



## **VISITING CHAIR JOB DESCRIPTION**

The Chapter Visiting Chair (VC), appointed by the Chapter President, should be an experienced Accredited Visitor, (except in new chapters). It is a position of responsibility and authority. Visiting Chair are an integral part of the total Mended Hearts Visiting Program. They are responsible for the quality of their chapter's visiting program, and the position requires good management skills plus the ability to work well with people.

### **The Duties and Responsibilities are:**

- A. Manage and monitor the chapter visiting program and Accredited Visitors.
- B. Recruit potential Accredited Visitors. Not everyone can become a successful visitor, but it is important to recruit people who have the potential for patient and family visiting. Encourage chapter Accredited Visitors to tell the Visiting Chair about potential trainees.
- C. If the Visiting Chair prefers to delegate the responsibility of conducting accreditation and reaccrediting seminars, a chapter Visiting Trainer (VT) should be appointed. If needed, appoint other coordinators to assist with other Visiting Chair duties.
- D. If a separate Visiting Trainer is used, train or supervise the VT in how to train visitors for accreditation and reaccrediting. Training, for new and existing Accredited Visitors must be planned and scheduled at least once each year. When new visitors volunteer, it is important to train them as soon as possible so they do not lose interest.
- E. Maintain chapter visiting records and file an annual report with National. The number of patients and the number of visits must be reported to National each year. The tabulation of visiting data may be delegated to another chapter member, but the Chapter Visiting Chair is responsible for accurately reporting the data. Chapter visiting data should be tabulated monthly.
- F. Attendance at regional or national visiting seminars and workshops is an important part of the ongoing training for Chapter Visiting Chair/Visiting Trainers. Chapters should budget and plan on sending the VC or VT and their presidents to these training sessions.
- G. Prepare a monthly report to local chapter board on chapter visiting statistics. This information, as well as visitors' names, should be provided to the Chapter Newsletter Editor for publication in each issue.
- H. Keep the Assistant Regional Director or Regional Director informed of any chapter visiting problems, as well as successes.
- I. The Visiting Chair must be an Accredited Visitor and visit patients or caregivers regularly.
- J. Visiting Chair may be removed by the Chapter President, with the approval of the chapter board, if the Visiting Program is not being properly managed.

The Chapter Visiting Chair will be contacted by the National Internet Chair when a member of the local chapter has applied to be an Internet Visitor. It is the local Visiting Chair's responsibility to notify the National Internet Chair of the applicant's accreditation. The Chapter Visiting Chair must also notify the National Internet Chair when the Internet Visitor has completed his yearly reaccreditation program.