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## IHCA/INCAL Workforce Committee Description and Responsibilities

The Workforce Committee will advise, support, and advocate for IHCA/INCAL members in relation to workforce policy and programs at the local, regional, state and federal level. The committee's goal is to discuss, review and make recommendations on issues affecting the nursing facility and assisted living workforce.

Topics of focus may include, but are not limited to:

- Boosting recruiting and retention efforts for the profession
- Reviewing and developing nurse aide training and certification programs and considerations
- Increasing access to nursing education, including student enrollment, clinical rotations and LTC nurse faculty representation
- HFA/RCA Preceptor and AIT resources, training and licensing
- Employee engagement and leadership training
- LTC career pathways development

The committee coordinates with other association committees, as well as the AHCA/NCAL workforce committee, and makes recommendations to the IHCA/INCAL Board of Directors on items requiring action. The committee may form other ad hoc subcommittees as need and interest warrant.

### **Members**

Members shall be selected and appointed by the IHCA/INCAL Chair and will represent a cross-section of the long term care and assisted living profession. Committee members may also include representatives from the associate membership, state oversight bodies, credentialing, training or education institutions, and other workforce partners. Members are expected to actively attend and participate in meetings and assigned subcommittee meetings. The time commitment for service on the committee is approximately 3-4 hours per quarter.

Subcommittee membership may consist of workforce committee members or others invited at the suggestion of the IHCA/INCAL board, staff or committee chairperson. The time commitment for service on a subcommittee may vary depending on the work assigned and length of time needed to complete the assigned work.

Member terms will be for one (1) year with the expectation of serving at least two years. Terms will run January 31 through December 31. Members may serve consecutive terms.

### **Leadership**

The committee will be led by a chairperson selected with input by the IHCA/INCAL Board of Directors and IHCA/INCAL President. The chairperson will work directly with the Director of Workforce and Member Services who will staff the committee. The chairperson will serve a two (2) year term following the calendar year.

### **Meetings**

The Workforce Committee will meet routinely, likely quarterly. In-person attendance is strongly encouraged. Call-in options will be made available as meeting topics, presentation requirements, and discussion allow. The committee may also meet via conference call or handle business via email as needed in order to address emergent issues.

### **Staff**

The committee is staffed by the IHCA/INCAL Director of Workforce Development and Member Services, who will organize all meetings and communicate with members.