|  |  |  |  |
| --- | --- | --- | --- |
| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description: Education Chair | No. | Page 1 of 2 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

**Purpose:**

To recommend educational materials which reflect the broad range of interests and requirements of the membership.

To oversee the responsibilities for the Scientific Committee of the Biennial Conference.

To refer and receive educational issues from other committees, member organizations, affiliates, health professionals and the public.

**Responsibilities:**

* Be a member of the ICPAN, Inc. Board of Directors and other committees as designated
* Attend ICPAN, Inc. biennial conference and general meeting(s) in person or online
* Establish and Chair Education Committee meetings to fulfill its mandate
* Research and prepare Internet links to perianaesthesia educational materials and resources
* Providing and auditing standards for practice (from the Bylaws)
* Maintains a resource list with global member organizations’ standards
* Advise unique competency framework requirements for perianaesthesia nurses
* Encourage the use of the Special Interest Members Forum for nurses interested in sharing, discussing and networking about perianaesthesia issues
* Write and submit reports, as required, for the Board of Directors meetings and for the Biennial General Meeting
* Assumes other duties as advised or directed

|  |  |  |  |
| --- | --- | --- | --- |
| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: Job Description: Education Chair | No. | Page 2 of 2 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

**Biennial Conference Responsibilities:**

* A voting member of the ICPAN Conference Organising Committee
* Leads abstract and poster submission process and review
* Drafts and finalises Call for Abstracts
* Recruit volunteer reviewers for oral and poster abstracts in collaboration with past and Current Conference Committee Chairs, ICPAN, Inc. Chair and Chair of Global Advisory Council
* Ensure abstracts available to reviewing committee with instructions on accessing online
* Establish communication with the Scientific Committee to review abstracts allocate accepted presentations to concurrent streams
* Ensure authors are notified of abstracts acceptance
* Ensure confirmation letters and briefing notes are sent to accepted speakers
* **A**dvise Conference Chair of exhibit space required for poster presentations
* Manage poster exhibit review process and appointing judging committee

**Term of Office**:

* Elected for a two (2) year term of office
* May be re-elected and serve two (2) consecutive terms – to be discussed