



Journal /E Newsletter Liaison Role

Criteria

- Will be a financial member of the association
- Will be a member of the DSNA SA committee

Responsibilities

- Coordinates state responsibilities; focusing on meeting national journal requirements which include providing least 2-3 journal articles from SA each year. The ADSNA publish a journal twice a year.
- Coordinates the provision of state information for inclusion in the E-newsletter 3 times per year: including : the President's report, diary dates, conference adverts, small articles and, if necessary; corrections/updates for state information.
- At each meeting; provide an updated report regarding sourcing of possible submissions for the journal.

Activities

- Writing letters of invitation for submission of an article for the ADSNA journal to presenters that have spoken at educational evenings or events that DSNA SA have arranged or at other educational events that may have been attended.
- Liaise regularly with the National Journal or E Newsletter Editor and/or the ADNSA 1st representative for cut off dates for submission of journal articles and e newsletter submissions; to share this information with the committee and prospective authors.
- Coordinates acknowledgment to submitting authors including ensuring the receipt of the journal containing their article by liaising with the editor.
- Reviews future strategies to find prospective journal article contributions, for example review template letter inviting submission of articles, brainstorm prospective sources for professional literature and research articles of interest to day surgery nurses.