal click [HERE](#). In order to help you become acquainted with this tool, please read this important information.

For the best user experience, recommended browsers include Google Chrome (preferably the incognito window to remove cache) or Mozilla Firefox. Use of Internet Explorer is not advised.

Once you are on the ARN Call for Volunteers Portal landing page, click "Join Now" at the bottom of the page under "New Users". If you have already created an account and are returning to edit your submission, enter your credentials under the "Already a User" section.

Home Page:

You will be able to create and edit your submissions. To get started, click the green link that says "Click here to begin a new application."

Start a New Application:

Enter your full name as the title of your application. Then select which type of application you wish to submit.

Task List:

Starting with "Candidate Information", you will need to complete each of these sections in order to complete your application. A green checkbox will appear next to each task as it has been completed. A breadcrumb trail navigation path is available at the top of each page. To return to a previous page, click the link of the page name in the navigation.

Candidate Information

You will be asked to complete a general profile with contact and demographic information about yourself. You will also need to submit a biography, CV, and a headshot.

ARN Involvement

Please list your involvement in date order, beginning with the most recent. For each involvement selection indicated, include the chapter national involvement group name, position held, and length of involvement.

Conflict of Interest Disclosure Form

ARN is concerned with conflicts of interest involving those individuals participating directly in decision-making processes that affect ARN programs or activities because the integrity of their decisions and activities is dependent on the avoidance of actual, potential, or apparent conflicts of interest.

This policy reflects ARN's recognition of the many factors that can influence one's judgment. This policy also reflects ARN's desire to make as much information as possible available to all participants in ARN-related decision-making processes. This policy is not intended to create a presumption of impropriety.

All individuals are required to comply with this policy must complete a Conflict of Interest Disclosure Form and shall have a continuing obligation to disclose a significant financial interest in, or other relationship with, an entity having commercial interest in any ARN activities, programs, or decisions.

Review and Selection Process

All application materials are due **no later than Jun 30th, 2023 at Noon CT**. The Nominating and Leadership will determine who will fill roles on committee. Once members are selected, all applicants will be contacted to confirm acceptance or denial by September 1, 2023.

For help with any questions, you have regarding your submission, call ARN Member Services at 800.229.7530 or info@rehabnurse.org for assistance.