

# INTERNATIONAL BOARD OF FUNCTIONAL NEUROLOGY

## BYLAWS

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## ARTICLE 1: PURPOSE

The purpose of the International Board of Functional Neurology (IBFN) is to examine and certify individuals in healthcare professions applying the knowledge, skills and abilities involved in functional neurology, the subspecialties within the field and all the associated anatomical and physiological areas in the treatment of human beings. These certifications are for the protection of the public, so the public may be assured that certified practitioners meet the minimum standards as determined by this Board. The IBFN utilizes the educational and certification standards set forth by the International Organization for Standardization (ISO) standards for certifying individuals (17024) and the National Commission for Certifying Agencies (NCCA). Non-licensed researchers, certified educators and those involved in developing evidence-based practice guidelines for Functional Neurology may also certify. At a minimum, each healthcare or educational professional qualifying for certification will hold a license or certification to practice through his/her state or national licensing board(s) or a Ph.D. in an appropriate research field.

## ARTICLE 2: GOVERNANCE

The IBFN is a subsection of the International Association of Functional Neurology and Rehabilitation, Inc. (IAFNR), a non-profit organization. The IBFN is composed of Fellows certified in Functional Neurology and any of the subspecialties meeting the minimum requirements in knowledge, skills and abilities as set forth in the policy and procedures and identified through a Job Task Analysis (JTA) of practitioners in the field or subspecialty.

The composition of the administration of the IBFN is an Executive Director and minimum of seven (7) Directors on the Board with six (6) being selected from the various professions represented by the Fellows and one (1) being a public member with no affiliations with Fellows or eligible professional(s) or the field of Functional Neurology unless this affiliation is as a patient. The Board of Directors may be expanded to more than seven (7) Directors in increments of two (2).

To provide continuity on the Board of Directors, one-third ( $1/3^{\text{rd}}$ ) of the initial Directors of IBFN are appointed to a one year term, one-third ( $1/3^{\text{rd}}$ ) to a two year and one-third ( $1/3^{\text{rd}}$ ) to a three-year term. Each is eligible for a second term of three (3) years assuring a rotation of directors. providing for a rotation of Directors. Subsequent Directors will have terms of three (3) years per term with a two-term limitation. These directors will be elected by certified Fellows in the specific profession or appointed if enough like-professionals have not been certified.

To assure that the Board of Directors understand their responsibilities, each Director will attend Board training through the Institute for Credentialing Excellence on a rotating schedule with a minimum of two (2) directors per year attending the conference. This training, except in the

case of extenuating circumstances, occurs at the ICE national conference. Each Director will complete additional training as provided for non-profit Board leadership. Each Director will complete annual updated training in credentialing and non-profit Board leadership.

Any specialty programs with certificants must be represented on the Board of Directors of IBFN. See the policy manual for further Board of Director information. The lead officer contracted or hired by IBFN is the Executive Director (ED). The ED is an ex-officio member of the Board with voice but no vote and attends all board meetings of both IBFN and the IAFNR.

Board meetings may be held electronically and in person. In the annual meeting of the certificants, the Board and the Executive Director will provide the stakeholders with the annual report including financial and certification data. Induction of new Board members will occur at the annual meeting.

### ARTICLE 3: Education & Training (Eligibility) for Certification

The IBFN Directors or staff may not participate in any of the required post graduate education for initial certification. Neither the Executive Director nor any Board member may be an Educator in the post licensure education but may be faculty in licensure education (Medical, Osteopathic, Chiropractic, Naturopathic, Physical Therapy, Nurse Practitioner, etc.).

See the Policy Manual for Eligibility Requirements for application for initial certification and educational and testing requirements for maintenance of the Fellowship of the International Functional Neurology Board or any of the Board's subsidiary programs.

Primary Eligibility requirements for certification include:

1. Appropriate license and/or certification to practice or perform research in the professional field;
2. Postgraduate education (in addition to that required for basic licensure/certification) in neurology with an emphasis on functional neurology from an accredited college or university. Accreditation must be through the Department of Education of the United States or the equivalent in other countries;
3. Twelve months of practice in the licensed clinical area with an emphasis on neurology

The field of functional neurology is constantly changing with new scientific findings such that continuing education and periodic revalidation/reexamination of knowledge, skills and abilities is necessary to protect the public.

### ARTICLE 4: Financial

The IBFN is an affiliated branch of the IAFNR. Within five years of inception, the certification examination fees and the annual recertification dues will comprise the primary income for the IBFN. At that point in time, IAFNR and the IBFN may determine that the public would be better served if the IBFN sought independent incorporation as a 501(c)3. These Bylaws permit but do

not necessitate that change. See the Policy manual for specific fiscal policies including contract limitation and fiscal limitations applying to officers, directors, employees, contractors or agents. Accounting practices will be in accord with non-profit accounting principles and annual reports will be posted for public access.

#### ARTICLE 5: Human Resources

Day-to-day management of the certification activities of the Board are performed by the Executive Director and consultants hired by the Board to perform specific components of certification.

#### ARTICLE 6: Information for Candidates:

A Candidate Handbook is maintained and updated annually and published on the IAFNR and IBFN websites for public access.

#### ARTICLE 7: Policies & Procedures

The IBFN will maintain a current policy and procedure manual with each evaluated annually for content accuracy. These manuals will cover every aspect of certification.

#### ARTICLE 8: Certification Awards

No certification shall be awarded by the IBFN without examination after the initial examination is developed. The test development committee will then retire from the committee and within three (3) years, take the test developed by a new committee. The trademark for each program's Fellow certification may only be used by those individuals who have certified and maintained their certification on an annual basis. All legal steps will be taken to avoid misuse of the IBFN Fellow trademarks.

#### ARTICLE 9: Records Retention and Management

The IBFN will maintain records for individuals, the corporation and the work product of the corporation, namely the examinations and all developmental stages and psychometric analysis. The policies regarding the length of time of record retention are in the policy manual.

#### ARTICLE 10: Confidentiality and Conflict of Interest

IBFN maintains confidentiality regarding candidate information, certificant information, detailed job analysis information, test items and grading rubrics. Further, the IBFN maintains a strict conflict of interest policy in all aspects of examination development, administration and decision making. Confidentiality agreements, conflict of interest statements and other details regarding confidentiality and conflict of interest are covered in the Policy and Procedure Manuals.

#### ARTICLE 11: Security

IBFN maintains tight security on all examination materials that are not for public information. All individuals working on any aspect of the examination and all staff are required to sign confidentiality agreements and conflict of interest statements delineating any areas of potential issue. See the policy and procedure manuals for details and sample documents.

#### ARTICLE 12: Volunteer Panels

The IBFN uses Subject Matter Experts (SMEs) in all the committees regarding certification. These SMEs represent the relevant characteristics of the population to be certified. Rotating schedules of SMEs assure broad participation of qualified individuals. All SME committee meetings are documented.

#### ARTICLE 13: Job Task Analysis

The IBFN conducts periodic Job Task Analyses (JTA) for each of the certifications offered. These are conducted on at least a five (5) year basis. These JTAs are published in summary format for the public and any educational entities choosing to train potential certificants.

#### ARTICLE 14: Exam Specifications

The IBFN develops specification documents for each of the certification examinations provided in accord with the stated objectives of each of the certification programs. The specifications included are cognitive knowledge, psychomotor skills, general competency and level of practice. All sections of the specification document and the examinations are in accord with the weighting as determined by the JTA for that examination program. Included are the methods of scoring, the method for establishing the passing standards, the assessment for accuracy of scores and the decisions made based on the scores, the equivalence among forms, and updating procedures to assure competencies in light of changes that occur in the profession. Psychometric analysis is included in the specification document.

#### ARTICLE 15: Examination Development

The IBFN develops examinations in accord with sound examination development principles and practices. All examination development committee meetings and results of development activities are documented.

#### ARTICLE 16: Standard Setting

The IBFN conducts standard setting per appropriate certification methodology and utilizes a Ph.D. psychometrician for statistical data to assist the SMEs in making judgements.

#### ARTICLE 17: Examination Administration

The IBFN assures that each candidate receives comparable treatment in the administration of the examinations. All examination administration procedures are documented. Examinations may include a variety of formats and may be given in electronic format or paper and pencil or performance modalities.

#### ARTICLE 18: Scoring and Score Reporting

The IBFN utilizes and documents sound psychometric procedures for scoring, interpreting and reporting examination results. All candidates receive score reports. Those failing are provided with information regarding their performance in relation to the passing standard. All candidates are provided guidance about limitations in interpreting and using such feedback.

#### ARTICLE 19: Psychometric Analysis

The IBFN utilizes psychometric methods to determine the reliability, decision consistency and standard errors appropriate for the various examination types utilized by the board for each specific program. The IBFN utilizes psychometric statistical equating procedures in assuring that different forms of the examination so to not advantage or disadvantage any candidate or candidate group. All forms of examination are aligned to the specifications document for that examination. The psychometrician must hold a Ph.D. and have experience in test analysis.

#### ARTICLE 20: Maintaining Competence

The IBFN requires annual continuing education and recertification by examination every five (5) years. Because the field of functional neurology is a rapidly changing field, it is critical in the protection of the public that certificants maintain current in their knowledge, skills and abilities.

#### ARTICLE 21: Quality Assurance

The IBFN performs an audit of policy and procedures every year. An independent audit of financial materials is conducted at least every three (3) years initially and annually after the fourth year after incorporation. The Board contracts an independent audit of policy and procedures every three (3) years to assure compliance with ISO 17024 and NCCA standards for certification organizations. These audits are designed to protect all stakeholders involved in the certification of functional neurologists. Any audit reported deficits are acted upon by the board within the year following the audit.

#### ARTICLE 22: Maintaining Accreditation

The IBFN maintains activities in accord with ISO 17024 and NCCA standards.