

CERTIFICATION SERVICES

Content Expert Panel Member Handbook



Welcome to the Content Expert Panel

Why did I get appointed, and what is my term?

Thank you for volunteering for an ANCC Content Expert Panel (CEP). The following are documents that will help you during your tenure on the CEP. All Content Expert Panel Members serve four year terms, beginning on July 1st of the year appointment and ending on June 30th of the fourth year of one's term. CEP Members are selected based on a variety of factors including: one must not be currently serving as an item writer, geographic and ethnic diversity, special areas of expertise, currency of specialty practice, and available positions on the Content Expert Panel. Preference is given to those with less than twelve years of experience post-certification to ensure that the examination stays at an entry level.

Although members may be reappointed for a second term, totaling eight years, there is no guarantee of reappointment, because these factors are also considered during the reappointment process. In order to be reappointed one must reapply and go through the exact same process as one goes through for their initial appointment. Current CEP members will be contacted by ANCC's Volunteer Liaison Specialist when they are up for reappointment and asked if they would like to reapply to serve on the CEP.

Benefits of being a CEP member

All volunteers make invaluable contributions to their specialty and are recognized by the nursing community for their contributions. ANCC recognizes the efforts of our volunteers by: paying for all travel expenses for in person meetings, providing your employer with a letter of recognition, and allowing active volunteers an award of contact hours in continuing education toward career development that is required for recertification. Our meetings and conference calls are a great way to meet fellow nurses in your specialty from all over the country!

Expectations

Although CEP term lengths are for four years that does not mean that a member will be expected to participate in meetings every year of one's term. In a single year, a CEP may meet as often as three times or not as all. If you question whether or not your CEP is meeting in a given year, please check the meeting schedule on the Measurement Services section of the ANCC website.

During the years that a CEP is meeting, members are expected to participate actively in all CEP meetings. CEP members are expected to have a broad knowledge base and be up-to-date on the latest trends in their specialty; they must have adequate access to reference materials for exam review.

All CEP members must sign and agree to all terms outlined in the ANCC Certification Security Agreement and must have no conflicts of interest.

If you are unable to attend the meeting of your CEP, please contact ANCC as soon as possible with a reasonable explanation as to why you will be unable to attend. CEP members can be removed from their CEP at anytime for lack of participation or disruptive behavior at the sole discretion of the Appointments Committee.

Communicating with ANCC

We at ANCC communicate with our volunteers for a variety of reasons. First and foremost, you will be contacted regarding meetings of your CEP. In order to communicate with you effectively it is imperative that we have the most up-to-date contact information for all volunteers. If you change your e-mail address, phone number, or relocate us, please notify us ASAP. We keep a listing of all CEP members for our accreditors, and this data must be kept up-to-date.

The easiest ways to update this information is via e-mail at ANCCVolunteer@ana.org or update a roster at a CEP meeting. Soon, our new database will allow all CEP members to log on to our website and update their own contact information; once this is up and running we will train you in the new technology at a CEP meeting.

When contacting ANCC staff it is most helpful if you place your full name, phone number, e-mail address, and CEP name on all communications. For example: Mary Smith, (301) 123-4567, CEP 4 Medical Surgical Nurse, Mary.Smith@marysmith.com. You will find an ANCC Staff Directory listed in Appendix D.

What is the function of a Content Expert Panel?

The CEP plays a vital role in the development and upkeep of examinations. This includes, but is not limited to: developing and updating test content outlines (TCO), reviewing and revising test items, and setting passing scores. Each ANCC examination is represented by a CEP and membership ranges from six to eight members. CEP's meet an average of three times a year at the ANCC headquarters in Silver Spring, MD. Additional conference calls will be held as needed. All members must be ANCC certified and practice in their speciality area. Members are appointed by the Appointments Committee of the ANNC's Commission on Certification (COC).

CEP members are eligible to sit on two other Committees or Boards, the Appointments Committee and the Board on Certification (BOC). The Appointments Committee is responsible for reviewing all qualified applications from prospective candidates seeking appointment to the CEP's and COC. The

Committee is composed of seven chairs from the CEP who are appointed for one year terms.

The Board on Certification (BOC) is composed of the chairpersons from every CEP. The main responsibility of the BOC is to lead their panels and keep their members updated on information pertaining to their exam and speciality. From time-to-time, members of the BOC will be asked to engage in special activities on behalf of ANCC, such as writing an article promoting certification or representing ANCC at a conference. Once a year, the BOC will meet in person at the ANA headquarters. This meeting overlaps with a meeting of the COC so that that the COC can receive feedback from all speciality areas.

There are two Chairs of the BOC, one representing a general speciality area and one representing advanced practice specialties. Their terms are two years. These chairs facilitate the annual meeting of the BOC.

Becoming a CEP Chairperson or Member of the BOC

In order to serve on the BOC one must first be elected chairperson of one's CEP. Elections are held by the CEP after the expiration of the previous chair's term and are conducted via secret ballot. Each chair is elected for a two year term. During this term, the chair is expected to facilitate discussion during the CEP meetings, review item writer applications as need, conduct a chair review of their exam, and attend the annual meeting of the BOC. Active participation as chair may result in an award of additional contact hours that may be used toward recertification.

Serving as Vice-Chairperson of a CEP

A vice-chair will also be elected to a two year term by its CEP. Each vice-chair is expected to fulfill the role of the chair if the chair is unavailable and may be asked to represent the CEP at the annual meeting of the BOC. Active participation as vice-chair may result in an award of additional contact hours that may be used toward recertification.

A Brief History of ANCC

In 1966, the bylaws of the American Nurses Association (ANA) were amended to provide that one of the functions of each division on practice would be to provide for the recognition of professional achievement and excellence in its area of concern. The bylaws also provided for a certification board for each division which would develop the division's specialized criteria for certification. In 1968, the Nursing Practice Department developed a concept paper on the meaning of certification which was widely circulated and discussed. Within a few months after its creation in 1968, the Congress for Nursing Practice developed guidelines for the work of the division interim certification boards. Based on the work of the interim boards, the Congress for Nursing Practice drafted guidelines for the certification process in early 1969. Much of the attention of the reports and recommendations of the congress related to methods for giving formal

recognition to qualified clinical specialists in nursing. In early 1972, three practice divisions had delineated their guidelines for certification.

In 1973, ANA formally announced the initiation of a national certification program to recognize excellence in the clinical practice of nursing. During this period, ANA entered into a contract with the Educational Testing Service to assist ANA in developing the certifying examinations, including services for test administration and test scoring. The five practice divisions intensified their work on test items for the certification examinations and criteria for certification.

In August, 1973, ANA met with the Federation of Specialty Organizations. At this meeting, in which 26 organizations were represented, discussions were held on the ANA program of certification as well as other certification programs and their relationships.

The ANA Center for Credentialing Services, a staff unit, was originally established as the Department of Credentialing in 1975. The certification boards for each practice division were established in 1973. The first certification examinations were announced and given in 1974.

The Cabinet on Nursing Services established its certification program in nursing administration in 1979. The first certification examinations for nursing administration and nursing administration, advanced, were given in 1980.

In 1974 the ANA established a voluntary system for accreditation of continuing education in nursing. The essential purpose of this system is to provide professional nursing judgment on the quality of the continuing education offered. Accreditation is a peer review system based on designated standards and criteria for continuing education in nursing.

Based on the 1989 recommendation of the ANA Commission on Assessment and Renewal (COAR), the American Nurses Credentialing Center (ANCC) was established as a separately incorporated center through which ANA would serve its own credentialing programs. ANCC became a subsidiary of ANA in January 1991. At that time the certification and accreditation programs were also moved to ANCC.

The Magnet Hospital Recognition Program was approved by the ANA Board of Directors in December 1990. The overall goal of the Magnet Program is to identify excellence in the provision of nursing services and to recognize those institutions that act as a "magnet" by creating a work environment that recognizes and rewards professional nursing. The first Magnet Hospital Recognition Awards for Excellence in Nursing was awarded in 1994. In 1996, quality outcome indicators were formally added to the criteria and the name of the program was changed to the Magnet Nursing Services Recognition Program in order to extend it into other areas served by nurses. As of October 2000, 21

acute-care and one long-term care nursing services were recognized for excellence. As of 2008, there are approximately 300 Magnet Facilities.

In 1998, the ANCC bylaws were amended to create the Institute for Research, Education, and Consultation (IREC), now called the Institute for Credentialing Innovation, which provides corollary and support services for the credentialing programs. IREC sponsored ANCC's first credentialing conference in December 1998.

Credentialing International was established in 1999 by the American Nurses Credentialing Center (ANCC) in response to a wide range of requests for its services from other countries. It was recognized that an appropriate global outreach would require a broadened orientation and identity, international expertise, dedicated resources, and variable processes and procedures. A combination of socioeconomic, political, and professional forces, such as globalization, deregulation, privatization, healthcare restructuring, and nursing shortages, have led to accelerating interest in mechanisms for promoting and validating the quality of nursing and health care around the world. Professional credentialing bodies have been called upon to fulfill this universal need. Credentialing International extends the experience and success of ANCC's research-based credentialing programs to nations dealing with similar environmental forces and needs.

Since 1974 ANCC has provided 30 years of certification and education in over 40 different areas. ANCC continues to experience growth and change, expanding both nationally and internationally.

Goals of ANCC

As a member of a CEP you are expected to uphold the values and promote the mission of ANCC. The following is the Mission Statement of ANCC.

The mission of the American Nurses Credentialing Center is to promote excellence in nursing and health care globally through credentialing programs and related services.

To accomplish its mission, ANCC:

- **C**ertifies healthcare providers,
- **A**ccredits educational providers, approvers, and programs,
- **R**ecognizes excellence in nursing and healthcare services,
- **E**ducates the public, and collaborates with organizations to advance the understanding of credentialing services, and
- **S**upports credentialing through research, education, and consultative services.

VISION STATEMENT

ANCC will be a transformational force for global quality healthcare through excellence in credentialing.

2008-2011 STRATEGIC GOALS (PRIORITIES)

1. Ensure ANCC product/service integrity and program and operational excellence.
2. Determine and communicate the value of credentialing activities on healthcare systems and patient outcomes.
3. Expand the scope and impact of knowledge resources for Evidence-Based Credentialing™
4. Conduct business expansion that will ensure financial viability and organizational growth.
5. Build creative partnerships to promote excellence in credentialing.
6. Become globally competitive in the credentialing market.

VALUES

Excellence
Innovation
Collaboration
Integrity
Service
Accountability

ANCC Bylaws

Appointments and removal of CEP members is subject to the ANCC Bylaws.

Travel

All CEP members' meeting expenses are paid for by ANCC. Prior to your first CEP meeting you will be contacted by our Measurement Services Department with a "Call to Meeting Package". A similar package will be sent to members of the BOC prior to their annual meeting. This package will contain all information needed to make your travel arrangements through our travel agent and book a hotel reservation. Hotel and airfare are paid up front by ANCC. You will also be given a travel reimbursement voucher for your meals and other expenses; a sample of both documents is contained in Appendix B. Please keep your receipts

for any expenses you wish to have reimbursed, such as taxi fare to and from the airport, or parking. These receipts must be submitted along with your travel voucher. You may not adjust the per diem on your voucher; however, if you spend less than the allotted per diem you are allowed to be reimbursed the budgeted amount. All vouchers must be legible and contain a signature and date in the appropriate box as well as the address where you would like your reimbursement to be sent.

ANCC does not pay for the travel expenses for official collaborative representatives.

If you are the official representative, then you must discuss with the organization the process for you to be reimbursed. ANCC strongly encourages you do this before attending a meeting.

Collaborating Organizations

American Academy of Ambulatory Care Nursing (AAACN)

American Association of Cardiovascular and Pulmonary Rehabilitation (AACVPR)

American Association of Diabetes Educators (AADE)

American College of Nurse Practitioners (ACNP)

Alliance for Nursing Informatics (ANI)

American Psychiatric Nurses Association (APNA)

American Public Health Association, Nursing Section (APHA)

American Society for Pain Management Nursing (ASPMN)

International Society of Psychiatric and Mental Health Nurses (ISPN)

National Nursing Staff Development Organization (NNSDO)

National Conference of Gerontological Nurse Practitioners (NCGNP)

National Gerontological Nursing Association (NGNA)

Preventive Cardiovascular Nurses Association (PCNA)

National Association of Clinical Nurse Specialists (NACNS)

Society for Vascular Nursing (SVN)

BYLAWS OF THE AMERICAN NURSES CREDENTIALING CENTER

ARTICLE I Name

The name of this corporation shall be the American Nurses Credentialing Center, hereinafter referred to as ANCC.

ARTICLE II Purposes

The general purpose of ANCC shall be to implement the Articles of Incorporation to improve nursing practice and promote high-quality healthcare services through credentialing and related services.

ARTICLE III Board of Directors

Section 1. Purpose and Function. The Board of Directors (herein after referred to as the “board”) is responsible and accountable for the overall governance of ANCC and responsible for its supervision, control, and direction. The exercise of the Board’s responsibilities will include protection of the necessary functions of a credentialing body.

Section 2. Composition and Qualifications.

- A. The Board shall consist of up to 14 members, ten of whom are appointed by the Board of Directors of the American Nurses Association (ANA), for the terms established herein or until successors are appointed. There shall be four ex-officio members—the chairpersons of the Commission on Accreditation, Commission on Certification, Commission on the Magnet Recognition Program, and Governing Council of the Institute for Credentialing Innovation.
- B. Six members of the ANCC Board shall be sitting members of the ANA Board of Directors elected by the House of Delegates or appointed by the ANA Board, preferably currently certified by ANCC. Throughout their terms on the ANCC Board these members must continue to be elected members of the ANA Board, except for any brief holdover period required by a delay in appointing successors.
- C. Two members of the ANCC Board shall be current members of an ANA constituent nurses association.
- D. Two members of the Board shall be non-nurse public-consumer representatives.
- E. No member of the Board shall serve as an official of another organization if such participation might result in or be perceived as a conflict of interest with ANCC.
- F. A member of the Board shall have an affirmative obligation to disclose any actual or potential conflict of interest and shall recuse him/herself from participation on matters affected by such actual or potential conflict.

Section 3. Voting.

- A. Each member specified in Article III, §2(B), shall have two votes; all other members shall have one vote.

- B. The president is entitled to vote on all matters and shall have the number of votes as specified in §3(A), above.

Section 4. Term of Office.

- A. Five directors shall be appointed in odd-numbered years and five directors in even-numbered years to serve terms of two years or until their successors are appointed.
- B. No director shall serve more than four consecutive terms or more than eight consecutive years on the Board, except for non-nurse public-consumer representatives.
- C. A director or officer who has served more than one-half term shall be considered to have served a full term.

Section 5. Officers.

- A. The officers of ANCC shall be a president, a vice-president, a secretary, and a treasurer. The officers shall have such powers and duties as generally pertain to their respective offices.
- B. The president shall be appointed by the ANA Board of Directors to serve a term of two years or until a successor is appointed. The president shall serve no more than two consecutive terms as president.
- C. Other officers shall be elected by the ANCC Board from among its members to serve terms of one year or until their successors are elected. No officer shall serve more than four consecutive terms in the same office. Ex-officio members of the Board are not eligible to serve as officers.

Section 6. Executive Committee. There shall be an Executive Committee of the Board composed of the officers which shall have the authority to exercise all powers of the Board between meetings. Action taken by the Executive Committee shall be reported and be subject to ratification at the next regular Board meeting.

Section 7. Executive Director

- A. The Board of Directors shall delegate to the executive director the authority to manage the organization according to policies established by the Board of Directors.
- B. The executive director shall be accountable to the Board of Directors.
- C. The executive director shall hire, direct, evaluate, promote, and terminate staff of the organization in a manner consistent with applicable laws, contracts, and agreements.
- D. The executive director may represent the organization and serve as spokesperson on matters of established policy and positions.

Section 8. Other Committees.

- A. The Board may establish other committees and define the purpose and authority of such committees, including but not limited to the—
 - 1. Bylaws Committee;
 - 2. Finance Committee; and
 - 3. Nominating Committee.
- B. The president shall appoint the members of committees, at least one of whom shall be a member of the Board, and shall designate the chairpersons of committees.

- C. A majority of the members of a committee, including a member who is a member of the Board, shall constitute a quorum for the transaction of any business at a meeting of the committee.
- D. Functions of Committees.
 - 1. Bylaws Committee shall:
 - a. interpret the bylaws of the ANCC; and
 - b. receive and prepare proposed amendments to the bylaws and/or articles of incorporation.
 - 2. Finance Committee shall:
 - a. advise the Board on long-range plans for carrying out the purposes of the ANCC;
 - b. make recommendations to the Board on the order of priorities to be observed in the use of ANCC resources; and
 - c. advise on utilization of ANCC resources through recommendation of a budget to advance current ANCC objectives within the established priorities.
 - 3. Nominating Committee shall:
 - a. solicit and screen all nominations for appointments for which the Board is responsible, including but not limited to appointments to the Commissions on Accreditation and the Magnet Recognition Program, and the Governing Council of the Institute for Credentialing Innovation;
 - b. solicit and screen nominations for the election of corporate officers; and
 - c. prepare a slate of nominees for above named positions for presentation to the Board.

Section 9. Meetings.

- A. Regular meetings of the Board shall be held at least three times annually at a time and place determined by the Board.
- B. Special meetings of the Board may be called by the president or upon the request of eight or more members, representing eleven or more votes.

Section 10. Removal. Any member of the ANCC Board may be removed with or without cause at any time by a majority vote of the ANA Board of Directors.

Section 11. Vacancies.

- A. Absence from two consecutive meetings may be cause for initiating action to have vacancy declared in the position. A vacancy may be determined only by a vote of the appointing body.
- B. A vacancy on the Board shall be filled for the balance of the unexpired term by the body making the original appointment or election.

Section 12. Quorum. A quorum for the transaction of business of the Board shall be constituted by one-half plus one of eligible votes, at least eight of which shall come from members who are sitting members of the ANA Board of Directors. One of those present shall be the ANCC president or vice-president.

**ARTICLE IV
Program Units**

Section 1. Definition. A program unit (“program”) is an organized, deliberative body responsible for setting policy for specific programs within its jurisdiction.

- Section 2. Application of Article IV. The provisions of this article shall apply to all program units of the ANCC Board of Directors, unless otherwise specified in Articles V (Commission on Accreditation), VI (Commission on Certification), VII (Commission on the Magnet Recognition Program), and VIII (Institute for Credentialing Innovation).
- Section 3. Term of Office.
- A. A portion of each body shall be appointed annually to serve for four years or until successors are seated.
 - B. No member may serve more than two consecutive terms or eight consecutive years on any particular program unit.
 - C. A member who has served more than one-half term shall be considered to have served a full term.
- Section 4. Executive Committee.
- A. The committee shall have the authority to exercise all the powers of the full body between meetings. Action taken by the executive committee shall be reported and be subject to ratification at the next meeting of the full body.
 - B. The committee shall consist of a chairperson, vice chairperson, and member-at-large who are elected by and among sitting members of the body they will represent.
 - C. Committee members shall serve terms of two years or until their successors are elected. No members shall serve more than two consecutive terms in the same office.
 - D. Members may elect an individual with less than two years remaining to his/her appointment; however, vacancies may be filled only for the remainder of the unexpired term.
- Section 5. Meetings. Each program unit shall meet at least twice annually at a time determined by members.
- Section 6. Removal. A member may be removed with or without cause at any time by a majority vote of the body to which the unit is accountable.
- Section 7. Vacancies.
- A. Absence from two consecutive meetings may be cause for declaring a vacancy in the position. Such vacancy shall be determined by a majority vote of the appointing body.
 - B. A vacancy shall be filled for the balance of the unexpired term by the body specified for original appointment/election.
- Section 8. Quorum. A majority of the program's members, one of whom shall be the chairperson or vice chairperson, shall constitute a quorum for the transaction of business at any meeting. In the absence of the chairperson, the vice chairperson shall assume the responsibilities of the chairperson at meetings of the program unit. Each member shall have one vote.
- Section 9. Committees. Each program unit shall have the authority to appoint such committees, content expert panels, advisory groups, and work groups as deemed necessary to carry out its functions.

ARTICLE V
Commission on Accreditation

- Section 1. Purpose and Function. The Commission on Accreditation (hereinafter referred to as the "COA") shall govern ANCC accreditation activities.
- Section 2. Composition and Qualifications.
- A. The COA shall consist of at least nine (9) members appointed by the Board.
- B. The commissioners shall be chosen based on the needs of the COA at that time, drawing from the following constituencies:
- * ANA constituent members
 - * Nursing specialty organizations
 - * Colleges and universities
 - * Healthcare facilities
 - * Federal nursing services
 - * Commercial companies
 - * Professional education organizations
 - * Others, as determined by the COA.
- C. One commissioner shall be a person, who is not a nurse, employed in professional continuing education in a field other than nursing.
- D. One commissioner shall be a sitting member of the ANA Congress on Nursing Practice and Economics. Preference shall be given to ANCC certificants with knowledge of and experience in standards development, accreditation, and regulation of nursing practice.
- Section 3. Accountability. The COA shall report and be accountable to the Board.
- Section 4. Responsibilities. The COA shall:
- A. develop accreditation criteria, policies and guidelines adhering to the appropriate standards of the American Nurses Association and related professional specialty organizations;
- B. accredit applicant organizations that meet the standards / criteria;
- C. oversee the appeals process for the program; and
- D. provide a mechanism for the systematic program evaluation.

ARTICLE VI
Commission on Certification

- Section 1. Purpose and Function. The Commission on Certification (hereinafter referred to as the "COC") shall govern ANCC certification activities.
- Section 2. Composition and Qualifications.
- A. The COC shall consist of at least ten members appointed by the Appointments Committee with minimum representation as follows:
1. One commissioner shall be a sitting member of the ANA Congress on Nursing Practice and Economics. This commissioner shall be ANCC certified and

possess knowledge of and experience in standards development, specialization, certification, and regulation of nursing practice.

2. Three commissioners shall be current content expert panel (CEP) volunteers.
3. Four commissioners shall be ANCC-certified individuals not currently serving on a certification board or content expert panel.
- E. One commissioner shall be a public/consumer member.
- F. One commissioner shall be an ANCC-certified member of the ANCC Board.

Section 3. Responsibilities. The COC shall —

- A. implement ANCC certification activities adhering to the appropriate standards of ANA and related professional specialty organizations;
- B. set certification program policy;
- C. certify candidates who meet the requirements for certification;
- D. develop and approve a budget within established guidelines to accomplish the goals of the certification program;
- E. serve as the final appellate body for certification candidate and certified nurse appeals;
- F. receive, review, and comment on proposals from the ANA Congress on Nursing Practice and Economics and related professional specialty organizations for new certification examinations; and
- G. provide systematic evaluation of the certification program.

Section 4. Removal. A commissioner may be removed with or without cause at any time by majority vote of the other commissioners.

Section 5. Appointments Committee

- A. Purpose and Function. The committee shall receive nominations and make appointments to the COC and content expert panels.
- B. Composition and Qualifications. The committee shall consist of three elected representatives of each board on certification (BOC). Representatives shall be sitting members of the BOC throughout their terms on the Appointments Committee.
- C. Term of Office. No committee member shall serve more than one consecutive one-year term on the committee.
- D. Accountability. The committee shall report and be accountable to the COC.
- E. Responsibilities. The committee shall issue calls, receive nominations, and appointment members of the COC and content expert panels.
- F. Leadership. The Appointments Committee shall not have an executive committee. A chairperson and vice chairperson shall be appointed annually by the COC chairperson from among sitting members of the Appointments Committee. They shall have no power to act between committee meetings.

Section 6. Boards on Certification

- A. Purpose and Function. The boards shall implement the certification activities as determined by the COC.
- B. Designation and Composition. The COC shall establish and dissolve boards on certification as it deems necessary. A board shall consist of the chairpersons of each constituent content expert panel.
- C. Leadership. The boards on certification shall not have executive committees. A chairperson and vice chairperson shall be elected by and among sitting members of each board and may be re-elected to serve a second consecutive term. They shall have no power to act between meetings.
- D. Accountability. The boards shall report and be accountable to the COC.
- E. Responsibilities. A board shall:
 - 1. serve as an advisory body to the COC, especially with regard to forecasting trends and making recommendations related to nursing and certification, and
 - 2. elect representative(s) to the Appointments Committee.

Section 7. Content Expert Panels

- A. Purpose and Function. There shall be a content expert panel for each certification examination. Content expert panels shall develop examinations for their specialty areas. The COC may establish and dissolve such content expert panels as it deems necessary.
- B. Composition. The COC shall determine the specific size of each panel. In the case of an examination for which there is a joint venture or collaborative relationship, at least 50 percent of the membership shall be sponsored by the ANCC COC.
- C. Term of Office.
 - 1. Members shall be appointed by the Appointments Committee to serve terms of four years or until their successors are seated. Members shall be appointed to one-half the panels in even-numbered years and one-half the panels in odd-numbered years. One-half of each panel shall be appointed every two years.
 - 2. No member shall serve more than two consecutive terms or eight consecutive years. A member who has served more than one-half term shall be considered to have served a full term.
- D. Leadership.
 - 1. The panels shall not have executive committees. Each panel shall elect a chairperson and a vice chairperson from among its members to serve terms of two years. A maximum of two consecutive terms may be served in a given office.
 - 2. Chairperson. The chairperson will represent the panel on its respective board on certification, select the item writers for the examination, and chair meetings.
 - 3. Vice chairperson. In the absence of the chairperson, the vice chairperson shall assume the responsibilities of the chairperson at meetings of the panel or board.

- E. Accountability. Each panel shall report and be accountable to the COC.
- F. Responsibilities. A committee shall—
 - 1. set initial eligibility requirements for any new examination;
 - 2. develop the certification examination in its respective area of practice;
 - 3. draft the test blueprint (test content outline);
 - 4. assemble the examination;
 - 5. review new test questions;
 - 6. maintain the test bank of questions;
 - 7. confirm and/or assist the standard setting committee in establishing the passing scores for the examination; and
 - 8. serve as a resource to the Commission on Certification for certification candidates and certified nurse appeals;

ARTICLE VII
Commission on the Magnet Recognition Program

Section 1. Purpose and Function. The Commission on the Magnet Recognition Program® (hereinafter referred to as the “COM”) shall govern the ANCC Magnet Recognition Program activities.

Section 2. Composition and Qualifications.

- A. The COM shall consist of no fewer than nine members appointed by the Board.
- B. COM appointees shall be members of an ANA constituent association, except the non-nurse consumer/public member;
- C. The composition of the COM shall require representation from each of the recognized practice environments.
- D. One commissioner shall be appointed from each of the following categories—
 - 1. The ANA Congress on Nursing Practice and Economics;
 - 2. The American Organization of Nurse Executives (AONE);
 - 3. The American Academy of Nursing (AAN). Preference shall be given to AAN fellows with an earned doctorate, expertise in evaluation and research, and current experience teaching nursing service administration; and
 - 4. A non-nurse consumer/public member. The non-nurse member shall have the knowledge and skills relevant to the work of the COM at the time that nominations are solicited.
- E. Additional members will be appointed to assure at least one representative from each of the following categories—
 - 1. Registered nurse currently serving in a staff nurse position and involved in patient care committee work;
 - 2. Registered nurse serving in an advanced practice role within an organized nursing service, who has a master’s degree in nursing;
 - 3. Registered nurse who is currently a nurse executive in a Magnet facility;

4. Registered nurse with major professional responsibility for managing a patient care unit / department; and
5. Registered nurse from the setting most relevant to the work of the COM at the time nominations are solicited.

Section 3. Accountability. The COM shall report and be accountable to the Board.

Section 4. Responsibilities. The COM shall—

- A. approve Magnet Recognition Program criteria, policies, and guidelines based on standards established by the American Nurses Association;
- B. set standards/qualifications of program appraisers;
- C. establish mechanisms to solicit, select, and train Magnet appraisers;
- D. make final decisions regarding the Magnet status award;
- E. develop and propose a budget to the Board to accomplish the goals of the Magnet Recognition Program;
- F. oversee the appeals process for the program; and
- G. provide a mechanism for the systematic review and evaluation of the Magnet Recognition Program.

ARTICLE VIII Institute for Credentialing Innovation

Section 1. Purpose and Function. The Institute for Credentialing Innovation (hereinafter referred to as the “Institute”) shall support ANCC through research, education, consultation, and other related services and products.

Section 2. Composition and Qualifications.

- A. The Institute shall have a governing council appointed by the ANCC Board of Directors consisting of no less than seven voting members, whose competencies further the purpose and functions of the Institute.
- B. The Institute’s Governing Council shall include a minimum of two non-nurse public members and a minimum of three nurses.
- C. No member of the Institute’s Governing Council shall have served on an ANCC commission or one of its sub-units during the prior two years.

Section 3. Accountability. The Institute shall report and be accountable to the ANCC Board.

Section 4. Responsibilities. The Institute shall—

- A. set program policy for the Institute, and
- B. provide for implementation of research, education, and consultation activities related to ANCC.

**ARTICLE IX
General Requirements**

The following requirements shall apply to all members of the Board, commissions, boards, panels, and committees:

- A. No person shall hold more than one of the following offices at the same time: president, vice president, secretary or treasurer.
- B. No person shall serve concurrently on two of the following program units: Commission on Accreditation, Commission on Certification, Commission on the Magnet Recognition Program, and Institute for Credentialing Innovation Governing Council.
- C. No person shall hold any ANCC office, or serve as a member of any ANCC board, commission, or committee while serving as an officer, director, or employee of, or as an advisor or consultant to an organization the purposes or activities of which are in conflict or competition with the purposes or activities of ANCC, that is, where the individual's action or responsibility on behalf of that organization interferes or appears to interfere with the obligation to act in the best interests of ANCC.

**ARTICLE X
Definitions**

Section 1. For purposes of these bylaws the following definitions are provided:

- A. "Conflict of Interest" shall be interpreted as any action or responsibility on behalf of an organization, business, or individual that interferes or appears to interfere with the obligation to act in the best interests of ANCC.
- B. "One Consecutive Term" shall be understood as meaning one term, although an individual may serve another term after an intervening period out of the position or office.
- C. "Meetings" shall include those at a specific location or by telephone, internet, or other means.
- D. "Consumer member" is defined as a non-nurse representing a constituency or organization (a) using an ANCC credentialing product or service, or (b) using nursing care affected by an ANCC credentialing product or service.
- E. "Public member" is defined as a non-nurse with experience or expertise in public service or a field to supplement knowledge resources for the improvement or advancement of an ANCC credentialing product or service.

**ARTICLE XI
Amendments**

These Bylaws may be amended at any regular or special meeting of the Board by vote of two-thirds of the members representing at least two-thirds of the votes, provided notice of the proposed amendments or revision is given in writing at least thirty (30) days in advance of the meeting at which the change(s) will be considered.

ARTICLE XII
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the ANCC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any rules of order which the ANCC may adopt.

PROVISOS

Adopted by the ANCC Board of Directors, April 27, 2003
(For implementation of two four-year term limit on program units)

Article IV (Program Units), Section 3 (Terms of Office)

The change in terms shall take effect at the end of the current term; however, in order to stagger terms and experience levels on each of the program units, the terms some appointees shall be adjusted as follows.

Commission on Accreditation (reference is made to Article V, §2). New term definitions become effective at the end of the current term except that:

- The incumbent described in §2(C)(1) (Accredited Organization—ANA Constituent Members) shall be eligible only for one additional term of three years (2003-2006). The following term shall be three-years (2006-2009).
- The current term of the incumbent described in §2(C)(2) (Accredited Organization—Nursing Specialty Organization) shall be extended one year.
- The current term of the incumbent described in §2(C)(3) (Accredited Organization—Colleges and Universities) shall be extended one year.
- The incumbent described in §2(E) (Evaluation/Research) shall be eligible only for one additional three-year term (2003 to 2006).
- The current term of the incumbent described in §2(F) (Adult/Society B Non-Nurse) shall be extended two-years until 2006.

Commission on the Magnet Recognition Program (reference is made to Article VII, §2). New term definitions become effective at the end of the current term except that:

- The current term of the incumbent described in §2(D)(3) (American Academy of Nursing) shall be extended two years. This individual shall be considered ineligible for reappointment in 2005.
- The term of the incumbent described in §2(D)(4) (Consumer/Public Member) shall begin immediately upon appointment and extend until 2007. The individual shall be considered eligible for a second four-year term (2007-2011).
- The current term of the incumbent described in §2(E)(3) (Magnet Nurse Executive) shall be extended two years.
- The current term of the incumbent described in §2(E)(4) (Patient Care Unit / Department Manager) shall be extended two years (until 2005).

Revised by the ANCC Board of Directors—May 4, 2008
Revised by the ANCC Board of Directors—June 15, 2005
Revised by the ANCC Board of Directors—May 11, 2005
Revised by the ANCC Board of Directors—June 25, 2004
Revised by the ANCC Board of Directors—February 27, 2003; provisos approved April 27, 2003
Revised by the ANCC Board of Directors—March 12, 2001
Revised by the ANCC Board of Directors—June 9, 2000
Revised by the ANCC Board of Directors—December 10, 1999
Revised by the ANCC Board of Directors—June 10, 1999
Revised by the ANCC Board of Directors—June 29, 1998
Revised by the ANCC Board of Directors—May 27, 1998, effective July 1, 1998
Revised by the ANCC Board of Directors—March 2, 1998
Revised by the ANCC Board of Directors—November 22, 1997
Revised by the ANCC Board of Directors—August 14, 1997
Revised by the ANCC Board of Directors—May 10, 1996
Revised by the ANCC Board of Directors—February 19, 1996
Revised by the ANCC Board of Directors—November 3, 1995
Revised by the ANCC Board of Directors—November 4, 1994
Revised by the ANCC Board of Directors—November 5, 1993

I:\POLICIES AND PROCEDURES\BYLAWS 2008 DRAFT CHANGES.DOC

ANA CONTACT & PHONE EXT Volunteer Liasion Ext. 1234	ANA TRAVEL PLANNER & EXPENSE REPORT (10/01/08 - 09/30/09) POLICIES & INSTRUCTIONS ARE LOCATED AT THE BOTTOM OF VOUCHER	PAYEE IF OTHER THAN TRAVELER:
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TRAVELERS NAME: Test Member ADDRESS: 123 Main Street Glen Ellyn, IL 60137	COST CENTER TO BE CHARGED (NEED LM2 CODE)
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TRAVEL DATES		PURPOSE OF TRAVEL							CITY	STATE
FROM	TO	Sample CEP Meeting							Per Diem Rate	
10/31/08	11/3/08									
EXPENSE ITEM	DAY DATE	SAT 1-Nov	SUN 2-Nov	MON	TUES	WED	THUR	FRI 31-Oct	TOTAL	ACCT USE ONLY
1. TRANSPORTATION										
2. HOTEL (ROOM & TAX ONLY)										
3. PER DIEM (PER BELOW)		64.00	64.00	64.00	0.00	0.00	0.00	64.00		
4. MILEAGE (PER BELOW)		0.00	0.00	0.00	0.00	0.00	0.00	0.00		
SUBTOTAL (A)		64.00	64.00	64.00	0.00	0.00	0.00	64.00	256.00	
5. PARKING/TOLLS										
6. LOCAL TRAV (TAXI/METRO)										
7. RENTAL CAR										
8. TELEPHONE										
9. OTHER (EXPLAIN BELOW)										
SUBTOTAL (B)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GRAND TOTAL (A + B)									256.00	
LESS ADVANCE (NON-NEGATIVE AMOUNT)										
BALANCE DUE TO COMPANY									0.00	
BALANCE DUE TO TRAVELER									256.00	

LINE 4 - MILEAGE CALCULATOR	SAT	SUN	MON	TUES	WED	THUR	FRI	TRAVELERS SIGNATURE AND DATE
TOTAL MILES DRIVEN								
MULTIPLIED BY MILEAGE RATE	0.5850	0.5850	0.5850	0.5850	0.5850	0.5850	0.5850	
TOTAL MILEAGE DUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
LINE 3 - PER DIEM CALC	SAT	SUN	MON	TUES	WED	THUR	FRI	APPROVAL & DATE
DAILY PER DIEM RATE	64.00	64.00	64.00				64.00	
LESS MEALS PROVIDED:								
BREAKFAST (15%)								
LUNCH (25%)								
DINNER (50%)								
TOTAL PER DIEM DUE	64.00	64.00	64.00	0.00	0.00	0.00	64.00	
LINE 9 - OTHER (PLEASE PROVIDE AN EXPLANATION FOR EACH EXPENSE ATTACHED - PROVIDE SEPARATE SHEET IF NECESSARY)								APPROVAL & DATE

ACCOUNTING USE ONLY	
AUDITORS APPROVAL	
INVOICE #	
INVOICE AMOUNT	

Commission on Certification

Patricia Coyle-Rogers, MSN. PhD, RN-BC (Chair)

Catherine Glennon, RN, MHS, OCN, NE-BC (Vice-Chair)

Rosemarie Barker RN-BC

Sarah P. Brown, MS, ED, RN-BC, CASE, CPHQ

Jodi M Groot, PhD, APRN, PMHCS-BC

Patricia L. Keller, MSN, NE-BC

Mary Maryland, PhD, ANP-BC

Julie Miller, BSN, MSN, ARNP, PNP-BC, FNP-C

Susan Ward, BA

Susan Williams, MS, RN-BC, CHPN

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