

About the NBCRNA

- The mission of the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) is to promote patient safety through credentialing programs that support lifelong learning.
- CRNAs practice in every U.S. state and province in every practice setting requiring anesthesia. They are the main providers of anesthesia for the U.S. Armed Forces.



55,000
Number of CRNAs in the U.S.

48
Average Age

60/40
Female/Male

www.NBCRNA.com  Promoting patient safety by enhancing provider quality

Topics

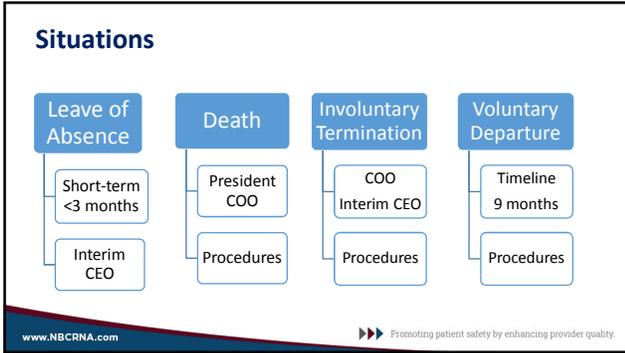
- Transition and Continuity Plan (TCP)
- Circumstances – Situations
 - Leave of Absence
 - Death
 - Involuntary Termination
 - Voluntary Departure
- Timeline

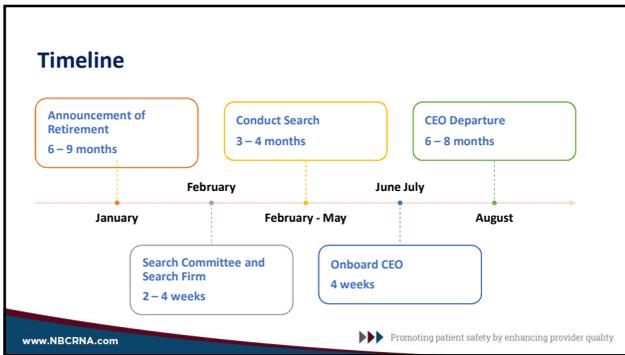


Introduction – TCP

- Use for unplanned or planned vacancy and in the event of temporary short- or long-term leave.
- A critical part of the risk management process and an important governance and management resource.
- CEO Responsible
- Board Review and Update
 - Annually by Executive Committee with substantial changes to full Board
 - New Board Orientation







Procedures

- President and COO coordination of activities
- Notification and communications with staff
- Communications plan to key association audiences
- COO job description notes may serve as interim CEO if requested by the board
- A draft board resolution to empower an interim CEO, including authority, responsibility, reporting obligations, etc.

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Communications with Staff

- President and COO
- Updates during the transition process
- Provide reassurances that with current CEO departure during and after the transition, NBCRNA will continue to be a strong organization
- Allay fears a “Big reorganization” is going to happen



Communications to Key Audiences

- Retirement Announcement
- Death, Sudden Removal of CEO; Involuntary Resignation
- Announcement of Search
- Announcement of Interim CEO
- New CEO Announcement



Roles –Board President

- Oversight and authority
- Liaison with COO – CEO – Board and staff
- Communications with staff
- Weekly calls with CEO
- Provide Board updates



Roles - COO

- Liaison with Board President on TCP activities
- Fill in for the CEO as interim CEO if needed and requested by BOD
- COO will serve as a liaison between the search committee and executive search firm
- Responsible for updates to policies, contracts and job descriptions
- Oversee RFP process for search firm if needed



Role - CEO

- Provide clear communications to Board and staff
- Anticipated timeline and transition
- Identify and complete any outstanding projects, work responsibilities
- Provide input on succession plan as requested
- Support selection and transition for incoming CEO



CEO Search Committee and Firm

- Search Committee
 - "Select a CEO who has the skills, experience and knowledge to shepherd the organization through today, and the talents to lead the organization into the future."
- Search Firm or Self-Guided



CEO Search Committee

- The right people are on the committee
- Small enough to be nimble, large enough to be effective, yet not so large that it is inefficient (5-6 members)
- A unified understanding and agreement surrounding the key challenges of the organization, the skills, experience and competencies of the ideal CEO
- Maintains a thoughtful and deliberate process that keeps the work of the group moving forward



Composition Search Committee

- Co-Chairs (Board and Staff representatives)
- Board Representation
- Future Generations of CRNA
- Academic Representation
- Past President of the NBCRNA



Search Process



On Boarding – Orientation

- Operations
 - Prepare an onboarding guide to include key operational topics (governance documents, strategic plan, recommended readings, list of key external relationships, summary of programs, summary of current activities)
- Orientation to the organization
- Governance transition



Managing the Exit

- COO will work with the board president and legal counsel to verify all contract obligations and state employment law are being followed
- CEO Input

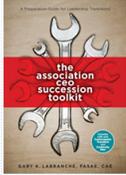


Current CEO Input

- Rank the most difficult and strategically important items an incoming leader needs to address
- List business scenarios that keep you up at night
- List skills gaps between current team capabilities and the competencies needed
- List recommendations for onboarding process for a successor
- Prepare a current environmental scan
- Identify how are other organizations responding to the current environment
- Identify what must be done to retain key staff in a transition



References



ASAE: 2018



BoardSource: 2019

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Summary



- Change and Transition
- Assure Business Continuity
- Best Practices
- Promote respect and fair treatment

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BoardSource | Center for Nonprofit Leadership

**Inquiries or further information
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