
CONNECTICUT EMERGENCY NURSES ASSOCIATION STANDARD OPERATING PROCEDURES

INTRODUCTION

The Connecticut Emergency Nurses Association (CTENA) leadership has recognized the critical role that maintaining and communicating standard operating procedures plays in a successful organization. To that end, this document serves to establish and support ongoing policies and procedures of CTENA.

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ENA's Vision Statement

Our Vision is to be the premier organization for the Emergency Nursing community worldwide.

ENA's Mission

The ENA Mission is to advance excellence in Emergency Nursing

ENA's Objectives

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

- In the inclusion and contributions of nursing, in collaboration with healthcare partners worldwide to explore innovative solutions to the challenges of emergency care delivery.
 - Compassion is an essential element of the emergency nursing profession.
 - 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.
 - In a team based delivery of resources that meet the highest quality standards of excellence for patients and emergency nurses.
 - Emergency care evolves through lifelong learning and a culture of inquiry of the discovery of integration and evidence based research into emergency nursing practice.
 - Our code of ethics establishes and encourages adherence of principles of honesty and integrity.
 - We place the highest value on our members for their contribution to the care of patients and their families, the emergency nursing profession and our organization.
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CTENA'S Purpose

The 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*.

FINANCIAL POLICIES

1.0 Objective: To provide financial management of treasury funds. Fiscal management, by a majority vote of the Board of Directors, is to include investment, budgeting, monthly accountability, and reconciliations.	
2.0 Procedures	
2.01	Management: Annually update all account signature cards and as otherwise necessary. Changes in account status require the approval of the board of directors. Maintain up-to-date figures of checking account, money market account and CD. Identify all gains and losses at monthly CTENA Board Meetings. Report and maintain all hard copy receipts by month in organized fashion. Records to be kept for seven years. Perform necessary deposits. Generate monthly "Bank Reconciliations" to provide assurance that records are in balance. Pay bills in accordance with the budget established at the beginning of the year. Other expenditures require approval by the board of directors. Provide accountant appropriate documents and ensure that taxes are filed by their due date. Monitor automatic deposit payments from ENA for the state portion of membership assessment and ENPC and TNCC course fees.
2.02	Budget Obtain requests from committee chairs to prepare the budget for the new fiscal year- October 31. Provide comparison documents of previous years budget to end of year budget. Tally all accounts, including gains and losses. Provide end of year budget reports for all committee members. Submit projected budget of committees at a Board meeting and, when approved, to national ENA. Provide quarterly budget statements to all committee chairs upon request.
2.03	Reimbursement Issue reimbursement with approved budget in a timely fashion, in person or via mail. Unbudgeted expenses > \$50.00 must be requested and approved by the CTENA Board for reimbursement. All reimbursement requests must include a copy of receipt. Travel, hotel, and educational registration expenses shall be reimbursed to the President of CTENA for Leadership Orientation, NERS (or designee), and Annual Conference. Travel, hotel and education registration expenses shall be reimbursed to the President Elect for Leadership Orientation. Travel, hotel, and educational registration may be reimbursed to elected officers and/or selected members for Leadership Orientation as determined annually by the Board of Directors. Selected Delegates and alternates (as determined by CTENA -approved point system) will be

	provided a reimbursement for expenses. Reimbursement amount will be determined annually by the Board of Directors Speakers for CTENA education events will receive an honorarium.
	ASCEND President, Board of Directors, CTENA Committee Chairs and ASCEND Committee members who attend > 50% of meetings shall have their registration fee waived. Poster presenters will not have their registration fee waived...
2.04	Use of debit card -The debit 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. The CTENA Treasurer is to be notified of any card use and receipts/reimbursement form forwarded within two weeks.

**CONNECTICUT EMERGENCY NURSES ASSOCIATION
STANDARD OPERATING PROCEDURES**

EDUCATION

1.0 Objective -- To coordinate education activities for CTENA members	
2.0 Procedures	
2.01	Perform an education needs assessment at a minimum of once every two years and recommend education activities based on the assessment.
2.02	Serve as liaison to ASCEND Committee.
2.03	Plan and execute educational offerings.
2.04	Coordinate with the BOD to post educational offerings on the website/ social media .
2.05	Review Education SOP's yearly and submit changes to the Board by November 15.
2.06	Provide updates at monthly board meeting.

**TRAUMA NURSE CORE COURSE
and
EMERGENCY NURSE PEDIATRIC COURSE
COORDINATION**

1.0 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.	
2.0 Procedures	
2.01	Monitor Trauma Nurse Core Courses offered in Connecticut.
2.02	Monitor Emergency Nurse Pediatric Courses offered in Connecticut.
2.03	Perform a TNCC/ENPC needs assessment at a minimum of once every two years and recommend courses based on the assessment.
2.04	Attend National State Trauma/Pediatric Conference calls and forward information from the calls to State TNCC/ENPC Directors and INstructors.
2.05	Be a liaison for questions/concerns from State Directors and Instructors and hold yearly meetings as needed
2.06	Review quarterly Instructor status
2.07	Submit budget for upcoming year by October 31st

**CONNECTICUT EMERGENCY NURSES ASSOCIATION
STANDARD OPERATING PROCEDURES**

INJURY PREVENTION

1.0 Objectives	
1.01	To reduce preventable injuries and deaths by educating the public
1.02	To raise public awareness and promote healthy lifestyles.
2.0 Procedures	
2.01	The BOD may appoint Program Coordinators for each program in the state..
2.02	The BOD will prepare and submit the yearly budget to CTENA Treasurer by October 31.

**CONNECTICUT EMERGENCY NURSES ASSOCIATION
STANDARD OPERATING PROCEDURES**

GOVERNMENT AFFAIRS

1.0 Objectives	
1.01	To monitor and review federal and state legislative issues.
1.02	To participate in government affairs programs in collaboration with other organizations.
1.03	To have CTENA members participate in, and be informed of, legislative activities that may have an impact on the practice of emergency nursing.
2.0 Procedures	
2.01	The chairperson will prepare and submit annual budget to Treasurer by October 31st
2.02	Develop working liaisons with the national ENA Government Affairs Committee and working with the National Director of Government Affairs in Washington DC.
2.03	Collaborate with the Connecticut Nurses Association (funded by CTENA), to follow state legislative activities by attending CNA Government Affairs meetings.
2.04	Monitor the Washington Action Center on the ENA website, download and analyze monthly.
2.05	Communicate significant information to the CTENA board and membership.
2.06	Mentor CTENA members in Government Affairs

COMMUNICATIONS

1.0 Objectives	
1.01	To provide CTENA members with an online means of communication, education, and information.
2.0 Procedures	
2.01	Coordinate posting of new information to the website from CTENA Board meetings, events, and other activities..
2.02	Provide a calendar of events for CTENA members that is constantly updated .
* 2.03	To explore and provide new methods of communication by using the internet, email, list serve groups, and the web, and social media.

**CONNECTICUT EMERGENCY NURSES ASSOCIATION
STANDARD OPERATING PROCEDURE**

MARKETING AND MEMBERSHIP

1.0 Objective -- To increase and maintain an effective organization that will address the needs of its members and enhance emergency nursing as a profession.
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2.0 Procedures

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| 2.01 | Prepare and submit a yearly budget to the CTENA Treasurer by October 31. |
| 2.02 | Provide an update at CTENA Board meetings quarterly to keep members informed. |
| 2.03 | Coordinate new membership recruitment. |
| 2.04 | Use resources from the national level for member and public relations. |

GENERAL ASSEMBLY DELEGATE SELECTION

1.0. Objective: To select delegates to the National General Assembly. The number of delegates is determined by ENA based on membership.
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2.0. Procedures

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| 2.01 | Communicate to all members Delegate Point System |
| 2.02 | Delegate forms are to be returned to the CTENA President by date specified on the sheet. |
| 2.03 | Delegates will be selected by the total number of points. |
| 2.04 | In the event of a tie, the applicant with the earliest post mark will be selected. |
| 2.05 | The President shall submit the list of delegates to ENA by specified date. |

CONNECTICUT EMERGENCY NURSES ASSOCIATION STANDARD OPERATING PROCEDURES

AWARDS

1.0 CTENA State Awards —To recognize CTENA members in the areas of Community Service, Management, Nursing Practice, and Education.	
1.01	Criteria for awards: <u>Community Service</u> -- 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. 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. <u>Management Award</u> - This award honors a nurse who consistently demonstrates high leadership behavior and ability in the nursing management role. 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. <u>Nursing Practice</u> - 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. Evaluation criteria: Demonstrates performance beyond job requirement in rendering patient care. Demonstrates participation in nursing programs, committees, or projects contributing to emergency nursing practice. <u>Education</u> - This award honors a nurse who has made significant contributions to the education of colleagues, EMS personnel and other families. 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.
1.02	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.
1.03	The CTENA President will verify submission content, ensure each candidate holds a valid RN license with no restrictions..
1.04	Nominations will be submitted to the CTENA Board at the September or October board meeting prior to ASCEND.
1.05	A majority vote of the CTENA board members present will decide the award recipients.
1.06	These awards are given during the ASCEND symposium each fall.
2.0 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.	
2.01	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,
2.02	Nominations will be submitted to the CTENA Board by November 30th
2.03	A majority vote of the CTENA Board members present will decide the final candidate.
2.04	Candidate information will be submitted to the NERS President's council at the National Leadership Orientation. (6 sopies to be submitted)

CONNECTICUT EMERGENCY NURSES ASSOCIATION STANDARD OPERATING PROCEDURES

INSTALLATION OF NEW DIRECTORS AND OFFICERS

1.0. Objective: 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.

2.0. Procedures

2.01 The outgoing President will preside over the installation of officers."

2.02 Script for installations:

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?

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?

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?

Vice-President: _____, please come forward. You have been elected to the office of Vice President. As Vice President, you are charged to carry out the duties defined in the Bylaws of the Connecticut Emergency Nurses Association. Do you accept these responsibilities?

President: _____, please come forward. Last year you served as Vice President 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?

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 _____ and the new Board of Directors.

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