



American Board of Neuroscience Nursing Candidate Guidelines For 2023 Public Member 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 ABNN Board of Trustees (BOT) is composed of the following:

- Up to eight (8) 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
- One (1) Mentee appointed by the Board, upon recommendation by the Nominating Committee who is a non-voting member serving a one (1) year term.

Your decision to run for, or be appointed as, a Public Member 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.

Mission

The mission of ABNN is to promote and advance the practice of neuroscience nursing through specialty certification.

Vision

ABNN’s vision is that every person with neurological health receives care from ABNN-certified registered nurses.

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.

General Responsibilities for Officers, Trustees, and Public Member

The general responsibilities of the BOT members are the following:

- Completes the full term of office which is at least 3 years
- May not serve concurrently on the AANN Board (except AANN Board liaison)
- May not be pending results for or take a certification exam developed and implemented by ABNN while applying for or serving on the Board and for two (2) years thereafter.
- May 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.
- 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 American Board of Nursing Specialties (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.

ABNN Public Member Purpose/Criteria:

Specialty nursing certification serves the general public, nursing profession, and specialty. Public input broadens the perspective of certifying organizations, enhances decision-making, and helps focus attention on consumer concerns as they relate to quality, cost effectiveness, and access to care.

The duty of the ABNN Public Member shall be to help assure that the certification programs are responsive to the needs of consumers of neuroscience and its subspecialties of nursing care. The public member should therefore be aware of issues facing individuals with neurological illnesses and be void of any healthcare interest. Public members may not be practicing Neuroscience Nurses, immediate relatives of Neuroscience Nurses, employees of Neuroscience Nurses, or of the ABNN's management or testing company. Public members will not have represented the ABNN or the profession of neuroscience nursing at any time during the three (3) years preceding initial appointment. The Public Member is a voting member of the ABNN BOT.

The duties of the Public Member shall be to:

- Participate in strategic planning and disciplinary decisions
- Attend all of the annual ABNN meetings held in the spring at the AANN meeting, as well as any other official board meetings scheduled during the year (as described above)
- Provide input on relevant issues, generally by phone or e-mail
- Maintain strict confidentiality concerning any examination or certification renewal information discussed at board meetings or conference calls
- Participate in Nominating Committee (August – November reviewing applications and interviewing candidates virtually)

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, curriculum vitae, one (1) letter of reference, and a completed Code of Conduct and Disclosure Form and Conflict of Interest form.**

Applications must be submitted electronically by **December 12, 2022**. Send completed applications to:

American Board of Neuroscience Nursing
Attention: Kelly Podkowa
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**.