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| SED seal | **THE STATE EDUCATION DEPARTMENT** / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234  **Advisory Board Nomination Form** |

Please complete the form below if you are interested in being contacted by our Department to serve on the Advisory Board to Post-Secondary Vocational Practical Nursing Education Programs. Please be sure to include a current copy of your Curriculum Vitae/Resume to support the nomination. Please submit the completed form and Resume to [OPNURS@nysed.gov](mailto:OPNURS@nysed.gov)

### Contact Information

Name:

Address:

Phone:

Email:

Preferred method for us to contact you:

1. Which role do you feel you would be able to serve on the Board? Select all applicable roles.

Nurse Educator

Public Representative

Public Representative directly involved in employing or supervising LPNs.

Practical Nursing Student

1. Which [Regents Region](http://www.nysed.gov/college-university-evaluation/counties-organized-regents-higher-education-region) would you belong to? Select one.

Capital Region

Central

Finger Lakes

Hudson Valley

Long Island

Mohawk Valley

New York City

North Country

Southern Tier

Western

### Duties of the Members

1. Advisory Board members are expected to complete orientation materials and attend scheduled biannual board meetings.
2. With prior notification and for valid reasons, the chair may excuse members however, two unexcused absences from scheduled meetings within a 12-month period are grounds for removal of the member from the Advisory Board.
3. An Advisory Board member is expected to prepare thoroughly for each meeting by reviewing and analyzing the matter provided to them.
4. Advisory Board members are expected to work in a collaborative professional manner and communicate effectively with each other, the Division Director, and PEPR staff.
5. Advisory Board members are expected to use the Regulations for professional education of the Commissioner of Education of the University of the State of New York as a framework for decision making on any accreditation item. Furthermore, the members are expected to review accreditation procedures as implemented by PEPR staff for fair and equitable application, rigor, validity and reliability.
6. The general membership, including the Chair and Vice-Chair will advise the Division of trends in the healthcare market related to employability of licensed practical nurses and nursing education program issues from the field, direct and indirect.

### Conflict of Interest

Evaluation policies and procedures used in the accreditation process provide a system of checks and balances to ensure fairness and impartiality in all aspects of the accreditation process. Central to assuring that the procedural aspects of the New York State Education Department’s (the Department) operations are fair to all participants and that its decision-making processes are impartial is an organizational and personal duty to avoid real or perceived conflicts of interest. The potential for a conflict arises when one’s duty to make decision in the public’s interest is compromised by competing interests of a personal or private nature, including but not limited to pecuniary interests.

Conflict of interest is considered to be any relationship with an institution or program that might interfere with objectivity in the accreditation review process. Procedures for selection of representatives of the Department who participate in the evaluation process reinforce the impartiality. These representatives include: Advisory Board members, peer reviewers, and the Department staff members.

In addition, procedures for institutional due process, as well as strict guidelines for all written documents and accreditation decisions, further reinforce adherence to fair accreditation practices. Every effort is made to avoid conflict of interest, either from the point of view of an institution or program being reviewed or from the point of view of any person presenting the Department.

Conflict of interest can be identified by an institution, program, Advisory Board member, peer reviewer, of staff member of the Department. An institution or program has the right to reject the assignment of an Advisory Board member, peer reviewer, or staff member because of a possible conflict of interest. The Department expects all programs, Advisory Board members, peer reviewers, and the Department staff member to notify the Department immediately if, for any reason, there may be a conflict of interest.

Possible conflicts of interest include a site visit team or advisory board member who:

* Is a graduate of a program at the institution or program;
* Has served as a site visitor, consultant, employee or appointee of the institution and/or program;
* Has a family member who is employed or affiliated with the institution and/or program; or
* Has a personal relationship with key personnel in the institution and/or program.

If an institutional administrator, faculty member, Advisory Board member, or peer reviewer has doubt as to whether or not a conflict of interest could exist, the Director of Professional Education would be consulted prior to the site visit. The Director may make the final determination on whether a conflict of interest exists and take appropriate action.

### Attestation

I have read the responsibilities and conflict of interest policy and agree to the terms and believe I have no conflict of interest. Please contact me regarding Advisory Board membership.

Signature:       Date: