

NOMINATION APPLICATION

for the

American Board of
Perianesthesia Nursing
Certification, Inc.

Board of Directors

and

ECC Chair - Elect



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INTRODUCTION

The purpose of this booklet is to describe the nomination and selection process for the following positions within the ABPANC governance structure:

- President-Elect position
- RN Director position
- Consumer Representative
- Chair-Elect - Exam Construction Committee

In addition, information about the American Board of Perianesthesia Nursing Certification, Inc. (ABPANC) is also provided.

ABOUT ABPANC

ABPANC, which began as a Certification Committee of the American Society of PeriAnesthesia Nursing (ASPAN) in 1980, was separately incorporated in 1985. The national headquarters for ABPANC is located at 475 Riverside Drive, 6th Floor, New York, New York, 10115-0089.

ABPANC, a 501(c)(6) organization, has adopted the following definition of certification as defined by the American Board of Nursing Specialties:

Certification is the formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes (ABNS, 2003. Retrieved March 10, 2005 from www.nursingcertification.org)

Currently ABPANC offers two certification credentials for nurses caring for perianesthesia patients: CPAN[®] / CAPA[®]

The CPAN[®] acronym stands for Certified Post Anesthesia Nurse; the CAPA[®] acronym for Certified Ambulatory Perianesthesia Nurse. Both acronyms are federally registered service marks.

At present, over 9,000 perianesthesia nurses are certified as CPAN[®] and/or CAPA[®] certified nurses.

Both the CPAN[®] and CAPA[®] examination programs are accredited by the Accreditation

Board for Specialty Nursing Certification (ABSNC), formerly known as the ABNS Accreditation Council. ABSNC is the only accrediting body specifically for nursing certification programs. ABSNC accredits programs that provide evidence of meeting 18 rigorous standards that ensure the validity and reliability of certification examinations. These standards are accepted benchmarks for quality in the certification and testing arenas.

Brief Recap of ABPANC's History

ABPANC has grown and changed as a result of the changing health care environment. ABPANC, after conducting a Role Delineation Study (RDS), offered its first certification examination – the CPAN examination – in 1986. In these early years ABPANC focused on certifying Registered Nurses caring for patients in the traditional “recovery room” environment.

In 1992 a new environment was emerging – the ambulatory surgery setting- which required different knowledge, skills and abilities for nurses providing care to patients before and after outpatient or ambulatory surgery.

In 1994, after completing another RDS, ABPANC offered a second certification program – the CAPA[®] certification program – designed for nurses caring for post anesthesia patients in the ambulatory setting. The CAPA[®] acronym originally stood for Certified Ambulatory Post Anesthesia Nurse.

In 1995, recognizing that the term “post” anesthesia no longer encompassed the environment and practice of the perianesthesia nurse, or the anesthesia experience for patients receiving sedation, analgesia and anesthesia, the CAPA[®] acronym was changed to represent Certified Ambulatory Perianesthesia Nurse. ABPANC also changed their organizational name from American Board of Post Anesthesia Nursing Certification, Inc. to the American Board of Perianesthesia Nursing Certification, Inc.

Vision, Mission and Values

All of ABPANC's activities are dedicated to achieving its very powerful vision of:

Recognizing and respecting the unequalled excellence in the mark of the CPAN® and CAPA® credential, perianesthesia nurses will seek it, managers will require it, employers will support it and the public will demand it.

ABPANC's mission statement describes the means for achieving this vision:

To assure a certification process for perianesthesia nurses that validates knowledge gained through professional education and experience, ultimately promoting quality patient care.

ABPANC's values provide the context for all of its activities and the foundation for achieving the mission and ultimately, its vision! ABPANC is committed to the following values:

- **Excellence**
Promotion of excellence in perianesthesia patient care is the driving force behind ABPANC's existence, contributing to quality patient care.
- **Integrity**
ABPANC values integrity as a commitment to a fair certification process.
- **Innovation**
ABPANC values innovation as an integral part of continual learning, development and improvement within our sphere of influence.
- **Dedication**
Dedication is reflected in our celebration of perianesthesia nursing and the certified perianesthesia nurse.

Governance Structure

A nine member Board of Directors, comprised of eight Registered Nurses and one Consumer Representative governs ABPANC. The ABPANC Bylaws allow for a range in the number of Board members from 9 - 13. The ABPANC Board of Directors elects all of its members. Two ex-officio members also serve on the Board of Directors – the ABPANC Chief Executive Officer and ASPAN President.

Terms of office for the Board Directors, including the Consumer Representative, are 2

years. Individuals may seek re-election for two additional terms. The President-Elect serves two years as President-Elect and two years as President. No member of the Board of Directors may serve more than a total of six years.

The Chair-Elect of the ECC is elected for a two-year term and serves two years as Chair.

Management Services

ABPANC contracts for association management services with Professional Examination Service (PES), located in New York City. A separate contract with PES provides for examination services.

Examination Development

CPAN® and CAPA® examinations are written and reviewed by CPAN® and CAPA® certified nurses, respectively. Two volunteer committees are key to this process – the Item Writer/ Review Committee (IWRC) and the Exam Review Committee (ERC). Both committees fall under the umbrella of the Exam Construction Committee. A Chair of these committees is elected to this key position by the ABPANC Board of Directors.

PROCESS FOR NOMINATING AND SELECTING MEMBERS OF THE ABPANC BOARD OF DIRECTORS AND CHAIR-ELECT OF THE ECC

Nomination Process

Each August, a call for nominations for upcoming board positions, including the President-Elect, and Chair-Elect of the ECC, is sent to the ABPANC Board of Directors, the ASPAN Board of Directors and Component Presidents, and is published on the ABPANC web site.

Nominations for all positions must be postmarked no later than November 30th.

All nominees are notified of the nomination and sent this booklet of information. If interested in pursuing the nomination, the nominee must submit the information required and described in this booklet, postmarked no later than January 15th.

Election Process

All submitted materials are reviewed by the ABPANC Nominating Committee and qualified individuals are interviewed in January/February of each year. Finalists for each position are determined and a slate is submitted to the Board of Directors for election at their annual Spring meeting.

Finalists for positions on the Board of Directors are interviewed, in person, by the Board of Directors at their annual Spring meeting. Expenses related to attending this interview are paid for by ABPANC.

Following the interview by the Board of Directors, the finalist gives a short PowerPoint presentation related to certification. Following this presentation, the Board of Directors may ask questions of the nominee.

The Board of Directors conducts the election by written ballot. Nominees are notified of the outcome of the election by the Chair of the Nominating Committee, in person, or by phone immediately after the board meeting is concluded. A letter is sent in follow-up.

Finalists for the Chair-Elect position of the ECC, who have been interviewed via a telephone interview by members of the Nominating Committee, are not interviewed in person by the Board of Directors.

Nomination and Election Time line

- August – Call for Nominations
- November 30th – Postmark deadline for receipt of nominations for all positions
- December 15th – Letter and informational materials sent to all nominees
- January 15th – Postmark deadline for submission by nominee of letter of intent and all required information
- February – Interviews of qualified nominees conducted by Nominating Committee
- Election occurs at Annual Board Meeting (usually in April)

ACCOUNTABILITIES, COMPETENCIES, AND QUALIFICATIONS

Accountabilities of the Board of Directors and President of the Board

1. Assures that the vision, mission, purposes and values of ABPANC are current and relevant as related to the existing health care environment and needs of the perianesthesia patient and their family.
2. Assures that ABPANC is strategically positioned to accomplish organizational goals and objectives.
3. Fulfills its fiduciary duty through the governance activities of ABPANC.
4. Assures for the sound management of ABPANC's financial resources.
5. Assures executive leadership in the selection, evaluation, and dismissal of the Chief Executive Officer and the selection of an association management company as needed.
6. Represents ABPANC by effectively articulating positions and policies to key stakeholders.
7. Assures effective communication between ABPANC and ASPAN and other key stakeholder organizations by demonstrating the spirit and commitment to the continued successful, collegial work between organizations.

Additional Accountabilities of President

1. Assures that the Board of Directors fulfills its fiduciary responsibility in its governance of ABPANC.
2. Represents ABPANC.
3. Assures that the relationship between governance and administrations facilitates attainment of organizational goals.
4. Provides for effective communication between ABPANC and ASPAN and other key stakeholder organizations.

COMPETENCIES

ABPANC uses a competency-based model, as defined by Hay/McBer, to identify qualified nominees for all elected positions. Competencies are defined as *personal characteristics that differentiate levels of performance in a given job, role, organization, or culture. Competencies determine whether an individual is well matched or not so well matched with a job or role.* Such a process allows for exploration of a nominee's ability to demonstrate critical behaviors beyond what a simple resume provides.

Within the Hay/McBer model, 18 competencies are identified – each competency has associated behavioral indicators that identify the underlying characteristic. The Nominating Committee conducts via telephone a Behavioral Event Interview (BEI) with qualified nominees. This technique is designed to surface the necessary competencies of a given position.

During the BEI nominees will be asked to describe events at one's job (tell a story), that occurred in the last 18 – 24 months preceding the BEI, when:

- something the nominee was involved in went very well/not very well;
- the nominee felt very effective/ineffective; and
- the nominee was satisfied/dissatisfied with their involvement

Definition of Competencies

Achievement Orientation – A concern for working well or for surpassing a standard of excellence.

Analytical Thinking – Understanding a situation by breaking it apart into smaller pieces, or tracing the implications of a situation in a step-by-step way.

Conceptual Thinking – The ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations.

Customer Service Orientation – Implies a desire to help or serve customers, to meet their needs.

Developing Others – Involves a genuine intent to foster the long-term learning or development of others with an appropriate level of need analysis and other thought or effort.

Directiveness – Implies the intent to make others comply with one's wishes where personal power or the power of one's position is used appropriately and effectively, with the long-term good of the organization in mind.

Flexibility – The ability to adapt to and work effectively within a variety of situation, and with various individuals or groups.

Impact and Influence – Implies an intention to persuade, convince, influence or impress others, in order to get them to go along with or to support the agenda.

Information Seeking – Driven by an underlying curiosity and desire to know more about things, people or issues. Implies going beyond the questions that are routine or required in the job.

Initiative – Refers to identification of a problem, obstacle or opportunity and taking action in light of that to address current or future problems or opportunities.

Integrity – Actions are consistent with what one says is important, that is, he or she walks the talk.

Interpersonal Understanding – Implies wanting to understand other people. Ability to accurately hear and understand the unspoken or partly expressed thoughts, feelings and concerns of others.

Organizational Awareness – The ability to understand and learn the power relationships in one's own organization or in other organizations.

Organizational Commitment – The ability and willingness to align one's own behavior with the needs, priorities, and goals of the organization.

Relationship Building – Builds or maintains friendly, reciprocal, and warm relationships or networks of contacts with people.

Self-Confidence – A belief in one's own

capability to accomplish a task and select an effective approach to a task or problem.

Team Leadership – The intention to take a role as leader of a team or other group. Implies desire to lead others.

Teamwork and Cooperation – Implies the intention to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively.

Please note: Not all competencies are required for each position.

In addition to verbal, written, and interpersonal skills, elected positions must demonstrate the following competencies:

Competencies for all Directors, including the Consumer Representative

- Teamwork and Cooperation
- Integrity
- Customer Service Orientation
- Conceptual Thinking
- Impact and Influence
- Initiative
- Organizational Commitment

Additional Competencies for the President-Elect

- Directiveness
- Developing Others
- Impact and Influence
- Team Leadership

Competencies for the ECC Chair-Elect

- Team Leadership
- Teamwork and Cooperation
- Support and Encouraging Others
- Problem-solving
- Initiative

The competencies to which a particular elected position is held are also listed in the Self-Appraisal Form for each position.

Further qualifications for all elected positions

ABPANC seeks individuals from broad geographical locations, diverse educational

backgrounds and areas of practice.

Nominees must express a commitment to the perianesthesia nursing specialty and to professional certification as a means to promote desired patient outcomes.

Understanding issues related to certification from a global perspective is key. Experience serving as volunteer leader at a national, regional, or local level of any organization is expected.

CPAN® and/or CAPA® certification is preferred for RN members elected to the Board of Directors and is required of ECC Chair-Elect candidates.

Additional qualifications for the Consumer Representative

1. Views specialty nursing certification as a means for public protection.
2. Is not a health care professional (i.e., RN, LPN, MD, Hospital Administrator, etc.)

CONFLICT OF INTEREST POLICIES

Statement of Fiduciary Responsibility and Code of Conduct

Every volunteer, elected or appointed, is required to sign the Statement of Fiduciary Responsibility, found in Appendix A. Please review this Statement carefully to ensure that you will not be in a position of conflict of interest if elected to the position you are seeking. If you have any questions, please call the ABPANC national office – 1-800-622-7262. You will be required to sign this document if elected to serve ABPANC. In addition, please read ABPANC's Code of Conduct policy, also found in Appendix A.

Protection of Confidentiality of CPAN and CAPA Examinations

The ABPANC Board of Directors has the responsibility of approving the CPAN® and CAPA® examination test specifications and developing the policies related to these certification programs.

In addition, in order to protect the confidentiality and security of the CPAN® and CAPA® certification programs, the following policies are established:

1. ABPANC Board of Directors, committee members involved in item writing, item review, and exam review, RN staff members, PES staff members, and Passing Point Study Task Force members, will not participate in any exchange of information specific to exam content.
2. The aforementioned individuals may not be involved in coordinating or teaching exam related content in programs which prepare nurses to take the CPAN® or CAPA® examination. These individuals may, however, teach the process of becoming certified, of maintaining certification, and in general, how questions are developed and reviewed.
3. These individuals may participate in presentations regarding the specialty of perianesthesia nursing and present clinical content in programs related to perianesthesia nursing in general.
4. These restrictions are effective for three years after service in the aforementioned positions and roles.
5. The aforementioned individuals are not eligible to take either the CPAN® or CAPA® examination for three years after the last date of writing or reviewing items or reviewing exams. CPAN® and/or CAPA® status must be renewed through the continual learning program.
6. A member of the ABPANC Board of Directors who has not participated in item writing, item review, or exam review, is ineligible to take any exam which is administered during his/her term of office. CPAN® and/or CAPA® status must be renewed through the continual learning program.

COMMITMENTS

Term of Office

The term of office begins July 1 following the election and ends two years later.

Time Commitment

- Two year term of office
- Phone calls, conference calls
- Response to information
 - Informational materials which require review and a timely response
 - Thoughtful review of all meeting materials which are usually distributed two weeks in advance of meetings
- Writing
 - Committee and task force reports
 - Self-generated reports and discussion documents
 - Preparation of or assistance with proposal development
 - Writing newsletter articles, etc.

Travel Commitment

- Orientation and a board meeting, usually held the 3rd weekend in July, lasting 3 days.
- Board meetings, usually held in the Fall (2nd weekend in November) and Spring (in conjunction with ASPAN national conference), lasting 1 – 2 days
- ASPAN national conference, usually held in April, lasting 5 days (Consumer Representative may be exempt from attending this event)
- Traveling to local and regional ASPAN component meetings to represent ABPANC (ECC Chair-Elect, ECC Chair and Consumer Representative may be exempt from this activity)

Meetings are held in a variety of locations around the country. The above travel commitments do not include travel time to and from each meeting. Conference calls, in lieu of face to face meetings, are also scheduled throughout the year. Board members are expected to attend all board meetings.

Commitments for ECC Chair

- Two year term of office as Chair-Elect and two year term of office as Chair
- Item writing/review and exam review responsibilities as assigned by stated deadlines
- As the new Chair, attends a 1-1/2 day orientation, usually held in the summer – 3rd weekend in July

- Attends two to three 2 ½ - 3 day meetings per year, one in the fall and one in the winter for IWRC/ERC meetings
- As Chair and Chair-Elect, attends the ASPAN National Conference and co-facilitates the Item Writing Workshop, along with the ABPANC Board Liaison.

Team Activities

Team activities and additional opportunities for board/committee/staff interaction are scheduled during board and committee meetings for team building purposes and to reward the hard work of ABPANC's volunteers! Individuals should not make personal plans during these times.

EXPENSE REIMBURSEMENT POLICY

Expenses for travel and any ABPANC related business are reimbursed according to established policy. A travel advance is sent to members prior to each meeting.

REQUIRED WRITTEN MATERIALS

All written materials must be typed.

For Nominees for ALL positions:

1. Letter of Intent

A letter of intent, addressed to the ABPANC Board of Directors, should indicate your willingness to be considered for the position you are seeking. Describe what you feel you would contribute to the Board of Directors, specifically and to ABPANC, generally. Include a description of your professional and personal goals.

2. Curriculum Vitae

Your curriculum vitae should include the following information:

- a. Name/Professional credentials
- b. Home Address/Phone number
- c. Email contact information
- d. Name of Employer
- e. Business Address/Phone Number

- f. List any professional licenses or certification credentials and year(s) granted
- g. Formal education: List educational institution, degree, and date conferred. If currently seeking a degree, indicate what degree and expected date of completion.
- h. Work Experience – including employer and date of employment. Briefly describe your current and previous positions and roles, responsibilities of those positions
- i. Professional activities (i.e., memberships, committees, offices held, etc.
- j. Presentations
- k. Publications
- l. Professional Recognition and Awards

3. References

Provide the names and telephone numbers of two individuals who could provide references for you. These individuals should be able to speak about how you demonstrate the related competencies for the position you are seeking. References will be contacted if deemed necessary by the Nominating Committee.

4. Self Appraisal

Please complete the Self Appraisal form, appropriate to the position you are seeking and found in Appendix B and submit it along with other written materials. If you would like this form emailed to you, please call Philip Godlewski at the ABPANC national office at 1-800-622-7262.

5. Written Response

Please provide a written response to the following questions appropriate to the position you are seeking:

Director position – As an ABPANC Board member, you are asked to provide a written response to the following letter from a not-yet-certified nurse who says, “*My hospital is experiencing a nursing shortage. I am required to work mandatory overtime. No financial incentive is given for being certified,*

and to be quite honest, I do not have the time nor the energy to become CPAN® certified. Why should I?"

Consumer Representative – As the Consumer Representative to the ABPANC Board of Directors, you are asked to provide a written response to the following letter from a hospital administrator who says, *“As a hospital administrator, what is the value of having nurses certified? How does that benefit the patient as well as the hospital?”*

President-Elect – As President of ABPANC, you are responding to a letter from a certified nurse asking about ABPANC’s Advocacy Award. How would you describe the value of the award and the reason(s) ABPANC offers this award? What would you say to convince her to submit a nomination?

Chair-Elect to ECC – You are encouraging one of your not-yet-certified colleagues to take the certification exam when she says, *“I have heard that the exam questions do not test what we do in our practice. People in ivory towers must write the questions.”* What do you say in response?

6. Honor Statement

Complete the Honor Statement, found in Appendix C and submit along with the other written materials.

APPLICATION CHECK LIST

The following checklist is included to assist you in compiling the necessary materials for submitting a complete nomination application packet.

Remember, incomplete applications may result in being ineligible for seeking a position with ABPANC.

Submit 7 copies of the required materials, with each copy organized in the order listed below!

- Letter of Intent
- Curriculum Vitae
- Names of two references
- Self Appraisal form
- Written Response to question
- Honor Statement

Send to the following address, postmarked no later than January 15th to:

ABPANC
475 Riverside Drive, 6th Floor
New York, NY 10115-0089
Attn: Nominating Committee

APPENDIX A

AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC
STATEMENT OF FIDUCIARY RESPONSIBILITY

The members of the American Board of Perianesthesia Nursing Certification, Inc. ("ABPANC") understand the importance of serving ABPANC to the best of their ability and with the highest degree of undivided duty, loyalty, and care. Accordingly, the Board adopts the following policy for ABPANC officers, directors, committee chairpersons and committee members, staff and designated representatives of the Board ("ABPANC representatives"). In addition, ABPANC Representatives are expected to adhere to the tenets described in the Code of Conduct.

1. ABPANC representatives are committed to furthering the best interests of ABPANC and shall undertake full disclosure of any actual, apparent or potential conflict of interest when such becomes known to ABPANC representatives. ABPANC representatives shall not profit personally from their affiliation with ABPANC, or favor the interests of themselves, relatives, friends, supporters, or other affiliated organizations over the interests of or bring their interests into conflict or competition with the interests of ABPANC. Any honoraria received in connection with speaking about ABPANC certification shall be contributed to the ABPANC Research Fund; provided, however that any honoraria received from speaking at the ASPAN national annual meeting shall be donated to the ASPAN Foundation.
2. Upon commencing service with ABPANC, all ABPANC representatives shall file with the Board a statement disclosing all business, financial and organizational interests and affiliations they or persons close to them have which could be construed as related to the profession of ABPANC or as related to the interests of ABPANC. In addition to the rules established in policy 5-3, no officer or director of ABPANC shall serve as an officer, director, or committee chair of any local, state, or national organization related to perianesthesia nursing, including but not limited to ASPAN, AORN, or the Certification Board of Perioperative Nursing, during their tenure on the ABPANC Board of Directors. In addition, while committee membership or participation in projects or activities is not automatically precluded, such involvement must be reviewed and approved by the ABPANC Executive Committee to ensure that no actual or potential for conflict of interest or antitrust violations exist.
3. Whenever the Board is considering a matter which presents an actual or apparent conflict of interest for any ABPANC representatives, the individual shall fully disclose his or her interest in such a matter. Disclosure shall also be made if the conflict arises in the course of the individual's duties for ABPANC. The disclosure shall be recorded promptly in writing and shall be recorded in the Board minutes. A director may disqualify himself or herself from voting.
4. Upon each disclosure of a possible conflict of interest, a determination shall be made by the Board, after consultation with counsel and in accordance with all applicable law, as to the participation of the individual in the matter and, in the case of a director, as to participation in voting on the matter. The disclosure and vote shall be recorded in the minutes.
5. Whenever a director is involved in a transaction with the Board in any capacity other than as a director, disclosure shall be made as provided above and the Board shall review the transaction to determine whether it is favorable to ABPANC before considering whether to approve it. Any transaction in which a director has a financial interest may be undertaken by ABPANC if the director has fully disclosed the material facts of his relationship or interest in the transaction, the transaction is authorized in good faith by a majority of the disinterested directors and the transaction is fair to ABPANC as of the time it is authorized by the Board.
6. All ABPANC representatives shall permanently hold all matters, except those publicly reported, pertaining to all ABPANC examinations in the strictest confidence, and shall not discuss, disclose,

report or express in any way matters concerning the evolution, development, production, administration, scoring or reporting of such examinations. These matters include but are not limited to examination questions and answers, scoring standards, identity of candidates, performance of individual candidates, results of examinations or any evaluation of examinations. ABPANC representatives shall not release any materials connected with any ABPANC Examination to any person or entity, or make examination materials available for any purpose whatsoever, except as specifically authorized by ABPANC. ABPANC representatives may not copy or retain any question or material for their files and are required to keep examination materials under secure conditions.

7. ABPANC representatives are specifically prohibited from participating in (whether or not for profit) the development, translation, production, copying, publication or distribution of, teaching or promotion of any course, program, workshop or materials specifically directed toward preparation for any ABPANC certification examination at anytime during their service to ABPANC and for a period of two (2) years after service to ABPANC. ABPANC representatives shall disclose to the Board of Directors any activity which appears to be prohibited by this Statement for discussion and review by the Board.
8. ABPANC representatives are specifically prohibited from reviewing or approving applications for ABPANC recertification which require review or approval of a continuing education course offered by the affected ABPANC representatives. ABPANC representatives may recuse themselves from deliberation of review or approval of any such individual application.
9. All ABPANC representatives are directed not to reference involvement with the ABPANC in the promotion, preparation, publication and/or presentation of any materials or activities regarding preparation for any ABPANC certification examination.
10. Whenever any ABPANC representatives shall discover an opportunity for business advantage which is relevant to the activities of the ABPANC, the opportunity belongs to the ABPANC and the individual shall present such an opportunity to the Board. Only at such time as the Board by recorded vote determines not to pursue the matter and relinquish such an opportunity may the individual consider it a matter of possible personal benefit. A business opportunity exists whenever ABPANC is financially able to undertake it; it is within ABPANC's line of business and ABPANC is interested in the opportunity.
11. When approved by vote of the Board, all officers, directors and designated Board representatives shall conduct Board matters in confidence.
12. ABPANC representatives shall not accept or offer favors or gifts of a value of over \$150 from or to anyone who does business with ABPANC. Board members shall read and understand the articles of incorporation, bylaws, corporate policies, and financial statements. The ABPANC Board of Directors shall routinely verify that all state, federal and local tax payments, registrations, and reports have been filed in a timely and accurate manner. Board members shall fully prepare for and participate in Board and relevant committee meetings. Board members shall be cautious and protective of the assets of the Association and insure that they are used in the pursuit of the mission of the Association.
13. Board members shall never exercise authority as Board members except when acting in meetings with the full Board, the Executive Committee, or as delegated by the Board.
14. The Board of Directors may delegate to its Executive Committee or other committee consisting of Board members review of conflicts described by this Statement.

**AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC.
POLICY**

SUBJECT: Code of Conduct

PURPOSE: To describe the behaviors and responsibilities of members of the Board of Directors that guide the decisions, procedures, and systems of ABPANC in a way that contributes to the welfare of its key stakeholders, and respects the rights of all affected by its operation.

EFFECTIVE DATE: 4/09

REVISED DATE:

REVIEWED DATE:

**ABPANC
American Board of Perianesthesia Nursing Certification, Inc.**

Code of Conduct for the Board of Directors

The members of the Board of Directors of the American Board of Perianesthesia Nursing Certification, Inc. (ABPANC) acknowledge and accept the scope and extent of our duties as directors. We have a responsibility to carry out our duties in an honest and businesslike manner and within the scope of our authority, as set forth in the General Corporation Laws of the State of Delaware under which ABPANC is organized as a not-for profit corporation (income tax exempt under Section 501(c) (6) of the Internal Revenue Code), and in the Articles of Incorporation and Bylaws of ABPANC.

Directors are entrusted with and are responsible for the oversight of the assets and business affairs of ABPANC. As Directors we will act within the bounds of the authority conferred upon us and with the duty to make and enact informed decisions and policies in the best interests of ABPANC, its stakeholders, business partners and customers.

The reputation of ABPANC is the future of ABPANC. Our success is built on a foundation of personal and professional integrity. ABPANC's mission is to protect the public by assuring a certification process for perianesthesia nurses through its administration of the CPAN and CAPA certification programs that validates knowledge gained through professional education and experience, ultimately promoting quality patient care. Directors will demonstrate their respect for the value of ABPANC's reputation, the importance of our mission and support of our organizational values by carrying out their duties in an honest, fair, diligent and ethical manner.

The ABPANC Board of Directors has adopted the following Code of Conduct as an adjunct to the Statement of Fiduciary Responsibility and our Directors are expected to adhere to the standards of loyalty, good faith, and the avoidance of conflict of interest that follow. Board Members will:

- Act in the best interests of, and fulfill their fiduciary obligations to, ABPANC, its stakeholders, business partners and customers;
- Act honestly, fairly, ethically and with integrity;
- Conduct themselves at all times in a professional, courteous and respectful manner to maintain the reputation of ABPANC;

- Comply with all applicable laws, rules, regulations and guidelines;
- Act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
- Disclose potential conflicts of interest that they may have regarding any matters that may come before the Board, and abstain from discussion and voting on any matter in which the Director has or may have a conflict of interest;
- Make available to and share with fellow Directors information as may be appropriate to ensure proper conduct and sound operation of ABPANC and its Board of Directors;
- Respect the confidentiality of information relating to the affairs of ABPANC acquired in the course of their service as Directors, except when authorized or legally required to disclose such information.

A Director who has concerns regarding compliance with this Code should raise those concerns with the ABPANC President and members of the Executive Committee. They will determine what action shall be taken to deal with the concern. Waiver of any part of this Code for any Director is very unlikely to be in the best interest of ABPANC. Waivers of and modifications to the Code must be approved by the Executive Committee and submitted to the Board of Directors for final review and approval.

Directors will sign the Statement of Fiduciary Responsibility annually declaring that they have read, understand and will voluntarily and without reservation, fully comply with the Statement of Fiduciary Responsibility and Code of Conduct. Signed originals will be kept in ABPANC archives in accordance with established records retention policies and procedures.

DISCLOSURE STATEMENT AND ACKNOWLEDGMENT

Disclosure of the following information is required of all officers and directors of ABPANC. Please answer the following questions and include the same information for members of your immediate family (parents, spouse, children, and spouse’s parents).

1. Please list the name, address, phone number and type of business of your current employer. If self-employed, so state and give the same information.

2. Do you serve as an officer, director, or committee member with any organization serving the interest of perianesthesia nursing certification other than APBANC or your employer? If so, please list the organization and your interest or position in the organization.

3. Please describe any other financial or other business interest you may have involving perianesthesia nursing certification not disclosed above.

THIS SECTION MUST BE READ AND COMPLETED

I acknowledge that I have received and read the Statement of Fiduciary Responsibility and Code of Conduct of ABPANC. I do not have any actual, apparent or potential conflicts of interest which are not listed on the Disclosure Statement, above, and agree to abide by the Statement of Fiduciary Responsibility and Code of Conduct. I understand that it is my responsibility to inform ABPANC, in writing of any change in circumstances relating to the Statement of Fiduciary Responsibility and/or Code of Conduct.

Signature

Date

APPENDIX B

THE AMERICAN BOARD OF PERIANESTHESIA NURSING
CERTIFICATION, INC.

SELF APPRAISAL FOR DIRECTOR NOMINEES AND CONSUMER REPRESENTATIVE
(Responses must be typed)

Name of Nominee _____

Please provide an example(s) or tell a story of a time when you have used the following competencies:

1. **Verbal, written and interpersonal skills** - ability to communicate accurately and effectively. Implies wanting to understand others. Ability to accurately hear and understand the unspoken or partly expressed thoughts, feelings, and concerns of others.

2. **Teamwork and Cooperation** - works cooperatively with others rather than working separately or competitively.

3. **Integrity** – acting in line with one’s beliefs and values even when it is difficult to do so.

4. **Customer service orientation** - focusing one’s efforts on discovering and meeting the customer or client needs.

5. **Conceptual thinking** - the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations.

6. **Impact and influence** – ability to persuade, convince, or influence others.

7. **Initiative** - ability to think ahead of the present to act on future needs and opportunities.

8. **Organizational Commitment** – acting in a way to promote the organization’s goals

THE AMERICAN BOARD OF PERIANESTHESIA NURSING
CERTIFICATION, INC.

SELF APPRAISAL FOR PRESIDENT-ELECT NOMINEES

(Responses must be typed)

Name of Nominee _____

Please provide an example(s) or tell a story of a time when you have used the following competencies. This form must be typed.

1. **Verbal, written and interpersonal skills** - ability to communicate accurately and effectively. Implies wanting to understand others. Ability to accurately hear and understand the unspoken or partly expresses thoughts, feelings, and concerns of others.

2. **Directiveness** – setting standards of behavior and holding people accountable to them.

3. **Developing others** - a genuine intent to foster the long-term learning or development of others with an appropriate level of need analysis and other thought or effort.

4. **Impact and Influence** – ability to persuade, convince, or influence others.

5. **Conceptual thinking** - the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations.

6. **Team leadership** - is a leader of a team or other group. Desire to lead others.

THE AMERICAN BOARD OF PERIANESTHESIA NURSING
CERTIFICATION, INC.

SELF APPRAISAL FOR ECC CHAIR-ELECT NOMINEES

(Responses must be typed)

Name of Nominee _____

Please provide an example or tell a story of a time when you have used the following competencies:

1. **Verbal, written and interpersonal skills** - ability to communicate accurately and effectively. Implies wanting to understand others. Ability to accurately hear and understand the unspoken or partly expresses thoughts, feelings, and concerns of others.

2. **Team Leadership** - ability to lead a group of people to work effectively together.

3. **Teamwork and Cooperation** - works cooperatively with others rather than working separately or competitively.

4. **Support and encouraging others** - publicly credits others who have performed well. Encourages and empowers others, makes them feel valued. Acts to promote a friendly climate, good morale and cooperation.

5. **Problem-solving** - identifies actual and potential problems or issues and facilitates resolution.

6. **Initiative** - ability to think ahead of the present to act on future needs and opportunities.

APPENDIX C

HONOR STATEMENT
FOR THE
AMERICAN BOARD OF PERIANESTHESIA NURSING
CERTIFICATION, INC.

I, _____, am interested in pursuing the American Board of Perianesthesia Nursing Certification, Inc. (ABPANC) nomination process for the position of:

- RN Director
- Consumer Representative
- ECC Chair-Elect
- President-Elect

I affirm that all the information I have provided to be used in the nomination and election process for service with ABPANC Board of Directors is true and verifiable. I understand and agree that ABPANC may contact references if necessary.

If elected to the ABPANC Board of Directors, or to serve as IWRC/ECC Chair-Elect, my employer will support my time commitment to ABPANC. I further attest that I am not involved in any activities that would represent a conflict of interest for ABPANC or violate the Statement of Fiduciary Responsibility and Code of Conduct.

Signed

Date



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Certification, Inc.

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