

EXECUTIVE SEARCH



CHIEF EXECUTIVE OFFICER

SEARCH CONDUCTED BY

STERLING | **MARTIN**
a s s o c i a t e s

THE OPPORTUNITY

The National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) is conducting a search for its Chief Executive Officer (CEO). NBCRNA is the nation's only credentialing body for the initial and continued certification of the nearly 54,000 Certified Registered Nurse Anesthetists (CRNAs) in the U.S., its territories, and protectorates. It accomplishes its mission through the development and implementation of credentialing programs that support lifelong learning for nurse anesthesia providers. NBCRNA is based in Chicago, IL, has a \$6.2M operating budget, and employs a staff of approximately 30.

NBCRNA is seeking a CEO who will provide visionary leadership and oversight for the development and implementation of NBCRNA's programs and initiatives. The ideal candidate will be a CRNA with a proven track record as an executive leader. The individual should have knowledge of and experience with the intricacies of certification, programmatic accreditation, advanced practice nursing, and health care regulation. Applications are being accepted through Jan. 8, 2021.

NBCRNA: AN OVERVIEW

Mission and Vision

The NBCRNA's mission is to promote patient safety through credentialing programs that support lifelong learning. Its vision is to be recognized as the leader in advanced practice nurse credentialing.

The NBCRNA Certification Processes

The NBCRNA regulates certification of nurse anesthetists and works in conjunction with the American Association of Nurse Anesthetists (which establishes practice standards) and the Council on Accreditation of Nurse Anesthesia Educational Programs (which establishes standards for educational programs). Individuals who earn at least a Master's Degree from an accredited nurse anesthesia educational program must then undergo a rigorous entry process and pass the NBCRNA's National Certification Examination before earning their certification. Learn more about the [initial certification process on NBCRNA's site](#).

Once certified, nurse anesthetists dedicate themselves to lifelong learning through NBCRNA's Continued Professional Certification (CPC) program, a robust and regular assessment of nurse anesthetists' professional practices. Learn more about [continued certification on NBCRNA's site](#).

The NBCRNA credentialing programs are accredited by the National Commission for Certifying Agencies (NCCA) and the Accreditation Board for Specialty Nursing Certification, Inc. (ABSNC).

The NBCRNA Board and Affiliated Organizations

The NBCRNA is managed by a Board of Directors (Board) who are recognized as leaders in nurse anesthesia and related fields. The members of the Board are certified registered nurse anesthetists; a board-certified surgeon and anesthesiologist (both of whom have a current working relationship with nurse anesthetists); and a representative of the public at large. Members of the Board are elected to serve staggered three-year terms.

The NBCRNA works with various organizations on credentialing, certification, and testing-related matters. These relationships provide valuable information-sharing opportunities, as well as visibility of the profession and credential. The NBCRNA continually works with the American Association of Nurse Anesthetists (AANA), the AANA Foundation, and the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) on joint projects.

THE CEO ROLE

The CEO provides strategic visionary leadership and oversight for the NBCRNA operations. Key areas of focus include ensuring functions of the organization are in alignment with the Board-approved strategic plan and budgetary parameters. The CEO presents projects or proposals for change directly to the NBCRNA Executive Committee or Board for approval. In addition, the CEO serves as the lead staff executive for the organization and the primary representative to external stakeholders. The NBCRNA requires that the CEO be a CRNA.

The below statements are intended to describe the general nature and level of work being performed by an employee in this position and are not intended to be an exhaustive list of all duties and responsibilities associated with this role:

Critical Competencies for Success

Strategic Thinking and Leadership

- Provide executive leadership for the staff and Board in implementing the NBCRNA's strategic plan; align present and future needs with resources
- Coordinate a strategic planning process; work cooperatively with the Board to establish organizational goals, objectives, and priorities
- Continually revisit the strategic plan, review its underlying assumptions, and develop course corrections as appropriate

Governance

- Implement in a timely and efficient manner all directives and resolutions of the Board or its designee(s)
- Design and report appropriate metrics for the NBCRNA credentialing activities to allow the Board to evaluate progress toward achievement of its goals, objectives, and strategic initiatives

- Submit other reports, as requested, by the Board
- Oversee the development and revision of corporate policies for Board review and approval
- Ensure that Board and volunteer leadership activities conform to the NBCRNA Bylaws and applicable legal requirements
- Serve as principal liaison between the NBCRNA staff and the Board
- Perform other such functions of a CEO of a not-for-profit certifying body as are consistent with applicable laws, the Bylaws of the NBCRNA, and the directives of the Board

Administration, Operations, and Financial Management

- Administer the business and programs of the NBCRNA
- Establish administrative and personnel policies
- Oversee the financial status of the NBCRNA, including developing an annual budget, ensuring operations are within the approved budget, monitoring the budget, and ensuring sound financial controls are in place (including an annual audit by an independent certified public accountant)
- Review operating metrics (including finances), compare them to established benchmarks, and initiate appropriate measures to correct variances
- Execute contracts required in the ordinary course of business or, for contracts involving costs of greater than \$50,000 or more, as authorized by the Board
- Serve as custodian of all monies and other assets of the NBCRNA
- Assist the Board in developing and maintaining appropriate reserves and reserve policies, as well as appropriate investments and investment policies; involve experts as appropriate

Staff Development and Supervision

- Provide inspirational leadership for—and continued development of—a professional and efficient staff; includes the right to hire and fire, the coordination of all staff activities, and the provisioning of staff support for the NBCRNA and committees, task forces, etc.
- Establish the organizational structure for staff
- Empower staff to exercise their initiative and establish effective decision-making processes that achieve efficient workflow, project development, and implementation of strategic initiatives
- Outline expectations for staff consistent with the scope of work outlined in their job descriptions; implement an annual staff performance review process

Program Management

- Administer the NBCRNA's credentialing programs
- Develop ideas to improve those programs and their supporting processes, present potential changes, and ideas to the Board for approval
- Collaborate with the Board's Evaluation and Research Advisory Committee (ERAC) to guide project development and design, ongoing analysis, outcomes analysis, and reporting related to the NBCRNA's credentialing programs

Communication and Outreach

- Establish and maintain an effective system of communication throughout the organization

- Maintain liaisons with, and represent the NBCRNA to programs/institutions, the public, collaborating organizations, and participating/other interested organizations
- Oversee a multi-faceted publications and online content program, which includes handbooks, podcasts, videos, e-newsletters, and other publications

The position is based in Chicago, IL, and requires frequent travel.

CANDIDATE PROFILE

Professional Qualifications

- Five-plus years of progressive organizational management experience
- A CRNA credential is required
- Doctoral degree in health-related field is required
- Background in credentialing, testing, and program development, preferred
- Demonstrated business, financial management, and political acumen
- Experience managing multiple priorities and delegating responsibilities effectively

Personal Qualities

- A strategic thinker who brings critical thinking and a problem-solving approach to their work
- Strong business ethics with a high level of confidentiality, diplomacy, and professionalism
- A commitment to developing and motivating employees
- Effective communication and strong interpersonal skills; adept at bringing together a wide range of constituencies, facilitating negotiations, and resolving conflict

COMPENSATION

A competitive compensation package will be offered to attract an outstanding candidate.

TO APPLY

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to nbcna@smartinsearch.com. The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

NBCRNA is an equal opportunity / affirmative action employer committed to inclusion and cultural diversity in the workplace. Employment selection and related decisions are made without regard to sex, race, color, age, disability, religion, national origin, sexual preference, genetic information, or any other protected class.

ADDITIONAL INFORMATION

For more information, contact:

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