



STANDARDS and PROCEDURES POLICY

Title: Standards and Procedures Policy	Number:
Cross Reference: None	
Approved by: Michigan State Council Executive Board	Origination Date: November 2016
Revised by: Michigan State Council Executive Board	Approval Date: 11/2016,
	Next Revision Date: November 2021

I. PURPOSE:

To outline a uniform approach for the development, format, review, approval and distribution process of Michigan State Council Standard Procedures consistent with national Emergency Nurses Association (ENA) Bylaws and Standard Procedures

PROCEDURE

The Board of Directors and/or a Council will determine the need for a specific Standard Procedure or revision of an already existing Procedure and will assign the appropriate person(s) to draft said Procedure.

The format for a Procedure will, at a minimum, consist of the title, a statement of purpose (including any relevant background), the actual step by step procedure and the Author(s). (See Appendix for sample Standard Procedure: Standard Procedure Process)

PROCESS

The author(s) of the Procedure will submit a written draft to the President-Elect or Immediate Past President.

D. The Executive Board will review and arrange mailed distribution or the electronic transfer of the information to the State Council prior to the next regularly scheduled State Council meeting.

E. Discussion will be held at the next regularly scheduled State Council meeting. Revisions may be made at this time by the Board, Committee Chairs and/or State Council Representatives.

F. A motion to adopt the Procedure will be called for at that meeting by the President. If adopted, it will become effective immediately unless a motion is made otherwise.

G. The original Standard Procedure will be filed by the Secretary of the State Council Board of Directors. Official copies will be distributed to the Chapter Representatives and the Board of Directors by the Secretary.