



Hawaii State Center for Nursing Advisory Board Information

The Hawaii State Center for Nursing (HSCN) was established in 2003 by the State Legislature to develop strategies for nurses statewide by:

- Collecting and analyzing data regarding the current and future status and trends of the nursing workforce;
- Conducting research on best practice and quality outcomes;
- Developing a plan for implementing strategies to recruit and retain nurses; and
- Researching, analyzing, and reporting data related to the retention of the nursing workforce

The Advisory Board provides input from individuals and community groups interested in the issue of nursing shortages and supports implementation of the major functions of the center for nursing. A Board member is appointed by the Governor of the State of Hawaii and may serve between two to four years.

The Role of the Advisory Board Member includes the following:

- Actively champion the Center as it represents professional nursing in Hawaii;
- Attend six to seven Advisory Board meetings annually to ensure quorum and smooth functioning of the organization;
- Come to all meetings fully prepared, and actively participate during meetings;
- Learn about the Center's programs and help ensure the programs align with the mission of HSCN;
- Serve on a minimum of one committee, and take on special assignments between meetings, as appropriate, to facilitate the mission, programs and business of the Center;
- Be available to the Executive Director and key staff members in a timely manner via phone, voice mail, e-mail; etc., and share expertise, insights and networks, as appropriate
- Respect the Center staff members' responsibility for managing day-to-day operations;
- Maintain strict confidentiality regarding HSCN's affairs;
- Actively listen to, engage with, and share information from key constituencies; and
- Promote, advocate, and mobilize resources for the Center, its mission and programs.

To submit an Application:

- Go to <https://forms.ehawaii.gov/pages/board-survey/>
- Select “University of Hawai`i” at the bottom of the list
- Click on “NURSING Advisory Board, Center for”
- Click on “Submit”
- Fill in information, including education and experience. Would be helpful to have resume available.
- Click on “Submit”

The Appointment process:

- HSCN receives an email notifying them that an application has been submitted.
- Governor’s office selects candidates from applicant pool.
- Governor’s office usually notifies HSCN as to names of candidates for our Advisory Board.
- Governor’s office sends email to candidates describing the senate confirmation hearing process.
- HSCN sends an email to candidates with information as to Senate committee members and contact information.
- Governor’s office sends list of candidates to Conferring Senator’s Office.
- HSCN has option to submit letters of support for candidates to Conferring Senator’s Office.
- Conferring Senator’s Office organizes, communicates, and conducts confirmation hearings.
- At the Senate Confirmation hearing (during the Legislative session between mid-January and early May), the candidate must be present and solicits testimony in support of their nomination.
- After confirmation, the new appointee must complete the Oath of Office.
- Governor’s office sends information to HSCN regarding new appointees – cover sheet with term information and appointee’s resume.
- The new appointee signs a Code of Conduct at the first official Board meeting.

Thank you for your interest in the HSCN Advisory Board. We look forward to seeing your name on the list of candidates forwarded from the Governor’s Office.

Prepared February 7, 2014