



## **American Board of Neuroscience Nursing Candidate Guidelines For 2017 Trustee Appointments**

The American Board of Neuroscience Nursing (ABNN) is the independent, not-for-profit certifying corporation established to design, implement, and evaluate a certification program for professional nurses involved in the specialty practice of neuroscience nursing and its subspecialties. The mission of ABNN is to advance neuroscience nurses' practice and contributions to neurological health through certification of registered nurses. ABNN's vision is for every person with neurological health needs to receive excellent care from ABNN-certified registered nurses.

The ABNN Board of Trustees (BOT) is composed of the following:

- Seven (7) Trustees appointed by the Board, upon recommendation by the Nominating Committee, who hold the CNRN or SCRN credential and who are members in good standing of the American Association of Neuroscience Nurses ("AANN")
- One (1) Trustee appointed by the Board of Directors of AANN (the "AANN Liaison")
- At least one (1) public member, void of any healthcare interest, who is appointed by the Board.

Your decision to run for, or be appointed as, a Trustee of ABNN carries with it a serious responsibility. Individuals who serve on the BOT volunteer their personal time and effort into advancing the goals and objectives of ABNN. This candidate application booklet will help to inform you of those responsibilities.

### **Objectives of ABNN**

The purposes of ABNN are to:

- Encourage the study of knowledge relevant to Neuroscience Nursing and its subspecialties
- Determine minimum standards for eligibility for candidates interested in certification in Neuroscience and Stroke Nursing
- Develop, maintain, and administer a formal examination for certification reflecting current knowledge of the specialty of Neuroscience Nursing
- Grant and issue certificates with the CNRN and SCRN credential to professional nurses achieving successful completion of the certification examination
- Provide a mechanism for recertification in neuroscience nursing after completing initial certification requirements
- Protect the public interest by promoting the advancement and standards of Neuroscience Nursing and its subspecialties
- Maintain a registry of individuals holding active and lapsed certifications issued by ABNN
- Assure the financial viability of the certification and recertification programs

### **Core Beliefs of ABNN**

The American Board of Neuroscience Nursing (ABNN) firmly believes in:

- Advancing nursing practice through accredited specialty certification programs.
- Developing fair and rigorous examinations.

- Collaborating with the American Association of Neuroscience Nurses (AANN) and the Agnes Marshall Walker Foundation (AMWF) to provide neuroscience nurses with resources to support certification and recertification.

### **Criteria for Office**

Candidates should have the following qualifications:

1. Be cognizant of ABNN's philosophy, purpose and goals.
2. Must have met at least one of the following criteria within the last five years:
  - Have demonstrated experience and expertise in the area of Neuroscience Nursing (examples might include, but are not limited to, being a local AANN chapter or SFG leader, educator, mentor, etc.)\*
  - Have participated as a leader in other professional or community organizations
  - Have exam item writing experience and have attended at least one item writing workshop
  - Have served on a national association board, committee, or task force.
3. Educational preparation at the BSN or higher.

*\*Applicants that are current members of an ABNN Test Development Committee (TDC) must complete their TDC term prior to being eligible to sit on the ABNN Board.*

### **General Responsibilities for Officers and Trustees**

The general responsibilities of the BOT members are the following:

- Completes the full term of office which is at least 3 years
- Cannot serve concurrently on the AANN Board (except AANN Board liaison)
- Attends all BOT meetings which include three (3) face-to-face meetings, one at the AANN annual educational meeting, one in the summer, and one in the fall at national offices (unless otherwise stated), expenses paid by ABNN, and participates in the discussion and decision making process at the meetings
- Attends one ABNS meeting as required by the BOT (expenses paid by ABNN)
- Supports and upholds the decisions of the BOT
- Maintains the confidentiality of all matters pertaining to ABNN and the CNRN/SCRN process and exam
- Participates in strategic planning for ABNN
- Copies all correspondence relative to ABNN matters to the president of the BOT and the ABNN Executive Director
- Answers all correspondence in a timely manner and maintains a record of such correspondence
- Reviews job descriptions for BOT members and committees annually; submits revisions to the BOT for approval at the annual meeting
- Informs the Secretary and Executive Director of address or telephone, fax or e-mail number changes
- Ensures that assigned projects/activities stay within the approved budget
- Submits reimbursement forms and receipts in a timely manner, i.e., within 30 days of expenditure
- Completes assigned tasks in a cost-effective, efficient manner
- Orients the successor to the position.

### **Estimated Time Commitments**

Time commitments vary according to time of year and project responsibility. Travel to the annual educational meeting and attendance at a minimum of two additional board meetings is required. Failure to attend any/or all ABNN meetings or events may result in removal from the board. In addition to attending the Board meetings, which includes submitting and reviewing agenda materials, the candidate may assume the time commitment will be between 5 and 10 hours per month.

### **Application Process/Deadlines**

Candidates must submit a **typed, completed application as well as two (2) letters of reference.**

Applications must be submitted electronically by **August 9, 2016**. Send completed applications to:

American Board of Neuroscience Nursing  
Attention: Kelly Podkowa  
[kpodkowa@abnncertification.org](mailto:kpodkowa@abnncertification.org)

The top qualified candidates will be interviewed by the Nominating Committee members once all applications have been reviewed.

If you have any questions, please contact ABNN, at **888.557.2266** or **847.375.4895**.

**Application for Trustee  
of the  
American Board of Neuroscience Nursing for 2017**

(This application should be submitted electronically by sending to [kpodkova@abnncertification.org](mailto:kpodkova@abnncertification.org)  
no later than 5 PM CT on August 9, 2016)

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Time Zone:** \_\_\_\_\_

**References (template below)**

Provide two (2) **typed** references from a colleague who can articulate examples of your leadership skills on reference forms included in candidate packet for review by the Nominations Committee. More than 2 references will not be accepted.

Please submit completed Reference Forms with application materials. Please note that references may be contacted for additional information or clarification of written reference.

**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.

**Education:** (list most recent first)

**Awards/Honors:**

**Statement on the Importance of Neuroscience/Stroke Nursing Certification** (300 word limit)

**Accomplishments in Professional Positions** (300 word limit)

**Accomplishments in Leadership Positions** (300 word limit)

**Promotion of ABNN Certification (300 word limit)**

**AMERICAN BOARD of NEUROSCIENCE NURSING  
TRUSTEE REFERENCE FORM #1 for 2017 APPOINTMENT**

*References must be typewritten in this format.*

I worked with this candidate when I was a (check all that apply):

- ABNN Trustee
- AANN Board of Directors member
- Committee Chair
- Special Focus Group Facilitator
- Chapter leader
- Special Project Leader
- Committee Leader
- Employer related situations

Other \_\_\_\_\_

I worked with the Candidate during the following time period \_\_\_\_\_ and

with \_\_\_\_\_.

(Name of Organization)

Please give **specific examples** from your first-hand experience of this candidate's work that promoted or enhanced Neuroscience/Stroke Nursing:

Contributions to Neuroscience/Stroke Nursing Certification:

Demonstration of Leadership Abilities [either work related or volunteer related]:

Communicates Professionally:

Self-Motivation/Self Directed/Ability to Meet Deadlines:

Quality of Work/Excellence:

Other information that may support the candidacy of this individual:



Reference Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

***References may be contacted for additional information or clarification of information.***

Please return references by **August 9, 2016** electronically to:

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Attention: Kelly Podkova  
[kpodkova@abnncertification.org](mailto:kpodkova@abnncertification.org)

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**AMERICAN BOARD of NEUROSCIENCE NURSING  
TRUSTEE REFERENCE FORM #2 for 2017 APPOINTMENT**

*References must be typewritten in this format.*

I worked with this candidate when I was a (check all that apply):

- ABNN Trustee
- AANN Board of Directors member
- Committee Chair
- Special Focus Group Facilitator
- Chapter leader
- Special Project Leader
- Committee Leader
- Employer related situations

Other \_\_\_\_\_

I worked with the Candidate during the following time period \_\_\_\_\_ and

with \_\_\_\_\_.

(Name of Organization)

Please give **specific examples** from your first-hand experience of this candidate's work that promoted or enhanced Neuroscience/Stroke Nursing:

Contributions to Neuroscience/Stroke Nursing Certification:

Demonstration of Leadership Abilities [either work related or volunteer related]:

Communicates Professionally:

Self-Motivation/Self Directed/Ability to Meet Deadlines:

Quality of Work/Excellence:

Other information that may support the candidacy of this individual:

Reference Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

***References may be contacted for additional information or clarification of information.***

Please return references by **August 9, 2016** electronically to:

American Board of Neuroscience Nursing  
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