



## **JOB DESCRIPTION**

**Position:** WISPAN Education Committee

**Job Reports To:** Education Committee Chairperson/President/Board of Directors

**Date Written:** 1991

**Date Revised:** August, 1999

**Primary purpose of the Job:**

To function as a resource and assist in planning, implementing and evaluating educational offerings provided by WISPAN. To coordinate the scholarship program of WISPAN. To foster the educational advancement of the WISPAN membership.

**Prerequisites:**

1. Active ASPAN/WISPAN membership.
2. Baccalaureate degree is desirable.
3. Possess good communication skills.
4. Possess good organizational skills.

**Specific Job Duties and Responsibilities:**

1. Serve a two year term.
2. Attend Education Committee meetings as called by the Education Chairperson.
3. Maintain current knowledge of the ASPAN continuing education approval process in order to ensure compliance with the education process.
4. Encourage members' participation in WISPAN sponsored educational offerings and in ASPAN National Conference.
5. Provide information about WISPAN Scholarship Program to members at WISPAN at WISPAN seminars and through an article published, at least annually, in the WISPAN Newsletter.

6. Provide financial assistance to active WISPAN members through administration of the Scholarship program.
7. Assist those members responsible for planning and producing educational offerings with the completion of the application forms required for continuing education contact hours as needed.
8. Maintain record-keeping system for all WISPAN sponsored educational offerings as required by ASPAN/WNA Continuing Education Approval Program committee.
9. Maintain records for a period of five years with the ability to access retrieval of essential information regarding contact hour offerings from the above named record-keeping system and provide to authorized individuals/organizations, upon request.
10. Promote the certification process as the standard of competence in post-anesthesia and ambulatory nursing practice.
11. Develop/provide educational resource materials/information to WISPAN members reflective of the peri-anesthesia specialty to assist in the recertification process, in development of professionalism and to update members re: major nursing and health issues affecting nursing practice.
12. Promote support of issues related to implementation of the baccalaureate degree for entry into professional nursing.
13. Perform other duties applicable to the committee as prescribed by the parliamentary authority of WISPAN.