

American Society for Pain Management Nursing

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INFORMATION ON HOW TO SCHEDULE A PAIN MANAGEMENT NURSING CERTIFICATION REVIEW COURSE

ASPMN is now providing Chapters and institutions the opportunity to sponsor a pain management nursing certification review course. The ASPMN pain management nursing certification review course is a six-hour program presented by two highly qualified Master Faculty—one expert in adult/gerontology, and one expert in pediatric pain management. Both Master Faculty are available for questions and discussions throughout the day.

To make arrangements to host a pain management nursing certification review course in your area, begin by determining potential dates and locations for the course and ascertaining nurses' interest in your area as well as possible institutional support for hosting the course. Once you have determined that you would like to sponsor the course, please contact Jerrie Lynn Kind at jerrielynn@aspmn.org to secure the date, arrange Master Faculty, and provide other support as outlined below.

As the Sponsor you will be responsible for the following:

1. Establishing the dates and location of the course.
2. Developing a budget based on number of anticipated participants, room rental fees, audiovisual costs, printing and mailing costs, faculty travel arrangements, food and beverage costs.
3. Paying a fee of \$3000 to ASPMN for Master Faculty honorarium and administration costs
4. Developing a marketing plan and advertising brochure.
5. Pay for airfare, arranging hotel and paying for accommodations and meals for the Master Faculty.
6. Mailing the brochure.
7. Duplicating course materials for participants.
8. Setting up conference room and audiovisual equipment (confirm with the presenters if they will bring a laptop or if you will need to provide one.)
9. Arranging transportation between the airport and hotel and between the hotel and the course location for faculty.
10. Welcoming and checking in participants.

ASPMN is responsible for the following:

1. Contracting for available Master Faculty for the course
2. Work with Master Faculty to make flight arrangements
3. Advertising the course in on the Web site and in *Pathways*
4. Providing mailing labels for ASPMN members in the vicinity of the course.
5. Providing one copy of all course materials for duplication by the sponsor.

If you have any questions about hosting a pain management certification review course in your area, contact the ASPMN Executive Office, aspmn@goamp.com.
