



# ASPAN

American Society of PeriAnesthesia Nurses

## CALL FOR EDITOR

### ***A Competency Based Orientation and Credentialing Program for the Registered Nurse in the Perianesthesia Setting (CBO) – 2014 Edition***

ASPAN is accepting applications for the position of editor for the next edition of the CBO.

#### **Requirements:**

- Current ASPAN member (Active or Retired Category)
- Certification as a CPAN and/or CAPA preferred
- Bachelor's degree required; Master's degree preferred
- Ability to work effectively with others
- Access to computer, facsimile and e-mail
- Strong ability to edit written submissions
- Experience with publication process
- Documented excellent communication skills, both verbal and written
- Proven organizational skills, including adherence to established deadlines
- Advanced knowledge and use of Word in order to manipulate and work with chapters submitted by the authors in varied formats

#### **Job responsibilities include:**

- Collaboration with and support of volunteer chapter editors, assuring deadlines are met
- Time commitment required may be up to 12 months
- Maintaining communication with the National Office
- Coordinating with the chapter editors for content
- Interacting with ASPAN's leadership and individual authors, and monitoring the time lines
- Coordinating the review and proofing of the chapter content submitted by the various authors for accuracy and consistency with ASPAN Standards
- Developing a template for the submission of chapters

ASPAN's CBO is a popular and comprehensive guide to competency and skill development for perianesthesia nurses. Written by perianesthesia experts, the manual may be used to orient the new perianesthesia nurse or selected chapters used for auditing skills and annual updates for the entire perianesthesia nursing staff. The goal is to provide the perianesthesia nurse with a framework of essential performance criteria. The CBO was last published in 2009.

If you are interested in the challenge of working on this prestigious publication and meet the requisite qualifications, please submit, electronically, the following:

- Letter of intent
- Curriculum vitae
- Unpublished examples of writing skills
- Two letters of recommendation from sources familiar with your writing skills and editorial experience

Send all submissions via e-mail to: Kevin Dill, ASPAN CEO, at [kdill@aspan.org](mailto:kdill@aspan.org).

Submissions must be date stamped by e-mail **on or before June 3, 2013.**

**Applicants will be contacted by the ASPAN National Office to arrange interviews for the position.**