

AIR & SURFACE TRANSPORT NURSES ASSOCIATION

RFP FOR PUBLICATIONS AND EDUCATION PROJECT MANAGER SERVICES

HISTORY OF ASSOCIATION

- Founded in 1980/1981 Incorporated as National Flight Nurses Association (NFNA).
- 1998 started doing business as Air & Surface Transport Nurses Association (ASTNA).
- Approximately 2,450-2,550 members.
- Was once managed by Emergency Nurses Association Management.
- Current management: 5280 Association Management.

MISSION and VISION of ASTNA

The Air & Surface Transport Nurses Association (also known as National Flight Nurses Association) is a nonprofit member organization whose mission is to **“advance the practice of transport nursing and enhance the quality of patient care through commitment to safety and education.”**

Association Objectives

- Provide clear and decisive leadership for the unique and distinct professional specialty of transport nursing.
- Facilitate opportunities for communication and collaboration among transport nurses
- Provide representation and liaison in forums that relate to the practice of transport nursing.
- Support and promote scientific research that enhances transport nursing knowledge and air medical patient care practices.
- Promote continuing education specific to the advancement of transport nursing
- Serve as an information resource on transport nursing and air medical care delivery systems.
- Maintain organization competency and strength.

Organizational Philosophy

- The Air & Surface Transport Nurses Association (ASTNA) is defined by its bylaws and mission as a membership organization of professional nurses who practice transport nursing. Transport Nursing is the unique and expanded role for a professional nurse, encompassing the air and surface medical transport of critically ill and injured patients. This role is characterized by expanding nursing practices based on the growing body of transport nursing knowledge and ASTNA standards of excellence. ASTNA is the dominant and leading body representing transport nurses. ASTNA is the voice of clinical care, with regard to patient and provider advocacy in the transport medical field. Its leadership is representative of those professional nurses meeting membership criteria.
- ASTNA's activities are performed in a manner exemplifying a service ethic and orientation toward its membership. These activities are focused on supporting, serving and facilitating communication among professional nurses who practice or are actively involved in the support, education and/or management of transport nurses.

RELATIONSHIP TO OTHER RELATED ORGANIZATIONS

- **Air Medical Organizations**
 - AAMS - Association of Air Medical Services
 - AMOA- Air Medical Operators Association
 - AMPA - Air Medical Physicians Association
 - APFC- Association of Professional Flight Chaplains
 - IAFCCP - International Association of Flight and Critical Care Paramedics (formerly NFPA/IAFP)
 - NAACS - National Association of Air Medical Communications Specialists
 - NEMSPA - National EMS Pilots Association
 - ACCT- Association of Critical Care Transport
 - ECHO- Every Coast Helicopter Operators
- **Nursing Organizations**
 - AACN - American Association of Critical-Care Nurses
 - BCEN - Board of Certification for Emergency Nursing - Administers CFRN (Certified Flight Registered Nurse) and CTRN (Certified Transport Registered Nurse) Exams
 - ENA - Emergency Nurses Association
 - NSNA - National Student Nurses Association
 - NOA - Nursing Organizations Alliance
 - Military organizations
- **Miscellaneous**
 - CAMTS - Commission on Accreditation of Medical Transport Systems
 - CONCERN Network
 - Medevac Foundation International
 - Air Medical Journal

TYPES OF MEMBERS

There are approximately 2,450-2,550 ASTNA members, including members from 12 different countries. The organization is comprised of hospital-based, public service, military and private providers of both emergency and non-emergency patient air and ground transport. It is the nationally recognized professional organization for nurses practicing in the critical care transport industry. The majority of members are employed by transport programs. Affiliate members such as respiratory therapists, paramedics, pilots, aircraft vendors/operators, etc. also belong to the association.

- **Active Membership:** Registered nurses actively participating (on a full or part-time basis) as a care provider, educator and/or administrator in patient transport, regardless of mode. An RN on leave of absence from active participation for no more than two years is also eligible for this membership category.
 - One Year \$109
 - Three Years \$287
 - Five Years \$455
 - Lifetime \$1000
- **Affiliate Membership:** Individuals who have an interest in patient transport and support ASTNA and its mission (non-voting status).
 - One Year \$104
- **Student Membership:** Full-time students who have an interest in patient transport and support ASTNA and its mission (non-voting status).
 - One Year \$94
- **Military Membership:** Full member benefits, including voting privileges, for those who have served or are serving in the Military.
 - One Year \$95
- **International Military Membership**
 - One Year \$114
- **International Membership**
 - One Year \$134
- **Discounted Program/Group Membership:** 10% Discount, **A minimum order of 10 membership vouchers must be purchased at the same time with a single method of payment** in order to receive the 10% discount. Membership vouchers may be purchased for NEW or RENEWING members.

MEMBERSHIP BENEFITS

- *Engage* -ASTNA's members-only online networking community discussing up-to-date information relevant to the profession and information on Association activities and events.
- *Air Medical Journal subscription* - published bi-monthly, provides the latest news about current clinical practice and research, with focus on industry news, how-to articles, health care reform, reimbursement, safety and operations.
- *ASTNA Website* - ASTNA's website offers instant access to information about organization events, programs, products and services.
- *Online Education Platform*- provides access to a variety of online CE opportunities including webinars, courses and practice exams.
- *Conference registration discounts* - AMTC, CCTMC, ENA and AACN (NTI)
- *Discounts on ASTNA Publications and Courses*

Certification:

- The *Certified Flight Registered Nurse (CFRN)* and *Certified Transport Registered Nurse (CTRN)* are credentials, endorsed by ASTNA, as a symbol of professionalism that is widely recognized as an achievement of distinction in flight and ground transport nursing.

Publications and Resources

- Critical Care Transport Core Curriculum
- Critical Care Transport Certification Exam Review Manual
- A Legacy of Caring
- Air and Surface Patient Transport Nurses: Principles and Practice, 5th edition
- Standards for Critical Care and Specialty Transport
- Pediatric Advanced Transport
- Transport Professional Advanced Trauma Course Study Guide and Skills Guide
- Human Patient Simulations for the Transport Environment

Position Statements:

- ASTNA has developed a variety of official position statements advocating the best in professional practices. See Publication/Courses

Scholarship Opportunities

Networking opportunities

Leadership opportunities

Awards (Katz-Mason, Jordan, CFRN/CTRN)

Bereavement Fund Support

ASTNA Critical Care Transport Nurses Day - February 18th (Yearly)

DESCRIPTION OF LEADERSHIP STRUCTURE

Board of Directors: Officers and directors shall be elected by an email, online or mail vote of the active members. A plurality vote shall elect. The times for submitting ballots to the membership and returning them for vote shall be established from time to time by the Board of Directors.

- The President-Elect shall be elected for a one (1) year term, accede to the office of President for a two (2) years term, then serve a one (1) year term as the Immediate Past President. Every other year there will be a vacancy in the role of President-Elect and every other year a vacancy in the role of Past-President. The President Elect and Past President shall both be voting members.
- The Secretary/Treasurer shall be elected for a three (3) year term.
- Directors-at-Large shall be elected for three-year staggered terms, such that either three (3) or one (1) Director(s)-at-Large are elected/re-elected each year.
- The Secretary/Treasurer and Directors-at-Large may serve two consecutive terms in the same office; provided that in the event the Secretary/Treasurer or a Director-at-Large is appointed to fill a vacancy for one year or less of a three year term, such appointment shall not be considered in determining the number of consecutive terms he or she may serve.
- Directors shall take office at the conclusion of the Association's Annual Meeting closest to their election or appointment and shall continue in office until after successors are duly elected or appointed and qualified.

DUTIES OF OFFICERS. The officers of the Association shall be a President, a President-Elect (every other year), a Secretary/Treasurer, and an Immediate Past President (every other year). The Officers shall perform the duties prescribed by the parliamentary authority, and more specifically shall include:

- **President.** The President shall be the principal elected officer of the Association and shall in general direct all the business and affairs of the Association. The President shall preside at all meetings of the Board of Directors. Unless otherwise provided by these Bylaws or a resolution of the Board, the President shall appoint, with the approval of the Board, the members of all committees and their chairmen. The President may sign, with another proper officer of the Association authorized by the Board, any deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, except in cases where signing and execution thereof shall be expressly delegated by the Board, by these Bylaws or by statute to some other officer or agent of the Association; and in general, the President shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors from time to time.
- **President-Elect.** The President-Elect shall preside at meetings of the Association or the Board of Directors in the absence, or upon request, of the President, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall perform such other duties as from time to time is requested by the President or by the Board of Directors.

- **Immediate Past President.** The Immediate Past President shall serve as Chair of the Nomination Committee and shall perform such other duties as requested by the President or the Board of Directors. The Immediate Past President shall preside at meetings of the Association or the Board of Directors in the absence, or upon request, of the President, if the President-Elect is not available), and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President.
- **Secretary/Treasurer.** The Secretary/Treasurer shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose; shall see that all notices are duly given in accordance with the provisions of these Bylaws or applicable law; shall be custodian of the corporate records; shall keep a register of the post office address of each member which shall be furnished to the Secretary by such member; shall be the principal accounting and financial officer of the Association and shall have charge of and be responsible for the maintenance of adequate books of account for the Association; shall supervise custody of all funds and securities of the Association, and be responsible therefor, and for the receipt and disbursement thereof; shall deposit all funds and securities of the Association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws; and shall in general perform all the duties customarily incident to the office of Secretary/Treasurer and such other duties as from time to time may be assigned by the President or the Board of Directors. The duties of the Secretary/Treasurer may be assigned, in whole or part, to the Executive Director.
- **Executive Director.** The Executive Director of the Association shall serve as a voting member of the Board. The administration and day-to-day operation of the Association shall be the responsibility of a salaried staff head or corporation employed or appointed by, and responsible to the Board of Directors. The salaried staff head or, in the case of a corporation, chief staff officer retained by the firm shall have the title of "Executive Director." The Executive Director shall have the authority to execute contracts on behalf of the Association and as approved by the Board of Directors. The Executive Director may carry out the duties of the Secretary/Treasurer and shall perform duties as may be specified by the Board of Directors.

Committees: 2-3 year terms

- Education Committee
- Publications Committee
- Assessment Committee
- Continuing Education (CECH)
- Subject Matter Advisors
- Military Committee
- Safety Committee
- Nominations/ Awards

Meetings in person

- **AMTC** - Air Medical Transport Conference (Usually in September or October yearly at host city)
- **CCTMC** - Critical Care Transport Conference (Usually in March or April yearly at host city)
- **Summer Board Meeting** (ASTNA Board Only, July in Denver, CO)

SCOPE of SERVICE

The Air & Surface Transport Nurses Association is seeking an individual contractor to manage, on a part-time basis, ASTNA's publications and education programming as well as serving as the liaison to the ASTNA Publications Committee, the ASTNA Assessment Committee and the ASTNA Education Committee among various other responsibilities.

General Responsibilities

- Serves as the liaison to the ASTNA Publications Committee, the ASTNA Assessment Committee and the ASTNA Education Committee, as well as any subcommittees and/or ad hoc work groups appointed by those committees in collaboration with Executive Director. Report to Executive Director a minimum of every two weeks.
- Manages ASTNA's publications and education programming in collaboration with the Executive Director to advance ASTNA's strategic priorities as they relate to continuing education and professional development.
- Prepares reports, memoranda, and correspondence related to ASTNA's education and publications programming. Copies the ASTNA office on all communication. All financial and contractual communication comes from the Executive Director.
- Manages in collaboration with Executive Director and committee chairs, activities to fulfill charges and/or annual goals of ASTNA's Publications Committee, the ASTNA Assessment Committee and Education Committee, including conference calls, in-person meetings, strategic planning, product and course curriculum review, position statement review, volunteer coordination, and product sales and marketing.
- Manages development, implementation, and evaluation of educational products, including reference texts, e-learning products, course materials/curricula, and new programs as identified (e.g., for 2020 as below) in collaboration with Executive Director.
 - Initiation and Project Management of *Critical Care Transport Core Curriculum* revision
 - Initiation and Project Management of *Critical Care Transport Exam Review Manual* revision
 - Initial planning/development and project management of assessment-based product(s)
 - Project management of course assessments
 - Project management of planning/development of curriculum for critical care advanced transport course
 - Projects initial planning/development/management as assigned by the ASTNA Board and Executive Director

- Develops comprehensive project timelines for all education and publications activities and manages project plans to meet deadlines and budget.
- Manages in collaboration with Executive Director and committee chairs administrative activities related to publications and education programs, including creating and monitoring budgets, conference calls, meeting agendas, and preparing minutes for assigned committees. Assists with committee recruitment and development.
- Provides financial forecasts and assumptions for budgeting process in collaboration with the ASTNA Executive Director. Responsible for ongoing management and assessment of needed resources and makes resource allocation requests and recommendations to the ASTNA Executive Director.
- Staffs committee meetings in conjunction with the Executive Director as needed; provides written report and/or attends ASTNA Board of Director meetings to give report as requested; provides written and/or verbal reports to the ASTNA Board during conference calls, as needed.

Qualifications and Experience

- Knowledge and experience of the medical field and medical terminology.
- Experience and knowledge of the fundamentals of assessment item writing, item analysis and copyediting of items.
- Experience with the preparation of manuscripts.
- Experience and understanding of working with member-based associations/organizations.
- Knowledge of fundamentals of product development and marketing, from research through timeline planning through implementation and promotion.
- Experience guiding, directing and managing the efforts of volunteer subject matter experts in the development of strategic, education, and publishing plans and materials.
- Experience serving as the primary liaison to volunteer committees and project leaders.
- Excellent time and project management skills, including ability to meet deadlines while managing conflicting priorities.
- Excellent oral and written communication skills.
- Ability to develop budgets and monitor project finances.

Areas of Responsibility

Publication Projects

Project Management

- Develop publication plan/schedule/press run/budget with Editor and ASTNA office.
- Develop style sheet/editorial guidelines for manuscript and references.
- Develop type and design specifications for Editorial Board approval.
- Submit style sheet/editorial guidelines and type/design specifications for Editorial Board approval.
- Submit project updates to ASTNA Publications Committee at least quarterly and to the ASTNA Board as requested.
- Develop press release/marketing copy for use by ASTNA office.
- Investigate and report to ASTNA office options for electronic publishing.

Manuscript Review

- Copyedit manuscript according to approved style guidelines, with all copyediting tracked in Microsoft Word.
- Facilitate manuscript review with Editorial Board. Queries to be submitted for Editor(s) review.
- Create front matter and submit for review/approval to ASTNA office.
- Facilitate final manuscript approval with Editorial Board.

Publication Design Layout

- Obtain bids for cover design and submit to ASTNA Board for review and approval.
- Obtain bids for layout of manuscript and submit to ASTNA Board for review and approval.
- Obtain bids for indexing of manuscript and submit to ASTNA Board for review and approval.
- Facilitate transfer of approved Microsoft Word files to selected layout consultant.
- Review initial layout of manuscript.
- Facilitate review of layout with Editor and ASTNA office.
- Facilitate final manuscript approval with Editor.
- Facilitate proofreader review of layout.
- Facilitate transfer of final approved manuscript from layout to ASTNA office for printing.

Education Projects

Project Management

- Facilitate development of revision plan for the Study Guide, PowerPoint presentation, slide template design, other course materials and course administrative materials under direction of the Editor and Committee.
- Develop revision plan schedule and budget, track author/editor assignments according to schedule, and facilitate author/editor communications throughout development.
- Review the style sheet/editorial guidelines for Study Guide, PowerPoint presentation, assessments, and references with Editor.
- Obtain copyright/contributor forms for all authors and submit to ASTNA office.

File Management

- Facilitate transfer of final approved PDF files of Study Guide, PowerPoint, and assessments to ASNTA office for printing.
- Maintain final Microsoft Word and PowerPoint files for future revision.
- Transfer copy of final Microsoft Word and PowerPoint files to ASTNA office.

Study Guide Revision

- Copyedit manuscript according approved style guidelines, with all copyediting tracked in Microsoft Word.
- Facilitate manuscript review with Editor. Queries to be submitted for Editor review.
- Create front matter and submit for review/approval with Editor.
- Facilitate final manuscript approval with Editor.
- Review art (if applicable) with Editor for permissions.

PowerPoint Presentation Review

- Copyedit PowerPoint presentation slides according to style guidelines and approved slide template.
- Compare PowerPoint presentation content with Study Guide content to ensure consistency. Queries to be submitted to Editor for review/resolution.
- Facilitate PowerPoint presentation review with authors/Editor.
- Finalize PowerPoint presentation following Editor review/approval.

Volunteer Committee Support

- *Publications Committee Support*

- Review Committee charges, develop a 3-year strategic plan for publications under the direction of the Committee. Report plans, with budget, to the ASTNA Board.
- Assist with ongoing review of development schedules, revision cycles, and budgets for current and new ASTNA publications.
- Assist with ongoing review and recommending creation of ASTNA position papers, including revision cycles, format, press release development under direction of the Committee and the ASTNA Board.
- Propose marketing plans, with budget, for new and existing ASTNA publications under the direction of the Committee.
- Facilitate distribution of RFP(s) for consulting services at the direction of the Committee.
- Develop schedule, coordinate, and facilitate Committee conference calls and in-person meetings under the direction of the Committee Chair(s).
- Assist the Committee Chair(s) with planning in-person Committee meetings (e.g., agenda, materials development, pre-meeting assignments, post-meeting follow up)
- Attend in-person meetings twice a year.
- Assist the Committee Chair with member outreach for conference calls, in-person meetings, and assignments.
- Submit Committee updates to ASTNA Board following conference calls and in-person meetings under the direction of the Committee Chair.
- Assist with coordinating ASTNA publishing activities, including monitoring of sales and marketing initiatives
- Assist with recommending editors to the Board for ASTNA publications
- Assist with overseeing regular assessments of ASTNA publications
- Facilitates advising and assisting the ASTNA Board with setting publishing priorities
- Assist with identifying and maintaining publishing standards for ASTNA publications
- Facilitates promoting and encouraging research and publication in topics of interest to ASTNA members

- *Education Committee Support*

- Review Committee charges, develop a 3-year strategic plan for education products under the direction of the Committee. Report plans, with budget, to the ASTNA Board.
- Review schedules, revision cycles, and budgets/business records for Transport Provider Advanced Trauma Course (TPATC), Pediatric Advanced Trauma Course (PATC).
- Assist Committee Chair and members with establishing goals, requirements, and authoring structure for new critical care course.
- Propose marketing plans, with budget, for new and existing ASTNA education programming under the direction of the Committee.
- Submit Committee minutes, as recorded, to ASTNA Board under the direction of Education Committee Chair.
- Facilitate distribution of RFP(s) for consulting services at the direction of the Committee.
- Develop schedule, coordinate, and facilitate Committee conference calls and in-person meetings under the direction of the Committee Chair(s).
- Assist the Committee Chair(s) with planning in-person Committee meetings (e.g., agenda, materials development, pre-meeting assignments, post-meeting follow up)
- Attend in-person meetings twice a year.
- Assist the Committee Chair with member outreach for conference calls, in-person meetings, and assignments.
- Submit Committee updates to ASTNA Board following conference calls and in-person meetings under the direction of the Committee Chair.

- *Assessment Committee Support*

- Assist with coordinating ASTNA assessment product development activities, including monitoring of sales and marketing initiatives for standalone assessment products.
- Assist with recruiting and recommending project editors for standalone assessment products to the Board of Directors for ASTNA.
- Assist with recruiting and supervising training of authors of assessment-based products including conducting webinar(s) for authors/Editor in item-writing principles.
- Assist with overseeing regular review and evaluation of assessment-based products.
- Assist with identifying and maintaining best practice test development principles and policies for ASTNA assessment-based products.
- Assist with coordinating with ASTNA Publications and Education Committees to develop assessment-based products that support and/or complement new and existing publications and courses.
- Assist with monitoring trends in initial certification and maintenance of certification for critical care transport professionals.
- Review with Committee/Editor current assessment tool(s), including content outline (as it compares to course schedules), items, item data (if applicable), security measures for administration, standard setting, and results reporting.
- Report review results and compare with best practices to Editor and Committee.
- Review/recommend assessment tool(s) revision plan with budget, to ASTNA Board under direction of Editor and Committee.
- Copyedit items according to best practice item-writing principles.
- Review copyedited items and facilitate item selection of final assessment tool with Editor. Finalize formatted assessment tool(s) and submit to ASTNA office.
- Assist ASTNA office with secure storage of items and dissemination of assessment tool(s) to TPATC courses.

CONTACT INFORMATION

For questions regarding this RFP, please contact:

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CONTRACT DURATION, COMPENSATION, AND HOURS

- Contractor hours are anticipated to average 20 hours per week
- Contractor hourly rate is dependent upon experience
- Contract Duration is dependent upon negotiations
- Minimal Travel Required (Two to three times annually)

TIMELINE

The following timeline will apply to this process:

Final receipt of all proposals date	February 14, 2020
Initial screening of proposals by search committee	February 20, 2020
Selection and negotiation of contract specifics	February 24, 2020
Formal start date	March 2, 2020

If the timeline changes, the Search Committee will keep you apprised.