



American Board of Neuroscience Nursing Candidate Guidelines For 2024 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 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 who is a non-voting member serving a 1-year term, with an option to renew for a 2nd term based on mutual Board/mentee approval.

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.

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 needs 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.

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
- 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 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, 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 **August 21, 2023**. 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**.