JOB TITLE:  ABPANC CPAN®/CAPA® Certification Coach Job Description

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

EFFECTIVE DATE:  04/01/09  REVISED DATE:  04/11; 04/12; 08/13; 08/17

REVIEWED:  04/11; 04/12; 04/13; 08/13; 07/15; 08/17; 12/17

PRIMARY PURPOSE OF POSITION:

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

QUALIFICATIONS:

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

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

A Certification Coach will:
1. convey at the beginning of each Coaching event, that “I have not seen, nor will I see, nor have I been involved with writing the CPAN or CAPA examinations you will be taking. Your participation in this Coaching event in no way ensures your success on the CPAN or CAPA examination.”
2. champion the vision and mission of ABPANC;
3. convey the benefits and features of being CPAN®/CAPA® certified to not-yet-certified colleagues and to those renewing certification;
4. recruit and encourage qualified perianesthesia nurses to take the CPAN® or CAPA® examinations;
5. support and promote CPAN® and CAPA® certification in the institution in which they are employed, or at a district, state and/or regional level;
6. agree to have contact information shared with candidates seeking a certification coach;
7. direct interested candidates to the most current Certification Candidate Handbook located on www.cpanca.org and assist candidates with the online application process;
8. serve as the facilitator/coordinator for a certification study group;
   (a) set up sessions using the ABPANC 12 Week Study Plan;
   (b) assist candidates in accessing study resources as listed in the Certification Candidate Handbook;
   (c) promote deadlines for registering for certification and other various ABPANC activities;
   (d) encourage candidates to take the certification online practice exams;
   (e) review the ABPANC website (www.cpanca.org) regularly for the most current information;
   (f) review the Test-Taking Strategies and Fear of Failure Webinars with participants;
   (g) refer questions related to the ABPANC certification program, policies, and procedures to the ABPANC national office;
   (h) provide moral support and encouragement;
   (i) provide for a celebration at the conclusion of the testing window;
   (j) meet with those who have been unsuccessful and review study strategies – offer encouragement to try again, promoting ABPANC Scholarships.
9. submit (email) a completed ABPANC Certification Coaching Activities Log form to the ABPANC staff liaison at the National Office immediately after each coaching activity;

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.

Staff will email the ABPANC Certification Coach Program Agreement to Serve form and the ABPANC Policy 5-24 ABPANC Volunteer Policies Regarding Potential/Actual Conflict Of Interests and Fiduciary Duty and ABPANC Volunteer Disclosure Form. Coaches read, complete and email back to the to the staff liaison at the National Office as well as confirming a commitment of one year in this role, before engaging in coaching activities.
2. The Certification Coach will strongly encourage participants to complete the online Survey Monkey evaluation of the Coaching experience.

3. A new Certification Coach will be sent electronically when possible and via the USPS 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;
   - Coaching Strategies;
   - ABPANC 12 Week Lesson Plan
   - 1 copy of the Coaching Activities Log
   - 1 copy of the Year End Activities Log
   - Certification Coach pin

Returning Certification Coaches will be sent the aforementioned information as needed and when updated.

All Coaches should refer to the ABPANC website – [www.cpanca.org](http://www.cpanca.org) – in March of each year to read the most updated Certification information found on the Home Page and under the Certification and Resources tabs.

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 a 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 an email 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 and to the ABPANC Board of Directors as part of the annual board agenda.

7. After serving as a Certification Coach for a minimum of one year, 3 contact hours in Indirect Care will be awarded toward recertification once the June 1st Coaching Activities Log is submitted. 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. Contact hours will not be awarded if no coaching has occurred. Contact hours will not be awarded if the Coach does not submit the yearly Coaching Activities Log form.

8. All ABPANC Certification Coaches will receive (1) a certificate of appreciation; and (2) recognition at the ASPAN National Conference CPAN/CAPA Recognition Event.