



NORTHWEST PERIANESTHESIA NURSES ASSOCIATION

**JOB DESCRIPTION
EDUCATION COORDINATOR**

The Education Coordinator (EC) shall oversee the educational Offerings for NPANA, which will include but are not limited to the Fall and Spring Conferences.

Minimum Job Requirements:

Will be a member in good standing of NPANA and ASPAN, plus the requirement of a BSN.

1. The EC will contact local NPANA members for assistance with planning educational opportunities.
2. Serves as chair person of the conference committee and is designated as the administrator responsible person to ASPAN
 - Shall Seek contact hour approval from ASPAN
3. Follows guidelines in the ASPAN education approval manual as well as the NPANA guidelines for conferences.
4. Create template for brochures and syllabus and other educational communications
5. Insure that conference site is rotated to maximize exposure to all members of NPANA
6. Provide continuing education certificate to attendees