



## **NACNS CONTINUING EDUCATION COORDINATOR**

**February 2020**

### **ABOUT NACNS**

Founded in 1995, The National Association of Clinical Nurse Specialists (NACNS) is the only association representing the clinical nurse specialist (CNS). CNSs are advanced practice registered nurses who work in a variety of specialties to ensure high-quality, evidence-based, patient-centered care. As leaders in health care settings, CNSs provide direct patient care and lead initiatives to improve care and clinical outcomes and reduce costs. NACNS is dedicated to advancing CNS practice and education, removing certification and regulatory barriers, and assuring the public access to quality CNS services.

### **REQUEST FOR PROPOSAL**

The purpose of this Request for Proposal (RFP) is to solicit proposals from candidates who would have interest and appropriate experience and background to fill the position of Continuing Education Coordinator (CEC) for NACNS members. The NACNS Continuing Education Coordinator is responsible for the development, administration and delivery of accredited continuing education (CE) courses (e.g. Webinars, seminars, conference presentations etc.) based on NACNS membership needs with a primary focus on clinical professional development courses. This leadership position, directed by the Board of Directors and reporting to the President of NACNS collaborates with the Practice, Education, and Planning Committees to identify the strategic priorities and tactics to serve as the national leader for CNS education. This position directs the operational, financial and planning activities for continuing education services on behalf of NACNS. The Coordinator ensures compliance and accreditation requirements are met and maintained to serve as a CE provider from highly reputable national accrediting organizations. This position develops collaborative partnerships with other professional organizations to ensure the highest quality of CE is meets the expectations of NACNS Board of Coordinators and membership. This position will include the certification of 3 webinars per month as well as certification for sessions at the annual conference.

### **BACKGROUND**

The intent of this RFP is to have the individuals under consideration specifically address the services required and provide a well-considered price proposal for those services.

NACNS seeks a "turnkey" approach, where the contracted individual will provide the following (not listed in order of preference):

1. Provides leadership to develop, administer, and deliver accredited CE courses based on NACNS membership needs with a primary focus on clinical professional development courses.
2. Identifies the strategic priorities and tactics to serve as the national leader for CNS education.
3. Collaborates with the Practice, Education, and Planning Committees.
4. Collaborates with NACNS Association Management Company (AMC) to ensure administrative tasks are meeting the expectations of the Board of Coordinators and membership.
5. Upholds consistent high-quality CE programs by implementing a continuous improvement process including review and analyses of feedback, evaluations, and other data informing performance to NACNS Board of Coordinators and membership.
6. Prepares and provides written reports to the appropriate accrediting agencies to achieve and maintain CE provider status.
7. Coordinates and recruits (as needed) expert speakers for CE courses.
8. Monitors current CNS trends and practices for continuous professional development programs.
9. Develops and implements policies, procedures and standards for CE programs and ensures compliance with accreditation agency regulations.
10. In partnership with NACNS association managing company (AMC), manages and evaluates vendors and consultants as they relate to continuing education services.
11. Builds partnerships with membership, and CNSs, leaders, healthcare organizations, and educational institutions.
12. Performs all duties in a manner which promotes team concept and reflects the NACNS mission and goals.
13. Provides updates monthly to the Board of Directors on current and future program planning.
14. Maintains records and standards as required by CE accrediting body.
15. Leads monthly program planning meetings.

## **ESSENTIAL POSITION COMPETENCIES AND REQUIREMENTS**

### **EDUCATION**

- Bachelor of Science in Nursing degree is required.
- Master's degree is preferred.

### **EXPERIENCE**

- A minimum of three years higher education or management-related experience or a combination of both required. Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the responsibilities.

- Successful history of obtaining and/or maintaining ANCC accreditation for a healthcare organization as a provider of CE.
- Proficient computer skills and a working knowledge of software programs and communication methods is required; this includes Microsoft Office Suite (Word, Excel, & PowerPoint).
- Excellent written and oral communications skills are required.
- Ability to work independently, with minimal supervision and excellent time management skills is required.
- Strong facilitation and change management skills required.

## **COMPETENCIES**

- Models a passionate commitment to the profession and NACNSs mission and goals.
- Models high standards of honesty, integrity, trust and ethical behavior.
- Delivers results by implementing with persistence, and follows through on both strategic and tactical objectives.
- Ability to deal with ambiguity while driving for results.
- Is reflective and instills trust through openness, respect and honesty with others at all times.
- Is nimble and flexible and manages competing priorities effectively.
- Provides superior customer service and motivates others to ensure the same customer-focused intensity.
- Handles conflict effectively.
- Proven ability to interact professionally with employees at all levels of the organization in a courteous and cooperative manner.
- Demonstrated ability to communicate effectively verbally and in writing.
- Ability to foster a cooperative and collaborative work environment.
- Proficiency with automated and integrated software systems and Microsoft Office products.
- Maintains strict confidentiality.

As this proposal covers accreditation of a webinar series as part of NACNS continuing education, please answer the questions below:

1. Provide the following information
  - a. Name of firm or individual
  - b. Complete address
  - c. Contact person
  - d. Telephone number
  - e. Fax number
  - f. Website
  - g. Email address
2. Provide a General Statement of Qualifications that responds to the project background information given above.

3. Provide your desired compensation for this RFP
  - a. All costs must be itemized to include an explanation of all fees and costs. Please clearly identify which, if any services are not included in the proposal.
4. A list of clients and/or letters of support from clients are welcomed.

To submit this proposal, gather all information listed above and send via email to [info@nacns.org](mailto:info@nacns.org) with the Subject: Continuing Education Coordinator Position.

Contract terms and conditions will be negotiated upon selection of the winning bid for this RFP. All contractual terms and conditions will be subject to review by an attorney selected by the Association. This review may include scope, budget, schedule, and other necessary items pertaining to the project. This review will be done prior to final selection of a proposal.

Applications will be open until filled.