



## CONNECTICUT EMERGENCY NURSES ASSOCIATION STANDARD OPERATING PROCEDURES

### INTRODUCTION

The Connecticut Emergency Nurses Association (CTENA) recognizes the importance of maintaining and effectively communicating standard operating procedures to ensure organizational success. This document outlines the policies and procedures that guide CTENA's operations and support its mission.

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#### 1.0. ENA's Vision Statement

- 1.1. ENA's vision is a world where every emergency nurse is fully supported to provide the highest quality care. (per website)

#### 2.0. ENA's Mission

- 2.1. The ENA mission is to lead the advancement of excellence and innovation in emergency nursing through research, education, resources, advocacy, and collaboration. (per website)

#### 3.0. ENA's Objectives

- 3.1. Derived from the vision of ENA's co-founders Judith Kelleher and Anita Dohr, our priorities are guided by these values and beliefs.

#### **4.0. ENA Believes:**

- 4.1.** In the inclusion and contributions of nursing, in collaboration with health care partners worldwide, to explore innovative solutions to the challenges of emergency care delivery.
- 4.2.** Compassion is an essential element of the emergency nursing profession.
- 4.3.** We should embrace inclusion, diversity and mutual respect in all interactions and initiatives to promote the essential value of different perspectives and experiences within emergency nursing.
- 4.4.** In a team-based delivery of resources that meet the highest quality standards of excellence for patients and emergency nurses.
- 4.5.** Emergency care evolves through lifelong learning and a culture of inquiry for the discovery and integration of evidence-based research into emergency nursing practices.
- 4.6.** ENA's Code of Ethics establishes and encourages adherence to principles of honesty and integrity.
- 4.7.** The spirit of philanthropy allows the advancement of the profession of emergency nursing and improves the lives of patients throughout the world.
- 4.8.** ENA places the highest value on its members for their contributions to the care of patients and their families, the emergency nursing specialty, and the organization.

#### **5.0. CTENA's Purpose**

- 5.1.** The Connecticut state council is an integral organizational component of the national ENA at the state level. Nationally, state and chapter levels refer to categories of membership; there are no chapters in Connecticut. The state council is chartered by the national association to implement its philosophy, objectives, and leadership at the state level. State councils act in accordance with Bylaws and Procedures

#### **6.0. MEETINGS**

##### **6.1. CTENA Meeting Definitions**

###### **6.1.1. Council Meetings**

Regularly scheduled gatherings of the Connecticut ENA State Council to discuss organizational updates, committee reports, and strategic initiatives. These meetings may be held in person or virtually and are open to council members.

###### **6.1.2. Board Meeting**

A formal meeting of the CTENA Board of Directors to review governance

matters, financial reports, committee updates, and make decisions impacting the association's operations.

**6.1.3. General Assembly Planning Meeting**

A focused session dedicated to preparing CTENA's participation in the ENA National General Assembly. This includes delegate selection, point system review, and submission deadlines.

**6.1.4. Budget Meeting**

A meeting will be held to develop and finalize the annual budget. Committee chairs submit budget requests, and financial planning is reviewed in preparation for the fiscal year. This meeting will only be inclusive of the CTENA President, President-Elect, Treasurer and Secretary and Immediate Past-President.

**6.1.5. ADVANCE**

CTENA's annual planning meeting, open to all members and non-members. It serves as a strategic forum for reviewing the past year, setting goals, selecting ASCEND Planning Committee Co-Chairs, and preparing for the upcoming year's activities.

**6.2. Attendance**

**6.2.1.** Attendance to be recorded and posted electronically by CT ENA secretary or designee

**6.2.2.** Attendance may be considered in person or virtual if meeting allows

**6.3. Agenda**

**6.3.1.** An agenda shall be made for all meetings inclusive of State Council, Committees, and sub-committees.

**6.3.2.** Agendas should be populated to meeting attendees prior to start of meeting digitally or paper copy.

**6.4. Minutes**

**6.4.1.** Minutes must be taken for all CT ENA meetings, including attendance by secretary or designee

**6.4.2.** Secretary to upload attendance tracking tool to electronic database.

**6.4.3.** Minutes are to be sent to all present and non-present members to be reviewed and opportunity for an addendum prior to the next meeting.

**6.4.4.** Once approved, meeting minutes to be added to CTENA website.

**6.4.5.** Meeting owner will be responsible for communication and follow-up for next scheduled meeting.

**7.0. FINANCIAL POLICIES**

- 7.1. Objective: To provide financial management of treasury funds. Fiscal management, by a majority vote of the Board of Directors, includes investment, budgeting, monthly accountability, and reconciliations.
- 7.2. Procedures - Role of the Treasurer
- 7.3. Management:
  - 7.3.1. Annually update all account signature cards and as otherwise necessary. Changes in account status require approval of the board of directors.
  - 7.3.2. Maintain up-to-date figures of checking account, money market account and CD.
  - 7.3.3. Identify all gains and losses at the monthly CTENA Board Meetings.
  - 7.3.4. Report and maintain digital copies of all receipts per month.
  - 7.3.5. Records to be kept for seven years.
  - 7.3.6. Perform the necessary deposits.
  - 7.3.7. Generate monthly "Bank Reconciliations" to provide assurance that records are in balance.
  - 7.3.8. Pay bills in accordance with the budget established at the beginning of the year. Other expenditures require approval by the board of directors.
  - 7.3.9. Provide an accountant with appropriate documents and ensure that taxes are filed by their due date.
  - 7.3.10. Ensure annual business filing is completed and payment is provided.
  - 7.3.11. Monitor automatic deposit payments from ENA for the state portion of membership assessment and ENPC and TNCC course fees.
- 7.4. Budget
  - 7.4.1. Obtain requests electronically in writing from committee chairs to prepare the budget for the next budget year by October 31.
  - 7.4.2. Provide comparison documents from previous year's budget to end of year budget. Tally all accounts, including gains and losses.
  - 7.4.3. Provide end-of-year budget reports for all committee members.
  - 7.4.4. President, Immediate Past President, President-Elect and Treasurer to meet in November to draft budget for fiscal year to be presented at annual meeting: ADVANCE.
  - 7.4.5. The treasurer is to provide quarterly budget statements to all committee chairs upon request
- 7.5. Reimbursement
  - 7.5.1. Reimbursements must align with the approved budget and be issued promptly—within 30 days of receipt of submission.
  - 7.5.2. Expenses over \$50 not included in the budget require prior Board approval.
  - 7.5.3. Receipts should be submitted electronically to the CTENA Treasurer within 30 days of start of event.

- 7.5.4. Receipts Required:** If itemized receipts are not provided within the required timeframe of 30 days within start of event, CTENA reserves the right to issue an invoice to the individual for the full amount of costs incurred.
- 7.5.5. Travel Reimbursement**
  - 7.5.5.1.** CTENA will provide a stipend for transportation, lodging, and registration costs for the following:
    - 7.5.5.2. President**
      - 7.5.5.2.1.** Leadership Conference
      - 7.5.5.2.2.** New England Regional Symposium (NERS)
      - 7.5.5.2.3.** National Emergency Nursing Conference
      - 7.5.5.2.4.** ASCEND
    - 7.5.5.3. President-Elect**
      - 7.5.5.3.1.** Leadership Conference
    - 7.5.5.4. Leadership Conference – Complimentary attendees determined by National ENA.**
      - 7.5.5.4.1.** Additional attendees determined by CTENA BOD vote.
    - 7.5.5.5. General Assembly**
      - 7.5.5.5.1.** Delegate stipends are based on a CTENA Board-approved point system and annual budget.
    - 7.5.5.6. Government Affairs Chair for National Day on the Hill or Designee**
      - 7.5.5.6.1.** Stipends will be provided for attendees based on a CTENA Board-approved point system and annual budget.
    - 7.5.5.7. New England Regional Symposium**
      - 7.5.5.7.1.** Non-Hosting Year – CTENA will provide President or Designee travel and lodging
      - 7.5.5.7.2. CT Hosting Year – Chairs of the NERS Planning Committee will have their fee waived and lodging provided.**
        - 7.5.5.7.2.1.** This will be inclusive of: Education Chair, Vendor Chair, Social Media & Marketing Chair and Registration Chair.
      - 7.5.5.7.3.** Additional support person(s) may be provided with decreased fee to be determined per NERS Chair(s).
      - 7.5.5.7.4.** Lodging for non-chairperson(s) must be submitted to the CTENA BOD for approval.

## **7.6. Use of Debit/Credit Card**

- 7.6.1.** The debit/credit card is to be used only on budgeted items approved by the CTENA Board of Directors under the direction of the CTENA President and Treasurer.
- 7.6.2.** The CTENA Treasurer is to be notified of any card use and receipts/reimbursement form forwarded within 30 days.
- 7.6.3.** CTENA Debit/Credit will be held by CTENA President, CTENA President-Elect and CTENA Treasurer

**7.7. Postal Office Mailbox**

- 7.7.1.** The CTENA Treasurer shall be responsible for ensuring financial management of PO Box.

**8.0. EDUCATIONAL CONFERENCE PLANNING COMMITTEE(S)**

**8.1. ASCEND – Annual Symposium of Connecticut Emergency Nurses Day**

- 8.1.1.** The ASCEND Planning Committee is responsible for organizing and overseeing CTENA’s annual ASCEND symposium.

**8.2. NERS – New England Regional Symposium**

- 8.2.1.** NERS is typically a multi-day education conference hosted by alternative members of the New England States: CT, MA, RI, ME, NH, VT

### **8.3. CONFERENCE ROLES**

#### **8.3.1. Chair AND Co-Chair of Conference Planning**

**8.3.1.1.** Chair and Co-Chair for Conference Planning will be decided by volunteers at the annual planning meeting; ADVANCE.

**8.3.1.1.1.** Chair - If there is not a volunteer for Conference Planning Chair, the Education Committee Chair will be the role of succession

**8.3.1.2.** Will be responsible for overseeing overall planning and implementation.

**8.3.1.3.** Optional Co-Chair - If there is not volunteer for Co-Chair, the Chair may decide to forgo the role.

**8.3.1.3.1.** A mentor may be assigned as Co-Chair for new to role Chair

**8.3.2.** The Chair and Co-Chair will assign the following roles to work in conjunction to support the planning, development and executing of Educational Conference(s):

1. Vendor Chair
2. Speakers & CNE Planning Chair
3. Fundraising Chair
4. Marketing Chair
5. Registration Chair
6. Day-Of Management Chair

**8.3.3.** All education conference chairs will be required to provide regular updates at scheduled planning meetings.

### **8.4. PLANNING MEETINGS**

**8.4.1.** Chair(s) will determine the meeting cadence for planning activities.

**8.4.2.** Meeting times/dates/locations will be sent to the group at large, at least 2 weeks in advance.

**8.4.3.** The Chair(s) will communicate with the Social Media Chair for uploading to websites, or social media sites as deemed necessary.

### **8.5. BUDGET/FINANCIAL CONSIDERATIONS**

**8.5.1.** The Educational Conferences Chair and Co-Chair, with input from the planning group, will determine the annual registration rates for the symposium. These rates may include:

**8.5.1.1.** Early Bird Registration

**8.5.1.1.1.** ENA Member

- 8.5.1.1.2. Non-Member
  - 8.5.1.2. Standard Registration
    - 8.5.1.2.1. ENA Member
    - 8.5.1.2.2. Non-Member
  - 8.5.1.3. Optional Discounted Rates
    - 8.5.1.3.1. Student Nurses
    - 8.5.1.3.2. Poster Presenters
- 8.6. EDUCATIONAL CONFERENCE PRESENTERS/SPEAKERS
  - 8.6.1. Speakers for CTENA education events will receive an honorarium amount to be determined by BOD.
  - 8.6.2. The speaker may designate honorariums to be donated to charitable causes of their choice.
  - 8.6.3. Honorariums declined may be designated to fund scholarships for members.
- 8.7. EDUCATIONAL CONFERENCE REGISTRATION WAIVER POLICY:
  - 8.7.1. The CTENA President, Educational Conference Chair(s) and Committee Chairs shall have their registration fees waived, and Education Conference Committee members who may be considered for discounted rate or fee waived dependent upon level of contribution as decided by Education Conference Chair(s)
- 8.8. EDUCATIONAL CONFERENCE SUPPORT ROLES
  - 8.8.1. Purpose- To establish a consistent and transparent process for identifying and assigning Educational Conference Support Roles that contribute to the successful planning and execution.
  - 8.8.2. Support Roles are determined annually during the ADVANCE planning meeting.
  - 8.8.3. Volunteers may express interest in specific roles.
  - 8.8.4. If multiple individuals express interest in the same role, the Chair and Co-Chair will facilitate a discussion and make final assignments based on:
    - 8.8.4.1. Relevant experience
    - 8.8.4.2. Interest and availability
  - 8.8.5. Opportunities for mentorship and leadership development
  - 8.8.6. New volunteers may be paired with experienced members to support role transition and continuity.
- 8.9. UNFILLED ROLES
  - 8.9.1. If a role remains unfilled after ADVANCE, the Chair and Co-Chair may:



- 8.9.1.1.** Reassign responsibilities among existing committee members
- 8.9.1.2.** Recruit additional volunteers from CTENA membership
- 8.9.1.3.** Modify role scope to accommodate available resources

## **8.10. VENDOR CHAIR**

### **8.10.1.Responsibilities**

- 8.10.1.1.** Responsible for coordinating with vendors, managing vendor logistics, and reporting updates during planning meetings.

## **8.11. EDUCATION PLANNING CHAIR**

### **8.11.1.Responsibilities**

- 8.11.1.1.** Oversee speaker outreach, continuing nursing education (CNE) planning, and ensures compliance with educational standards.

### **8.11.2.Speaker Outreach and Coordination**

- 8.11.2.1.** Send formal invitations and speaker agreements.
- 8.11.2.2.** Confirm speaker availability, presentation titles, and session formats.
- 8.11.2.3.** Maintain a speaker contact list and communication log.

### **8.11.3.Collect and organize required documentation (e.g., speaker bios, conflict of interest disclosures, learning objectives).**

- 8.11.3.1.** Submit CNE applications to the appropriate accrediting body in a timely manner.
- 8.11.3.2.** Ensure all promotional materials accurately reflect approved CNE content.

### **8.11.4.Coordinate with the Day-Of Management Chair to ensure speaker needs are met (e.g., AV setup, room assignments).**

- 8.11.4.1.** Provide speakers with event details, presentation timelines, and expectations.
- 8.11.4.2.** Confirm receipt of presentation materials prior to the event.

### **8.11.5.Maintain a centralized folder of speaker materials and CNE documentation.**

- 8.11.5.1.** Ensure all records are archived according to CTENA's data retention policy.

## **8.12. REGISTRATION CHAIR – This role will be assigned to the CTENA Treasurer**

### **8.12.1.Responsibilities**

- 8.12.1.1.** Coordinate payment to venue
- 8.12.1.2.** Utilization of electronic payment system
- 8.12.1.3.** Ensure payment is received for all conference attendees
- 8.12.1.4.** Troubleshoot payment issues

- 8.12.1.5. Create invoices as necessary for attendees and vendors.
- 8.12.1.6. Collect Vendor Registration in collaboration with Vendor Chair
- 8.12.1.7. Provide updated attendee roster for day-of management.
- 8.12.1.8. Provides detailed registration information inclusive of emails to the education chair for CME credit.

### **8.13. MARKETING CHAIR**

#### **8.13.1.Responsibilities**

- 8.13.1.1. Manages promotional materials, social media campaigns, and event visibility in collaboration with the Social Media Chair.
- 8.13.1.2. Coordinates with membership chair for email blasts and mailings to members at large and hospitals

### **8.14. FUNDRAISING CHAIR**

#### **8.14.1.Responsibilities**

- 8.14.1.1. Leads fundraising efforts, including sponsorship outreach, donation coordination, and budget support.
- 8.14.1.2. Engage with local hospitals and Emergency Departments (EDs) to promote fundraising opportunities, including:
  - 8.14.1.2.1.Sharing sponsorship packages
  - 8.14.1.2.2.Encouraging departmental participation or donations
  - 8.14.1.2.3.Identifying potential hospital-based sponsors or donors
- 8.14.1.3. Maintain records of fundraising contacts, commitments, and outcomes.

### **8.15. DAY-OF MANAGEMENT CHAIR**

#### **8.15.1.Responsibilities**

- 8.15.1.1. Coordinates on-site logistics, volunteers assignments, and ensures smooth operations during the symposium.
  - 8.15.1.1.1.Onsite logistics: table placement for registration, table placement for baskets, ensure technical support for speakers

## **9.0. TRAUMA NURSE CORE COURSE & EMERGENCY NURSE PEDIATRIC COURSE COORDINATION**

- 9.1. Objective: To coordinate TNCC and ENPC activities for CTENA members. This function may be performed by two people, a TNCC coordinator and an ENPC coordinator.
- 9.2. Procedures:

- 9.2.1.** Monitor Trauma Nurse Core Courses offered in Connecticut
- 9.2.2.** Monitor Emergency Nurse Pediatric Courses offered in Connecticut.
- 9.2.3.** Perform a TNCC/ENPC needs assessment at a minimum of once every two years and recommend courses based on the assessment.
- 9.2.4.** Attending National State Trauma/Pediatric Conference calls and forward information from the calls to State TNCC/ENPC Directors and Instructors.
- 9.2.5.** Be a liaison for questions/concerns from State Directors and Instructors and hold yearly meetings as needed
- 9.2.6.** Review quarterly Instructor status
- 9.2.7.** Submit budget for upcoming year by October 31<sup>st</sup>

## **10.0. QUALITY SAFETY AND INJURY PREVENTION**

### **10.1. Objectives:**

- 10.1.1.** To reduce preventable injuries and deaths by educating the public
- 10.1.2.** To raise public awareness and promote healthy lifestyles.

### **10.2. Procedures**

- 10.2.1.** The Board will prepare and submit the yearly budget to CTENA Treasurer by October 31.

## **11.0. GOVERNMENT AFFAIRS**

### **11.1. Objectives:**

- 11.1.1.** To monitor and review federal and state legislative issues.
- 11.1.2.** To participate in government affairs programs in collaboration with other organizations.
- 11.1.3.** To have CTENA members participate in, and be informed of, legislative activities that may have an impact on the practice of emergency nursing.

### **11.2. Procedures:**

- 11.2.1.** The chairperson will prepare and submit the annual budget to Treasurer by October 31.
- 11.2.2.** Develop working liaisons with the national ENA Government Affairs Committee and working with the National Director of Government Affairs in Washington DC.
- 11.2.3.** Collaborate with the Connecticut Nurses Association (funded by CTENA), to follow state legislative activities by attending CNA Government Affairs meetings.

**11.2.4.** Monitor the Washington Action Center on the ENA website, download and analyze monthly.

**11.2.5.** Communicate significant information to the CTENA board and membership.

**11.2.6.** Mentor CTENA members in Government Affairs

### **11.3. Day on the Hill – Connecticut**

**11.3.1.** CTENA may select two representatives to attend the Connecticut Day on the Hill event, which focuses on legislative advocacy relevant to emergency nursing.

**11.3.1.1.** Attendance supports CTENA's commitment to government affairs and public policy engagement.

**11.3.2.** Registration expenses for selected representatives may be reimbursed in accordance with CTENA's approved budget and reimbursement policies.

**11.3.3.** Expenses not included in the budget require prior Board approval and must be submitted with itemized receipts.

**11.3.4.** The Government Affairs Chair will present at the State Council Meeting prior to State Day on the Hill for topics to be discussed with legislature.

**11.3.5.** Day on the Hill representatives to collaborate with Marketing Chair for promotional CTENA and ENA materials.

### **11.4. Day on the Hill – National**

**11.4.1.** CTENA may designate two representatives to attend the National Day on the Hill, hosted by the Emergency Nurses Association in Washington, D.C. This event provides members the opportunity to advocate for federal legislative priorities impacting emergency nursing.

**11.4.2.** Coverage of Costs: Reimbursement for travel, lodging, and registration is subject to CTENA's budget and Board approval.

**11.4.3.** Representatives must submit itemized receipts, and any expenses exceeding \$50 or not pre-approved in the budget require prior authorization.

### **11.5. Selection Process for State and National Day on the Hill Representatives**

#### **11.5.1. Priority Selection:**

The CTENA Government Affairs Chair shall be given the first opportunity to serve as a representative for both the Connecticut and National Day on the Hill events, in recognition of their leadership role in legislative advocacy.

**11.5.2.Call for Interest:**

If additional representatives are needed, CTENA will issue a call for interest to its members via email and/or during council meetings.

**11.5.3.Eligibility Criteria:**

Interested members must complete the following points system and have an active National ENA Membership:

Criteria	Points Assigned
National ENA Membership	Requirement
Attendance at ADVANCE – Annual strategic planning meeting December YYYY	5
Meeting Attendance (1 Point Assigned for each State Council Meeting Attended)	
Member of Government Affairs Committee	2

**11.5.4.Application Submission:**

**11.5.4.1.** Members must submit a brief statement of interest and relevant qualifications to the CTENA President or Government Affairs Chair by a specified deadline.

**11.5.4.2.** Application will open at beginning of calendar year with selection of participant(s) by March 15 of the current year.

**11.5.5.Selection Committee:**

**11.5.5.1.** The CTENA Board or designated Government Affairs Committee will review submissions and select representatives based on merit, availability, and alignment with CTENA's advocacy goals.

**11.5.6.Notification and Preparation:**

**11.5.6.1.** Selected representatives will be notified in advance. Participants will be provided with relevant materials, talking points, and logistical support to ensure effective participation.

**11.5.7.Post-Event Reporting:**

**11.5.7.1.** Representatives are expected to provide a summary report to the CTENA Board and membership, highlighting key takeaways and proposed follow-up actions.

## **12.0. COMMUNICATIONS**

**12.1. Objectives:**

**12.1.1.**To provide CTENA members with an online means of communication, education, and information.

**12.2. Procedures:**

- 12.2.1.**Coordinate the posting of updates from CTENA Board meetings, events, and activities to the official CTENA website and social media accounts.
- 12.2.2.**Provide a digital calendar of events for CTENA members that is updated via website and/or social media.
- 12.2.3.**Explore and implement new communication tools and platforms, including email, listservs, and web-based technologies, to enhance member engagement and information dissemination.

### **13.0. MARKETING AND MEMBERSHIP**

- 13.1. Objectives:**
  - 13.1.1.**To increase and maintain an effective organization that will address the needs of its members and enhance emergency nursing as a profession.
- 13.2. Procedures:**
  - 13.2.1.**Prepare and submit a yearly budget to the CTENA Treasurer by October 31.
  - 13.2.2.**Provide an update at CTENA Board meetings quarterly to keep members informed.
  - 13.2.3.**Coordinate new membership recruitment.
  - 13.2.4.**Use resources from the national level for members and public relations.

### **14.0. CT ENA APPOINTED POSITIONS**

- 14.1. Objective:**

To designate specific liaison and advisory roles that support CTENA’s mission and collaboration with statewide initiatives.
- 14.2.**
- 14.3. Requirements:** All appointed positions have the following requirements
  - 14.3.1.**ENA National Member
  - 14.3.2.**Active CTENA Member
  - 14.3.3.**Attending 75% of State Council Meetings In-person or Virtually
  - 14.3.4.** Meeting Report to be reported out at next CTENA Council Meeting.
- 14.4. Appointed Positions Include:**
  - 14.4.1.**CT Emergency Medical Services Liaison –
    - 14.4.1.1.** Serves as a point of contact between CTENA and state EMS agencies to promote collaboration, education, and advocacy in pre-hospital emergency care.
    - 14.4.1.2.** Position appointed by CT Governor but selected by CT ENA BOD
    - 14.4.1.3.** Governor’s Office to be contacted by CTENA President or designee to provide CTENA representative information.
    - 14.4.1.3.1.** CS.Governor@ct.gov and PHHO.DPH@ct.gov

**14.4.2. CT Evidence Commission –**

**14.4.2.1.** Position appointed by the CTENA President

**14.4.2.2.** Attend meetings as scheduled by the CT Office of Victim Services (OVS).

**14.4.2.3.** Preference given to SANE/SAFE trained members

**14.4.3. CT Technical Guidelines - Sexual Assault Forensic Examinations - Assists in the development and review of technical guidelines for forensic nursing practices in sexual assault cases**

**14.4.3.1.** Position appointed by the CTENA President

**14.4.3.2.** Attend meetings as scheduled by the CT Office of Victim Services (OVS).

**14.4.3.3.** Preference given to SANE/SAFE trained members

**14.4.4. CT Human Anti-Trafficking Response Team - Represents CTENA in statewide efforts to combat human trafficking. The liaison supports emergency nurses by:**

**14.4.4.1.** Position to be discussed yearly at ADVANCE

**14.4.4.2.** Promoting trauma-informed care and screening protocols for victims of trafficking.

**14.4.4.3.** Facilitating training and education on recognizing signs of Domestic Minor Sex Trafficking (DMST).

**14.4.4.4.** Coordinating with multidisciplinary teams to ensure appropriate referrals and support services.

**14.4.4.5.** Advocating for policies that enhance emergency department responses to trafficking victims.

**14.4.5. Connecticut Nurses Association – CT ENA President or designee to represent CTENA at Connecticut Nurse's Association State Council Meetings or Specialty Nursing Meetings**

**14.4.6. Term Limits – Term to be reviewed yearly by CTENA BOD.**

**14.4.7. Resignation/Replacement from Appointed Position – at the discretion of the President with approval from the CTENA BOD if assigned person is not meeting expectations or must resign.**

**15.0. GENERAL ASSEMBLY DELEGATE SELECTION**

**15.1. Objective:**

**15.1.1.**To select delegates to the National General Assembly. The number of delegates is determined by ENA based on membership.

**15.2. Procedures:**

**15.2.1.**Priority Selection: The following CTENA Executive Board positions shall be given priority delegate selection before point-based delegate applications are considered:

**15.2.1.1.** President

**15.2.1.2.** President-Elect

**15.2.1.3.** Treasurer

**15.2.1.4.** Secretary

**15.2.2.**If CTENA is given eight or more General Assembly Delegates, the Immediate Past President will be given the first right of refusal in addition to the roles listed above.

**15.2.3.**Communicate to all members Delegate Point System

**15.2.4.**Delegate forms are to be sent electronically by date specified by CTENA President.

**15.2.5.**Delegates will be selected by the total number of points.

**15.2.6.**In the event of a tie, the applicant with the earliest date/time stamp will be selected.

**15.2.7.**The President shall submit the list of delegates to ENA by specified date.

**15.3. Disqualification Policy:**

If false information is found to be submitted in the delegate application, it will result in automatic disqualification from serving as a national delegate.

**16.0. AWARDS**

**16.1. CTENA State Awards:**

**16.1.1.**To recognize CTENA members in the areas of Community Service, Management, Nursing Practice, and Education.

**16.2. Criteria for Awards:**

**16.2.1.**Criteria for Application: All recipients must be an current ENA Membership and have an unencumbered CT Registered Nurse License.

**16.2.2.**Team Award

**16.2.2.1.** Criteria

**16.2.2.1.1.**At least one honoree must be a ENA member

**16.2.2.1.2.**Teams must be led by a nurse or group of nurses

**16.2.2.1.3.**Teams must be comprised of 2 or more individuals



- 16.2.2.1.4.** Team members exemplify your organization's values and embody your mission
- 16.2.2.1.5.** Team members are role models of collaboration and teamwork that make a difference in the lives of patient, families, employees, the community
- 16.2.2.1.6.** Application should include description of project that highlights Team's ability to go above and beyond their role for patient care and support of evidenced based practices.

**16.2.3. Public Service Award** - This award honors a nurse or group of nurses who have served the community (defined as hospital, town, state or national community) and have made significant contributions to the profession of nursing and surrounding community.

**16.2.3.1.** Evaluation Criteria: Demonstrates contributions that have served the profession within the community, region, and country. Individuals serve as a role model for emergency nurses in community work. Demonstrates a high level of professional expertise and ability to collaborate with others in the healthcare field.

**16.2.4. Nursing Leadership Award** - This award honors a nurse who consistently demonstrates high leadership behavior and ability in the nursing management role.

**16.2.4.1.** Evaluation Criteria: Presently serving in a nursing management position. Demonstrates outstanding management skills. Demonstrates strong support for the staff that he/she manages and exhibits a concern for the advancement of the nursing profession.

**16.2.5. Nursing Practice Award** - This award honors a nurse who has exemplified outstanding nursing practice as demonstrated through clinical skills, care and compassion. This nurse performs beyond job requirements in delivering quality patient care.

**16.2.5.1.** Evaluation Criteria: Demonstrates performance beyond job requirement in rendering patient care. Demonstrates participation in nursing programs, committees, or projects contributing to emergency nursing practice.

**16.2.6. Nursing Education & Professional Development** - This award honors a nurse who has made significant contributions to the education of colleagues, EMS personnel and other families.

**16.2.6.1.** Evaluation Criteria: Demonstrates educational expertise in emergency nursing or EMS. Serves as a mentor, preceptor or instructor and as a role model for others. Participates as a lecturer at educational meetings and or publishes in a nursing journal, textbook or newsletter.

- 16.3.** The call for nominations, including a brief description of the award criteria, will be circulated to all current CTENA members. Nominations will be submitted to the president.
- 16.4.** The CTENA President or designee will verify submission content, ensure each candidate holds a valid RN license with no restrictions and is an active National Member of the ENA.
- 16.5.** Nominations will be submitted to the CTENA Board at the board meeting prior to ASCEND.
- 16.6.** A majority vote of the CTENA board members present will decide on the award recipients.
- 16.7.** These awards are given during the ASCEND symposium each fall.

**17.0.** Karen O'Neill Award-to recognize a New England nurse in tribute and memory of Karen O'Neill. Karen was a Massachusetts ENA member who demonstrated strength, gentleness, excellence, motivation, and endurance in the face of adversity. The award is given during the New England Regional Symposium (NERS) each spring.

- 17.1.** The CTENA President will verify submission content and ensure that each candidate holds a valid license with no restrictions and is an active ENA member,
- 17.2.** Nominations will be submitted to the CTENA Board by November 30<sup>th</sup>.
- 17.3.** A majority vote of the CTENA Board members present will decide the final candidate.
- 17.4.** Candidate information will be submitted to the NERS President's council at the National Leadership Orientation. (6 copies to be submitted)

## **18.0. INSTALLATION OF EXECUTIVE BOARD**

**18.1.** Objective:

**18.1.1.** The installation of directors and officers is a special occasion during which each newly elected board member pledges to uphold the ideals and purposes of the CTENA and promises loyalty and cooperation in guiding the Association through the year to come. The installation of officers marks the beginning of a new term of office which commences January 1st.

**18.2.** The roles of Treasurer and Secretary will be a three-year commitment at minimum with one year to act as mentor for the incoming Treasurer and/or Secretary.

**18.3. Procedures:**

**18.3.1.** The immediate past President will preside over the installation of officers.

**18.3.2.** Script for Installations:

- 18.3.2.1.** Directors-At-Large: \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ please come forward. The members of the Connecticut Emergency Nurses Association have elected you to represent their interests on the Board of Directors and to be part of the team that shall determine the official management policy of the Association. Do you accept these responsibilities?
- 18.3.2.2.** Treasurer: \_\_\_\_\_, please come forward. You have been elected to the office of treasurer. As treasurer, you are charged with the duties of keeping the records and monitoring the financial affairs of the Connecticut Emergency Nurses Association. Do you accept these responsibilities?
- 18.3.2.3.** Secretary: \_\_\_\_\_, please come forward. You have been elected to the office of Secretary. As Secretary, you are charged with the keeping of the records for the Association. Do you accept these responsibilities?
- 18.3.2.4.** President-Elect: \_\_\_\_\_, please come forward. You have been elected to the office of President-elect. As President-Elect you are charged to carry out the duties defined in the Bylaws of the Connecticut Emergency Nurses Association. Do you accept these responsibilities?
- 18.3.2.5.** President: \_\_\_\_\_, please come forward. Last year you served as President-Elect and now you have been elected to the position of President for the year \_\_\_\_\_. The office of President is the highest office in the Association and represents the highest honor the members of the Connecticut Emergency Nurses Association can bestow. With this honor come responsibilities. By electing you to this office, the members have charged you with monitoring the progress and stability of the Association. They have placed their trust in you so that the achievements of the past will be protected and expanded, that with your direction the year will enhance the Emergency Nurses Association in Connecticut. Do you accept these responsibilities?
- 18.3.2.6.** I now proclaim the new elected officers of the Connecticut Emergency Nurses Association duly installed, and I wish you all the very best. It is my distinct pleasure to turn over the leadership of this organization to the President and the new Board of Directors.

