

## Selection and Election of Council Directors

### POLICY

The COA elects directors to represent Certified Registered Nurse Anesthetist (CRNA) educators, CRNA practitioners, healthcare administrators, nurse anesthesia students, universities, and the public. A candidate for directorship must meet written criteria for the specific group to be represented. The COA is committed to diversity, equity, and inclusion. Only nominees with current completed applications will be considered. Once elected, a director must be trained on the Council's standards, policies, and procedures, including establishing policies and making accrediting decisions. A director must continue to meet the criteria for representing a group. Failure to meet criteria will result in replacing the director according to COA bylaws.

### PROCEDURE

1. Program requirements
  - a. Request the student body to select a classmate whose name can be placed on the slate of candidates from which the Council selects the student representative annually.
  - b. Recommend individuals for the position of public advocate and for other positions as vacancies occur.
2. Council actions
  - a. Establish directorship criteria.
    - 1) **CRNA educator director.**
      - a) Holds one or more graduate degrees from an institution or institutions of higher education accredited by a regional accrediting agency.
      - b) Holds certification or recertification as a nurse anesthetist.
      - c) Has current experience as an educator and/or administrator in a nurse anesthesia education program.
      - d) Successfully completed the Council's accreditation process through self-evaluation and onsite review.
      - e) Is actively involved in the profession, as evidenced by activities such as:
        - i. Attendance at the Assembly of Didactic and Clinical Educators.
        - ii. Attendance at professional nurse anesthesia meetings.
        - iii. Completion of professional anesthesia continuing education offerings.
        - iv. Election or appointment to a position in professional nurse

anesthesia organizations.

- f) One CRNA educator position must be a CRNA program administrator.

2) **CRNA practitioner director.**

- a) Holds one or more graduate degrees from an institution or institutions of higher education accredited by a regional accrediting agency.
- b) Holds certification or recertification as a nurse anesthetist.
- c) Has current experience as a CRNA practitioner.
- d) Is actively involved in the profession, as evidenced by activities such as:
  - i. Attendance at professional nurse anesthesia meetings.
  - ii. Completion of professional anesthesia continuing education offerings.
  - iii. Election or appointment to a position in professional nurse anesthesia organizations.
- e) One CRNA practitioner member must have no significant association with a school of nurse anesthesia.

3) **Healthcare administrator director.**

- a) Holds one or more graduate degrees from an institution or institutions of higher education accredited by a regional accrediting agency.
- b) Shows evidence of current involvement in a healthcare administration setting and direct interaction with a program of nurse anesthesia.
- c) Does not have a direct reporting relationship with a current CRNA director on the Council.

4) **Student director.**

- a) Maintains good standing in an accredited nurse anesthesia education program with a minimum grade average of B.
- b) Has completed the first year of study by the time the director's term begins.
- c) Demonstrates active professional involvement.
- d) Must be a student throughout the COA appointment period of one year.
- e) Is not eligible for appointment if the student's program administrator or other program faculty is a current COA director.

- 5) **University administrator director.**
  - a) Holds one or more graduate degrees from an institution or institutions of higher education accredited by a regional accrediting agency.
  - b) Has direct or indirect line authority or active involvement in a nurse anesthesia program.
  - c) Currently serves as an academic officer for a university.
  - d) Shows evidence of experience with writing self-studies and participating in university accreditation.
  
- 6) **Public director (see also “Public Director to the Council”).**
  - a) Preferably holds one or more graduate degrees from an institution or institutions of higher education accredited by a regional accrediting agency.
  - b) Is able to represent the consumer's perspective and to act as an advocate for the public's interest within the context of Council activities.
  - c) Demonstrates active involvement in his/her chosen profession and/or community service.
  - d) Is not a current or former member of any healthcare profession providing direct patient care.
  - e) Demonstrates no direct professional relationship with any of the schools or programs that the Council on Accreditation reviews.

b. Nominations.

- 1) **CRNA directors.**
  - a) Current nominations will be accepted up to one year before a scheduled vacancy.
  
  - b) Only nominees with completed applications will be considered. The application includes
    - i. Letter of intent to serve if elected.
    - ii. Statement about previous experiences with accreditation.
    - iii. Letter of recommendation.
    - iv. Up-to-date curriculum vitae.
  
  - c) CRNAs can self-nominate or be nominated by fellow CRNAs or communities of interest including:
    - i. Council on Accreditation of Nurse Anesthesia

- Educational Programs (COA).
    - ii. AANA Board of Directors.
    - iii. AANA Foundation Board of Directors.
    - iv. National Board of Certification and Recertification for Nurse Anesthetists.
    - v. Nurse anesthesia programs.
  - d) The Council will contact nominees and request them to submit the following:
    - i. Letter of intent to serve if elected.
    - ii. Statement about previous experiences with accreditation.
    - iii. Letter of recommendation.
    - iv. Up-to-date curriculum vitae.
  - e) A list of directorship criteria will be submitted with each request.
  - f) Only nominees with completed applications will be considered.
- 2) **Non-CRNA directors.**
  - a) Current nominations will be accepted up to one year before a scheduled vacancy.
  - b) Only nominees with completed applications will be considered.
  - c) The Council will request names of qualified individuals approximately three to six months before an election.
  - d) Nominations for Council directorship are received from the community of interest, including but not limited to:
    - i. Council on Accreditation of Nurse Anesthesia Educational Programs (COA).
    - ii. AANA Board of Directors.
    - iii. AANA Foundation Board of Directors.
    - iv. American Hospital Association.
    - v. Nurse anesthesia programs.
    - vi. National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA).
    - vii. Other associations representing the community of interest (e.g. AARP, formerly American Association of Retired Persons).
  - e) Any party making a nomination must provide in writing:
    - i. Name and address of nominee.
    - ii. Letter of recommendation for nominee.

*f)* The Council will contact nominees and request them to submit the following:

- i. Letter of intent to serve if elected.
- ii. Statement about previous experiences with accreditation.
- iii. Letter of recommendation.
- iv. Up-to-date curriculum vitae.

c. Election.

- 1) The Nominations and Appointments Committee of the Council will finalize the ballot prior to the spring meeting.
  - a)* Applications will be reviewed for the purpose of eliminating individuals with conflicts of interest.
  - b)* At least three but no more than five candidates will be chosen for each vacancy.
- 2) Ballots will be prepared for the spring meeting of the Council and will include the following:
  - a)* Ballot.
  - b)* Curriculum vitae.
  - c)* Letter of recommendation.
  - d)* Letter of intent to serve.
- 3) Elections will be held at the spring Council meeting according to Council bylaws.
- 4) Successful candidates will be notified in writing and requested to make a written acceptance.
- 5) Ballots will be destroyed with the Council's approval following acceptance by the new member.

d. Training.

A newly elected director can participate in Council activities only after being trained on the standards, policies, and procedures. Training will include the process used to establish policies and procedures, and making accreditation decisions based on established standards (see “Training Program for Directors of the Council on Accreditation of Nurse Anesthesia Educational Programs”).