



ABPANC

American Board of Perianesthesia Nursing Certification, Inc.

EXCELLENCE. KNOWLEDGE. PATIENT ADVOCACY.

NOMINATIONS & ELECTIONS HANDBOOK

WWW.CPANCAPA.ORG



Become an ABPANC Volunteer!

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

As an ABPANC volunteer, you have the opportunity 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 have 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 beyond your immediate environment
- grow professionally in areas you are 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 a Public Member:

You give a voice to and represent the needs and expectations of perianesthesia patients and their families.

ABOUT ABPANC

ABPANC, which began as a Certification Committee of the American Society of PeriAnesthesia Nursing (ASPAN) in 1980, was separately incorporated in 1985. Our national headquarters is located New York, New York.

ABPANC offers two certification credentials for nurses caring for perianesthesia patients: Certified Post Anesthesia Nurse (CPAN®) and Certified Ambulatory Perianesthesia Nurse (CAPA®). There are more than 12,800 certified perianesthesia nurses. Both the CPAN® and CAPA® examination programs are accredited by the Accreditation Board for Specialty Nursing Certification, Inc. (ABSNC).

VISION, MISSION AND VALUES

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

o 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:

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



GOVERNANCE STRUCTURE

ABPANC is governed by an elected Board of Directors comprised of both Registered Nurse members and at least one Public Member. Two ex-officio members also serve on the Board of Directors — the ABPANC Chief Executive Officer and the ASPAN President.

Terms of office for the Board of Directors, including the Public Member, are two 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 third 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.

OUR VALUES

ABPANC's values provide the context for all 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.

The Nominations & Elections Process



NOMINATION PROCESS

Each September, a call for nominations for upcoming board positions including President-Elect, Directors, and the Public Member is distributed to appropriate groups and 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 received no later than close of business on October 31. The nominee must submit the documentation required and described in this handbook no later than November 30.

ELECTIONS PROCESS

All submitted materials are reviewed by the ABPANC Nominations & Elections Committee, and qualified individuals are interviewed by telephone or via Zoom in January/February of each year. ABPANC uses a Behavioral-Based Interview Process based on the identified competencies for each position.

Finalists for each position are determined and a slate is submitted to the Board of Directors for an interview and election at their annual Spring meeting. Expenses related to attending this interview are paid for by ABPANC.

Following the in-person interview 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. After all nominee interviews are completed, the Board of Directors will vote on the slate of candidates.

Nominees are notified of the outcome of the election by the Chair of the Nominating Committee immediately after the board meeting concludes. Finalists for the Co-Chair positions of the ECC, who have been interviewed via a telephone or via Zoom 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 (1) a self-nomination by the October 31 deadline; (2) a Letter of Intent that 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; and (3) Updated curriculum vitae.

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.
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 THE ABPANC 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.



Nominations & Elections Timeline

✓ September 1
Call for Nominations

✓ October 31
Deadline for receipt of nominations

✓ November 30
Deadline for all written documents required for the position

✓ January/February
Interviews of qualified nominees conducted by Nominating Committee

✓ Board Election
Occurs at ABPANC's Annual Spring Board Meeting

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 each 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. 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.

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:

ADDITIONAL COMPETENCIES FOR THE PRESIDENT-ELECT:

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

COMPETENCIES FOR THE ECC CO-CHAIRS:

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

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 never 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 / Code of Conduct

Every volunteer, elected or appointed, is required to sign the Statement of Fiduciary Responsibility / Code of Conduct. 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 and submit the acknowledgment form with your application materials. All forms required in the nominations packet are available for download on the ABPANC website at <https://www.cpancapa.org/get-involved/volunteer-with-abpanc/>.

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.

Term of Office & Time Commitment

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 that require review and a timely response
- Thoughtful review of all meeting materials that are distributed 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 two-three days.
- Board meetings, usually held in the Fall and early Winter (via teleconference) and Spring (in conjunction with ASPAN national conference), lasting two days.
- ASPAN national conference, usually held in April, lasting up to five days (Public Member may be exempt from attending this event).
- Traveling to a limited number of 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 two days; (2) the ASPAN board meeting lasting 1-2 days in the Fall; and (3) to other invitational or educational meetings as schedules allow.

Expenses for travel and any ABPANC-related business are reimbursed according to established policy.

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.



For all positions:

Meetings are held in a variety of locations around the country. The stated 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.

FOR NOMINEES — 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**
- ✓ 3. **Two Letters of Professional Reference** — Please submit two letters of reference from two people (one from your supervisor is preferred) who can speak to how you demonstrate the related competencies for the position you are seeking.
- ✓ 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. Your signature is required. After signing the form, it can be submitted electronically with the rest of your packet.
- ✓ 5. **Honor Statement** — Complete the Honor Statement and submit along with the other written materials.
6. **Background Report Consent**
- ✓ **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.

APPLICATION CHECKLIST FOR SITTING BOARD MEMBER SEEKING RE-ELECTION

- ✓ • Letter of Intent
- ✓ • Updated curriculum vitae

The disclosure statement, honor statement, and background report consent are all available for download at <https://www.cpancapa.org/get-involved/volunteer-with-abpanc/>. Please email nomination documents as a single PDF attachment to kbower@cpancapa.org by **November 30**.

