

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

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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

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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 | |