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**Subject: Annual Conference**

**Number: 1.1**

**Effective Date: June 2008**

**Review Date: April 2011, September 2013, January 2015**

**BOD Responsible: Annual Conf. Chair/President Elect**

**By-Law Reference: III. 3.01**

**PURPOSE:** To delineate the overall organizational management of the annual conference.

**PROCEDURE / GUIDELINE:**

- a. Conference Committee
  - i. The conference chairperson is appointed by the Board of Directors for a two year term.
  - ii. Conference Committee will be chosen by the conference chairperson.
  - iii. Committee to include:
    1. A Nurse Planner from the Continuing Education Provider Unit (education committee)
    2. A member who resides in the host state
    3. Immediate past conference chair
    4. STN President-Elect
    5. Diverse members with an ability to contribute to the planning and implementation of the annual conference
  - iv. The immediate past president is responsible for award(s) and distinguished lectureship.
  - v. A committee member is assigned responsibility for abstract selection and judging process.
  - vi. STN Management Firm will appoint conference manager to participate as a member of the conference committee.
  - vii. Conference committee members may serve up to six consecutive years based on the needs of the committee and at the discretion of the conference committee leadership (chair, co-chair, and immediate past chair).
  - viii. A chair-elect is identified by the conference chair, in collaboration with the Board of Directors, by the beginning of the second year in the chair's term; this person is approved and appointed by the Board of Directors and is a working member of the committee.
- b. Site Selection
  - i. Refer to site selection guidelines.

- ii. Site selection process should begin at least 24 months prior to conference
- iii. STN Management Firm group to assemble a number of potential sites to be presented to STN Board of Directors.
- iv. STN Board of Directors shall make final decision.
- c. Hotel Contract
  - i. Is negotiated by STN Management Firm based upon meeting room, meal, sleeping room and attendance requirements.
  - ii. Is signed by President
  - iii. STN Management Firm to coordinate additional hotel arrangements if conference hotel sells out
- d. Faculty
  - i. All faculty will be invited by conference chair or specifically designated conference committee member.
  - ii. Based on budget restrictions, faculty shall receive:
    - 1. One (two nights if necessary) night sleeping room at conference hotel.
    - 2. Complimentary conference registration.
    - 3. Roundtrip coach airfare booked at least 8 weeks in advance OR up to \$500.00 for travel expenses
    - 4. STN will not reimburse faculty for any expenses covered by another source.
    - 5. No honorariums shall be offered to faculty
    - 6. Distinguished Lectureship shall receive honorarium and travel reimbursement per Distinguished Lectureship guidelines
    - 7. After initial communication with faculty by designated conference committee member, formal invitations and faculty guidelines will be sent to faculty by STN Management Firm after approval by conference chair in accordance with conference timeline.
- e. STN Conference Committee, Moderators and Board of Directors
  - i. Moderators, BOD members, and Conference Committee members will receive complimentary or discounted registration based on conference budget approval
- f. Program Development and CE Review
  - i. The Nurse Planner will contribute to the development of the Educational Activity Planning Form and CE Planning Checklist.
  - ii. After review of entire CE documents for structural capacity, sound educational design and evaluation process, the Nurse Planner will submit CE documents to the Lead Nurse Planner.
  - iii. Lead Nurse Planner will arrange a conference call with all members of CEPU. The CEPU will review documents to determine if all ANCC guidelines are met to provide CE for the event.

- iv. No CE contact hour information will be distributed in written conference materials until approved by the lead nurse planner.
- v. CE Certificates will be prepared by STN Management after approval by Conference chair.
- g. Promotion of STN Conference
  - i. Conference brochure design and printing to be determined by STN Management Firm with pre-design input; Approval will be by conference chair and committee with final approval by STN executive committee.
  - ii. Final STN brochure must be ready for mailing no less than 5 months prior to the start of the conference. Conference full page advertisement will be placed on back cover of each JTN. Oversight including deadlines, design and copy approval, to be responsibility of STN Management Firm and conference chair.
  - iii. Periodic announcements will be placed on the online community and in appropriate member communications in the months prior to the conference.
- h. Exhibits General
  - i. STN Management Firm shall work with an Exhibit Management company to coordinate exhibitor and exhibit hall arrangements and shall be responsible for ensuring all contracted exhibitors adhere to the Exhibit Rules and Regulations.
  - ii. Exhibits will not be in the same room as the educational program.
  - iii. Exhibitors will be listed in the syllabus.
  - iv. Exhibitor evaluations prepared and collated by STN Management Firm and results communicated to conference chair.
  - v. Thank you e-mail to exhibitors to be sent by STN Management Firm.
- i. Exhibits/Sponsorships
  - i. STN Management Firm will prepare exhibitor prospectus.
  - ii. Exhibitor fees and financial sponsorships will be prepared by STN Management Firm and approved by the conference committee.
  - iii. Complimentary exhibit space may be approved by the STN Management Firm and Conference Committee if appropriate and no negative impact on the budget.
  - iv. The conference committee will assist STN Management Firm in preparing a list of vendors to be contacted. Initial contacts may be made by members of the conference committee, who then refer potential vendors to STN Management Firm to complete the sale.
  - v. STN Management Firm is responsible for all logistics and vendor Management Firm during the setup, actual show and breakdown.
  - vi. Sponsorships will be solicited by STN Management Firm.
- j. Unrestricted grants-in-aid

- i. Grants may be solicited by the conference committee with approval of the Board of Directors to provide supplemental funding of the event.
- ii. All funds will be made payable to the Society of Trauma Nurses.
- iii. All funds received will be used at the discretion of the program committee according to an approved budget.
- iv. Appropriate recognition of financial support will be listed in any printed material and if designated for support for a particular activity or lecture, must be so identified in the syllabus or some other manner visible to all participants (i.e. slide prior to accompanying lecture.)

**REFERENCES:**

STN Distinguished Lectureship Policy  
Moderator Manual  
Awards Policy  
Annual Conference Site Selection Guidelines  
CEPU Procedure Manual

## **Subject: Annual Awards**

**Number: 1.2**

**Effective Date: 12-9-2008**

**Review Date: January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Immediate Past President**

**PURPOSE:** To identify the process for annual awards. The Trauma Leadership Award and Distinguished Lectureship Award are awarded to individuals who have demonstrated outstanding leadership in trauma throughout their career. All outgoing Board of Directors Members will receive recognition for their service to the organization.

### **POLICY**

- a. Awards Committee
  - i. The Immediate Past President will Chair the Awards Committee and is a non- voting member for final award decisions
  - ii. The Immediate Past President will select a group of at least five (5) diverse STN members to participate on the Committee.
  - iii. Committee members' names will be submitted to the Board for approval.
  - iv. Award and recognition categories are listed in the Table below. In special circumstances a special/additional award(s) category may be considered. Additional categories must be submitted to the Board of Directors for review and approval.

### **AWARDS**

- A. Distinguished Lectureship
  1. Recipient may be a person in the medical or non-medical field who has contributed significantly to the body of knowledge in trauma at a national or international level who has
    - i. Has excellent public speaking ability
    - ii. Has In depth / first hand understanding, knowledge and experience in an area(s) related to trauma.
    - iii. And is supportive of the STN's Mission and Vision
- B. Trauma Leadership Award
  - i. Recipient may be a person in the medical or non-medical field who has demonstrated outstanding leadership in trauma through practice, research, publication, education, patient advocacy, injury prevention,

trauma system development or legislative involvement during their career at a local, state, national or international level.

- C. Immediate Past President Recognition
  - 1. Recognition award presented to the outgoing President by incoming President during the annual conference business meeting. A gavel/plaque/memento for year(s) of service will be presented.
- D. Outgoing Board Members
  - 1. All outgoing Board Members will be recognized during the annual conference business meeting and presented with a plaque/memento.

## **PROCEDURE**

- b. Nine (9) Months prior to the start of the conference:
  - i. Award Nominations for Trauma Leadership Award opens.
  - ii. Call for nominations will be announced with blast membership emails and via the STN web site and Listserv
  - iii. Nominations require a web based nomination form and the nominee's curriculum vitae
- c. Eight (8) Months prior to the start of the conference:
  - i. A call for Award committee members is sent out through email to all members in good standing.
  - ii. Immediate past president reviews nominations, selects candidates, and presents slate to the Board of Directors for approval
  - iii. Nominations for the Distinguished Lecturer will be requested from the following groups:
    - a. STN Board
    - b. Annual Conference Committee
    - c. Awards Committee
  - iv. Nominations will require completion of a web-based nomination form.
- d. Seven (7) Months prior to the start of the conference:
  - i. Nominations for the Trauma Leadership Award and Distinguished Lecturer close
- e. Six (6)/Five (5) Months prior to the start of the conference:
  - i. STN Management Firm to prepare nominee information and distribute to Awards committee members along with scoring tools for each award.
  - ii. If necessary, conference call meeting of the Awards committee is held and recommended award nominees are selected.
  - iii. Awards committee prepares Awards Nominee Slate.

- iv. Award Nominee slate goes to full Board for approval.
  - v. Immediate notification of winners by Chair (preferably by phone call) extending an invitation to attend the Annual STN Membership Meeting and Awards Ceremony.
  - vi. STN Management Firm to send a formal letter to award recipient with conference details.
  - vii. Name of the distinguished lecturer be given to conference chairperson to be included in the conference brochure.
- f. Travel / Accommodation / Complimentary Registration / Funding
- i. Travel, hotel expenses, and complimentary registration are the responsibility of STN for the Trauma Leadership Award and Distinguished Lectureship.
  - ii. The Distinguished Lectureship presenter received an honorarium of \$500.00.
- g. Awards Ceremony Preparation
- i. The Executive Director STN Management Firm group will work directly with a vendor to obtain the appropriate awards/plaques.
- h. The Awards Ceremony will take place during the annual conference.
- i. The President will present awards to the recipients with support by the immediate past president
  - ii. The Distinguished lecturer presentation will be during lunch or at a time which the conference planning committee deems appropriate.
  - iii. The distinguished lecturer will be introduced by the immediate past president or the nominator.
  - iv. A commemorative award and honorarium will be presented by the President to the guest lecturer immediately following his/her lecture.
- i. Post Awards Announcements
- i. Award recipients will be published in the Journal of Trauma Nursing.
  - ii. Award recipients will be posted on the web site.
  - iii. If an award recipient is unable to attend the ceremony, attempts will be made to arrange for a videotape acceptance speech and then the award will be mailed to the recipient with a congratulatory letter from the President.

## REFERENCES

## **Subject: Annual Conference Site Selection Guidelines**

**Number: 1.3**

**Effective Date: 6/5/2008**

**Review Date: April 2011, January 2015**

**By-Law Reference N/A**

**BOD Responsible Annual Conference Chair/President- Elect**

**PURPOSE:** To ensure that the STN Conference is held in a suitable destination.

### **GUIDELINE**

- a. The criteria listed below are to be followed by the STN Board of Directors/STN Management Firm in selecting a geographic location for future annual conferences:
  1. The location is in a temperate climate or a destination of interest to members.
  2. A major airport is within a thirty-mile radius of the location.
  3. The location of the conference will follow a central, west, and east rotation.
- b. After the STN Board of Directors has determined the potential geographic location, the Management Firm will distribute a Request for Proposal (RFP) to hotel properties in that area. In order for a hotel to be considered as a potential host for the annual conference, the property must meet the following criteria:
  - i. Meeting space and rooms are available in late March or early April as outlined in the RFP.
  - ii. The hotel has a minimum of 500 guestrooms
  - iii. Ability to hold all meeting functions in the same facility.
- c. The management firm will review all received RFP and will present their recommendation to the Board for final site approval.

### **REFERENCES**

## **Subject: Nominating Committee and Election / Nomination Procedures**

**Number: 2.1(0)**

**Effective Date: 10-20-2007**

**Review Date: April 2011. January 2015**

**By-Law Reference: IV. 4.04**

**BOD Responsible: Immediate Past President**

**PURPOSE:** To establish nominations and elections processes for the STN Board positions in accordance with STN Bylaws

### **POLICY/GUIDELINE/PROCEDURE**

- a. Nominating Committee Chair
  - i. The Immediate Past President will fulfill the position of Nominating Committee Chair unless otherwise appointed by the President
  - ii. The Committee Chairperson will serve a one-year term and will be a non-voting member of the committee
  - iii. The Committee Chair is responsible for Committee appointments and must notify Board of Directors of committee membership in accordance with STN Bylaws
  - iv. The changeover of Chairs will occur following the Annual Meeting in Spring of each year
- b. Nominating Committee Members: The Nominating Committee shall consist of:
  - i. one (1) Director at Large
  - ii. four (4) Members-at-Large in good standing
- c. Candidate Eligibility
  - i. Candidates eligible for office will be current STN Members in good standing The Committee Chair will review all Board of Directors criteria and roles and responsibilities with the candidates prior to formalizing the slate of nominees.
- d. Call for Nominations
  - i. Call for nominations will be sent via STN Website, the STN Community and member communications
  - ii. The Nominations Committee will be responsible for reviewing approved candidates and creation of the Slate.
  - iii. The Board of Directors is responsible for approving the slate for elections
- e. Voting
  - i. All voting will be conducted online.

- ii. All current members in good standing can vote one time
- f. Timeline
  - i. Six (6) Months prior to the start of the conference Nominations open
    - 1. Call for nominations and list of open positions with job responsibilities will be announced with blast membership emails and via the STN web site and List Serve
  - ii. Four (4) Weeks after nominations open
    - 1. Nominations close
  - iii. Five (5)—Four (4) Months prior to the start of the conference
    - 1. Nomination application/biographies prepared by Management Firm for website and nominations committee review
    - 2. Chair reviews position job descriptions, roles and responsibilities with the candidates prior to formalizing slate for board.
    - 3. Nominations committee reviews application/biographies and prepares slate
    - 4. Slate of nominee's sent to the Board for approval
  - iv. Three (3) Months prior to the start of the conference
    - 1. Nominations biographies posted on STN web site
    - 2. Voting open
  - v. Four (4) Weeks after voting opens
    - 1. Voting ends
  - vi. Two (2) Months prior to the start of the conference
    - 1. President-elect notifies newly elected members
    - 2. STN Management Firm sends announcement to the membership via List Serve, JTN, and Web Site

## REFERENCES

**Subject: Mid-Term Resignations**

**Number: 2.1(1)**

**Effective Date: 03/18/2005**

**Review Date: April 2011, January 2015**

**By-Law Reference: IV.4.05**

**BOD Responsible: Secretary**

**PURPOSE:** To provide guidance to the Board of Directors and administration when a member of the Board resigns mid-term and when a member of the Board leaves at the end of the term.

**POLICY/GUIDELINE/PROCEDURE**

- a. Mid-term Resignation of Board and Committee Chairs:
  - i. Letters of Resignation should be sent to the President and to the STN management firm
  - ii. The entire Board will be notified of the receipt of such letter by the management firm at the time of letter receipt.
- b. The Board will accept or reject the Letter of Resignation at their next or specially called meeting.
- c. Committee Chair Resignation:
  - i. Following acceptance of the resignation, the President will appoint a new committee chair with the approval of the Board of Directors and as specified in the Bylaws.
  - ii. Notice to be given to all known committee members and others as appropriate
  - iii. A letter with administrative details such as nondisclosure etc. will be sent by the management firm to the committee member that resigned
  - iv. Changes to the website and other documents will be made to reflect the change in leadership
- d. Board Member Resignation (OTHER THAN THE PRESIDENT)
  - i. Following acceptance of the resignation, the President, with input from the Executive Committee and Board of Directors, will determine when it is appropriate to name a replacement.
  - ii. Changes to the website and other documents will be made to reflect the change in leadership.
  - iii. A letter with administrative details such as nondisclosure etc. will be sent by the management firm to the Board that resigned.

- e. President or President-elect Resignation
  - i. Following acceptance of the resignation of the President, the President-elect will assume the remainder of the term.
  - ii. Following the acceptance of the resignation of the President-Elect, the office will be filled according to the bylaws.
  - iii. Notice is to be given the membership using appropriate means and to all affiliations/collaborations and to others as appropriate.
  - iv. Changes to the website and other documents will be made to reflect the change in leadership.
  - v. A memento recognizing his/her contributions to the Society will be sent to the recipient.
  - vi. Presidents who resign mid-term will be identified as Past President with date of service documented but will be “without portfolio”. Listing on the website or any other documents as Past President will occur after the date of the original term expires.
  - vii. A letter with administrative details such as non-disclosure will be sent by the management company.
  
- f. END OF TERM
  - i. The outgoing President will be recognized at the annual meeting with a gavel or appropriate presidential item and a letter of appreciation of service and administrative details such as non-disclosure
  - ii. BOD members and Committee Chairs fulfilling their terms of office or appointment will be recognized with a memento

## REFERENCES

## Subject: Position Statements

Number: 2.2

Effective Date: 2-22-2005

Review Date: December 2012, January 2015

By-Law Reference N/A

BOD Responsible: Board Member for Outreach/Collaboration

**PURPOSE:** To guide the membership in the writing, approval and distribution of Position Statements.

### **POLICY / GUIDELINE:**

- a. Position papers state positions officially endorsed by the Society of Trauma Nurses (STN) as authorized by the Board of Directors and are intended to advance the mission of STN:

#### **MISSION**

*The Society of Trauma Nurses is a professional non-profit organization whose mission is to ensure optimal trauma care to all people globally through initiatives focused on trauma nurses related to prevention, education and collaboration with other healthcare disciplines. The Society of Trauma Nurses' advocates for the highest level of quality trauma care across the continuum. We accomplish this through an environment that fosters visionary leadership, mentoring, innovation and interdisciplinary collaboration in the delivery of trauma care.*

- b. Position papers will discuss issues in the field of trauma care of vital interest to the public and to the membership at large. A position paper will discuss not only the majority opinion about its subject but also a range of accepted (mainstream) minority opinions. The purpose of a position paper (white paper) is to advocate a specific solution or best way to go in addressing a particular concern.
- c. Ideas for position papers must be submitted through the STN website for discussion and approval by the STN Board of Directors.<sup>1</sup>
- d. The STN Board will approve the topic and authors based on a review of the topic request form.<sup>2</sup>
  - i. The lead author can be recommended by the person submitting the idea.

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<sup>1</sup> See Appendix A for the content of the on-line "STN Position Paper Topic Request Form".

<sup>2</sup> The STN Board Member in charge of Public Policy will present information to the board for approval based on review of submissions from the STN website.

- ii. In the event the idea submitter does not have a suggestion for either a lead author and/or co-authors, the STN Public Policy Board Member will submit a request for authors to a SIG group with that paper’s focus or post a “call for authors” on the STN website.<sup>3</sup>
- e. Once the position paper is finalized, the authors will submit their paper to the Journal of Trauma Nursing (JOTN) for review.
- f. After review by JOTN, the STN Board of Directors will review the paper and accept or reject the paper for endorsement.
- g. After the STN Board of Directors reviews the paper, it will be posted on the STN website for a period not exceeding 30 days during which time the general membership has the opportunity to submit comments regarding whether STN should endorse the position stated in the paper.<sup>4</sup>
- h. After the public comment period the STN Board of Directors will review the paper for final approval.
- i. Accepted position papers will be published on the website as a position endorsed by the Society of Trauma Nurses for five years.
- j. A paper rejected by the STN Board of Directors may be submitted to any medical journal as the product of the authors, but it may not be identified as an endorsed opinion of STN.
- k. STN’s endorsement of a position paper ends five years from publication of the position paper. STN may renew its endorsement of a position paper by following steps 2-10 above.
- l. In the event a position paper has already been published by another organization, and STN is asked to support it, steps 5 through 11. If an expedited approval process is required some steps may be altered as approved by the Board.

#### Position Statement – Expected Format

- i. A paper shall be concise (fewer than 2000 words recommended)
- ii. Abstract: The abstract is a concise (fewer than 250 words) review of the paper. The abstract summarizes the introduction, background, body, and major points of the paper.  
Introduction: The introduction concisely states the purpose and historical background that prompted creation of the paper.
- iii. *Discussion*: The discussion is a review of the current state of knowledge on a particular subject. This section should contain only information currently accepted as

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<sup>4</sup> For papers already crafted by another organization the Board may opt to delete this step if expedited review is required.

factual under existing scientific methodology and knowledge. This section is intended to present a balanced review of the subject of the paper by highlighting the current state of knowledge, areas of contention, and preferred methods of practice. The paper will acknowledge and discuss mainstream minority opinions. Personal opinions, speculative theory, or information relative to a specific case cannot be included in this discussion.

- iv. *References: The paper shall include a concise list of references that support the main points of the paper as well as the mainstream minority opinions discussed in the paper. Papers will be prepared using the American Medical Association (AMA) Manual. Journal articles should be current. (< 5 yrs old.)*

## **REFERENCES**

**APPENDIX A**

**STN Position Paper Topic Request Form**

**Contact Information for person submitting request:**

Name  
Title  
Organization  
Address  
Phone  
Email Address

**Topic of Position Paper:**

**Rationale:**

**Recommendations for lead author and co-authors:**

Name  
Title  
Organization  
Address  
Phone  
Email Address

**Qualifications of recommended lead author and co-authors (Please briefly describe and additionally submit a CV):**

**Timeline for completion:**

## **Subject: Representation on Behalf of the Society**

**Number: 2.4**

**Effective Date: 11-2003**

**Review Date: April 2011, January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Outreach/Collaboration and Secretary**

The Society, as an internationally recognized organization, may be invited to participate at the international, national, state, or local level on Boards, Commissions, and Committees.

**PURPOSE:** To guide members of STN and the Board of Directors in actions and programs using the name of the Society or actions and programs with which an individual is representing the Society.

### **POLICY / GUIDELINE/PROCEDURE**

- a. Requests:
  - i. Request for participation is made to the President Request is presented and approved by the Executive Committee or at the discretion of the President.
  - ii. A new president, upon taking office, will review all appointments and may, at his/her discretion continue or discontinue the appointment.
  - iii. If there are costs to representation, the Board of Directors shall determine a budget allocation for the position once approved.
- b. An individual appointed to represent STN will:
  - i. Be a member in good standing of the Society.
  - ii. Be appointed by the President for the President's term
  - iii. Prepare periodic, but at least annual, reports to the Board of Directors concerning actions of the entity and its impact on the Society.
  - iv. Act in a professional manner.
  - v. Endorse only those statements, issues, programs, etc. that are in accordance with STN's mission.
- c. Program/Issue Support/Endorsement: Any member of the Society may seek support of a program, issue, public policy if:
  - i. The full statement, including an analysis of the impact on the STN, has been presented to the Board of Directors.
  - ii. The Board of Directors approves the statement.

- iii. Other Organizations may seek support of Position Statements or Programs by contacting the management firm for review by the Board of Directors.
  - iv. A designated Board of Director Member, appointed by the President, will review the Statement/Program, analyze the impact on the STN and present it to the Board of Directors.
  - v. The Board of Directors will approve the Statement/Program (see position statement policy 2.2)
- d. Disseminating Information: Approved statements/programs will be made known to the membership through the use of all appropriate available means including but not limited to the website, newsletters, list serve, and the Journal of Trauma Nursing.
  - e. Product Endorsement: The STN will not endorse any medical or technical product at any time.

## REFERENCES

**Subject: Legislative Letters of Support**

**Number: 2.5**

**Effective Date: 3-24-09**

**Review Date: January, 2013; January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Outreach and Collaboration and Secretary**

**PURPOSE:** To provide a mechanism for making decisions regarding the appropriateness of STN support of legislative initiatives advanced by collaborating organizations. (i.e. Trauma Center Association of America, Coalition for Health Funding, Americans for Nursing Shortage Relief...)

**PROCEDURE/GUIDELINE:**

- a. Requests for STN support will be sent to the Policy BOD at Large for review
- b. The board member assigned to outreach/collaboration and public policy will review and summarize and forward request and review to the STN Board of Directors for review and approval. Types of legislative initiatives STN will consider supporting include any legislation that directly or indirectly influence trauma care across the continuum.

**Subject: Policy and Procedure Management**

**Number: 2.6**

**Effective Date: 10/23/10**

**Review Date: April 2013, January 2015**

**By-Law Reference: III. 3.01**

**BOD Responsible: Secretary/STN Management Firm**

**PURPOSE:** To provide guidance to the STN Board of Directors (BOD) on the development, management and review of policies and procedures.

**POLICY/GUIDELINE/PROCEDURE**

- I. Two categories of P&Ps are recognized.
  - i. Draft
    - a. In the creation/development stage.
    - b. Is not in effect until it has been through the prescribed review and approval process.
    - c. If not approved within 12 months of creation, it will automatically expire.
  - ii. Approved
    - a. Has been reviewed and approved by the BOD
- II. All requests for a new policy/guideline/procedure will be submitted to the management firm for addition to the BOD agenda for discussion
- III. All STN Policies and Procedures will be developed using the following format:
  - a. Subject (Name of the P&P)
  - b. Number
  - c. Effective date
  - d. Review Date
  - e. By Law Reference
  - f. BOD position responsible
  - g. Purpose
  - h. Policy/Guideline
  - i. Procedure
  - j. References
  - k. Appendices
- IV. Approval
  - a. The proper chain of review should be followed during the approval process for all P&P's

- b. The originator of the P&P will present and endorse the version submitted for final Board approval.
- c. Board of Directors votes for final approval
- d. A majority vote of the Board of Directors is necessary to approve.

V. Review of Existing P&P

- a. Each P&P will be reviewed bi-annually on the odd year after approval.
- b. If requested by a member of the board, the review or revision can be performed earlier.
- c. P&P review should occur no less than 1 year nor more than 3 years from date of prior approval or prior review.
- d. The first week of January of each odd year, the Secretary will begin the review process by reviewing the P&P manual and notifying the appropriate STN Board Member of the need for review/revision of the P&P(s) due for review.
- e. The lead board member(s) will review and draft proposed changes to the P&P and circulate these to the appropriate SIG/Committee/BOD members for review and approval.
- f. Proposed changes to P&P's should be forwarded to the board of directors one month prior to the face-to face meeting held in conjunction with the annual conference.
- g. A majority vote for approval of proposed changes or approval of continuation of the current version of the P&P under consideration is required.
- h. This date will then be added to the appropriate location on the P&P.

VI. Rescinding an approved P&P

- a. Proposals to rescind an approved P&P should be sent to the assigned Policy board member.
- b. The lead board member will review request and make recommendations to the BOD for review and approval.
- c. Approved P&Ps must be rescinded by majority vote of the BOD.

**REFERENCES**

**Subject: Conflict of Interest**

**Number: 2.7**

**Effective Date: 5/29/2008**

**Review Date: April 2011, January 2015**

**By-Law Reference: N/A**

**BOD Responsible: President-Elect**

**PURPOSE:** The Board of Directors or other governing persons, officers, employees or agents are to avoid any conflict of interest or an appearance of a conflict of interest when representing STN in any manner. The Organization's Board of Directors Management Firm and STN representatives and agents are obligated to always act in the best interest of the organization. This obligation requires that any Board member or other governing person, officer, or agent, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board members or other governing persons, officers, employees or agents, are prohibited from using their STN title, the Organization's name or property, for private profit or benefit.

**POLICY/GUIDELINE**

- a. The Board members or other governing persons, officers, or agents of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Organization or persons who may benefit from the actions of any Board member or other governing person, officer, employee or agent. This is not intended to preclude bona-fide Organization fund raising-activities.
- b. If a Board or other governing body member, officer, employee or agent is acting in any official capacity, honoraria received in connection with activities relating to the Organization are to be paid to the Organization.
- c. No Board member or other governing person, officer, employee, or agent of the Organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
  - i. The Board member or other governing person, officer, or agent; Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
  - ii. An organization in which any of the above is an officer or director

- iii. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

#### **PROCEDURE**

- a. Duty to Disclosure -- Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Board or other governing body immediately. Board Members must complete and submit a written conflict/non-disclosure form annually.
- b. Board Action -- When a conflict of interest is relevant to a matter requiring action by the Board of Directors/Trustees or other governing body, the Board member or other governing person, officer, or agent (person(s)) must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon (a majority vote is required). The remaining board or committee members shall decide if a conflict of interest exists.
- c. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board of Directors/Trustees or other governing body.
- d. Violations of the Conflicts of Interest Policy -- If the Board of Directors/Trustees or other governing body has reasonable cause to believe a member, officer, or agent has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors or other governing body determines the member, officer, employee or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- e. Record of Conflict -- The minutes of the governing board and all committees with board delegated powers shall contain:
  - i. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

- ii. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**REFERENCES:**

## **Subject: Conflict of Interest in Educational Offerings**

**Number: 2.8**

**Effective Date: 9/27/2013**

**Review Date: January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Education DOL/Continuing Education Provider Unit**

**PURPOSE:** To prevent any actual or perceived conflict of interest in any STN endorsed educational opportunity

### **POLICY**

- a. All planners, reviewers, faculty, presenters, authors, and content reviewers for STN educational offerings are required to complete Biographical/Conflict of Interest forms. See Attachment A.

### **PROCEDURE**

- a. Nurse Planner to review all Biographical/Conflict of Interest forms. If there is no affiliation or relationship to disclose, then no conflict of interest exists. If there is an affiliation or relationship disclosed, then is the affiliation or relationship related to the content of the educational activity? If the answer is no, then there is no conflict of interest. If the affiliation or relationship is related to educational activity, then there is a conflict of interest and a resolution is required. Resolutions may include, but are not limited to the following:
  - i. Removing individual with conflict of interest from participating in all parts of the educational activity.
  - ii. Revising the role of the individual with conflict of interest so the financial relationship is no longer relevant.
  - iii. Not awarding contact hours for a portion or all of the educational activity
  - iv. Content of the educational activity evaluated for bias and actively monitored to evaluate for commercial bias.
  - v. Content of educational activity evaluated for bias and participant feedback reviewed for commercial bias.
- b. **REQUIRED DISCLOSURES PROVIDED TO PARTICIPANTS** - Disclosures always required include:
  - i. Notice of requirements for successful completion of the educational activity which may include but are not limited to: Required attendance time,

Successful completion of post-test, completed evaluation form, return demonstration,

- ii. Presence or absence of conflicts of interest for planners, presenters, faculty, authors, and content reviewers, Disclosures required, if applicable, include:  
Name of individual, Name of commercial interest, and nature of the relationship the individual has with the commercial interest,
- iii. Commercial support and/or Sponsorship
- iv. Non-endorsement of products
- v. Expiration of enduring materials

## **REFERENCE**

2013 ANCC Primary Accreditation Application Manual for Providers and Approvers.  
ANCC. Silver Spring, MD, 2012.

## **Subject: Website Management and Content**

**Number: 3.1**

**Effective Date: 03/05/2005**

**Review Date: April 2011, January 2015**

**By-Law Reference N/A**

**BOD Responsible: Director-at-large, Business Development/Treasurer**

**PURPOSE:** To guide the Board of Directors and the STN management company in maintaining a Society website to accurately reflect programs, services and interests of the Society in a professional manner.

### **POLICY / GUIDELINE:**

- a. The responsibility for accuracy, approval and appropriateness of general content and sections on the STN Website is the responsibility of the STN Management Firm and assigned Director at Large.
- b. The responsibility for accuracy of information for specific sections of the STN Website is determined by the committee/project chair or the Director at Large with authority for that committee/project etc.

### **PROCEDURE**

- a. The entire website will be reviewed for design, navigation and technology on an annual basis immediately following the Spring Board of Directors meeting.
- b. The STN Website will be hosted as agreed upon in the management agreement. The STN Management Firm will maintain an operations protocol with information regarding the management of the website. The Management Firm will assign a webmaster to serve STN.
- c. Interest Group/Committee pages:
  - i. Appropriateness for inclusion will be determined by the Interest Group or Committee Chair.
  - ii. Page should be evaluated by Committee/ Interest group at least monthly to evaluate both content and the integrity of links.
  - iii. Changes to the main page for each Committee/Interest Group should be done as requested in order to accommodate such items as new attachments/ samples of documents, etc.
- d. Additional Sections:
  - i. The website may contain other sections which reflect the programs and services of STN and the involvement of STN in activities such as collaborative events and

legislative activities. Some sections such as the Career Center may be serviced by a third-party vendor under a contract approved by the BOD or its designee.

e. Secure Pages:

- i. Sections of the website may be deemed “secure” such as the Members Only pages
- ii. STN headquarters will keep a record of member login information for Members-only access.

## **REFERENCES**

**Subject: STN Past Presidents Council Roles & Responsibilities**

**Number: 4.1**

**Effective Date: 2005**

**Review Date: April 2011, January 2015**

**By-Law Reference: VI. 6.02**

**BOD Responsible: Immediate Past President**

**PURPOSE:** The Past Presidents Council of the STN exists for the following purposes:

- I. To serve as a mentor and advisor to the support the President, the Board of Directors, and members at large
- II. Function as the body accountable for institutional memory and continuity of the vision and mission of the organization.
- III. Other duties as requested by the President

**POLICY/GUIDELINE/PROCEDURE**

The following will serve as a guide to the roles and responsibilities of the Past Presidents Council.

- a) Serves as a formal council reporting to the Immediate Past President.
- b) Meets on a quarterly basis via conference call.
- c) Maintain a chronological written history of the STN which is posted on the website. The history will be updated on an annual basis and is the responsibility of the immediate past president.
- d) Develop and maintain a formal archiving process that includes photos, awards, supporters, interviews with original members, copies of original newsletters, and other key aspects of the organization.

**REFERENCES**

## **Subject: Continuing Education Provider Unit**

**Number: 4.2**

**Effective Date: 10-2003**

**Review Date: April 2011, September 2013, January 2015**

**By-Law Reference: IX. 9.02**

**BOD Responsible: DAL Education/President Elect**

**PURPOSE:** To ensure that the Society of Trauma Nurses (STN) provides its membership and trauma nurses across the continuum of care with quality continuing nursing education through a structured committee process.

### **POLICY / GUIDELINE/PROCEDURE**

- a. The Continuing Education Provider Unit (CEPU) will consist of a minimum of six (6) members, one being the Lead Nurse Planner. The CEPU will be responsible to Education Board of Director-at-large. Members of the CEPU will meet the educational and licensure requirements of the ANCC. Appointment to CEPU and notification of appointment to the STN Board of Directors will be in accordance with STN by-laws.
- b. In addition to the ANCC requirements the CEPU, members will
  - i. Be an STN member in good standing
  - ii. Possesses an interest in trauma nursing CE that enriches the trauma nurses' contribution to health care
  - iii. Have knowledge of CE development, program criteria and guidelines
  - iv. Have strong communication and organizational skills
- c. Committee Responsibilities:
  - i. Lead Nurse Planner will participate in all CEPU Committee conference calls as scheduled.
  - ii. Lead Nurse Planner will assign a Nurse Planner to be responsible for advising and monitoring each group planning a STN provided CNE product.
  - iii. Assigned Nurse Planner to participate in all stages of planning, review final Planning Checklist Form and Educational Activity Plan to assure that all ANCC guidelines are met, and will communicate need for final review to Lead Planner
  - iv. Nurse Planner will arrange a conference call of CEPU members for final review of CE product
  - v. CEPU will review summary of evaluations of all CNE presentations, provided by STN Management Group for opportunities for improvement

and suggestions for future programs. The lead Planner will report evaluation results and summary review to the BOD for review and comment.

- vi. Lead planner is responsible to ensure STN Management Group maintains all records according to ANCC requirements.

## **REFERENCES**

<http://www.ana.org/ancc/accred/accred.html>

ANA (2000) Scope and Standards for Practice of Nursing Professional Development

**Subject: Special Interest Groups (SIG)**

**Number: 4.3**

**Effective Date: 10-2003**

**Review Date: April 2011, January 2015**

**By-Law Reference: X. 10.04**

**BOD Responsible: Director-at-Large Membership**

**PURPOSE:** To provide opportunities for the members of STN to address areas of interest related to trauma nursing, to increase opportunities for participation and leadership in STN, to promote and advance the purposes and activities of STN and to identify educational opportunities for STN National Conference.

**POLICY / GUIDELINE:**

- a. SIGs are groups (non-committees) within the STN structure and will act in a way that is consistent with the policies of STN. Individual SIGs may undertake such activities as they deem appropriate and compatible with STN mission and vision. The Interest Group will determine its own goals in collaboration and with final approval by the Board of Directors
- b. Communication between the SIGs and the STN Board will be the responsibility of the assigned Director- at- Large
- c. The Director-at-Large will maintain a dialogue with each appointed SIG Chair
- d. The SIG Chairs will be appointed by the President
- e. Official comment or representation of STN must follow the Representation on behalf of STN policy/guideline.
- f. Membership in a STN Special Interest Group is limited to members of the Society or by special invitation as approved by the Board of Directors; Members may be a member of more than one SIG
- g. Chairperson(s)
  - i. Are appointed by the President for Serve a two-year term. Reappointment will be at the discretion of the President.
  - ii. Organize and conduct meetings at the STN National Conference and throughout the year as appropriate
  - iii. Disseminate pertinent information from the STN Board to SIG members.
  - iv. Prepares a written annual report each March submitted to the Director—at-large for presentation at the spring board meeting (at the annual conference)
  - v. Conduct activities assigned to the SIG by the STN Board.

- vi. Disseminate information pertaining to the SIG via the STN Journal, Web page in accordance with pre-determined deadlines.
- vii. Appoint SIG task force or individuals for SIG activities as appropriate.
- h. New SIG
  - i. The proposed SIG will be compatible with the purposes and interests of STN.
  - ii. There must be a demonstrated interest, documented by signatures or request of at least 10 STN members who agree to join the SIG.
  - iii. The proposed SIG will have a unique role or focus and will not overlap in any significant way with an existing SIG
- i. A SIG may be declared inactive or dissolved whenever the STN board determines that there is insufficient interest to continue.
  - i. If the condition is deemed temporary the SIG may choose to declare it inactive for a specified term. A change from inactive status to active status will require a petition as in the case of the formation of a new SIG. If the latter does not occur within the specified term the SIG will automatically be dissolved.
- j. Budget
  - i. The STN Board annually allocates a budget to SIGs.
  - ii. The chair is responsible to work with their director-at-large in developing a budget proposal for submission for approval at budget time
- k. Annual Report – the Assigned Director-at-Large will present to the STN board the annual report from each SIG at the spring annual meeting (at the annual conference) and as needed or requested by the Board an annual report on SIGs, based on annual reports from each SIG Chairperson.

## REFERENCES

## **Subject: Committee Structures**

**Number: 4.4**

**Effective Date: April 2013**

**Review Date: April 2011, January 2015**

**By-Law Reference: X. 10.04**

**BOD Responsible: Director-at-Large Membership**

**PURPOSE:** To ensure that the Society of Trauma Nurses (STN) provides its membership and trauma nurses across the continuum of care with opportunities that promote and advance the profession through a structured committee process.

### **POLICY / GUIDELINE:**

- a. Committees will consist of a minimum of six (6) members, to include a committee chair and co-chair. Appointment to the chair and co-chair positions will be through a formal application process to the STN Board of Directors. Notification of appointment will be in accordance with STN by-laws.
- b. Committee Qualifications:
  - i. STN member in good standing.
  - ii. Demonstrate a vested interest in trauma care throughout the continuum.
  - iii. Strong communication and organizational skills.
  - iv. Able to commit a minimum of two (2) hours/month for committee activities.
- c. Committee Responsibilities:
  - i. Be well versed in STN initiative, strategic plan, website, and relevant list serve topics. Establish a 1-3 year strategic plan with goals and objectives that clearly align with the mission, vision and core values the STN.
  - ii. Actively participate in the STN Annual Conference via poster presentation, formal research presentation and/or article submission to the Journal of Trauma Nursing (JTN) as a result of committee work.
  - iii. Consider offering a pre-conference @ the STN Annual Conference specific to the committee specialty (i.e. Pediatrics)
  - iv. Participation in a minimum of 75% of conference calls.
  - v. Complete assigned tasks by agreed upon deadlines.
  - vi. Provide timely responses to e-discussions on committee issues.
- d. Chair/Co-Chair Responsibilities:
  - i. Serve a two-year term. Attendance at the annual STN Annual Conference and any pertinent pre-conference sessions.
  - ii. Organize and conduct all committee meetings in collaboration with STN-BOD liaison.
  - iii. Participate in the STN Leadership Development Institute prior to/or during term of service.

- iv. Submit a written report (attached) to STN-BOD representative within two (2) weeks of conference calls/meetings.
- e. STN-BOD Liaison Responsibilities
  - i. Participate in a minimum of 75% of conference calls.
  - ii. Disseminate pertinent information from the STN Board to the committee.
  - iii. Act as liaison to STN Board for any action items from committee requiring board approval.
  - iv. Work collaboratively with STN executive director to assure sufficient resources to support committee activities (administrative & budgetary).

**REFERENCES:**

Coerver, Harrison and Byers, Mary. Race for Relevance. Washington, DC: ASAE: The Center for Association Leadership, 2011.

**Subject: Privacy/Use of STN Membership and Mailing Lists**

**Number: 5.1**

**Effective Date: 10-2003**

**Review Date: April 2011, January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Director-at-Large, Membership/Secretary**

**PURPOSE:** To provide guidance to the organization on use of the information contained in the membership and mailing list database

**POLICY / GUIDELINE**

- a. The STN membership list is a confidential database of the members of the organization and the data contained in this database is to be used only for purposes approved by the STN Board of Directors (BOD).
- b. The Board of Directors, Committee and Special Interest Group Chairs, shall have access to the Membership database for the sole purpose of conducting STN business. Use of the Membership List is strictly prohibited for any uses other than internal STN activities (Unauthorized use of the Membership List may result in suspension or revocation of membership, and or any other sanctions or civil actions available to the BOD. Committee or SIG chairs that have a desire to use STN membership information for ANY commercial use MUST follow the policy for use of the Mailing List.
- c. The STN Membership List will NEVER sold to groups or organizations.
- d. STN committees and SIG's may, from time to time, utilize the Membership list in order to carry out their activities. This includes activities such as committee/SIG planning, sharing of information between members, preparation of STN reports or projects.
- e. STN members, upon agreeing to serve on a committee, or participate with a SIG, agree to allow their contact information to be utilized by the committee/SIG chair, or designees of the chair, for the purposes of conducting STN business for the committee/SIG.
- f. The STN Mailing list is a database of collected names and addresses of individuals interested in trauma nursing and includes the name and mailing address of STN members.
  - i. The Mailing list contains only name, title, institution and US postal address. The Mailing list does NOT contain STN member phone numbers, or email addresses
  - ii. Individual members, upon joining the STN, and with each subsequent Membership renewal, will be informed of the STN Mailing list policy.
  - iii. The STN membership application and renewal application will give the member an option to indicate a preference to keep their information off of the Mailing list.

- g. The STN mailing list, which can be purchased for Board-approved purposes, includes collected names and mailing addresses. Use of the membership list is strictly regulated by the Privacy Policy which may be viewed in its entirety on the STN website or requested by calling the office.
- h. Organizations or individuals who wish to utilize the Mailing database for purposes of research, education, recruitment, advocacy or other purposes approved by the STN Management Firm (following STN's guidelines), may request the Mailing List by submitting their request in writing to the Management firm. Information to be included:
  - i. Name of Individual or organization requesting mailing list use
  - ii. Contact information including address, phone number and email
  - iii. The date that the Mailing List is needed
  - iv. Explicit purpose for the request and the proposed use of the information. This must include a copy of the material(s) to which the mailing labels will be affixed.
  - v. The request must be submitted to the STN Management Firm at least 15 business days prior to the date needed.
- i. The BOD will establish a fee for individual, one time use of the STN Mailing list.
- j. The Mailing list will be released upon approval of the request and receipt of payment.
- k. Requests for the Mailing list are considered a one-time use of the list. Requests for repeated use must be made in writing and are subject to review by the STN Management Firm

## **REFERENCES**

**Subject: Financial Reserve Policy**

**Number: 6.1**

**Effective Date: 10-20-2007**

**Review Date: April 2011. January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Treasurer**

**PURPOSE:** To ensure that the organization has financial resources to sustain operations for 6 months in the event that an unforeseen circumstance causes a disruption in income.

**POLICY/GUIDELINE:**

The STN Reserve Policy is as follows:

- a. The minimum financial reserve is set at 25% of total budgeted annual expenses.
- b. The financial reserve goal shall be 50% of STN's total budgeted expenses.
- c. The maximum financial reserve shall not exceed 60% of STN's total budgeted expenses without Board approval.
- d. The STN Finance Committee will review assets in the investment and savings reserve funds on a quarterly basis and will provide an update to the STN Board.

**DEFINITIONS:**

- b. Financial reserve is defined as reserved assets to be used in times when regular income is disrupted or decreased so that typical operations may continue. STN financial reserves consist of cash or cash equivalents, separated from the operating account for the purpose of preparing for an income disruption or "rainy day". STN financial reserves can be liquidated within 7 business days.
- c. Total budgeted expenses are defined as the total operating expenses included in the budget (including annual conference expenses).

**Subject: STN Investments**

**Number: 6.2**

**Effective Date: 10/2011**

**Review Date: January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Treasurer**

**PURPOSE:** To ensure that STN executes an investment strategy consistent with the organization's risk tolerance and return objectives. The primary purpose of the investment account is to provide a low risk portfolio for STN with a focus on preservation of capital, high liquidity, low risk and inflation protection over the long term.

**PROCEDURE**

- a. The account will be diversified among appropriate investments.
- b. STN will utilize a professionally managed portfolio and a professional investment consulting firm to assist with management and oversight of the account.
- c. Investment reviews will be conducted on a quarterly basis.
- d. Review of the Investment Policy and the investment firm will be conducted annually by the Finance and Audit Committee to ensure that both are consistent with and continue to support STN's financial objectives.

**REFERENCES**

## **Subject: Financial Policy for Non Budgeted Expenditures and Budget Overages**

**Number: 6.3**

**Effective Date: 10-20-2007**

**Review Date: April 2011, January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Treasurer**

**PURPOSE:** To assure STN fiscal responsibility and provide an approval process for expenditures.

### **POLICY / GUIDELINE/PROCEDURE**

- a. **EXPENDITURE AUTHORIZATION AND APPROVAL PROCEDURE:** The STN annual budget and the associated chart of accounts define general classes of expenditures and dollar limits authorized by the board of directors. These expenditure types and authorization limits are amended periodically by board action to meet unanticipated or underestimated needs. These amendments may take the form of specific program/expenditure approvals within a particular account or general increases to account dollar limits.
- b. In order to provide reasonable assurance that fund commitments and expenditures are in conformance with the authorized budget, as amended, the following controls should be mandated by the board of directors.
  - i. STN management firm has the authority to approve and process all daily expenditures related to running the organization that are within the approved budget.
  - ii. Management firm will review invoices for accuracy and clarify any questions with the treasurer or appropriate volunteer. Checks will be issued by management firm unless there is a question as to the validity or accuracy of the expense.
  - iii. For all disbursements that result in the budgeted dollar limit being exceeded in a particular summary line item, the treasurer and executive director have the authority and flexibility to exceed budgeted line item amounts so long as the total account category of the budget does not exceed the bottom line. It is the responsibility of the treasurer and executive director to be sure that if any line item exceeds its budget, the other expense items are under budget by at least the same amount. If a distribution would result in an account category bottom-line overage, the guidelines for non-budgeted expense must be followed.
  - iv. No board member, volunteer or Management Firm staff member has the authority to exceed the bottom-line expenditures for their area unless prior and explicit approval is given by the board, even with the knowledge that the account

category will exceed the original budgeted revenue. If a portfolio will not perform to budget, see Section 2.

- c. Non-budgeted and Over-budget Expenditures: All requests for funds for unbudgeted items or bottom line overruns for any category must be submitted to the executive committee for approval. If the executive committee rejects the request, the request for funds may be made directly to the board of directors with an explanation of the rejection by the executive committee.
- d. The estimated cost of all special requests or activities not specifically included within the framework of the approved annual STN budget or expenses which would result in an account category overage must be approved prior to being expended. Such funds require the following approval:
  - i. Under \$500: The treasurer and executive director will approve or reject the request, notifying all involved parties. The treasurer will report to the board regarding these requests, including the total amount of funds approved.
  - ii. \$500-\$2,000: The treasurer, president and executive director will approve or reject the request, notifying all involved parties. The treasurer will report to the board regarding these requests, including the total amount of funds approved.
  - iii. Over \$2,000: The treasurer and executive director will review the request and prepare a recommendation for the board. The board will review the request and approve it. The treasurer will notify all parties involved of the board's decision.
- e. All changes and additions to the budget not requiring approval by the board of directors will be summarized and included as part of the treasurer's report at the next board meeting.

## REFERENCES

**Subject: Travel Reimbursements and Payments**

**Number: 6.4**

**Effective Date: 7-2004**

**Review Date: April 2011 January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Treasurer/President Elect**

**PURPOSE:** Describe the procedure of reimbursing travel and making honorarium and per diem payments.

**POLICY / GUIDELINE:**

- a. All approved travel will be reimbursed at the 30-day advance, coach fare rate. Any changes or upgrades will be the financial responsibility of the traveler. Any exceptions to this must be approved by the appropriate STN Committee, Board or staff member.
  - i. Travel includes transportation to/from the airport at home and program city and to/from airport to lodging in program city.
  - ii. A copy of the e-ticket or ticket payment copy, and all other receipts are required for reimbursement and must be received within 30 days of completion of travel for processing.
  - iii. Travel will be ticketed 30-day advance, coach fare rate.
- b. STN may elect to offer a flat fee for reimbursement of travel expenses. Receipts and copies of documents must accompany the request for payment (see below per diem.)
- c. Persons approved by the STN Board may use the designated STN travel agent who will make approved travel arrangements. The STN office will be invoiced for approved travel.
- d. If an individual cancels pre-paid travel and is unable to re-schedule, STN will be reimbursed for all associated fees and costs.
- e. Persons will be reimbursed for room and tax only for standard single room rate at the facility determined by the local host or course facility.
- f. Any upgrades and incidentals are the financial responsibility of the traveler.
- g. Individuals are responsible for making their own hotel arrangements unless prior arrangements have been agreed upon in advance.
- h. If a per diem has been approved for the specific travel or program or a flat rate has been approved for the meeting or event:
  - i. Per diem is intended to cover meals and sundry expenses including but not limited to: parking, phone calls, meals of the traveler.
  - ii. Per diem is not to be used to cover alcohol and/or meals for other than the individual.

- iii. A person may elect to take the designated per diem amount and not provide receipts or provide receipts up to the designated per diem from which any non-allowable items would be deducted.
  
- i. Persons approved to attend a conference or course for which there is a registration fee will be reimbursed at the early conference/course registration rate.
  - i. A copy of the course/conference brochure must accompany request for payment or reimbursement.
  - ii. The STN office will pay the course/conference registration fee directly if requested. The person attending the course/conference should submit a completed registration form to the STN office in time to meet registration deadlines.
- j. Materials/Services: STN will reimburse individuals for approved costs of printing, postage, contract services or materials. Original receipts are required from which any non-allowable items would be deducted.
- k. Honorarium: If an honorarium is approved, the individual must provide W-9 information to insure that appropriate government tax forms are completed.
  - i. Refer to the TOPIC and ATCN Policy and Procedure Manuals for specific honorarium policies.
  - ii. Payment: The STN office will make every effort to process the reimbursement paperwork within a two (2) week time frame from receipt of the required documents.

**REFERENCES:**

TOPIC Policy and Procedure Manual  
ATCN Policy and Procedure Manual

**Subject: Check Signing Policy**

**Number: 6.5**

**Effective Date: 9.23.2008**

**Review Date: April 2011, January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Treasurer**

**PURPOSE:** To clearly identify those STN expenses which require dual signatures on disbursement checks.

**POLICY/GUIDELINE/PROCEDURE**

- c. STN employs a dual signature check signing procedure (one signature by an authorized officer/volunteer of STN and one signature by an authorized/designated Management Firm member of the Management firm) for signing for checks over \$7500 for un-budgeted expenses.
- d. For all other check disbursements, authorized Management Firm representatives may sign, on behalf of STN, with a single signature.

**Subject: Commercial Support and Sponsorship**

**Number: 6.6**

**Effective Date: September 2013**

**Review Date: January 2015**

**By-Law Reference**

**BOD Responsible: Director at Large Education/CEPU Committee**

**PURPOSE:** To maintain content integrity in the presence of commercial support or sponsorship.

1. A commercial interest, as defined by ANCC, is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes health care goods or services consumed by or used on patients. Exceptions are made for nonprofit or government organizations, non-healthcare related companies and healthcare facilities.
2. Commercial support is financial or in kind contributions given by a commercial interest that are used to pay for all or part of the costs of a CNE activity.
3. Sponsorship is financial or in kind contributions from an organization that does not fit the category of a commercial interest and that are used to pay for all or part of the costs of a CNE activity.
4. Advertising or vendor space is considered a business transaction with the provider and is not considered commercial support as long as the funding is not tied directly to an educational activity.

**POLICY**

- A. Organizations providing commercial support or sponsorship may not provide or co-provide an educational activity.

**PROCEDURE**

- A. A Commercial Support Agreement (Attachment A) or a Sponsorship Agreement (Attachment B) must be signed along with the Exhibitor Prospectus.
- B. The agreements and/or Prospectus must include:
  1. A statement that the provider of commercial support or sponsorship may not participate in any component of the planning process of the educational activity
  2. A statement of understanding that the commercial support or sponsorship will be disclosed to the participants of the educational activity.
  3. A statement of understanding that the provider of commercial support or sponsorship must agree to abide by the provider's policies and procedures.
  4. The amount of commercial support or sponsorship and description of in-kind donation.
  5. Name and signature of the individuals who is legally authorized to enter into contracts on behalf of the provider of commercial support or sponsorship.

6. Name and signature of the individual who is legally authorized to enter into contracts on behalf of the provider of the educational activity.
  7. Date agreement was signed.
- C. STN management group will document how commercial support or sponsorship is used for the educational activity or activities and keep with the program files.

**ORIGINATOR/APPROVALS**

- A. Originator
  1. DAL Education
  2. STN Management Group
- B. Approvals
  1. STN Board of Directors 9/17/13
  2. STN Board of Director 8/14/14

**REFERENCE**

- 2013 ANCC Primary Accreditation Application Manual for Providers and Approvers.  
ANCC. Silver Spring, MD, 2012.

## STN Commercial Support Agreement

A commercial interest, as defined by the American Nurse's Credentialing Center (ANCC), is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. Nonprofit or government organizations, non-healthcare-related companies, and healthcare facilities are not considered commercial interests.

**Commercial support** is financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of a CNE activity.

**Note: Organizations providing commercial support may not provide or co-provide an educational activity.**

<b>Title of Educational Activity:</b>	
Activity Location (if live):	Activity Date (if live):
<b>Name of Commercial Interest Organization:</b>	
<b>Name of Accredited Provider:</b>	
Total amount of Commercial Support:	
Area(s) of activity Commercial Interest organization would like to support:	
<input type="checkbox"/> Unrestricted <input type="checkbox"/> Restricted* <ul style="list-style-type: none"> <li><input type="checkbox"/> Speaker honoraria</li> <li><input type="checkbox"/> Speaker expenses</li> <li><input type="checkbox"/> Meal</li> <li><input type="checkbox"/> Other (please list):</li> </ul>	

*\* Commercial interest may request that funds be used to support a specific part of an educational activity. The Accredited Provider may choose to accept the restriction or not accept the commercial support. The Accredited Provider maintains responsibility for all decisions related to the activity as described below.*

Terms and Conditions	
1.	All organizations must comply with the <i>ANCC Content Integrity Standards for Industry Support in Continuing Educational Activities</i> which is available on the ANCC Accreditation web page.
2.	This activity is for educational purposes only and will not promote any proprietary interest of Commercial Interest organization providing financial or in-kind support.
3.	The Accredited Provider is responsible for all decisions related to the educational activity. The Commercial Interest organization providing financial or in-kind support may <b>not</b> participate in any component of the planning process of an educational activity, including: <ul style="list-style-type: none"> <li>▪ Assessment of learning needs</li> <li>▪ Determination of objectives</li> <li>▪ Selection or development of content</li> <li>▪ Selection of planners, presenters, faculty, authors and/or content reviewers</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Selection of teaching/learning strategies</li> <li>▪ Evaluation methods</li> </ul>
4.	The Accredited Provider will make all decisions regarding the disposition and disbursement of commercial support in accordance with ANCC criteria.
5.	All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to any individuals involved with the supported educational activity.
6.	Commercial support will be disclosed to the participants of the educational activity.
7.	Commercial Interest Organizations may not exhibit, promote or sell products or services during the introduction of an educational activity, while the educational activity takes place or at the conclusion of an educational activity, regardless of the format of the educational activity.

## Statement of Understanding

An “X” in the boxes below serves as the electronic signatures of the representatives duly authorized to enter into agreements on behalf of the organizations listed and indicates agreement of the terms and conditions listed in the Commercial Support Agreement above.

<b>Accredited Provider Name:</b>	
<b>Address:</b>	
<b>Name of Representative:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>_____ Electronic Signature (Required)</b>	<b>Date:</b>
<b>Completed By: (Name and Credentials)</b>	

<b>Commercial Interest Name:</b>	
<b>Address:</b>	
<b>Name of Representative:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>_____ Electronic Signature (Required)</b>	<b>Date:</b>
<b>Completed By: (Name and Credentials)</b>	



STN

## Sponsorship Agreement

**Sponsorship** is financial or in-kind contributions from an organization that does not fit the category of a commercial interest and that are used to pay for all or part of the costs of a CNE activity.

A commercial interest, as defined by the American Nurse's Credentialing Center (ANCC), is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. Nonprofit or government organizations, non-healthcare-related companies, and healthcare facilities are not considered commercial interests.

**Note: Organizations providing sponsorship may not provide or co-provide an educational activity.**

<b>Title of Educational Activity:</b>	
Activity Location (if live):	Activity Date (if live):
<b>Organization providing sponsorship:</b>	
<b>Accredited Provider:</b>	
<b>Total amount of sponsorship:</b>	
Area(s) of activity organization providing sponsorship would like to support:	
<input type="checkbox"/> Unrestricted <input type="checkbox"/> Restricted* <ul style="list-style-type: none"> <li><input type="radio"/> Speaker honoraria</li> <li><input type="radio"/> Speaker expenses</li> <li><input type="radio"/> Meal</li> <li><input type="radio"/> Other (please list):</li> </ul>	

*\* The organization providing sponsorship may request that funds be used to support a specific part of an educational activity. The Accredited Provider may choose to accept the restriction or not accept the sponsorship. The Accredited Provider maintains responsibility for all decisions related to the activity as described below.*

Terms and Conditions	
1.	This activity is for educational purposes only and will not promote any proprietary interest of an organization providing sponsorship.
2.	The Accredited Provider is responsible for all decisions related to the educational activity. The organization providing sponsorship may <b>not</b> participate in any component of the planning

	<p>process of an educational activity, including:</p> <ul style="list-style-type: none"> <li>▪ Assessment of learning needs</li> <li>▪ Determination of objectives</li> <li>▪ Selection or development of content</li> <li>▪ Selection of planners, presenters, faculty, authors and/or content reviewers</li> <li>▪ Selection of teaching/learning strategies</li> <li>▪ Evaluation methods</li> </ul>
3.	The Accredited Provider will make all decisions regarding the disposition and disbursement of sponsorship in accordance with ANCC criteria.
4.	All sponsorship associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to any individuals involved with the supported educational activity.
5.	Sponsorship will be disclosed to the participants of the educational activity.
6.	The organization providing sponsorship may not exhibit, promote or sell products or services during the introduction of an educational activity, while the educational activity takes place or at the conclusion of an educational activity, regardless of the format of the educational activity.

## Statement of Understanding

An “X” in the boxes below serves as the electronic signatures of the representatives duly authorized to enter into agreements on behalf of the organizations listed and indicates agreement of the terms and conditions listed in the Sponsorship Agreement above.

<b>Accredited Provider Name:</b>	
<b>Address:</b>	
<b>Name of Representative:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
_____ <b>Electronic Signature (Required)</b>	<b>Date:</b>

<b>Completed By:</b> <b>(Name and Credentials)</b>	
<b>Organization providing sponsorship:</b>	
<b>Address:</b>	
<b>Name of Representative:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<p>_____ <b>Electronic Signature (Required)</b>                      <b>Date:</b></p>	
<b>Completed By:</b> <b>(Name and Credentials)</b>	

## **Subject: Guideline for New Programs and Project Development**

**Number: 7.1**

**Effective Date: 2-22-2005**

**Review Date: September 2013, January 2015**

**By-Law Reference: N/A**

**BOD Responsible: Secretary**

**PURPOSE:** To provide a guide for the development of new programs and or projects under the auspices of the STN.

### **POLICY/GUIDELINE**

- a. All new program / product proposals will have a "Project Proposal Form" completed.
- b. All new program / products proposals must receive initial / preliminary approval from the Board of Directors.
- c. During product / program development, no materials may be distributed except for peer review, Beta testing, or approved public promotion.
- d. A member of the Board of Directors will be assigned as the project Liaison and maintain oversight responsibilities.
- e. The STN is responsible for the Trademark and Copyright process and will retain full copyright to all product materials.
- f. All approved projects will undergo a peer-review process, which includes, but is not limited to:
  - i. Content appropriateness and accuracy
  - ii. Design and production specifications
  - iii. Description and support for how the product / project supports or represents the STN's mission and strategic goals
- g. Contracts for specialized services will be approved by the BOD.
- h. A Promotion / Marketing Plan will be developed in collaboration with the project work team, the Board of Directors, and the Executive Director.

### **PROCEDURE:**

- a. The STN member (project lead) will submit the "Project Proposal Form" (attached) to the STN Board of Directors. The Board will review the Proposal and approve or decline.
- b. If approval is granted, the Board of Directors may request revisions to the initial proposal.
- c. A project liaison from the Board will be identified The Board Liaison will be required to provide routine status/progress reports during Board meetings.

- d. If CNE will be provided with the project, the Lead Planner of the CEPU will be notified and a Nurse Planner will be appointed to assist the Project with completing the CE application.
- e. Final approval by the Board of Directors of the product is required before distribution.

**Project Proposal Format**

**Project name:**

**Name and contact person of person proposing the project:**

**Executive Summary:**

Give a brief overview of the proposed project including how it relates to the STN mission and strategic plan:

**Program Description:**

Describe the proposed project including goals and objectives; specify if CE will be included

**Peer Review Procedure:**

Describe the peer review procedure that you will use to review the product once it is developed

**Work Group and Leadership:**

Describe the proposed work group, listing number and type of members. List names of work group members if they are known.

Name the proposed leader of the work group:

Name the proposed Board of Director liaison:

**Timeline:**

Describe in detail, the steps that need to be accomplished from development through production/presentation and the timeline for completing them.

CEUs Needed? Yes \_\_\_ No \_\_\_

**Budget:**

Attach the proposed budget including any development costs, expenses involved in the production, presentation or sales of the project as well as any potential revenue.

**Contracts:**

List contracts that may be needed if appropriate.

## **Subject: Organizational Endorsement**

**Number: 7.3**

**Effective Date: August 2010**

**Review Date: January 2015**

**By-Law Reference: N/A**

**BOD Responsible: President**

**PURPOSE:** To provide a framework for making a decision if a program is appropriate for STN's endorsement, collaboration, or funding.

### **POLICY/GUIDELINE**

- a. Endorsement, collaboration and funding support must have the following criteria:
  - i. Goals and objectives that are compatible with the mission and vision of STN
  - ii. Address issues identified as relevant to STN's priorities as identified by the BOD
  - iii. Avoid political, economic, and professional conflicts of interest on the part of the STN
  - iv. Include ongoing assessment of the progress in achieving the goals of the endorsement, collaboration, or funding support and a mechanism for appropriate reporting to the BOD

### **PROCEDURE**

- a. Endorsement :
  - i. STN supports the program's concept; STN may or may not partner or work with the project on an ongoing or formal basis
  - ii. The endorsement may be in letters of support; position statements; conference sponsorship
  - iii. Request may be generated by a committee of STN or member of BOD and presented to the BOD by the committee chair or BOD member. BOD must approve by majority vote.
- b. Collaboration:
  - i. STN has a formal, ongoing partnership or affiliation with the program; this may include non-financial STN resources, advocacy.
  - ii. Request may be generated by a committee of STN or member of BOD and presented to the BOD by the committee chair or BOD member. BOD must approve by majority vote.
- c. Funding :
  - i. STN is not principally a funding organization, however, does provide financial support to collaborating programs. STN resources that are to be devoted must be

appropriate in the context of total STN resources to be needed for other programs during the calendar year.

- ii. Examples would be STN Projects, programs, affiliated programs, and graduate programs
- iii. Request may be generated by a committee of STN or member of BOD and presented to the BOD by the committee chair or BOD member. BOD must approve by majority vote.

## **REFERENCES**