



# ABPANC

American Board of Perianesthesia Nursing Certification, Inc.

EXCELLENCE. KNOWLEDGE. PATIENT ADVOCACY.

# NOMINATIONS & ELECTIONS HANDBOOK

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# 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

## 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 in 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).

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## VISION, MISSION AND VALUES

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

*Elevating perianesthesia nursing excellence, knowledge, and patient advocacy through certification.*



# Who We Are & What We Value

## 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 Chair of ABPANC's Certification Council.

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.

## 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 Review Committee (IRC) and the Exam Review Committee (ERC). Both committees fall under the umbrella of the Certification Council.

## 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.

**Diversity:** ABPANC is committed to diversity, equity, and inclusion by ensuring the dignity of individuals and valuing the strength in our differences.

# 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 published on the ABPANC website.

Interested candidates must complete ABPANC's **Agreement to Serve**. As part of this process, nominees will also be asked to upload a letter of intent, their curriculum vitae, and two professional references.

Nominations for all positions must be received no later than close of business on **October 31**.

At this time, all nominations will be reviewed. Those candidates selected to continue the nominations process will be asked to review, sign, and return the **Volunteer Participation Agreement** and the **Background Consent Form**. These additional forms must be received by **November 30**.

## ELECTIONS PROCESS

All submitted materials are reviewed by the ABPANC Nominations & Board Development Committee, and qualified individuals are interviewed 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 Nominations and Board Development Committee immediately after the board meeting concludes.

## 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.

# Timeline & Accountabilities

## 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 / Agreement to Serve Available

✓ October 31

Deadline for submission of Agreement to Serve, Letter of Intent, CV, & 2 Professional References

✓ November 30

Deadline to submit Volunteer Participation Agreement & Background Consent

✓ January/February

Interviews of qualified nominees conducted by Nominations & Board Development Committee

✓ Final Interviews & Board Election

Usually occurs at ABPANC's Spring Board Meeting (April/May)

## 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:

- 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.

# Nominations Process Checklist

## FOR NOMINEES — ALL POSITIONS:

- ✓ 1. **Agreement to Serve** — Complete this initial nomination form and be sure to include the following as uploads. Deadline is October 31.
  - **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.
  - **Curriculum Vitae**
  - **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.
- ✓ 2. **Volunteer Participation Agreement (VPA)** — Please read the Volunteer Participation Agreement carefully and return the signed form. Deadline is November 30.
- ✓ 3. **Background Report Consent** — Deadline is November 30.

### Criminal Background Investigation

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

### APPLICATION CHECKLIST FOR SITTING BOARD MEMBER SEEKING RE-ELECTION

- Letter of Intent
- Updated curriculum vitae

A link to the Agreement to Serve, the Volunteer Participation Agreement, and the Background Consent Form can all be found on ABPANC's website at this link: [www.cpancapa.org/get-involved/volunteer-with-abpanc/](http://www.cpancapa.org/get-involved/volunteer-with-abpanc/).





# 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, two in-person meetings annually
- 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 videoconference) and Spring (in conjunction with ASPAN national conference), lasting one to two days.
- ASPAN National Conference, usually held in April, lasting up to four days (Public Member may be exempt from attending this event).
- Possible travel to a limited number of local and regional ASPAN component meetings to represent ABPANC.
- The ABPANC President also travels to: (1) ABNS Assembly meetings in the Spring, lasting two days; (2) to other invitational or educational meetings as schedules allow.

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

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. Video 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 video conference calls.