



**Application for Public Member
of the
American Board of Neuroscience Nursing for 2018**

(This application should be submitted electronically by sending to kpodkowa@abnncertification.org
no later than 5 PM CT on September 20, 2017)

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Primary Phone: _____ **Secondary Phone:** _____

Fax: _____ **E-mail:** _____

Time Zone: _____

Reference (criteria below)

Provide one (1) **typed** reference from a colleague based on the criteria below for review by the Nominations Committee. More than 1 reference will not be accepted.

Please submit completed Reference letter with application materials. Please note that your reference may be contacted for additional information or clarification.

Criteria: Based on the ABNN Leadership Competencies below (pg. 3-4), please select the top 3 qualities that you have seen this candidate demonstrate. Please provide a specific example illustrating your observation.

Photograph

Please electronically send a photograph (head shot) of yourself with this application. This may be published in the Neuro News or on the website, along with your application information.

Application Completion Checklist (all applications must be typed):

- Review ABNN Candidate Guidelines
- Curriculum Vitae
- ABNN Board Competencies Responses (pg. 5)
- Reference letter from colleague based on criteria above
- Electronic Photograph
- Code of Conduct and COI/Confidentiality Form (pg. 6-7)

Please provide a brief summary of your accomplishments in professional and leadership Positions (300 word limit)

Why are you interested in serving on the ABNN Board and what would you hope to accomplish? (150 word limit)

ABNN Board Competencies

Please review the (11) Board Leadership Competencies and use when responding to the questions below.

A. Knowledge of ABNN as an Organization

Having and using knowledge of systems, situations, pressures, and culture inside the organization to identify potential organizational problems and opportunities; perceiving the impact of decisions on other components of the organization.

- Understands and uses organizational policies and systems to solve problems
- Anticipates impact of action on other groups
- Articulates, understands, and supports ABNN's mission, vision, values, and expectations
- Demonstrates a commitment to life-long learning and remains current with professional issues
- Demonstrates strong working knowledge of exam construction processes (item writing, test analysis, role delineation studies/job analysis, etc.)

B. Developing, Communicating and Sustaining a Vision

Creating and achieving a desired future state (vision) through influence on organizational values, individual and group goals, reinforcements, and systems.

- Defines a desired future state
- Communicates direction with enthusiasm
- Gains commitment to vision and values

C. Integrity/Responsibility/Accountability

Maintaining and promoting social, ethical and organizational norms in conducting internal and external business activities

- Shares complete and accurate information
- Maintains confidentiality
- Adheres to policies and regulations
- Meets personal commitments and promises
- Sets high performance standards

D. Negotiation

Effectively exploring alternatives and positions to reach outcomes that gain all parties' support and acceptance.

- Explores others' needs, concerns, and positions
- Keeps discussion issue oriented
- Seeks a win-win solution

E. Communication

Expressing ideas effectively in individual and groups situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.

- Expresses thoughts clearly
- Solicits ideas, suggestions and opinions from others
- Listens to all points of view with an open mind

F. Teamwork/Collaboration

Working effectively with team or work groups or those outside formal line of authority to accomplish organizational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus.

- Exchanges information freely
- Supports group decisions
- Puts group goals ahead of individual or own goal

G. Leadership/Motivating Others

Using appropriate interpersonal styles and methods to inspire and guide individuals toward goal achievement; modifying behavior to accommodate tasks, situations, and individuals involved.

- Focuses on the situation, not the person
- Asks for and gains commitment to action
- Mutually agrees on accomplishments

H. Innovation

Generating creative solutions to work situations; trying different and novel ways to deal with organizational issues and opportunities.

- Approaches job with imagination and originality
- Generates novel solutions
- Suggests new ways to apply existing knowledge

I. Judgment/Problem Solving

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints, and organization value.

- Considers alternatives
- Considers all pertinent facts
- Weighs pros and cons or impact of alternatives

J. Financial

- Understands the basic principles of business and finance to allow responsible planning and management of resources
- Experience with financial investments and/or audits

K. Community Orientation/Public Advocacy

- Actively demonstrates involvement with outreach and/or public policy activities that are relevant to certification

Choose three **ABNN Board Competencies** that represent your greatest strengths. Comment on how these qualities would impact the Board as a Public Member. Choose one competency that you would like to further develop while on the Board. Comment on how becoming a Public Member would help your growth in this area.

First Competency: _____

In 150 words or less address how this competency will enhance the Board:

Second Competency: _____

In 150 words or less address how this competency will help enhance the Board:

Third Competency: _____

In 150 words or less address how this competency will enhance the Board:

Competency you would like to see the most improvement: _____

In 150 words or less address how being a Board member will help you further develop this competency:

CODE OF CONDUCT AND DISCLOSURE AGREEMENT

This Code of Conduct provides behavioral expectations for ABNN board members, volunteers and staff regarding integrity, honesty, ethical conduct and policy and procedural compliance. This Code of Conduct has two parts. Part I discusses the Conduct and Disclosure. Part II outlines the Conflict of Interest and Confidentiality expectations.

As a member of the Board of Trustees (BOT) I will:

- Keep Board proceedings confidential
- Become fully informed and actively partake in discussions before voting on issues
- Conduct discussions regarding confidential ABNN business outside of board meetings only with members of the BOT and relevant other parties (i.e., Liaison relationships), and will report back to the BOT.
- Respect and consider carefully other Board members' opinions
- Respect and abide by all Board decisions
- Bring significant issues impacting ABNN, our certificants, and candidates to the Board
- Represent the interests of all served, not only specific geographic or special interest groups
- Serve as a "trustee" ensuring effective management, financial security, and always operate according to the Board's stated objectives
- Refer complaints promptly to the President or Executive Director as appropriate
- Refrain from using the ABNN name or logo, or imply ABNN sponsorship or endorsement unless specifically authorized by ABNN; and then conform the authorized use to ABNN's name and logo policy;
- Identify and disclose all conflicts of interest involving my Board position, and abstain from voting on or influencing others regarding issues in which I am conflicted
- Review and respond to all electronic and print materials promptly and participate in all meetings and teleconferences. If an unavoidable schedule conflict arises, I will follow ABNN's excusal policy
- Differentiate when speaking on behalf of ABNN versus self
- Recognize the authority vested in the Board to act as the governing body of ABNN
- Not be pending results for or take a certification exam developed and implemented by ABNN during and for 2 years thereafter
- Not prepare any study materials towards an ABNN certification exam during their term and for two (2) years after their term expires, including but not limited to:
 - Planning, organizing, teaching, or participating in delivery of any part of a review or test preparation course
 - Review material directed toward any ABNN certification examination.

The ABNN Board of Trustees may, in its discretion, take all actions to enforce and uphold the Code of Conduct.

Signed: _____ Date: _____

_____ I have nothing to disclose

_____ I have the following to disclose (attach written disclosure as a separate sheet if needed)

CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY AND FORM

The ABNN Board, Test Development Committee members and other individuals acting on behalf of ABNN shall be made aware of and conform to the following policies. The intent of these policies is to avoid any assumption or appearance of conflict of interest or unauthorized representation of ABNN. Conflict of interest is defined as, but not limited to, activities that oppose, detract from, or in some manner could become detrimental to ABNN as described in the Bylaws, policies, and procedures.

1. No individual has the authority to act on behalf of ABNN except with such authority as is outlined in the Bylaws or approved by the Board of Trustees.
2. No individual is authorized to use the ABNN name or logo or any terminology implying ABNN sponsorship or endorsement without prior approval of the Board of Trustees.
3. Individuals acting on behalf of ABNN shall not participate in any ABNN-related decision or action in which they have a financial interest unless the Board authorizes such participation after full disclosure of all relative facts.
4. Duality of interest or possible conflict of interest on the part of any individual acting on behalf of ABNN shall be fully disclosed to ABNN officials prior to entering into any formal relationship with any person, group, or organization. The undersigned shall not use any confidential information acquired through or from ABNN for personal profit or advantage or for the undersigned's employer's personal profit or advantage. The undersigned shall not accept or seek from any individuals or entity conducting or interested in conducting business with ABNN, a gratuity, favor, loan, or gift greater than nominal value beyond the common courtesies usually associated with accepted business practice.
5. Individuals acting on behalf of American Board of Neuroscience Nursing agree that ABNN maintains full ownership of all rights, titles, and interests, including the copyright in and to all items developed for the certification examinations.

Please disclose affiliations or interests that may present a potential or possible conflict of interest:

I have read, understand, and support the above Conflict of Interest Policy. I will direct any inquiries or concerns not specifically addressed in the policy statement to the ABNN Board prior to participating in any association or performing any act that may be considered as a potential or possible cause of conflict of interest to ABNN. I agree that I will maintain the security of examination materials at all times. I understand that I may be privy to confidential information about the examination(s), regarding item content and composition, as well as examination development and standard setting procedures. I agree not to divulge this information. I will not reproduce, divulge, or disseminate **any** portion of these examination materials. I also agree not to retain **in any form**, a copy or copies of the examination materials referred to in this agreement.

Date

Signature

(Print Name)