American Pediatric Surgical Nurses Association
Safety and Excellence in the Surgical Care of Children

POSITION DESCRIPTION

Position: DIRECTOR OF EDUCATION
Term: 2020-2023 (one-time, three-year term)

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.

Director of Education
General Responsibilities:

1. Accountable for the quality of educational programs and ensures that all aspects of the National Association of Pediatric Nurse Practitioners (NAPNAP) Continuing Education Guidelines are followed. Per NAPNAP guidelines, must be a pediatric-focused APRN to provide input into the overall program planning and evaluation process, if candidate not a pediatric-focused APRN a pediatric-focused APRN consultant may be appointed from the Educational Content Advisory Group (ECAG).

2. Reviews all educational accreditation processes for both live and enduring materials/independent studies to ensure they meet all requirements for accreditation.

3. Evaluates all educational submissions and programs for potential conflict of interest.

4. Maintains necessary records for accreditation as directed by the NAPNAP accreditation manager.

5. Monitors the educational needs of the membership.

6. Leads the ECAG Meetings and develops agenda for ECAG meetings in collaboration with all members of the ECAG. The ECAG consists of Director of Education, Director of Program, Director of Practice and Quality (DPQ), and Secretary.

7. Actively participates in conference planning using:
   a. Needs assessment/conference evaluations
   b. APSNA Connect forum discussions,
   c. SIG innovations
   d. Current trends
   e. Evidence-based practice
   f. Strategic planning initiatives

8. Serves as a member of the Board of Directors (BOD) for a two-year term. In the 2019 Nominations/2020 Elections this will be a one-time three-year term. There is a mandatory mentor year following this term during which the outgoing Director of Education mentors the incoming Director of Education.

9. Serves as one of the reviewers for the Scholarship awards (Education and Research) and Foster Grant applications.

10. Oversees the development and periodic review of patient and family education materials, including Patient and Family Information Sheets and related links page.

11. Oversees the development and periodic review of member focused Educational Web-Series.

12. Attends and participates in annual BOD Meetings (Pre- and Post-Conference, Business Meeting), annual Journal of Pediatric Surgical Nursing Publisher meeting, the Fall BOD Meeting and all teleconferences to conduct the business of the organization.

13. Presents a short report to the membership at the annual business meeting.

14. 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.

15. 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

16. 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.

17. Other duties as delegated by the President.

Skill set required for Director of Education Candidates:

1. Strong customer service skills
2. Possesses willingness to learn skills in the planning, implementation, accreditation, and evaluation of educational programming on local, regional, or national levels.
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. Ability to work collaboratively with Board members, ECAG, and others.
   b. Delegate with authority, responsibility, and accountability.
   c. Ability to adapt quickly to change.
   d. Ability to respect group consensus
6. Finances:
   a. Comprehensive understanding of the organizational budget
7. Computer skills: Basic to intermediate proficiency with Microsoft Word, Excel and PowerPoint

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

Time Commitment: The nominee is 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 20-25 hours per week, especially at specific times of the year such as preparing for conference.

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