

CPAN®/CAPA® CERTIFICATION COACH JOB DESCRIPTION

The ABPANC CPAN®/CAPA® Certification Coach is a *facilitator* of the study process for individuals/candidates who are seeking certification. The Coach Program is intended to encourage good study methods and helpful study strategies and not to *teach* study content. As a *facilitator*, the Coach will help organize study sessions, identifying content experts to provide content identified on the 12 Week Study Plan, ensure awareness of registration deadlines, identify study resources and references, etc.

QUALIFICATIONS:

Prior to signing up to be an ABPANC Certification Coach, the individual will carefully read ABPANC Policy 5-24 - ABPANC Volunteer Policies Of Potential/Actual Conflict Of Interests and sign The ABPANC Volunteer Disclosure Form Of Potential/Actual Conflict Of Interests to determine if one is able to serve as a Coach.

In addition, a Certification Coach:

1. is able to speak passionately about the value of CPAN® and CAPA® certification;
2. is willing to assist and encourage not-yet-certified colleagues to become certified;
3. has computer access to the internet and e-mail;
4. is experienced at facilitating groups;
5. is willing to commit to the Certification Coach role for a minimum of one year;
6. has no previous involvement with ABPANC as a member of the Examination Construction Committee, including the Item Writing/Review Committee (IWRC), Bank Maintenance, and/or Exam Review Committee (ERC); or the Practice Examination Committee.
7. Individuals may serve as a CPAN and/or CAPA Coach if they are currently CPAN and/or CAPA certified, or are a nursing educator or RN Clinical Leader in instances where currently certified nurses are not available.

SPECIFIC DUTIES AND RESPONSIBILITIES:

A Certification Coach will:

1. convey at the beginning of each Coaching event, that *"I have not seen, nor will I see, nor have I been involved with writing the CPAN or CAPA examinations you will be taking. Your participation in this Coaching event in no way ensures your success on the CPAN or CAPA examination."*
2. champion the vision and mission of ABPANC;
3. convey the benefits and features of being CPAN®/CAPA® certified to not-yet-certified colleagues and to those renewing certification;
4. recruit and encourage qualified perianesthesia nurses to take the CPAN® or CAPA®
 - a. examinations;
5. support and promote CPAN® and CAPA® certification in the institution in which they are employed, or at a district, state and/or regional level;
6. agree to have contact information shared with candidates seeking a certification coach;
7. direct interested candidates to the most current *Certification Candidate Handbook* located on www.cpancapa.org and assist candidates with the online application process;
8. serve as the *facilitator/coordinator* for a certification study group;
 - (a) set up sessions using the ABPANC 12 Week Study Plan;
 - (b) assist candidates in accessing study resources as listed in the *Certification Candidate Handbook*;
 - (c) promote deadlines for registering for certification and other various ABPANC activities;
 - (d) encourage candidates to take the certification online practice exams;
 - (e) review the ABPANC website (www.cpancapa.org) regularly for the most current information;

- (f) review the Test-Taking Strategies and Fear of Failure Webinars with participants;
 - (g) refer questions related to the ABPANC certification program, policies, and procedures to the ABPANC national office;
 - (h) provide moral support and encouragement;
 - (i) provide for a celebration at the conclusion of the testing window;
 - (j) meet with those who have been unsuccessful and review study strategies – offer encouragement to try again, promoting ABPANC Scholarships.
9. submit (email) a completed ABPANC Certification Coaching Activities Log form to the
- a. ABPANC staff liaison at the National Office immediately after each coaching activity;

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