



American Board of Neurological Surgery

Member Board of the American Board of Medical Specialties

The American Board of Neurological Surgery is an Equal Opportunity Employer. All qualified applicants will receive consideration. To apply for a position please send a cover letter, resume, and references to bkoehnen@abns.org.

ABNS Accreditation, Certification and Credentialing Coordinator ***Primary Responsibilities and Position Description***

Position Summary:

This professional position is responsible for the implementation/coordination of the accreditation, certification, and credentialing processes in accordance with ABNS standards, policies, and procedures. This individual who reports directly to the ABNS Chief Administrative Officer for daily/weekly work assignments will assist with the development and administration of processes to support ABNS activities. This person will take lead on developing, preparing, securing, updating, and maintaining the requirements and documentation necessary for neurosurgeon's who desire to obtain or maintain credentials awarded by the ABNS. This individual will assist the ABNS CAO in the design, development, and implementation of enhancements to the processes, policies, procedures, and activities in collaboration with relevant stakeholders.

SPECIFIC RESPONSIBILITIES:

- Ensure that comprehensive written document is maintained and updated describing protocols and guidelines to be followed for candidates and/or diplomates
- Be able to work concurrently with a number of key stakeholders both internal and external to ABNS
- Update and maintain database information specific to key stakeholders
- Support test development and administration
- Assist in establishment and administration of policies and procedures required for earning a credential awarded by the ABNS
- Work with neurosurgeon candidates to ensure that credentialing and certification requirements met
- Serve as a resource for candidates and diplomate for all credentialing pathway issues
- Aid in the development and enhancement of the random and targeted audit process to confirm fidelity of the data
- Manage continuing certification processes for all ABNS certified RFP and subspecialty neurosurgeons
- Annually maintain, manage, and update the ABNS database
- Co-manage certification and continuing certification processes with other ABNS staff
- Provide support to assigned committees and the members
- Organize, facilitate, and participate in the evaluation of individuals seeking a new credential or renewing credential
- Produce qualitative and quantitative reports for key stakeholders
- Keep application systems up to date
- Guide and support candidates seeking recertification
- Ability to understand, communicate, and consistently apply numerous requirements relative to each applicant while ensuring that the final product is comprehensive, complete, and accurate by all standards
- Fair and consistently apply rules and requirements of the ABNS as stated in the bylaws

Other Responsibilities:

- Daily correspondence and phone communications with all stakeholders
- Support administrative tasks for ABNS
- Maintain timeline of all tasks/duties/events relating to the credentials awarded by ABNS



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- Ensure there is open and transparent communication both internally and externally.
- Assist the ABNS in identifying and rectifying any noted inconsistencies in bylaws, rules, regulations, policies, and unnecessary duplication of effort
- Prepare and send out correspondence to all applicants and examinees post meeting/exam
- Assist with other ABNS related work, as needed and time allows

Qualifications:

- Bachelor's degree plus a minimum of two years' experience in health care, education, or related field
- Strong computer skills, particularly in MS office suite and other cloud-based applications
- Excels in a collaborative, team base work
- Ability to prioritize actions, delegate responsibilities, clearly define and documents processes and procedures
- Excellent written and verbal communication skills
- Self-driven with the ability to set and execute priorities
- Strong project management acumen
- Ability to work with a high level of accuracy involving extreme levels of detail
- Exceptional critical thinking skills and exemplary organization skills
- High level of customer service skills
- Ability to remain calm and professional under pressure
- Ability to tackle challenges and solve problems
- Address challenges directly and offer solutions
- Be proactive, take initiative and offer ideas for improvement and growth
- Share knowledge openly
- Experience with website management preferred

Employee benefits include:

- *A work environment that is both stimulating and challenging*
- *Competitive salary*
- *Various bonus opportunities*
- *Comprehensive Medical and Dental Health Plans*
 - *Medical plan includes vision*
- *Robust expense plan when traveling on ABNS business*
- *Home office equipment provided*
- *FSA when active in medical plan*
- *Life Insurance*
- *STD and LTD Insurance*
- *Retirement programs*
- *PTO*
- *Professional Development*
- *EAP*
- *Paid Holidays*

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.