Position: DIRECTOR OF PRACTICE AND QUALITY
Term: 2020-2022

Duties:

1. **Duty of Care**
   a. Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances. This may require a reasonable understanding of relevant legislation and jurisprudence.
   b. Requires that the Board act in good faith, participate in meetings, be prepared (e.g., read reports), ask questions when necessary (e.g., voice, clearly and explicitly, at the time a decision is being taken, any opposition to a decision being considered by the Board for the benefit of the Board to make a decision guided by all points of view from all members of the Board), exercise independent judgment.
   c. Work cooperatively with the staff of the Association on committees or task forces of the Board.
   d. Know and respect the distinction in the roles of Board and staff consistent with the principles underlying approved governance policies.
   e. Allows the Board to rely on advice of third parties (e.g., attorneys, accountants).

2. **Duty of Loyalty**
   a. Act with honesty and in good faith in what the Board member reasonably believes to be the best interests of the Association.
   b. Maintain solidarity with fellow Board members in support of a decision that has been made in good faith, in a legally constituted meeting, by Board members in reasonably full possession of the facts.
   c. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Association’s bylaws and policies and statutory requirements.
   d. Maintain confidentiality of Board discussions.

3. **Duty of Obedience**
   a. Be informed of the articles of the Association (or letters patent), the legislation under which the Association exists, and the Association’s bylaws, mission, values, code of conduct, and policies as they pertain to the duties of a Board member.
   b. Keep generally informed about the activities of the Association, the community issues that affect the Association, and general trends in the business in which the Association operates.
   c. Attend Board meetings, serve on committees of the Board and contribute from personal, professional and life experience to the work of the Board.
General Responsibilities:

1. Reviews, revises and assists in the development of APSNA Policies and Position Statements in collaboration with the APSNA Committees and Special Interest Groups (SIG).
2. Serves as a liaison and consultant to APSNA SIGs to ensure the development of best clinical practice and related initiatives.
3. Participates collaboratively in planning of the Annual Scientific Conference with the Director of Program, Secretary and Director of Education.
4. Attends and participates in annual BOD Meetings (Pre- and Post-), the Annual Journal of Pediatric Surgical Nursing (JPSN) Publisher Meeting, the Fall BOD Meeting and any teleconferences to conduct the business of the organization.
5. Presents a short report to the membership at the annual business meeting.
6. Collaborates with and develops partnerships with specialty practice organizations that share APSNA’s Mission and Vision, to advance the care of pediatric surgical patients, including involvement with nursing legislative committee and maintaining the Legislative webpage.
7. Is an active participant of the ECAG, which is comprised of Director of Education, Director of Program, Secretary, and Director of Practice and Quality (DPQ).
8. Possess a basic understanding of fundraising responsibilities:
   a. Define or clarify the mission
   b. Support organizational sustainability
   c. Identify strong leadership
   d. Approve adequate budgets
   e. Plan for the future of the organization
   f. Be familiar with the overall fundraising plan
   g. Participate in the fundraising process
9. In keeping with the fiduciary responsibilities of the BOD, understands and approves the budget. Participates in preparing assigned budget items. Reads all information provided regarding the activities of the Investment Committee and stays up to date on current events.
10. Ability to function well in a team setting; build constructive working relationships characterized by a high level of acceptance, cooperation, flexibility, compromise and mutual respect.
11. Other duties as delegated by the President.

Skill set required for Director of Practice and Quality Candidates:
1. Working knowledge of current trends and issues in nursing practice, education, research, healthcare administration, and health policy related to pediatric surgical nursing.
2. Strong customer service skills.
3. Strong written and verbal and electronic communication skills.
4. Able to respond to email within 24-48 business hours
5. Organization/Leadership skills:
   a. Comfortable interacting with SIG chairs and others collaborator outside of the organization:
   b. Delegate with authority, responsibility, and accountability.
   c. Ability to adapt quickly to change.
   d. Ability to respect group consensus.
6. Basic to intermediate proficiency in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

**Mentoring:** All BOD Members have a mandatory mentorship year – per the Mentoring and Succession Planning Policy

**Time Commitment:** Willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated. This includes an average of 20 or more personal hours per month of administrative time working on APSNA-related projects. This time commitment is conservative and with particular BOD positions can be as high as 12 hours per week, especially at specific times of the year such as preparing for conference.

**Evaluation:** Board member’s effectiveness will be assessed per Board Self-Assessment Policy

Review Date: September 2020
Approval Date: October 2020

Director of Practice and Quality