

AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC.
JOB DESCRIPTION

JOB TITLE: ABPANC CPAN®/CAPA® Certification Coach

PURPOSE: To describe the purpose, qualifications, responsibilities and role of the CPAN®/CAPA® Certification Coach

EFFECTIVE DATE: 04/1/09

REVISED DATE: 4/11; 4/12; 4/13

REVIEWED: 4/11; 4/12; 4/13

PRIMARY PURPOSE OF POSITION:

The ABPANC CPAN®/CAPA® Certification Coach is interested in assisting CPAN® and CAPA® examination candidates, at the grassroots level, to prepare for the certification examination. Interested perianesthesia nurses volunteer for this position.

QUALIFICATIONS

A Certification Coach:

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

A Certification Coach:

1. champions the vision and mission of ABPANC;
2. conveys the benefits and features of being CPAN®/CAPA® certified to not-yet-certified colleagues and to those renewing certification;
3. recruits and encourages qualified perianesthesia nurses to take the CPAN® or CAPA® examinations;
4. supports and promotes CPAN® and CAPA® certification in the institution in which they are employed, or at a district, state and/or regional level;
5. agrees to have contact information shared with candidates seeking a certification coach;
6. directs interested candidates to the most current *Candidate Handbook* located on www.cpancapa.org and assists candidates with the online application process;
7. serves as coordinator for a certification study group;
8. coaches perianesthesia nurses as they prepare to take the certification examination using the

ABPANC Lesson Plan

9. assists candidates in accessing study resources as listed in the *Candidate Handbook*;
10. promotes deadlines for registering for certification and other various ABPANC activities;
11. encourages candidates to take the certification online practice exams;
12. reviews the ABPANC website (www.cpancapa.org) regularly for the most current information;
13. views the training power point “Coach the Coaches” on the ABPANC website;
14. refers questions related to the ABPANC certification program, policies, and procedures to the ABPANC national office;
15. submits (emails) a completed ABPANC Certification Coaching Activities Log form to the ABPANC staff liaison at the National Office after each coaching activity;
16. provides moral support and is an ABPANC CPAN®/CAPA® certification cheerleader.

PROCEDURES

1. The Coach Program will be managed electronically by the ABPANC staff liaison to the program. The staff liaison will work closely with the ABPANC Board Liaison assigned to the program, communicating an updated roster and a summary of the Coaching Activities Log at the end of each fiscal year. The staff liaison will assist the Board Liaison in preparing reports as needed for the Board of Directors.
2. Coaches will complete and email the *ABPANC Certification Coach Program Agreement to Serve* form to the staff liaison at the National Office to confirm a commitment of one year in this role. This form must be submitted on a yearly basis.
3. The Certification Coach will be sent the following information and supplies from the national office:
 - Certification Coach Fact Sheet
 - Certification Coach Job Description
 - ABPANC’s Vision-Mission-Values and Logo Interpretation;
 - FAQs about computer based testing;
 - ABPANC Lesson Plan
 - *Certification Candidate Handbook and Appendices*;
 - 10 hard copies of Appendix D and E
 - 1 hard copy of the *Certification Candidate Handbook* (for reference);
 - 10 hard copies of the *CertificationNOW* brochure
 - 10 hard copies of the *Study Tips* brochures
 - 1 copy of *Benefits of Being CPAN®/CAPA® Certified*
 - 1 copy of the Coaching Activities Log
 - 1 copy of the Year End Activities Log
 - Certification Coach pin

This information will be sent electronically when possible.

4. The ABPANC President will appoint an ABPANC Board of Directors member as the Certification Coach Board Liaison. The board liaison is responsible for serving as a resource to the coach on an as needed basis.
5. The Coach Board Liaison ensures communication with coaches, via the Staff Liaison of any changes in the program, reviewing reports submitted from coaches for about coaching experiences,

and relaying updated information regarding the certification process.

6. Upon receipt of each Coaching Activities Log form, the Staff Liaison will send participants of the coaching experience via email a link to Survey Monkey to access the Coaching Experience Evaluation tool. The Staff Liaison will prepare a report of survey findings of each Coach and communicate the findings to the Board Liaison. If a Coach requires feedback about areas of improvement, they will be contacted by the Board Liaison. The Staff Liaison will send a summary of the evaluations to each Coach.
7. After serving as a certification coach for a minimum of one year, 3 contact hours in Indirect Care will be awarded toward recertification for Involvement in a Professional Organization. In addition, 3 contact hours will be awarded for **each** participant coached to a maximum of 60 contact hours during the Coach's 3 year period of certification. These contact hours will be awarded after June 30th of each year. Contact hours will not be awarded if no coaching has occurred. Contact hours will not be awarded if the Coach does not submit the Year-End Coaching Activities Log form.
8. All ABPANC Certification Coaches will receive (1) recognition on the ABPANC website, (2) a certificate of appreciation; and (3) recognition at the ASPAN National Conference CPAN/CAPA Recognition Event.