I. This work group shall be called the Certified Nursing Assistant (CNA)/Certified Medication Aide (CMA) Advisory Group.

The CNA/CMA Advisory Group is designated by the Oregon State Board of Nursing to meet the purposes defined below. The Oregon State Board of Nursing may revise this charter and re-focus the activities of the group at any time.

II. Purposes

The CNA/CMA Advisory Group is created for the purpose of providing a venue for the review of issues related to nursing assistants and medication aides authorized duties and education. A summary of findings may be presented by Board staff to the Oregon State Board of Nursing. The activities of the group are limited to review and summaries of matters that directly concern nursing assistants and medication aides and have a clear link to the Oregon Administrative Rules pertinent to these certificate holders. Specific purposes of the CNA/CMA Advisory Group include but are not limited to review and analysis of:

- Authorized duties and training program curriculum requirements.
- Trends on pass rates of program graduates on state certification examination.
- Issues associated with adequacy of nursing faculty related to educational qualifications and experience.
- Issues associated with adequacy of clinical placements for enrolled students and/or planned enrollment numbers of students.

III. Relationship of the CNA/CMA Advisory Group to Governing Board

It is the role and sole prerogative of the Board to enact rule and policy. The CNA/CMA Advisory Group is expected to offer issue summaries and data to the Oregon State Board of Nursing through the assigned Board staff member that may inform their consideration of nursing assistant and medication aide topics.

IV. Membership

Composition: The advisory group shall consist of no more than fifteen (15) members. Members shall be selected and appointed by the Board through an open application process. Group membership shall constitute a cross-section of individuals from the nursing assistant and medication aide education and employment community, with special emphasis on broad geographic representation and membership representing a variety of employers and types of educational programs. One Board member shall be assigned to participate on the advisory group for a one year term which may be renewed two times.

Term: A term of membership shall last for three years, with one-third of the membership appointed each year. Terms shall not be renewable within 11 months after conclusion of an earlier term. Terms will begin on September 1 except for the first appointed group which may start the term earlier in the year. One-third of the membership of the first appointed group will serve a two-year term and one-
third of the membership of the first appointed group will serve a four-year term to start the cycle of membership rotation.

V. Organizational Structure

Officers: The CNA/CMA Advisory Group will have a chair and vice chair. The chair shall be the designated Board staff member and the vice chair shall be a representative from the CNA/CMA Advisory Group elected by the group for a one-year term. Elections will be held during the last meeting before September 1 of each year. The Oregon State Board of Nursing shall provide administrative support for the work of the group.

VI. Procedural Rules

Meetings: The Advisory Group shall meet ad hoc during the year at a frequency determined by the committee. Meetings shall be convened on dates that allow for timely communication to the Board at regular public meetings. Special meetings may be called by the chair, as needed, to conduct business in a timely manner. Meetings are considered open to the public.

Minutes: Minutes of each meeting shall be kept and archived by the appointed Board staff. Minutes shall be made available to each member of the CNA/CMA Advisory Group and members of the Oregon State Board of Nursing.

Reports: Reports from the Advisory Group shall be submitted in writing to the Board by the assigned Board staff member.

The CNA/CMA Advisory Group shall provide an annual report summarizing key activities by October 1 of each year for presentation at the November Board meeting.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The committee will move to fill the position. Members added out of the regular cycle may complete a full three-year term from the time of appointment.