

## **NBCRNA Evaluation and Research Advisory Committee (ERAC) Visiting Research Fellowship (VRF) Overview Evaluation and Research Department (ERD)**

**Purpose:** To provide an opportunity to certified registered nurse anesthetists (CRNAs) interested in performing certification research or evaluating professional certification and credentialing programs.

**Term of appointment and time commitments:**

- Appointed for two years with a progress evaluation after each year.
- Participate in monthly ERAC conference calls and progress updates; additional participation will be required if joining any ERAC Subcommittee(s).
- Attend one or two ERAC in-person or other related Subcommittee meetings per year as requested.
- Check-in quarterly with ERD staff, ERAC and/or Subcommittee chair(s), and mentor.
- *N.B. Eligibility for additional time to conduct research beyond two-year term may be requested and approved on a case-by-case basis.*

**Preferred qualifications:**

- Current CRNA that possesses a terminal degree (PhD, DNP, DNAP, EdD, or equivalent) in nursing, nurse anesthesia, related health care profession, or education.
- Prior experience in research design and methods, data collection, management and analysis; program evaluation experience is a plus.
- Experience with Microsoft Office Suite applications and familiarity with statistical software packages (e.g., SAS, SPSS, etc.).
- Familiarity with Institutional Review Board requirements; Certification in Human Subject Research is a plus.
- Strong critical thinking, writing and communications skills.

**Responsibilities:**

- Support the NBCRNA mission to promote patient safety through credentialing programs that support lifelong learning and enhance provider quality.
- Participate in at least 80% of the scheduled conference calls by not missing more than two consecutive calls and attend at least one in-person meeting if applicable.
- Contact ERD staff if unable to participate in a conference call within 24 hours/72 hours for an in-person meeting.
- Respond to NBCRNA-related communications within 48 hours of receipt.
- Prepare for in-person meetings and conference calls by completing any assigned pre-work, reviewing and providing input on meeting materials as needed, and reviewing minutes and/or recordings for any missed meeting.
- Engage in discussions during in-person meetings and conference calls.
- Completing tasks assigned by Chair(s) in a timely manner.

- Assist the chair(s), committee/subcommittee members, and NBCRNA staff as needed and uphold the conditions outlined in the participation agreement.

**Expectations/Deliverables:**

- Co-develop a mentorship plan with mentor to provide direction for the duration of their fellowship.
- Develop a research study or program evaluation project at the direction of the ERD staff, mentor and ERAC/Subcommittee chair(s).
- Present findings to ERAC/Subcommittee(s) and/or at other professional meetings as requested.
- Raise awareness about the topic throughout the fellowship by submitting an abstract, preparing a manuscript for publication, presenting a poster or participating in other dissemination efforts.
- Acknowledge that all work products, outputs, reports, data, and analyses remain the property of the NBCRNA.
- *N.B. Presentation or publication without written permission of the NBCRNA is prohibited.*

**Application and selection process:**

- Call for VRF applications are posted on the NBCRNA website and due by April 30.
- Applications are screened by May 31.
- Interviews are conducted with applicants by June 30.
- Candidates are notified of the selection results by July 31.
- Appointments for the two-year term starts September 1 and ends August 31, with a progress evaluation performed after each year.
- *N.B. VRF applications are reviewed by a panel of ERD staff and ERAC members and nominations are submitted for approval by the NBCRNA Board of Directors.*

**Resources provided:**

- Travel, hotel accommodations, and any approved expenses incurred during ERAC or other related meetings will be paid/reimbursed by the NBCRNA (See Travel Reimbursement Policy).
- Access to NBCRNA data sources and statistical analysis software/resources.
- Assistance with research design, statistical analysis, or program evaluation from NBCRNA staff/ERAC members.
- Provide a mentor to support, guide, and assist the VRF.
- *N.B. No salary or financial support is provided at this time.*

**Documents required and access:**

- Submit Qualifications and Demographics form
- Signed Participation Agreement
- Signed Conflict of Interest (COI) Agreement
- Signed Travel Reimbursement Policy
- Signed Consent Waiver for recording of meetings
- Access to the Zotero Reference Library (NBCRNA will provide log-in information)
- Access to OnBoard platform for ERAC and Subcommittee meetings

**Reporting structure:** The VRF will report to the ERD staff and mentor.

**FAQ:**

**1. Does the VRF have a mentor?**

Yes, the ERD staff, ERAC and Subcommittee chair(s) may serve as mentors based on the VRF's research interests. ERAC and/or Subcommittee member(s) may also serve as mentors depending on their research interests. The mentor will help support, guide, and assist the VRF.

**2. What type of research can the VRF conduct?**

A VRF may conduct only approved research or program evaluation determined by the ERD based on strategic goals and priorities of the NBCRNA.

**3. Will the VRF maintain affiliation at their home institutions/organizations?**

Yes, their affiliation will remain at their current institution/organization. The VRF will not receive an NBCRNA email address. The term "visiting" implies temporarily researching, training or observing professional certification, or current/future NBCRNA credentialing programs and not subject to NBCRNA employee policies. Other disclosures may be required as deemed necessary.

**4. Can the VRF participate in one of the NBCRNA ERAC Subcommittees/workgroups?**

Yes, the VRF can participate in current NBCRNA ERAC Subcommittee/workgroup activities, if approved by the ERD Chief Research Officer, independently or in collaboration with identified mentors, which may or may not overlap with ongoing projects.

The VRF will need to adhere to any time commitments and expectations outlined for Subcommittee/workgroup members.

**5. Is the VRF required to attend any meetings?**

At a minimum, the VRF is part of the ERAC and should adhere to the same member expectations outlined for participating volunteers and participate in any assignments.

**6. How long is the VRF term and what happens to the research once the term is complete?**

The VRF is a two-year fellowship with a progress evaluation after each year, with a one-year extension if needed and approved. Once the VRF term is close to the end, the goal is to present the research to the ERAC and/or other external meeting as requested. Submitting an abstract, publishing, or presenting a poster to disseminate the findings and contribute to the literature body is highly encouraged throughout the fellowship, as well as after the term is completed.

**7. Does a VRF get paid for the research?**

The VRF is unpaid; however, there may be an opportunity to receive mentorship to apply for an external grant or seed funding for data collection needed for the research or program evaluation.

**8. How would I go about obtaining a Certification in Human Subject Research?**

There are a couple of options to obtain a Certificate in Human Subjects Research. One is obtaining certification through CITI training. Another option is NIH Clinical Research Training.

**9. Who should I contact if I have any further questions?**

Email [research@nbcna.com](mailto:research@nbcna.com) if you have any further questions.

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