

AMERICAN ASSOCIATION OF NURSE ANESTHETISTS POSITION DESCRIPTION

Job Title: Director of Continuing Education, Certification and Recertification
Department: Continuing Education
Reports to: AANA Executive Director
FLSA Status: Exempt
Prepared by: HR
Prepared date: December 2005

AANA Mission: Advancing patient safety and excellence in anesthesia.

AANA Vision: Recognized leaders in anesthesia care.

AANA Core Values: Advocacy, Integrity, Professionalism, and Quality.

AANA Motto: Supporting Our Members - Protecting Our Patients.

This position supports the mission of the organization by working with members to ensure that the continuing education, certification, and recertification processes contribute to maintain the highest anesthesia patient care standards for certified registered nurse anesthetists.

Summary

Directs the American Association of Nurse Anesthetists Continuing Education Approver Program. Provides staff support for approver unit and related committee(s). Serves as Director of Certification for the Council on Certification of Nurse Anesthetists and Director of Recertification for the Council on Recertification of Nurse Anesthetists. Maintains liaison with other associations, government and public service organizations as are desirable or necessary in the best interests of the Association and the Councils on Certification and Recertification.

Essential Duties and Responsibilities.

Oversees the approval process of the Continuing Education committee for programs submitted by state associations and other continuing education providers to determine their compliance with the criteria for approval.

Provides management and supervision to the CE, Certification, and Recertification staffs.

Staffs the continuing education committee and prepares correspondence for committee actions.

Provides information and assistance to state associations, nurse anesthetists, and other providers seeking approval for continuing education programs.

Monitors continuing education, certification, and recertification and recommends actions to the CE Committee and Councils.

Reviews periodicals, healthcare literature, studies, and other materials as necessary to maintain knowledge of continuing education, certification, and recertification issues and identifies pertinent issues and trends that affect the nurse anesthesia profession.

Ensures that CE applications and approval standards and guidelines on the AANA website are current and accurate.

Ensures that Certification and Recertification standards, guidelines, and criteria on the AANA website are current and accurate.

Develop and monitor the budget for the approver unit, the Council on Certification, and Council on Recertification in conjunction with the Director of Finance.

Staffs the Council on Recertification and directs the recertification process and Council activities.

Staffs the Council on Certification and directs the certification process and Council activities.

Prepares the applications for accreditation of the AANA Continuing Education Program by state boards of nursing and other external agencies.

Prepares the applications for accreditation of the Certification Examination Program for ABNS and NCCA to ensure compliance with national standards for a legally defensible certification examination.

Maintains the history database for all nurse anesthesia programs, updates as necessary, and prepares alumni lists upon request.

Directs the AANA recordkeeping service for non-members of the Association.

Conducts an appraisal of the CE approval process on an ongoing basis.

Interacts and maintains close liaisons with organizations that affect the nurse anesthetist's continuing education, certification, and recertification, such as state boards of nursing, insurance companies, and other state and regulatory agencies as appropriate.

Represents the Association at designated liaison meetings with other organizations as directed by the Executive Director.

Represents the Council on Certification and the Council on Recertification at designated meetings as directed by the Councils.

Recommends to the Executive Director and Board of Directors future directions for improving the overall operations of the Continuing Education Approver Unit.

Provides assistance to other department directors with CE, recertification, and certification issues.

Prepares monthly statistical reports for continuing education, certification, and recertification and the year-end audit report.

Updates the chronological history of important events and dates for the Council on Certification, Council on Recertification, and the Continuing Education Department and is a resource for requests about the AANA history, data base, and membership records.

Directs the AANA refresher program, provides assistance to individuals seeking enrollment in the program and reviews all documentation upon completion of the refresher program to determine eligibility for recertification.

Carries out other responsibilities as may be delegated by the Executive Director or Councils.

Education and/or Experience

Certified Registered Nurse Anesthetist required with a minimum of a master's degree, Doctoral degree preferred.

Maintains current recertification by the Council on Recertification of Nurse Anesthetists and is a current member of the American Association of Nurse Anesthetists.

Experience in educational or administrative positions which include clinical experience in anesthesia administration, office management, evaluation processes, and an understanding and knowledge of external organizations such as NOCA, ABNS, and the NCSBN.

Qualifications

Excellent analytical, reasoning, writing, organization, verbal, and other communication skills.

Time management skills to shift priorities quickly to provide full, accurate responses to crises, member, and third party requests that require immediate attention within a given turnaround time.

Social skills requiring good judgment, tact, diplomacy, interacting in a positive manner with others, and the ability to relate to members, association personnel, and other parties involved in meeting responsibilities of the Association and Councils.

Must be detail oriented.

Capable of analyzing complex situations, identifying pertinent facts and issues, and instituting appropriate solutions to obtain a favorable outcome and meet identified objectives, and does not require step-by-step instructions to do so.

Demonstrates ability to work independently, efficiently and effectively without compromising quality, while exercising sound judgment under pressure when dealing with sensitive or confidential information.

Thinks creatively, and can initiate ideas and suggestions that go beyond what has been literally requested or required.

Possess computer skills necessary to achieve department objectives, (e.g. computer programming, website updates, e-mail, reports, and advanced word processing).

Possess and be able to use effectively and efficiently leadership qualities/managerial skills which include decision making, trouble shooting, administration and office management (e.g., knowledge of office space, equipment, support staff services and paper work, telephone and mail systems, equipment management, security of confidential materials), personnel administration, (e.g., hiring and firing, personnel policies, evaluation).

Working Conditions

Regular weekend meetings and out-of-town travel required.

Position involves in-office work, performing a variety of tasks concurrently.

Safety/Environmental Hazards

Exposed to minimal safety and environmental hazards. General office working conditions exist.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties and responsibilities of employees assigned to this job.

Reviewed

Employee

Date

Approved:

AANA Executive Director

Date