



Handbook for

Candidates for the CBIC Board of Directors

CERTIFICATION BOARD OF INFECTION CONTROL AND EPIDEMIOLOGY, INC.

HANDBOOK FOR CBIC BOARD OF DIRECTORS CANDIDATES

INTRODUCTION

Thank you for your interest in serving on the CBIC Board of Directors. In reading this handbook you are embarking on a new journey in leadership for CBIC, a voluntary, autonomous, multidisciplinary organization which provides direction for and administers the certification process for infection prevention and control and applied epidemiology.

This handbook will give you a better understanding of the opportunity to serve on the CBIC Board of Directors. It is intended as a guide to help you determine how your knowledge, skills and expertise may contribute to the advancement of CBIC and the degree to which an appointment to the CBIC Board would fit with your plans, professional goals, and experiences.

The Association for Professionals in Infection Control and Epidemiology, Inc. (APIC), serves as the sole member of CBIC.

Each year the APIC Nominating and Awards Committee (NAC) and the CBIC Nominating Committee work closely together to compile a slate of candidates for the Certification Board of Infection Control (CBIC) Board of Directors. Candidates for the CBIC Board of Directors are approved by the APIC Board of Directors and do not appear on an election ballot. NAC utilizes an evaluation and scoring process for initial ranking of potential candidates. Candidates are assessed on a combination of professional accomplishments and expertise as well as leadership skills and potential.

Specific requirements, duties, and responsibilities are listed in this handbook. If reapplying for a position on the CBIC Board of Directors, you may be asked to update and resubmit your application in order that all your experience and qualifications are current. If, after reviewing this handbook, you have additional questions, or would like to learn more about serving on the CBIC Board, we encourage you to contact the chair of the CBIC or APIC Nominating and Awards Committee.



ABOUT CBIC

The Certification Board of Infection Control & Epidemiology, Inc. (CBIC®) is a voluntary, autonomous, multidisciplinary board that provides direction for and administers the certification process for professionals in infection control and applied epidemiology. CBIC is independent and separate from any other infection control-related organization or association, but does collaborate with three partner organizations (APIC, IPAC Canada, and IFIC) to help promote the importance of being certified.

Mission & Vision Statement

Mission

Provide pathways to demonstrate and maintain competence in infection prevention and control.

Vision

A world free of infections through demonstrated professional competency.

CBIC Board of Directors

The CBIC Board meets in person two times a year (January & June). In addition, two to three board conference calls are held each year. Members of the CBIC Board will serve on at least one committee. Committees include Executive, Budget and Finance, Marketing, Infection Prevention Unit, and the Test Committee. Ad hoc working groups/taskforces may be formed by the President, as required. Committees meet by conference call.

The Test Committee meets virtually throughout the year to support CBIC's test development needs. The Test Committee directs and coordinates with the testing agency all activities related to the development and maintenance of the CIC, a-IPC, and LTC-CIP examinations.

CBIC BOARD COMPOSITION

Except as otherwise provided in this section, the Board of Directors shall be composed of no less than

fourteen (14) (including the Consumer Director) but no more than fifteen (15) Directors who shall be appointed by the Member or as set forth in Article IV, Section 5a hereof as follows:

- (a) At least one (1) Director shall at all times be a physician.
- (b) At least one (1) Director shall at all times be a medical technologist or medical microbiologist with a laboratory medicine background.
- (c) At least one (1) Director shall practice infection prevention and control in Canada.
- (d) At least one (1) Director shall practice infection prevention and control outside of the United States or Canada.
- (e) Majority of Directors (minimum 8) will practice infection prevention and control or healthcare epidemiology in a variety of practice settings.
- (f) At least one (1) Director shall be certified in long-term care infection prevention.
- (g) At least one (1) Director shall be certified as an associate-infection prevention and control*.
- (h) At least one (1) Director shall be within their initial certification period at the time of appointment.
- (i) At least one (1) Director shall be the public consumer (herein after Consumer Director).
- (j) All Directors, except the Consumer Director, shall be board certified in infection control and epidemiology or long-term care infection prevention.

*Effective January 1, 2024

Any Director may fulfill one or more of these criteria set forth in this section.

APIC and CBIC Governance Competencies

Advancing the Profession

Qualified governance leaders are essential for advancing the mission, values and strategic plan of the Association for Professionals in Infection Control and Epidemiology (APIC) and the Certification Board of Infection Control and Epidemiology (CBIC).

The following governance competencies are designed to:

- Communicate expected governance candidate competencies to all stakeholders and the membership
- Provide criteria for the Nominating and Awards Committee (NAC) to identify, recruit, evaluate, score, and present candidates for the governance leadership ballot
- Guide members in assessing their readiness for an APIC or CBIC governance leadership position and completing the application

Each expected governance competency includes operational definitions and the desired leadership behaviors.

Leading self and organization

Develops oneself and promoting the organization:

- Regulates one's professional development following critical appraisal from colleagues
- Promotes trust and confidence in one's own intentions and those of the organization
- Exhibits the capacity to be aware of, controls and expresses one's emotions to handle interpersonal and professional relationships judiciously and empathetically
- Articulates one's point of view and responds to conflict in professional manner
- Reflects one's unique contributions while upholding the needs of the organization

Strategic Thinking

Demonstrates an understanding of the organization's mission, values, and strategic plan:

- Evaluates operational performance and adjusts processes and resources to align with organization's strategic goals while considering both the necessary human and financial resources to meet overall performance
- Thinks critically and analytically, asks pertinent questions and challenges strategic assumptions when appropriate
- Analyzes data to inform business decisions and shifts strategic priorities, when necessary
- Demonstrates capacity for addressing and solving problems
- Anticipates future trends by assessing current internal and external threats

Global Awareness

Being receptive to new ideas, behaviors, and people:

- Adjusts one's thinking to incorporate different, yet relative concepts and ideas
- Prioritizes member/stakeholder participation in research and innovation
- Seeks novel solutions to address critical problems facing the organization
- Collaborates with domestic or international organizations to build productive relationships
- Tempers the diverse needs of the membership/stakeholders with the organization's mission, values and strategic plan

Visionary

Creates a shared vision and inspires members to recognize their role in contributing to the organization's future state:

- Imagines novel, bold ideas and creative perspectives on how to adapt to external threats
- Creates a plan for the future and establishes deliverables to achieve them
- Aligns innovative activities with the organization's strategic plan

Effective Communication

Delivers effective messages to motivate and actively engage members/stakeholders in the organization's professional growth:

- Builds trust and engages members/stakeholders in open dialogue
- Demonstrates the 7 C's of written and verbal communication (clear, concrete, correct, courteous, complete, concise, and coherent)
- Collaborates with governance leaders to create and deliver a shared message

Fiduciary Responsibility

Ensures trust, confidence, and transparency on the financial decisions of the organization's financial and human resource assets:

- Acts in the best interests of the organization and mitigates competing personal or ancillary professional interests
- Analyzes budgets, financial reports, and financial management to evaluate the financial stability of the association and make appropriate decisions based upon that analysis



Board of Directors Job Description

The CBIC Board of Directors shall be composed of no less than fourteen (14) (including the Consumer Director) but no more than fifteen (15) Directors. Each Director serves a term of four (4) years or until their successor is duly appointed and qualified. Directors shall assume office beginning January 1 of the first year of their term. After completing one term as a Director, re-appointment to the position for a second four-year term is possible. No person may serve as a Director for more than one (1) term without at least a two-year interim before serving again.

All members of the CBIC Board shall:

- Attend and participate in Board meetings and conference calls
- Serve on committees when asked by the President
- Support and understand the organization's mission and purposes
- Support the President and Executive Committee
- Support the management staff
- Determine, monitor and strengthen programs and services
- Help recruit new leaders
- Treat all information learned or shared at meetings as CBIC intellectual property and confidential, including conversations and discussions
- Promote the organization and credential to others
- Participate in the strategic planning process



Board of Directors
Conflict of Interest Form

1. During their term of office and for one (1) year after leaving the Board, the CBIC Board members are not permitted to endorse, assist or participate in any educational endeavor which has as its primary purpose the preparation of individuals for passing a certification examination.
2. Any possible conflict of interest on the part of any board member shall be disclosed to other members of the board and recorded in the minutes.
3. Any board member having duality of interest or possible conflict of interest on any matter shall not vote on the matter. The minutes of the meeting shall reflect that a disclosure was made, and the abstention from voting occurred.
4. All new Board members are advised of this policy upon entering office.
5. This policy shall not be construed as preventing Board members from briefly stating a personal position in any matter or from answering pertinent questions by other Board members, since the personal knowledge of a Board member may be of great assistance.
6. Current Board members who participate in educational programs must request (a) that advertisement and printed materials for such programs not include reference to the fact that the participant is a Board member of the Certification Board of Infection Control and Epidemiology, Inc., and (b) that there be no reference to their membership on CBIC Board before, during or after the program. The exception to this clause would be an educational session sponsored by APIC or any other professional organization whose educational goal is to endorse or explain the CBIC certification process.

I agree to abide by the above CBIC
Conflict of Interest Policy

(Signed)

(Date)

DIRECTIONS FOR COMPLETING THE APPLICATION

Start the process early so you have time to submit all required elements by the due date.

A member of the APIC or CBIC nominating committees will be available as needed to work with potential candidates to ensure applications are correct and complete. Please read and follow directions carefully. Incomplete applications will not be considered.

1. Completed on-line applications must be received by the deadline announced and include:
 - CV
 - Photograph (.jpg file format; 300 dpi)
 - Conflict of Interest Disclosure Statement
 - References must be identified in appropriate sections of the on-line application.
 - Reference letters
2. Identify two references and include their contact information in the on-line application. Please identify two references from the categories listed below:
 - a. Current APIC/CBIC/IPAC Canada officer, board of directors member, or committee chair/member
 - b. Current employer or someone from your workplace setting who can describe and affirm your leadership skills
 - c. APIC or IPAC Canada chapter officer, board of directors members, or committee chair/member or equivalent
 - d. Current APIC/CBIC/IPAC Canada staff member who can describe your leadership skills
 - e. Member of other professional volunteer organization who can describe your leadership skills



CANDIDATES FOR OFFICE

Instructions for References

Dear Candidate Reference:

You are being asked to serve as a reference for a candidate for either the APIC or CBIC boards of directors or the APIC Nominating and Awards Committee. Your feedback on the candidate is critically important as we review each candidate's application and supporting documents.

In preparing your letter of recommendation, we ask that you include the following information:

- **Governance Competencies Acknowledgement:** Please acknowledge that you have reviewed the governance competencies and I believe that this candidate has demonstrated leadership behaviors to warrant consideration for this position. (Include examples)
- **Briefly respond to the questions shown below:**
 1. How does this candidate demonstrate capacity for identifying and solving problems?
 2. What do you see as this candidate's greatest strengths that enables him/her to serve in a leadership role?

DEADLINE FOR SUBMISSION: May 7, 2025**Eligibility Requirements:**

- Active CBIC certification status (CIC®, a-IPC, or LTC-CIP) required for CBIC positions only
- Active APIC membership for the last two consecutive years. Not required for CBIC positions.
- Candidates cannot be currently serving as an officer or director of another organization whose primary or secondary activities is related to the activities of APIC.
- Candidates cannot be currently serving as a consultant or on the board of an APIC subsidiary – including, but not limited to CBIC and APIC Consulting Services.
- Acknowledgement that you have read the APIC Conflict of Interest Policy and provided your disclosure statement as part of your application package.

APIC or CBIC Position Desired (please indicate which organization and position):1st Choice: _____2nd Choice: _____3rd Choice: _____

Name (with credentials): _____

Current Title: _____

Name of Facility/Institution: _____

Type of practice setting _____

Work Address: _____ Work Phone: _____

_____ Work Fax: _____

_____ Work E-mail: _____

Home Address: _____ Home Phone: _____

_____ Home Fax: _____

_____ Home E-mail: _____

a-IPC, CIC/LTC-CIP certification (**Required for CBIC BOD**) Initial year of certification: ____

Last re-certification date _____

Conflict of Interest Statements

Are you currently serving as an officer or director of another professional organization? If yes, please explain.

☐ Yes ☐ No

Name of the organization: _____

Your role: _____

Term start date: _____ Term end date: _____

Is the professional organization's primary or secondary activities related to the activities of APIC?

☐ Yes ☐ No **[Note, final determination subject to APIC Board review and approval]**

Are you currently serving as:

- Consultant, APIC Consulting Services Yes No
- Board member, APIC Consulting Services Yes No
- Board member, Certification Board of Infection Prevention and Control (CBIC) Yes No

Please be sure you have read the APIC conflict of interest policy included in the candidate handbook, especially the section on "Other Organizations". You are responsible for understanding the policy and submitting a complete conflict of interest disclosure statement with your application. Failure to do so may result in your application being deemed incomplete and not moved forward for consideration by the Nominating and Awards Committee.

I. EXPERIENCE/DIVERSITY IN INFECTION PREVENTION AND CONTROL & EPIDEMIOLOGY:

- A. Number of years in infection prevention and control: _____
(1-4 years = 1 point) (5-10 years = 2 points) (More than 10 years = 3 points)
- B. Certification in another healthcare-related professional area []
Yes [] No Please
explain:
(1 point)
- C. Are you a Fellow in another organization [] Yes []
No Please explain:
(2 points)
- D. Are you a Fellow of APIC? [] Yes []
No (3 points)

II. EDUCATIONAL EXPERIENCE:

Indicate highest degree held:

- ☐ Associates/diploma = 1
- ☐ point Bachelors = 2
- ☐ points Masters = 3 points
- ☐ Doctorate (Clinical/Academic) = 4 points

(Max of 4 points)

III. GOVERNANCE COMPETENCIES

Qualified governance leaders are essential for advancing the mission, values, and strategic plan of APIC and CBIC. Please address the governance competencies listed below. (300 words max for entire section)

- A. Identify a key issue for our profession anticipated within the next five years and how you would envision APIC's or CBIC's position. **[VISIONARY]**
- B. Explain how your strengths, practice setting, experience, and knowledge can help advance APIC's or CBIC's strategic priorities. **[STRATEGIC THINKING]**
- C. Describe how you would uphold an organizational position of APIC or CBIC and mitigate competing personal or professional interests. **[LEADERSHIP]**

(0-5 points each)

IV. ELECTION STATEMENT -- APIC Candidates Only

This will be included as part of the election ballot for APIC candidates. Please limit your statement to 300 words or less.

- Please introduce yourself as a candidate to the APIC membership. Using the APIC/CBIC governance competencies in your response, describe why you would be a good candidate.
- In addition, summarize in bullet format three of your significant infection prevention accomplishments and describe how they have advanced the profession.

V. PERSONAL STATEMENT – CBIC Candidates Only

Please introduce yourself as a candidate to the CBIC Board of Directors. Using the APIC/CBIC governance competencies in your response, describe why you would be a good candidate as well as your philosophy on certification and specific strategies and goals you would use to help CBIC achieve its vision and mission.

In addition, summarize in bullet format three of your significant infection prevention accomplishments and describe how they have advanced the profession.

VI. CANDIDATE REFERENCES (Select from categories shown below)

Three references required for APIC

candidates Two references required for CBIC*

Board candidates

Two references required for Nominating & Awards Committee candidates

- ☐ National level: APIC Board Member/CBIC Board Member/Committee Chair/Committee Member
- ☐ Chapter level: APIC **Chapter** Officer/Board member
- ☐ Current APIC/CBIC Staff member (**Required for all APIC Board positions**)
- ☐ Current Employer
- ☐ Member of another professional organization

A. Facility/Institution/Agency:
Title or professional relationship:
Name:
Address:
Phone:
Email:

B. Facility/Institution/Agency:
Title or professional relationship:
Name:
Address:
Phone:
Email:

FOR INFORMATIONAL PURPOSES ONLY

VII. REQUIRED ATTACHMENTS TO THIS APPLICATION:

The documents listed below are required when submitting this application for evaluation by the committee:

- **Conflict of Interest Disclosure Statement:** You must include your completed conflict of interest disclosure statement with your application. Failure to do so may result in your application not being moved forward for consideration by the nominating and awards committee.
- **Curriculum Vitae:** Enclose a copy of your current CV. Your CV should include the following items:
 - Education
 - Faculty or academic appointments
 - Certifications (*include dates*)
 - Work Experience (*describe any leadership positions held*)
 - Publications (*authored by you – include dates*)
 - Presentations (*regional, state, national, international*)
 - Abstracts (*poster and oral at national or international meetings*)
 - Awards (*include dates*)
 - Skills & Interests (*related to your occupation*)
- **Photograph:** You must submit/upload a professional color headshot photo with your application. Electronic submissions should be in a .jpg file format with a minimum 300 dpi.

VIII. OTHER SUPPORTING DOCUMENTS: Please use this section to provide any additional documents or supplemental information you would like the review committee to be aware of in support of your application for office. (***This section is not scored.***)

IX. AFFIRMATION

I AFFIRM THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

For E-Mail Submission, Click Here to Insert Your Digital Signature

Date

Electronic signature

Printed Name

Title: _____

Facility: _____

Address: _____