



Association of periOperative Registered Nurses

2170 South Parker Road, Suite 300 Denver, CO 80231-5711 (303) 755-6300 or (303) 755-6304 <http://www.aorn.org/>

## Candidate Application

The following documents are the forms and tools you will need to successfully provide the Nominating and Leadership Development Committee (NLDC) with information about yourself. This document is designed to provide a clear picture of your skills and abilities as well as the time and effort you have dedicated toward the organization and our nursing profession.

### Instructions:

1. Complete the application.
2. Save the application on your local PC taking note of the file directory you are saving to.
3. Print a copy of the completed application.
4. Sign the last page of the application, and print your name exactly as you want it to appear on the ballot. You will need to mail the last page (signature page) of the candidate application along with the Employer Support Form to AORN.
5. Return to the Online Candidate Application ([www.aorn.org/applications/candidateapp](http://www.aorn.org/applications/candidateapp)), and download the following document:
  - Employer Support Form

### Mail **BOTH** signed documents to:

AORN

2170 S. Parker Rd., Ste. 300

Denver, CO 80231-5711

Attn: Rhonda Minthorn

(Both signed documents must be RECEIVED at AORN no later than close of business on **June 22, 2009**.)

### **Due into Rhonda Minthorn by June 19, 2009**

6. Upload your completed application, along with a current copy of your resume online.
7. Upload a digital photograph of yourself **or** mail a hard copy with your signed documents to AORN. The picture does not need to be a professional headshot. Candid photos are acceptable. (For committee use only)
8. Please contact Rhonda Minthorn at 1-(800) 755-2676 Ext. 487 or [rminthorn@aorn.org](mailto:rminthorn@aorn.org) , Monday through Friday between 7am and 4pm MST if you have any questions about the Application process.



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## AORN National Office Candidate Application

This document will be used by the National Nominating and Leadership Development Committee (NLDC) in their deliberations to identify candidates for national office. This form is completed by each potential candidate to outline his or her AORN service, nursing experience, and leadership development. This form is part of the objective and subjective data used to consider candidate selection for ballot placement. The current organizational needs are also reviewed.

During NLDC deliberations, each potential candidate's qualifications are reviewed for committee consensus. All committee members agree upon the final ballot. NLDC deliberations are confidential. The final ballot is presented to the AORN President prior to publication. Please complete and use data from **ONLY THE PAST 10 YEARS (2000 – 2010)**.

### 1. Offices for which consenting

The NLDC will use your preferences as a guide when preparing the ballot.

- Rank in the order of choice, placing a number in the appropriate space.
- Use 1=1<sup>st</sup> choice, 2=2<sup>nd</sup> choice, 3=3<sup>rd</sup> choice, etc.
- Please choose two or more offices.

Nominating & Leadership Development Committee	Board of Directors	Secretary	Treasurer	Vice President	President Elect
			N/A		

### 2. Demographic Data

Name (last name, first name, initial)	
Credentials	
Primary Employer	
Secondary Employer	
Mailing Address	
City, State and Zip	
Telephone	
Cell Phone	
Fax	
Email	

Please notify Rhonda Minthorn immediately if your demographic information changes.

You can e-mail updated information to [rminthorn@aorn.org](mailto:rminthorn@aorn.org)



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**3. Education and current specialty nursing certification**

- Complete for education degrees that are completed-**do not list degrees in process.**
- List all specialty nursing certification(s) (i.e., CNOR, CRNFA, CNE)
- Do not list training such as BLS, ACLS, ATLS**

<b>Degree</b>	<b>Year</b>	<b>Area of study</b>	<b>Degree granting college or university</b>
Associates			
Diploma			
Bachelors			
Masters			
Doctorate			
Specialty Nursing Certification #1			
Specialty Nursing Certification #2			
Specialty Nursing Certification #3			

Are you currently **enrolled** in an educational program (Yes/No)?

If yes, list degree, institution, and anticipated date of graduation.

<b>Type of Degree</b>	<b>Anticipated Graduation</b>	<b>Area of Study</b>	<b>Degree granting College or University</b>



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**4. Answer the following questions:**

		Dates	# of Years
<b>How long have you been a perioperative nurse?</b>			
<b>How long have you been an AORN member?</b>			
	Chapter, Council, Assembly	Dates	# of Years
<b>List chapter(s) affiliation or member at large (MAL) (past 10 years)</b>			
<b>List state council affiliations (past 10 years)</b>			
<b>List specialty assembly affiliations (past 10 years)</b>			
<b>Do you participate in the Recruitment Rewards program?</b>			
<b>Do you participate in Membertalk?</b>			
<b>Do you participate in the on-line communities of practice?</b>			



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**5. Congress Activities-Past 10 years ONLY**

a. Mark X in column to denote Delegate, Alternate, Non-Delegate, or Moderator/Session Assistant status at each Congress attended.

Congress Attendance					
Congress Location	Date	Delegate	Alternate	Non-Delegate	Moderator/ Session Assistant
Chicago	2009				
Anaheim	2008				
Orlando	2007				
Washington DC	2006				
New Orleans	2005				
San Diego	2004				
Chicago	2003				
Anaheim	2002				
Dallas	2001				
New Orleans	2000				

6. Awards: Please list any professional honors/awards/scholarships you have received in the past 10 years.

Award/honors/ scholarships	Date	Awarded By	Description of the Award/Honor/Scholarship (Limit each response to 50 words or less)
1.			
2.			
3.			
4.			
5.			





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8. **Progressive Organizational Leadership outside of AORN and may be work related within last 10 years.** Please list up to **10** examples such as organizational leadership, process improvement; patient safety initiatives, team projects, etc. Please provide information that will allow the NLDC to assess the skills necessary for leadership readiness.

Leadership Role Outside of AORN	Dates	Description of <u>Contributions and Achievements</u> (Limit each response to 50 words or less)

9. **Written, Speaking and Research Activities** - you may list up to 10 total of your choice in any combination of the following categories:

**Communication – Written publications (may include video production):** Please list personally authored manuscripts, books, chapters, or articles that demonstrate your leadership skills in written communication. Include date and full citation. These should be in the past 10 years and should not include job- related publications.

**Communication – Speaking:** Please list your speaking/presentation experience. This may include activities at local, state, regional or national level inside or outside of AORN. This may include moderating sessions at Congress. Include the title of the presentation, forum and year. This should reflect speaking engagements in the last 10 years.

**Research – Initiatives:** Please list any Research Projects/Studies/Initiatives that you have been involved with over the past 10 years.

Category Written, Speaking, Research	Topic	Dates	Description of <u>Event or Publication</u> (Limit each response to 50 words or less)



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**10. Progressive Community Leadership – Community Service outside of AORN, Nursing and Non-Work Related within last 10 years.** You may list up to 10 experiences demonstrating leadership skills, legislative involvement or community activities within the last 10 years.

National, State, Local	Dates	Brief Description of <u>Contributions and Achievements</u> (Limit each response to 50 words or less)

**11. Computer and Other Related Competencies**

Skills	Please check your level of competency			Program/Description
	Novice	Competent	Advanced	
<b>Microsoft Outlook</b>				
<b>Word Processing</b>				
<b>Spreadsheets/Financial Statements (Excel)</b>				
<b>Microsoft Access</b>				
<b>Presentation Software</b>				
<b>Web Page Development</b>				
<b>Internet Searches</b>				
<b>Publishing Software</b>				
<b>Parliamentary Procedure</b>				



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**12. Personal Statement ( Please limit response to 250 words or less)**

**Please answer the following questions in 100 words or less:**

1. Describe the reasons that motivated you to run for an elected office in AORN.
2. Describe the support you will have from family, friends and professional colleagues if you are elected to the office you are seeking.
3. Is there anything else that you would like the NLDC to know about you that is not already included in this application? (Optional)

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(Nominee's Signature)

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(Date)

Please print your name as you would like to have it appear on the ballot.

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