

Oklahoma Society of PeriAnesthesia Nurses, Inc.

Policy and Procedure Manual

Revised October 2020

Mission Statement

The Oklahoma Society of PeriAnesthesia Nurses (OSPAN) represents the interests of Oklahoma nurses who specialize in pre-anesthesia and post-anesthesia care, ambulatory surgery, and pain management. OSPAN seeks to provide its members with the most current perianesthesia education, research, clinical practice expertise, standards and advocacy.

Executive Committee/Definition and General Duties

The Executive Committee is comprised of the President, President Elect, Secretary, Treasurer, and Immediate Past President.

Responsibilities:

1. Advises the President between meetings of the Board of Directors.
2. Acts on matters requiring urgent decisions that ordinarily would require a special meeting of the Board of Directors and that cannot properly be treated as routine by the President.
3. Reports its actions for ratification and approval to the Board of Directors at the next Board meeting.

Board of Directors/ Definition and General Duties

The Board of Directors is comprised of the elected officers and positions appointed by the President, as described in the Bylaws and Policy and Procedures.

- President
- President Elect
- Immediate Past President
- Secretary
- Treasurer
- Four Directors-at-large

- Newsletter Editor – appointed position
- Web Master – appointed position
- Governmental Affairs – appointed position
- Continuing Education and Evidence Based Practice – appointed position

Responsibilities:

1. Serves as the governing body of OSPAN
2. Directs the business and financial affairs of OSPAN, including approval of the budget.
3. Solicits candidates to fill vacancies on the Board of Directors.
4. Meets at least four (4) times per year.
5. Conference planning.
6. Computer access and appropriate skills.

PRESIDENT

The position of President shall be filled by the President Elect.

Qualifications:

1. Maintains membership in ASPAN/OSPAN.
2. Ability to perform the duties of the office to which elected, as outlined in the Bylaws and the Policy and Procedure Manual.

Term of Office: One (1) Year

Duties:

1. Develops the agenda and presides over all meetings with the Board of Directors and with membership at OSPAN Conferences or Seminars.
2. Establishes an OSPAN timeline and a strategic plan which is distributed to the Board of Directors.
3. Serves as an ex-officio member of all committees.
4. Represents OSPAN at meetings essential to the functioning of the organization.
5. Oversees the expenditure of OSPAN funds and disburses funds as needed in the absence of the Treasurer.
6. Appoints Committee Chairperson and develops new committees to meet OSPAN's needs.
7. Submits a President's Message to each issue of Vital Signs.
8. Develops and/or revises organizational goals, mission statement and strategic plan for OSPAN in collaboration with Board of Directors.
9. Serves as a mentor to prepare the President-elect to assume the duties of office and help in a smooth transition the following year.
10. Serves as the liaison between ASPAN and OSPAN.
11. Serves as contact person for submitting news of OSPAN for ASPAN publication.
12. Prepares and submits a written report of ASPAN activities to the Vital Signs editor.
13. Together with the Board of Directors, develops and submits to ASPAN the application for the ASPAN Gold Leaf Award.
14. Develops and updates strategic plan in collaboration with the Board of Directors.

15. Serves as the liaison with the Oklahoma representative of the Oklahoma Society of Anesthesiologists.
 16. Maintains OSPAN emergency binder (hard copy) which includes minutes of Board of Director meetings, budgets, Bylaws, the Policy and Procedure Manual, Vital Signs, treasurer's report and the Board of Directors contact information.
 17. Oversees officer and Board of Director elections.
 18. Distributes ballot and resume of each nominee to the membership, if obtained in advance.
 19. Maintain a current roster of OSPAN members.
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President Elect

The position of President Elect shall be an elected position.

Qualifications:

1. Maintains membership in ASPAN/OSPAAN.
2. Ability to perform the duties of the office to which elected, as outlined in the Bylaws and the Policy and Procedure Manual.

Term of Office: One (1) year

Duties:

1. Attends Board of Directors meetings.
 2. Assumes all duties assigned by the President.
 3. In the absence of the President, assumes the duties of that office.
 4. Automatically assumes the office of President upon completion of term, or in the event the President is unable to complete the term of office.
 5. Plans and implements OSPAN conferences, with approval of the Board of Directors.
 6. Provide updates and communications on all pertinent seminar activities to the Board of Directors.
 7. Maintain conference planning information and provide appropriate information for succession.
 8. Represents OSPAN and assists the membership in an advisory capacity concerning organizational affairs.
 9. Meets with the outgoing President to designate appointees for upcoming year.
 10. Works closely with President and Board of Directors to prepare for upcoming year as President.
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Immediate Past President

The position of Immediate Past President shall follow the term as President.

Qualifications

1. Maintains membership in ASPAN/OSPAAN.
2. Ability to perform the duties of the office to which elected, as outlined in the Bylaws and the Policy and Procedure Manual.

Term of Office: One (1) year

Duties:

1. Attends Board of Directors meetings.
2. Serves as consultant and resource to the President and Board of Directors.
3. Serves as member of the Board of Directors.
4. Serves on special projects as deemed by the President
5. Identifies and encourages potential future officers and determine eligibility of candidates who have submitted a Willingness to Serve Form.

Secretary

The position of Secretary shall be an elected position (on even years).

Qualifications:

1. Maintains membership in ASPAN/OSPAAN.
2. Ability to perform the duties of the office to which elected, as outlined in the Bylaws and the Policy and Procedure Manual

Term of Office: Two (2) years

Duties:

1. Attends Board of Directors meetings.
2. Records minutes for Board of Directors meetings for the organization.
3. Provides a copy of the meeting minutes to Board of Directors members within thirty days following the meeting.
4. Ensures the official files and records of OSPAN are kept neat, orderly, and in the designated location.
5. Assumes other responsibilities as directed by the President or Board of Directors.
6. Submits meeting minutes for board approval at each Board of Directors meeting.

Treasurer

The position of Treasurer shall be an elected position (on odd years).

Qualifications:

1. Maintains membership in ASPAN/OSPAAN.
2. Ability to perform the duties of the office to which elected, as outlined in the Bylaws and the Policy and Procedure Manual.

Term of Office: Two (2) years

Duties:

1. Attends Board of Directors meetings.
 2. Receives, disburses, manages, and accounts for funds, assets and securities of OSPAN as directed by the Board of Directors.
 - a. Submits itemized report of receipts and disbursements to Board of Directors.
 - b. Maintains and balances all OSPAN accounts.
 3. Compiles financial statements and submits to Board of Directors for review.
 4. Maintains records of monies received from the seminars, conferences, membership, exhibitors, and fundraising activities.
 5. Two members of the Board of Directors (one can be the Treasurer) count and record all monies present at the beginning and end of each conference so they are confirmed and documented.
 6. Anytime there is a change in the control of cash monies, it should be recounted and signed by two (2) board members.
 7. Institutes and follows through on all financial policies and procedures outlined in the Bylaws, approved by the Board of Directors, or as listed in the guidelines of the Policy and Procedure manual.
 8. Reviews current balance sheet and income statement at all Board of Directors meetings.
 9. Prepares annual budget report for Board of Directors, using the financial analysis
 10. Provides records to the accountant for annual review of the books.
 11. Serves as ex-officio member on all committees involving financial matters.
 12. Files the annual information return (Federal Tax) (Form 990, 990PF or 990EZ or E-post card by the annual tax deadline in April.
 13. An accountant must review the books any time there is a change in treasurers, in addition to the annual review of the books.
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Director-at-Large

Director-at-Large shall be an elected position. There are 4 Directors-at-Large.

Qualifications:

1. Maintains membership in ASPAN/OSPA.
2. Ability to perform the duties of the office to which elected, as outlined in the Bylaws and the Policy and Procedure Manual.

Term of Office: One (1) year

Duties:

1. Attends Board of Directors meetings.
2. Represents the general membership at Board of Directors meetings.
3. Communicates OSPAN activities to general membership, as delegated
4. Performs other duties as delegated by the Board of Directors.
5. Serves on Conference Committee.
6. Serves as committee chairperson as appointed by the President.

Newsletter Editor

The position of Newsletter Editor shall be an appointed position.

Qualifications:

1. Maintains membership in ASPAN/OSPA.
2. Ability to perform the duties of office to which appointed, as outlined in the Bylaws and the Policy and Procedure Manual.

Term of Office: To be determined by the OSPAN President

Duties:

1. Attends Board of Director meetings to report activities related to the Vital Signs.
2. Responsible for editing and distribution of the OSPAN newsletter, Vital Signs, to all members.
3. Submits current Vital Signs to the OSPAN webmaster.
4. Recommended items for publication in each Vital Signs issue:
 - a. President's Message
 - b. Committee updates
 - c. Educational Articles
 - d. Application for membership
 - e. ASPAN report
 - f. List of Board Members
 - g. Calendar of events
 - h. PeriAnesthesia Nurses Awareness Week (PANAW)
 - i. OSPAN conference information
 - j. ASPAN National Conference information
 - k. Willingness to Serve from location

Web Master / Public Relations

The Web Master shall be an appointed position..

Qualifications:

Ability to perform the duties of the position to which appointed, as outlined in the Bylaws and the Policy and Procedure Manual.

Term of Office: To be determined by the OSPAN President.

Duties:

1. Attends Board of Director meetings.
2. Maintains and updates OSPAN website.

3. Collaborates with Board of Directors for social media outreach and updates.
 4. Sets up and maintains pay source for conferences and seminars.
 5. General internet/information technology (IT) duties, as delegated by the Board of Directors.
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Governmental Affairs

The Governmental Affairs Director shall be an appointed position.

Qualifications:

1. Maintains membership in ASPAN/OSPAN.
2. Ability to perform the duties of the position to which appointed, as outlined in the Bylaws and the Policy and Procedure Manual.

Term of Office: To be determined by the OSPAN President.

Duties:

1. Attends Board of Director meetings.
 2. Submits legislative articles for the Vital Signs Newsletter.
 3. Keep OSPAN membership aware of current healthcare related legislative issues
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Continuing Education and Evidence Based Practice

Continuing Education and Evidence Based Practice is an appointed position.

Qualifications:

1. Maintains membership in ASPAN/OSPAN.
2. Ability to perform the duties of the position to which appointed, as outlined in the Bylaws and the Policy and Procedure Manual.

Term of Office: To be determined by the OSPAN President.

Duties:

1. Attends Board of Directors meetings.
 2. Completes and submits application as required by credentialing body for approval of contact hours.
 3. Retains records of all educational conferences and seminars.
 4. Provides guidance related to educational offerings and educational resources.
 5. Submits synopsis of new educational materials for publication in the Vital Signs.
 6. Maintains awareness of current Evidence Based Practices relevant to perianesthesia nursing and disseminates this information to the OSPAN membership.
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Authorization of Expenditures

1. The OSPAN Board of Directors shall review and approve all expenditures incurred in carrying out the business of OSPAN. Proposed expenditures may be submitted for discussion and vote of the Board of Directors at any Board of Directors meeting or through correspondence.
 2. Approval of expenditures will depend on priority of goals of OSPAN and the current financial situation.
 3. No member of the Board of Directors is authorized to incur a non-budgeted expense of more than \$500.00 without prior authorization of the Board of Directors. Any non-budgeted expense amount incurred of more than \$500.00 requires two signatures (President or Immediate Past President and Treasurer of OSPAN).
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Expense Reimbursement

1. OSPAN members who have incurred expenses related to OSPAN business and supported by OSPAN policy submits the receipts to the OSPAN Treasurer for reimbursement of those expenses.
 2. Lack of receipt may result in denial of reimbursement. Where no receipt is issued, as in the case of seminar registration, etc., submit a copy of registration form and a copy of your canceled check for reimbursement.
 3. Requests for reimbursement should be made within thirty (30) days of incurred expense.
 - a. Expenses requested for reimbursement are subject to OSPAN policy and may include travel expenses, lodging, duplication costs, postage or other expenses deemed appropriate by the Board of Directors.
 - b. Board of Director lodging will be reimbursed based on two persons per room rate. If a single room is preferred the cost will be reimbursed at one half of the shared room expense. Exception will be made if no second person is available.
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Gifts for Outgoing Officers

1. OSPAN will present acknowledgement and/or gift to the outgoing board member who has served on the Board of Directors for 5 years or longer.
 2. The President shall prepare and present the acknowledgements at the Annual OSPAN Nursing Conference.
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Scholarships

1. If financially feasible, scholarships may be offered at the discretion of the Board of Directors, such as:
 - a. Yearly ASPAN/OSPA membership
 - b. OSPAN Conference
 - c. ASPAN National Convention.

PeriAnesthesia Excellence in Clinical Practice Award

1. If financially feasible, the OSPAN Board will select an Excellence in Clinical Practice Award recipient from among its members.
2. Award applications will be available on the website.
3. Only those nominations submitted by the deadline of January 1st will be accepted. (Refer to criteria and submission for award).
4. The Board of Directors will acknowledge receipt of nominations.
5. The recipient of this award will receive a certificate, \$100.00, and registration to the annual OSPAN Conference refunded.
6. The OSPAN Excellence in Clinical Practice Award will be announced at the annual OSPAN Conference.
7. The OSPAN Excellence in Clinical Practice Award may only be received once.
8. The criteria for OSPAN PeriAnesthesia Excellence in clinical Practice award is as follows:
 - a. This award is designed to recognize a PeriAnesthesia Nurse in Oklahoma who has:
 - i. Demonstrated excellence in the practice, management or teaching of PeriAnesthesia Nursing
 - ii. Promotes the high standards of PeriAnesthesia Nursing
 - b. Mandatory Criteria for Nomination:
 - i. R.N. directly involved in PeriAnesthesia Clinical nursing
 - ii. Current ASPAN/OSPA member
 - iii. Directly involved in PeriAnesthesia clinical nursing for a minimum of two (2) years
 - iv. Is recognized by peers and or management as an expert and a leader which can be validated by submitting two letters of reference
 - c. Additional credit as follows:
 - i. CPAN certified (3 points)
 - ii. CAPA certified (3 points)
 - iii. ACLS (1 point)
 - iv. ACLS instructor (2 points)
 - v. PALS (1 point)
 - vi. PALS instructor (2 points)
 - vii. Actively participates in evidenced based practice activity in a PeriAnesthesia area (1 point)
 - viii. Functions as preceptor to at least one new staff nurse in a PeriAnesthesia area. (1 point)
 - ix. Presented lecture(s) on topics specific to PeriAnesthesia (1 point per lecture)
 - x. Promotes specialty of PeriAnesthesia nursing by involvement in community services, projects, health fairs, etc. in the past year (1 point per project)

xi. Recipient of awards related to PeriAnesthesia nursing (1 point each award)