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

**Purpose:**

To oversee recommendation(s) of educational materials which reflect the broad range of interests and requirements of the membership.

**OR**

To oversee the education portfolio which reflects the broad range of interests and requirements of the membership.

To refer issues to and receive 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 committee meetings to fulfill its responsibilities and duties
* Research and prepare links to perianaesthesia educational materials and resources
* Providing and auditing standards (from the Bylaws)
* Disseminate information about obtaining global member organization’s standards

* Advise unique competency framework requirements for perianaesthesia nurses
* Assist emerging national associations with the preparation of drafting a constitution
* 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

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* Write and submit reports, as required, for the Board of Directors meetings and for the Biennial General Meeting

**Biennial Conference Responsibilities**

* Be a voting member of the ICPAN Conference Committee
* Ensure and update the existence of a mechanism for the abstract and poster submission process and review
* Draft and Finalise Call for Abstracts Flyer
* Recruit volunteer reviewers for abstracts and posters for the upcoming biennial conference by collaborating 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 by ECC
* Establish meeting time for Scientific Committee to review abstracts
* Scientific committee to allocate accepted presentations to concurrent streams
* Ensure ECC notifies authors of accepted abstracts
* Ensure confirmation letters and briefing notes sent by ECC to accepted speakers
* Advise Conference Chair of exhibit space required for poster presentations
* Establish time for review by selected committee to tour poster exhibit

**Term of Office**:

Two year term of office