

Oklahoma Society of PeriAnesthesia Nurses, Inc.

Policy and Procedure Manual

Revised October 2018

Subject: Mission

OSPAN exists to promote quality and cost effective care for patients, their families, and the community, through public and professional education, research, and standards or practice for all PeriAnesthesia nurses, including those in Phase I and Phase II PACU's, Same Day Surgery Units, Endoscopy Labs, Cath Labs, PAU's and all other areas where IV sedation is administered.

Subject: Executive Committee/Definition and General Duties

The Executive Committee is made up of the President, Vice President/President Elect, Secretary, Treasurer, and Immediate Past President.

Responsibilities:

1. Advises the President in the interim 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.
4. Computer access and appropriate skills.

Subject: Board of Directors/ Definition and General Duties

The Board of Directors is made up of the elected officers and appointed positions by the President as described in the Bylaws and Policy and Procedure.

- President
- Vice President/President Elect
- Immediate Past President
- Secretary
- Treasurer
- Four Directors-at-large
- Newsletter Editor – appointed position
- Web Master – appointed position
- Governmental Affairs – appointed position
- Chairman of Education and Evidence Based Practice – appointed position

Responsibilities:

1. Serves as the governing body of the Oklahoma Society of PeriAnesthesia Nurses.
 2. Directs the business and financial affairs of the Association including approval of the budget.
 3. Fills vacancies on the Board of Directors.
 4. Meets at least four (4) times per year.
 5. Conference planning.
 6. Computer access and appropriate skills.
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Subject: President

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

Qualifications:

1. Maintains membership in ASPAN/OSPAN.
2. Has a willingness to carry out the duties of the office to which elected as outlined in the Bylaws and Policy and Procedures.

Term of Office: One (1) Year

Duties:

1. Develops the agenda and presides over all meetings with the Board of Directors and with membership held at OSPAN Conferences or Seminars.
2. Establishes an OSPAN timeline/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. Selects/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/revises organizational goals, mission 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 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. Submits copies of ASPAN Bylaws to OSPAN Board of Directors.
14. Develops, with cooperation of the Board, and submits to ASPAN the application for the ASPAN Gold Leaf Award.
15. Develops and updates strategic plan in collaboration with the Board of Directors.
16. Serves as liaison with the Oklahoma representative of the Oklahoma Society of Anesthesiologists.

17. Contacts nominees prior to placing their names on the ballot to receive their consent for nomination.
 18. Distributes ballot and resume of each nominee to the membership if obtained in advance.
 19. Counts votes, determine winners and need for run-off.
 20. Solicits candidates for vacant positions.
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Subject: Vice President/President Elect

The position of Vice President/President Elect shall be an elected position.

Qualifications:

1. Maintains membership in ASPAN/OSPA.
2. Has a willingness to carry out the duties of the office to which elected as outlined in the Bylaws and Policy and Procedure.

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 OSPA conferences, with approval of the Board of Directors.
 6. Select the time and location for the annual membership meeting.
 7. Prepare an agenda for the annual membership meeting.
 8. Provide updates and communications on all pertinent seminar activities to the Board of Directors.
 9. Provide conference evaluation statistics.
 10. Maintain conference planning information and provide appropriate information for succession.
 11. Serves as a resource to successor.
 12. Represents OSPA and assists the membership in an advisory capacity concerning organizational affairs.
 13. Meets with the outgoing President to designate appointees for upcoming year.
 14. Works closely with President and Board of Directors to prepare for upcoming year as President.
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Subject: Immediate Past President/Liaison

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

Qualifications

1. Maintains membership in ASPAN/OSPA.
2. Has a willingness to carry out the duties of the office to which elected as outlined in the Bylaws and Policy and Procedure.

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.
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Subject: Secretary

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

Qualifications:

1. Maintains membership in ASPAN/OSPA.
2. Demonstrates willingness to carry out the duties of the office to which elected as outlined in the Bylaws and Policy and Procedures.

Term of Office: Two (2) years

Duties:

1. Attends Board of Directors meetings.
2. Assists the President in preparing the agenda for meetings.
3. Records minutes for Board of Directors meetings for the organization.
 - a. Provides a copy of the agenda to Board members prior to each Board of Directors meeting.
 - b. 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 the Association are kept neat, orderly, and in the appropriate location.
5. Maintains a current roster of OSPAN members.
6. Assumes other responsibilities as directed by the President or Board of Directors.
7. Submits meeting minutes for board approval at each Board of Directors meeting.

Subject: Treasurer

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

Qualifications:

1. Maintains membership in ASPAN/OSPAN.
2. Demonstrates willingness to carry out the duties of the office to which elected as outlined in the Bylaws and Policy and Procedure.

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 the Association as directed by the Board of Directors.
 - a. Disburses funds by check on signed "order to pay".
 - b. Submits itemized report of receipts and disbursements to Board of directors.
 - c. Maintains and balances OSPAN checking account.
3. Compiles financial statistics (income/expenses) and submits to Board of Directors. This analysis will be used in planning of annual budget proposal for Board of Directors.
4. Maintains records of monies received from the seminar, membership, exhibitors, and fund raising activities.
5. Two members of the BOD (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. 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.
7. Reviews current balance sheet and income statement at all Board of Directors meetings.
8. Prepares annual budget report for Board of Directors.
9. Organizes records for audit.
10. Serves as ex-officio member on all committees involving financial matters.
11. Files the annual information return (Federal Tax) (Form 990, 990PF or 990EZ or E-post card by the annual tax deadline in April.

Subject: Director-at-Large

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

Qualifications:

1. Maintains membership in ASPAN/OSPAN.

2. Demonstrates willingness to carry out the duties of the office to which elected as outlined in the Bylaws and Policy and Procedure.

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.
 4. Performs other duties as prescribed by the Board of Directors.
 5. Serves on Conference Committee.
 6. Serves as committee chairperson as appointed by the President.
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Subject: Newsletter Editor

The position of Newsletter Editor shall be an appointed position.

Qualifications:

1. Maintains membership in ASPAN/OSPA.
2. Demonstrates willingness to carry out the duties of office to which appointed as outlined in the Bylaws and Policy and Procedures.

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 and appropriate organizational liaisons.
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. Features on Board Members and those individuals whose efforts best exemplify and promote the specialty of PeriAnesthesia and ambulatory surgery nursing
 - g. Calendar of events
5. Include in Vital Signs as appropriate:
 - a. PeriAnesthesia Nurses Awareness Week (PANAW)
 - b. Annual OSPAN conference information
 - c. ASPAN National Conference information

- d. Alert membership to Willingness to Serve forms
 - e. Incoming President's message and goals
 - f. Excellence in clinical practice
 - g. Call for nominations
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Subject: Web Master / Public Relations

The Web Master shall be an appointed position.

Qualifications:

Demonstrates willingness to carry out the duties of the position to which appointed as outlined in the Bylaws and Policy and Procedures.

Term of Office: The term of this position shall be determined by the OSPAN President.

Duties:

1. Attends Board of Director meetings to provide reports on ASPAN and appropriate liaison activities.
 2. Report to OSPAN Board of Directors.
 3. Maintains and updates OSPAN website.
 4. Collaborates with Board of Directors for social media outreach and updates.
 5. Sets up and maintains pay source for conferences and seminars.
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Subject: Governmental Affairs

The Governmental Affairs Director shall be an appointed position.

Qualifications:

1. Maintains membership in ASPAN/OSPA.
2. Demonstrates willingness to carry out the duties of the position to which appointed as outlined in the Bylaws and Policy and Procedures.

Term of Office: The term of this position shall be determined by the OSPAN President.

Duties:

1. Attends Board of Director meetings to provide reports on ASPAN and appropriate liaison activities.
2. Report to OSPAN Board of Directors.
3. Submits legislative articles for the Vital Signs Newsletter.

Subject: Chairperson of Education and Evidence Based Practice

Chairperson of Education and Evidence Based Practice shall be an appointed position or a Director-at-Large may serve as Chairperson of Education.

Qualifications:

1. Maintains membership in ASPAN/OSPA.
2. Demonstrates willingness to carry out the duties of the position to which appointed as outlined in the Bylaws and Policy and Procedure.

Term of Office: One (1) year

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. Functions as a resource for locating specific educational materials upon request of a member.

Subject: 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 an expense of more than \$500.00 without prior authorization of the Board of Directors. Any expense amount incurred of more than \$500.00 requires two signatures (President and Treasurer of OSPAN).

Subject: Expense Reimbursement

1. OSPAN members who have incurred expenses related to OSPAN business and supported by OSPAN policy completes an Expense Reimbursement Form and submits to the OSPAN Treasurer with receipts for reimbursements 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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Subject: 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 have the privilege for preparation and presentation of acknowledgements at the Annual OSPAN Nursing Conference.
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Subject: Management of Cash

1. Two members of the BOD (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.
 2. Each category of cash receipts will be managed by a member of the board and turned in at the end of the event.
 3. Anytime there is a change in the control of monies, it should be recounted and signed by 2 board members.
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Subject: Scholarships

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

Subject: 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 and 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)