

ABPANC
VOLUNTEER LEADERSHIP
APPLICATION

*BOARD OF DIRECTORS
ECC CHAIRS*

AMERICAN BOARD OF PERIANESTHESIA
NURSING CERTIFICATION, INC

1133 BROADWAY
SUITE 544
NEW YORK, NY 10010
WWW.CPANCAPA.ORG
ABPANC@CPANCAPA.ORG
347.708.7975



Table of Contents

INTRODUCTION.....	2
About ABPANC.....	2
Vision, Mission, Values.....	2
Governance Structure.....	3
Management Services.....	3
Examination Development.....	3
Why Volunteer.....	3
PROCESS FOR NOMINATIONS AND ELECTIONS.....	4
Nominations Process.....	4
Elections Process.....	4
Sitting Board Members Seeking Re-election.....	4
Time Line.....	4
ACCOUNTABILITIES, COMPETENCIES AND QUALIFICATIONS.....	5
Accountabilities of Board of Directors and President.....	5
Competencies – Defined.....	5
Competencies for Board of Directors and Public Member.....	6
Competencies for President-Elect.....	6
Competencies for ECC Co-Chairs.....	6
Qualifications.....	7
CONFLICT OF INTEREST POLICIES.....	8
COMMITMENTS.....	9
Term of Office.....	9
Time Commitment.....	9
Travel Commitment.....	9
EXPENSE REIMBURSEMENT POLICY.....	9
REQUIRED WRITTEN MATERIALS.....	10
CRIMINAL BACKGROUND INVESTIGATION.....	11
APPLICATION CHECKLIST.....	12
APPENDICES.....	13
Appendix A Statement of Fiduciary Responsibility/Code of Conduct.....	13
Disclosure Statement and Acknowledgment.....	18
Appendix B Self Appraisal Forms.....	19
Appendix C Honor Statement.....	22
Appendix D Background Report Consent Agreement.....	23
Appendix E Reference Form for Director/Public Member.....	24
Reference Form for President-Elect.....	26
Reference Form for ECC Co-Chair.....	28
Word Files for Appendices A Through E.....	31

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

- ✓ President-Elect position
- ✓ RN Director position
- ✓ Public Member
- ✓ Co-Chair — 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 New York, New York.

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 12,800 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, Inc. (ABSNC). 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 areas.

Brief Recap of ABPANC's History

ABPANC has grown and changed as a result of the changing healthcare 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 ten member Board of Directors, comprised of nine Registered Nurses and one Public Member, 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 of Directors, including the Public Member, are 2 years. Individuals may seek re-election for two additional terms. The President-Elect serves one year as President-Elect and two years as President. After serving as President for two years, the President assumes the position of Immediate Past President and serves an additional year on the Board of Directors. No member of the Board of Directors may serve more than a total of six years.

Co-Chairs of the ECC are elected for a two-year term and will serve a 3rd year as a mentor to a newly elected Co-Chair.

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 (ECC). A CPAN® and CAPA® Co-Chair are elected to these key positions by the ABPANC Board of Directors.

WHY VOLUNTEER WITH ABPANC

As an ABPANC Volunteer, you have the unique opportunity at the national level to contribute to the development of the CPAN® and CAPA® programs that recognize and promote excellence in perianesthesia nursing practice and, most importantly, are in the best interest of perianesthesia patients and their families.

As an RN Director, you have an opportunity to:

- give back to a profession that you've built a career on;
- ensure the quality of care delivered and make a positive difference in patient outcomes;
- influence national standards and practice;
- advocate for perianesthesia patients and their loved ones at a global level beyond your immediate environment;
- grow professionally in areas you're not exposed to every day;
- network nationally with colleagues beyond the walls of your own workplace;
- be recognized as a national leader within your profession; and
- collaborate with other national professional organizations and their leaders.

As the Public Member you have an opportunity to give a voice to the needs and expectations of perianesthesia patients and their families.

NOMINATION PROCESS

Each July, a call for nominations for upcoming board positions, including President-Elect, Directors, and the Public Member is sent to the ABPANC Board of Directors, ABPANC Volunteers, the ASPAN Board of Directors and Component Presidents, and is published on the ABPANC website. The Call for Nominations for ECC Co-Chair positions is sent to the ABPANC Board of Directors and ECC members.

Nominations for all positions must be postmarked no later than October 31st.

ABPANC staff notifies all nominees of their nomination and refers them to the online *Nominations Handbook* and electronic forms. If interested in pursuing the nomination, the nominee must submit the documentation required and described in this handbook, postmarked no later than November 30th. Electronic forms can be found on the ABPANC website.

ELECTIONS PROCESS

All submitted materials are reviewed by the ABPANC Nominating Committee and qualified individuals are interviewed by telephone in January/February of each year. ABPANC uses a Behavioral-Based Interview Process based on identified competencies for each position. 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 Behavioral-Based Interview, conducted in-person by the Board of Directors, the finalist gives a short (10-15 minutes) PowerPoint presentation related to CPAN®/CAPA® certification. For example, such topics may include but are not limited to the value of certification, patient advocacy and ideas to increase certification awareness. 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 Co-Chair positions of the ECC, who have been interviewed via a telephone interview by members of the Nominating Committee, will be interviewed in person by the Board of Directors as described above.

SITTING BOARD MEMBERS SEEKING RE-ELECTION

Sitting board members, including the Public Member, seeking re-election are required to submit electronically (1) a self nomination by the October 31 deadline; (2) a Letter of Intent which describes why they are seeking another term, accomplishments as a Director, areas of growth during their term of office, and strengths they bring to the Board; (3) Updated curriculum vitae; (4) Self Appraisal form; (5) Disclosure Statement and Acknowledgement; (6) Written Response to the question identified for the Director or the Public Member position; and (7) the Honor Statement, by the deadlines identified in this handbook.

While a Behavioral-Based Interview may not be conducted, the ABPANC board may ask questions of board members seeking re-election for their Director or the Public Member position; A PowerPoint presentation is not required.

NOMINATION AND ELECTION TIME LINE

- ✓ July — Call for Nominations
- ✓ October 31st — Postmark deadline for receipt of nominations
- ✓ November 30th — Postmark deadline for letter of intent to pursue nomination and all written documents required of the position
- ✓ January/February — Interviews of qualified nominees conducted by Nominating Committee
- ✓ Election occurs at ABPANC's Annual Spring 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 healthcare 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 administration facilitates attainment of organizational goals.
4. Provides for effective communication between ABPANC and ASPAN and other key stakeholder organizations.

COMPETENCIES

ABPANC uses a Behavioral-Based Interview model based on identified competencies for each role 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.

Eighteen competencies are identified — each competency has associated behavioral indicators that identify the underlying characteristics. The Nominating Committee conducts a Behavioral-Based Interview Process with qualified nominees. This technique is designed to surface the necessary competencies of a given position.

During the interview nominees will be asked to describe events at one's job (tell a story), that occurred in the last 18 – 24 months preceding the interview, 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 manner; identifying time sequences, causal relationships; setting priorities.

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. Includes using creative, conceptual or inductive reasoning.

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

Developing Others — Involves a genuine intent to foster long-term learning and development of others. The focus is on the developmental intent and effect rather than on formal training.

Flexibility — The ability to adapt to and work effectively within a variety of situations, and with various individuals and groups. Entails understanding and appreciating different and opposing perspectives on an issue, adapting one’s approach as the requirements of a situation change, and easily accepting changes in one’s own organization or job requirements.

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 curiosity and to do more such as resolution of the issue and seeking opportunities for future use.

Initiative — Refers to the ability to identify a problem, or opportunity and taking action (being proactive).

Integrity — Actions are consistent with what one says (walks the talk), communicates ideas with openness and honesty, even in difficult negotiations.

Interpersonal Understanding — Wanting to understand others; hear and understand unspoken words; may include cross-cultural sensitivity.

Organizational Commitment — The ability to align or subordinate personal goals for the organization.

Relationship Building — 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 — Take a role as leader of a group, generally shown from a position of formal authority.

Teamwork and Cooperation — Intent to work cooperatively with others; be part of a team, working together; Member of a group rather than a leader; intention is genuine.

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

In addition to excellent verbal, written, and interpersonal skills, being computer literate and having access to a computer and the internet, and confidence as a public speaker, nominees must exhibit the following competencies as identified for the position they are seeking:

COMPETENCIES FOR ALL DIRECTORS, INCLUDING THE PUBLIC MEMBER

- Conceptual Thinking
- Customer Service Orientation
- Information Seeking
- Initiative
- Integrity
- Interpersonal Understanding
- Organizational Commitment
- Relationship Building
- Teamwork and Cooperation

ADDITIONAL COMPETENCIES FOR THE PRESIDENT-ELECT

- Achievement Orientation
- Developing Others
- Flexibility
- Impact and Influence
- Self Confidence
- Team Leadership

(If the Nominee is not a sitting board member, the competencies for Directors must also be demonstrated.)

COMPETENCIES FOR THE ECC CO-CHAIRS

- Analytical Thinking
- Developing Others
- Flexibility
- Initiative
- Integrity
- Interpersonal Understanding
- Teamwork and Cooperation
- Team Leadership

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 Co-Chair nominees.

ADDITIONAL QUALIFICATIONS FOR THE PUBLIC MEMBER

1. Views specialty nursing certification as a means for public protection.
2. The Public Member may not be, or has ever been a: (1) nurse or other healthcare professional; (2) a current or past employee of the certifying organization or the related specialty membership organization; (3) a non-nursing professional who works or worked closely with nurses in the nursing specialty environment; and (4) employee of a testing vendor. A Public Member who is otherwise qualified and has previously served as a public member of other boards is eligible to serve.

STATEMENT OF FIDUCIARY RESPONSIBILITY AND CODE OF CONDUCT

Every volunteer, elected or appointed, is required to sign the Statement of Fiduciary Responsibility/Code of Conduct, found in Appendix A (page 13). 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 at 1-347-708-7975. 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, ABPANC Coaches, RN staff members, RDS Advisory Team 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 terms of office for all positions begin July 1 following the election. The term of office for Directors is two years; the term of office for the President-Elect is one year; President is two years, and immediate Past President is one year.

TIME COMMITMENT

- Two year term of office for Directors; a four year commitment for those elected to the President-Elect role
- Phone calls, conference calls
- 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 in August, lasting 3 days.
- Board meetings, usually held in the Fall and early Winter (via teleconference) and Spring (in conjunction with ASPAN national conference), lasting 2 days.
- ASPAN national conference, usually held in April, lasting 5 days (Public Member may be exempt from attending this event).
- Traveling to local and regional ASPAN component meetings to represent ABPANC (ECC Co-Chairs and Public Member are exempt from this activity).
- The ABPANC President also travels to: (1) ABNS Assembly meetings in the Fall and Spring, lasting 2 days; (2) the ASPAN board meeting lasting 1-2 days in the Fall; and (3) to other invitational or educational meetings as schedules allow.

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 and conference calls.

COMMITMENTS FOR ECC CO-CHAIRS

- Two year term of office, followed by one year as a mentor to newly elected Co-Chair.
- Item writing/review and exam review responsibilities as assigned by stated deadlines.
- As a newly elected Co-Chair, orientation will occur the day prior to the September exam construction and bank maintenance meeting.
- Attends two ECC three-day meetings per year, both in the Fall.
- As Co-Chairs, attend the ASPAN National Conference and participate in the presentation of the Item Writing Workshop, along with the ABPANC Board Liaisons and PSI Program Director.

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 (per diem) is sent to members prior to each meeting.

FOR NOMINEES — ALL POSITIONS: (All Documentation Must be Typed)

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. For those sitting Directors seeking an additional term, refer to page 3 for the information to include in the Letter of Intent.
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. **Reference Forms** — You will be asked to submit reference forms from two people who can speak about how you demonstrate the related competencies for the position you are seeking. Reference forms can be found on page 24 and can be downloaded from page 31, as well as from the ABPANC website.
4. **Disclosure Statement and Acknowledgment** — Please read the Statement of Fiduciary Responsibility and Code of Conduct carefully and complete the Disclosure Statement and Acknowledgment form found on page 18. Your actual signature is required. Scroll to page 31 of this handbook to access this form as a Word document. After signing it, either scan the form so you can submit it electronically with the rest of your packet.
5. **Self Appraisal** — Please complete the Self Appraisal form, appropriate to the position you are seeking and found in Appendix B. For nominees who are not sitting board members who are seeking the office of President-Elect, please complete the Self Appraisal forms for both the President-Elect and Director. Submit it along with the other written documents.
6. **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?”*

Public Member — As the Public Member 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 him or her to submit a nomination?

Co-Chairs of 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?

7. **Honor Statement** — Complete the Honor Statement and submit along with the other written materials.

Criminal Background Investigation

ABPANC will conduct a criminal background investigation on all nominees who are finalists for positions on the Board of Directors and Co-Chairs of the ECC.

The Statement of Fiduciary Responsibility, Code of Conduct Statements, Disclosure Statement, Self Appraisal, Honor Statement and Background Report Consent Agreement are available on the ABPANC website.

The following materials, organized in the order listed below, **must be typed** and submitted electronically.

The Disclosure Statement and Honor Statement must have an original signature so either scan the documents to send electronically to ABPANC.

- _____ Letter of Intent
- _____ Curriculum Vitae
- _____ Names and contact information for two references to whom you will be distributing the Reference Forms
- _____ Self Appraisal form
- _____ Disclosure Statement and Acknowledgement (if scanned)
- _____ Written Response to question
- _____ Honor Statement (if scanned)
- _____ Background Report Consent Agreement

E-mail nomination documents as a single PDF attachment to abpanc@cpncapa.org, postmarked no later than November 30. The subject line should read — Nomination Documents for <insert your name>. You will receive an email confirmation that your nomination documents have been received.

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

All forms are available on the ABPANC website.

APPLICATION CHECKLIST FOR SITTING BOARD SEEKING RE-ELECTION

- _____ Letter of Intent
- _____ Updated curriculum vitae
- _____ Self Appraisal form
- _____ Disclosure Statement and Acknowledgement (with original signature — scan and submit as attachment or fax to national office)
- _____ Written response to question identified for Director position
- _____ Honor Statement (with original signature)

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 any time 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 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

CODE OF CONDUCT FOR THE BOARD OF DIRECTORS

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.


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.

AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC. POLICY

CODE OF CONDUCT FOR INDIVIDUALS REPRESENTING ABPANC

PURPOSE: To describe the behaviors and responsibilities of individuals representing ABPANC in a way that contributes to the welfare of its key stakeholders, and respects the rights of all affected by its operation.

Representatives of the American Board of Perianesthesia Nursing Certification, Inc. (ABPANC) acknowledge and accept the scope and extent of the roles and responsibilities as defined in ABPANC's policies and procedures. Representatives have a responsibility to carry out their duties in an honest and businesslike manner and within the scope of their authority.

The reputation of ABPANC is the future of ABPANC. ABPANC's 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. Representatives will demonstrate their respect for the value of ABPANC's reputation, the importance of its mission and support of its organizational values by carrying out their duties in an honest, fair, diligent, respectful, ethical and professional manner.

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

Representatives will:

- Act in the best interests of, and fulfill their obligations to ABPANC, its stakeholders, business partners and customers;
- Act honestly, fairly, ethically, respectfully, 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;
- Disclose potential conflicts of interest that they may have regarding their responsibilities and role with ABPANC;
- Make available to and share with ABPANC any information as may be appropriate to ensure proper conduct and sound operation of ABPANC;
- Respect the confidentiality of information relating to the affairs of ABPANC acquired in the course of their service, except when authorized or legally required to disclose such information.

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

Representatives 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, directors, and other volunteer representatives 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.

Current Employer Information:

Name: _____

Street Address: _____

City/State/Zip: _____

Telephone No.: _____

Describe Type of Business:

2. Do you serve as an officer, director, or committee member with any organization serving the interest of perianesthesia nursing certification other than ABPANC or your employer? If so, please list the organization(s) and your interest(s) or position(s) in the organization(s).
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 (specific to my role) 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

THE AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC. SELF APPRAISAL FOR DIRECTOR NOMINEES AND PUBLIC MEMBER

Name of Nominee: _____

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

If you are a current ABPANC board member, please use example (stories) related to your ABPANC service.

1. **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. Includes using creative, conceptual or inductive reasoning.
2. **Customer Service Orientation** — Implies a desire to help or serve customers, to meet their needs.
3. **Information Seeking** — Driven by curiosity and to do more such as resolution of the issue and seeking opportunities for future use.
4. **Initiative** — Refers to the ability to identify a problem, or opportunity and taking action (being proactive.)
5. **Integrity** — Actions are consistent with what one says (walks the talk); communicates ideas with openness and honesty, even in difficult negotiations.
6. **Interpersonal Understanding** — Wanting to understand others - the unspoken and expressed thoughts or idea, feelings, and concerns of others.
7. **Organizational Commitment** — The ability to align or subordinate personal goals for the organization.
8. **Relationship Building** — Maintains friendly, reciprocal, and warm relationships or networks of contacts with people.
9. **Teamwork and Cooperation** — Intent to work cooperatively with others; be part of a team working together; Member of a group rather than a leader; intention is genuine.
10. **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.

THE AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC.
SELF APPRAISAL FOR PRESIDENT-ELECT NOMINEES

Name of Nominee: _____

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

If you are a current ABPANC board member seeking election to the President-Elect position, please use examples (stories) related to your ABPANC service.

1. **Achievement Orientation** — A concern for working well or for surpassing a standard of excellence.
2. **Developing Others** — Involves a genuine intent to foster long-term learning and development of others. The focus is on the developmental intent and effect rather than on formal training.
3. **Flexibility** — The ability to adapt to and work effectively within a variety of situations, and with various individuals and groups. Entails understanding an appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and easily accepting changes in one's own organization or job requirements.
4. **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.
5. **Self Confidence** — A belief in one's own capability to accomplish a task and select an effective approach to a task or problem.
6. **Team Leadership** — Take a role as leader of a group. generally shown from a position of formal authority.
7. **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.

THE AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC.
SELF APPRAISAL FOR ECC CO-CHAIR NOMINEES

Name of Nominee: _____

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

If you are a current or former member of the ECC, please use example (stories) related to your ABPANC service, if possible.

1. **Analytical Thinking** — Understanding a situation by breaking it apart into smaller pieces, or tracing the implications of a situation in a step-by-step manner; identifying time sequences, causal relationships; setting priorities.
2. **Developing Others** — Involves a genuine intent to foster long-term learning and development of others. The focus is on the developmental intent and effect rather than on formal training.
3. **Flexibility** — The ability to adapt to and work effectively within a variety of situations, and with various individuals and groups. Entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and easily accepting changes in one's own organization or job requirements.
4. **Initiative** — Refers to the ability to identify a problem, or opportunity and taking action (being proactive).
5. **Integrity** — Actions are consistent with what one says (walks the talk) communicates ideas with openness and honesty, even in difficult negotiations.
6. **Interpersonal Understanding** — Wanting to understand others - the unspoken and expressed thoughts or idea, feelings, and concerns of others.
7. **Team Leadership** — Take a role as leader of a group. generally shown from a position of formal authority.
8. **Teamwork and Cooperation** — Intent to work cooperatively with others; be part of a team, working together; Member of a group rather than a leader; intention is genuine
9. **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.

FOR THE AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC.

HONOR STATEMENT

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

- RN Director
- Public Member
- ECC Co-Chair
- 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 will contact references.

If elected to the ABPANC Board of Directors, or to serve as ECC Co-Chair, 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.

Signature of Nominee

Date

Signature of manager indicating support of time commitments

Date

BACKGROUND REPORT CONSENT AGREEMENT

In consideration of my nomination for a position on the American Board of Perianesthesia Nursing Certification, Inc. (ABPANC) Board of Directors, I understand that ABPANC will conduct a background investigation and may use a third party to provide these services.

I understand that information will be collected related to suitability for service on the ABPANC Board of Directors. The specific types of information that will be collected may include, but is not limited to, some or all of the following:

- Records related to criminal behavior;
- Civil court filings;
- Licensure status and disciplinary history;
- Educational history; and
- Employment history.

This information may be gathered online, through public or educational records, or through interviews with employers or anyone else who may have knowledge of such information.

I understand that I may request and receive a copy of the investigative background report.

By signing below, I am authorizing ABPANC to obtain an investigate background report on me as part of ABPANC's Board of Director candidate background screening process as described above. In addition, I hereby waive all claims against ABPANC arising out of my participation in ABPANC's candidate background screening process, including (but not limited to) claims arising out of a denial of eligibility for service on the ABPANC Board of Directors. This waiver does not extend to claims based on the gross negligence or intentional misconduct of ABPANC.

Agreed:

Signature: _____ Date: _____

Print Name: _____

THE AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC.

REFERENCE FORM FOR DIRECTOR/PUBLIC MEMBER NOMINEES

You have been selected by nominee to provide a reference as they seek a position on the ABPANC Board of Directors. ABPANC is a not-for-profit organization that provides a nationally recognized certification program for perianesthesia nurses. ABPANC offers two certification programs and credentials: the CPAN® credential, which stands for Certified Post Anesthesia Nurse and the CAPA® credential which stands for Certified Ambulatory Perianesthesia Nurse. Both credentials are federally registered certification marks. Of utmost importance is that both programs are nationally accredited by the Accreditation Board for Specialty Nursing Certification. ABPANC has over 12,000 certified nurses.

ABPANC is governed by a nine member Board of Directors which includes one public member and the other members are registered nurses who hold the CPAN and/or CAPA credentials. ABPANC uses a competency based model to determine if a nominee is a good fit on the Board of Directors. Your input into their ability to demonstrate the competencies required of board members is greatly appreciated. Your responses will remain confidential and will not be shared with the nominee unless you choose to do so.

PLEASE NOTE: When you have completed this reference form, please email it directly to Krista Bower at kbower@cpancapa.org no later than November 30.

Name/Position of Individual Providing Reference: _____

If the Nominations and Elections Committee has questions, please provide an email or phone number to contact you:

Instructions: After reading the Competency/Key actions, required of a member of the Board of Directors, using your best judgment, provide a rating from 1 to 5 using the following scale:

1. Much less than acceptable (significantly below criteria for successful performance)
2. Less than acceptable (generally does not meet criteria for successful performance)
3. Acceptable (meets criteria for successful performance)
4. More than acceptable (exceeds criteria for successful performance)
5. Much more than acceptable (significantly exceeds criteria for successful performance)

Competency/Key Actions	Rating	Comments/Examples
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.	1 2 3 4 5	
Initiative — refers to the ability to identify a problem or opportunity; take action (being proactive).	1 2 3 4 5	
Information Seeking — driven by curiosity & to do more such as resolution of the issue and seeking opportunities for future use.	1 2 3 4 5	
Customer Service Orientation — implies a desire to help/serve customers to meet their needs.	1 2 3 4 5	
Organizational Commitment — ability to align or subordinate personal goals for the organization.	1 2 3 4 5	
Relationship Building — maintains friendly, reciprocal or warm relationships or networks of contacts of people.	1 2 3 4 5	
Teamwork and Cooperation — implies the intention to work cooperatively with others, to be a part of a team, to work together, as opposed to working separately or competitively.	1 2 3 4 5	
Interpersonal Understanding — wanting to understand others; unspoken & expressed thoughts or ideas, feeling, & concerns of others. May include cross-cultural sensitivity.	1 2 3 4 5	
Integrity — actions are consistent with what one says (walks the talk); communicates ideas with openness and honesty, even in difficult negotiations.	1 2 3 4 5	

THE AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC.

REFERENCE FORM FOR PRESIDENT-ELECT

You have been selected by nominee to provide a reference as they seek a position on the ABPANC Board of Directors. ABPANC is a not-for-profit organization that provides a nationally recognized certification program for perianesthesia nurses. ABPANC offers two certification programs and credentials: the CPAN® credential, which stands for Certified Post Anesthesia Nurse and the CAPA® credential which stands for Certified Ambulatory Perianesthesia Nurse. Both credentials are federally registered certification marks. Of utmost importance is that both programs are nationally accredited by the Accreditation Board for Specialty Nursing Certification. ABPANC has over 12,000 certified nurses.

ABPANC is governed by a nine member Board of Directors which includes one public member and the other members are registered nurses who hold the CPAN and/or CAPA credentials. ABPANC uses a competency based model to determine if a nominee is a good fit on the Board of Directors. Your input into their ability to demonstrate the competencies required of board members is greatly appreciated. Your responses will remain confidential and will not be shared with the nominee unless you choose to do so.

PLEASE NOTE: When you have completed this reference form, please email it directly to Krista Bower at kbower@cpancapa.org no later than November 30.

Name/Position of Individual Providing Reference: _____

If the Nominations and Elections Committee has questions, please provide an email or phone number to contact you:

Instructions: After reading the Competency/Key actions, required of a member of the Board of Directors, using your best judgment, provide a rating from 1 to 5 using the following scale:

1. Much less than acceptable (significantly below criteria for successful performance)
2. Less than acceptable (generally does not meet criteria for successful performance)
3. Acceptable (meets criteria for successful performance)
4. More than acceptable (exceeds criteria for successful performance)
5. Much more than acceptable (significantly exceeds criteria for successful performance)

Competency/Key Actions	Rating	Comments/ Examples
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.	1 2 3 4 5	
Initiative — refers to the ability to identify a problem or opportunity; take action (being proactive).	1 2 3 4 5	
Information Seeking — driven by curiosity & to do more such as resolution of the issue and seeking opportunities for future use.	1 2 3 4 5	
Teamwork Leadership — intent to work cooperatively with others; be part of a team, working together; member of a group rather than a leader.	1 2 3 4 5	
Interpersonal Understanding — wanting to understand others; unspoken & expressed thoughts or ideas, feeling, & concerns of others. May include cross-cultural sensitivity.	1 2 3 4 5	
Developing Others — involves a genuine interest to foster long-term learning and development of others. The focus is on the developmental intent and effect rather than on a formal training.	1 2 3 4 5	
Team Leadership — take role as a leader of a group, generally, shown from a position of a formal authority.	1 2 3 4 5	
Flexibility — the ability to adapt to and work effectively within a variety of situations, and various individuals or groups. Entails understanding and appreciating different and opposing perspectives of an issue, adapting one's approach as the requirements of a situation change, and changing easily accepting changes in one's own organization or job requirements.	1 2 3 4 5	
Achievement Orientation — a concern for working well or for surpassing a standard of excellence.	1 2 3 4 5	
Integrity — actions are consistent with what one says (walks the talk); communicates ideas with openness and honesty, even in difficult negotiations.	1 2 3 4 5	
Self-confidence — a belief in one's own capability to accomplish a task and select an effective approach to a task or problem.	1 2 3 4 5	

THE AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC. (ABPANC)
REFERENCE FORM FOR ECC CO-CHAIR

You have been selected by nominee to provide a reference as they seek a position on the ABPANC Board of Directors. ABPANC is a not-for-profit organization that provides a nationally recognized certification program for perianesthesia nurses. ABPANC offers two certification programs and credentials: the CPAN® credential, which stands for Certified Post Anesthesia Nurse and the CAPA® credential which stands for Certified Ambulatory Perianesthesia Nurse. Both credentials are federally registered certification marks. Of utmost importance is that both programs are nationally accredited by the Accreditation Board for Specialty Nursing Certification. ABPANC has over 12,000 certified nurses.

ABPANC is governed by a nine member Board of Directors which includes one public member and the other members are registered nurses who hold the CPAN and/or CAPA credentials. ABPANC uses a competency based model to determine if a nominee is a good fit on the Board of Directors. Your input into their ability to demonstrate the competencies required of board members is greatly appreciated. Your responses will remain confidential and will not be shared with the nominee unless you choose to do so.

PLEASE NOTE: When you have completed this reference form, please email it directly to Krista Bower at kbower@cpancapa.org no later than November 30.

Name/Position of Individual Providing Reference: _____

If the Nominations and Elections Committee has questions, please provide an email or phone number to contact you:

Instructions: After reading the Competency/Key actions, required of a member of the Board of Directors, using your best judgment, provide a rating from 1 to 5 using the following scale:

1. Much less than acceptable (significantly below criteria for successful performance)
2. Less than acceptable (generally does not meet criteria for successful performance)
3. Acceptable (meets criteria for successful performance)
4. More than acceptable (exceeds criteria for successful performance)
5. Much more than acceptable (significantly exceeds criteria for successful performance)

Competency/Key Actions	Rating	Comments/Examples
Analytical Thinking — understanding a situation by breaking it into smaller pieces, or tracing the implications of a situation in a step by step manner; identifying time sequences, and causal relationship; setting priorities	1 2 3 4 5	
Developing Others — involves a genuine interest to foster long-term learning and development of others. The focus is on the developmental intent and effect rather than on a formal training.	1 2 3 4 5	
Interpersonal Understanding — wanting to understand others; unspoken & expressed thoughts or ideas, feeling, & concerns of others. May include cross-cultural sensitivity.	1 2 3 4 5	
Teamwork and Cooperation — implies the intention to work cooperatively with others, to be a part of a team, to work together, as opposed to working separately or competitively.	1 2 3 4 5	
Team Leadership — take a role as the leader of a group; generally, shown from a position of a formal authority.	1 2 3 4 5	
Flexibility — The ability to adapt to and work effectively within a variety of situations, and various individuals or groups. Entails understanding and appreciating different and opposing perspectives of an issue, adapting one's approach as the requirements of a situation change, and changing easily accepting changes in one's own organization or job requirements.	1 2 3 4 5	
Initiative — refers to the ability to identify a problem or opportunity; take action (being proactive).	1 2 3 4 5	
Integrity — actions are consistent with what one says (walks the talk); communicates ideas with openness and honesty, even in difficult negotiations.	1 2 3 4 5	

AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC.
CPAN® and CAPA® Certification:
Nursing Passion in Action®

1133 Broadway - Suite 544

New York, NY 10010

347-708-7975

www.cpancapa.org

abpanc@pancapa.org

The CPAN® and CAPA® examination programs are accredited by the American Board of Nursing Specialties (ABNS).

© 2016 American Board of Perianesthesia Nursing Certification, Inc.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted to any form or by any means (electronic, photocopying, recording or otherwise) without the prior written permission of ABPANC.