FACILITATOR GUIDE FOR
CHAPTER MEETING IN A BOX

TOPIC

Healthy Nurse, Healthy Nation™ (HNHN) ANA Grand Challenge: ONS and YOU

GETTING STARTED

Program Evaluation

1. Is this the right topic of interest for your chapter?

Healthy Nurse, Healthy Nation™ Grand Challenge: ONS and YOU is a chapter meeting program custom designed by ONS staff using ANA HNHN resources to provide the following:

- Introduction to the purpose of HNHN and the role of ONS as a champion.
- Guided exploration of HNHN resources and benefits.
- Member participation through completion of the Healthy Nurse Survey.
- Open discussion of the challenges and opportunities related to improving the health and wellness of nurses.

2. What is needed to effectively implement this program?

- Location
- Refreshments (optional)
- Time
  It is estimated that completion of this program implementing all agenda items (see agenda template) would require approximately 1-1.5 hours.
- NCPD application (if applicable)
- Speaker
  Chapter leadership or member designee is the recommended presenter for this program. No content expert speaker is required or specifically available for this program.

Preparing for your meeting

1. Determine when this programming will be presented.

The Healthy Nurse, Healthy Nation Chapter Event is a self-contained presentation that runs approximately 1-1.5 hours. It can be plugged into any general chapter meeting, symposia, or vendor fair.
2. **Select a program facilitator (or facilitators).**
   While this program does not require the use of an outside speaker, the facilitator(s) should be knowledgeable on the program topic and comfortable presenting to the chapter.

   **Recommended Program Facilitator Preparation:**
   a. Review Chapter Meeting in the Box program agenda, presentation talking points and materials.
   b. Access ANA HNHN website: [https://www.healthynursehealthynation.org/](https://www.healthynursehealthynation.org/)
      - Join the Challenge (individual)
        o Create HNHN personal profile
        o Create personal login and password
      - Review website content
        o **Key resource for review:** [Year Two Highlights](#)
      - Complete HNHN nurse survey

3. **Submit NCPD application (if applicable)**
   To locate an ANCC Accredited Approver organization and complete the appropriate forms required for NCPD approval of this continuing education activity:
   a. **Search and select an ANCC Approver:**
      Find ANCC Accredited Providers, Approvers, and Joint Accredited Providers. The list of all ANCC Accredited Providers, ANCC Accredited Approvers, and Joint Accredited Providers of continuing education is contained in a database searchable by state and credential type.
   b. **Complete the ANCC Accredited Approver form(s) required by the approver chosen above.**

4. **Ensure your meeting space has the necessary requirements.**
   At minimum, your meeting space should have the ability to present PowerPoint slides. Double check to make sure these capabilities will be available to you.

5. **Review and prepare resources.**
   Your chapter board or program committee should review all materials and determine if any print or digital versions are needed for distribution to program attendees. If requesting print materials from the national ONS office, please submit your request at least 30 days in advance by e-mailing chapters@ons.org and provide your mailing address and the estimated number of event attendees.

6. **Customize applicable materials.**
   Update your agenda to include any other chapter business you’d like to cover (either preceding or following the Healthy Nurse, Healthy Nation content). You may also choose to add the presenter’s name to your PowerPoint presentation.

7. **Hold a “dress rehearsal.”**
   Before presenting to the chapter membership, ensure the facilitator(s) run through the program in its entirety and are comfortable with the material.
RESOURCES

PRE-MEETING HOMEWORK

SELF-ASSESSMENT: Member participation in the HNHN nurse survey

MATERIALS

- Access the HNHN website and select any option under HealthyNurse Survey to access the link to the HealthyNurse® Survey. See Guide to the HealthyNurse® Survey below.
- Distribute Guide to the HealthyNurse® Survey to chapter members

TALKING POINTS

- The electronic HealthyNurse Survey focuses on nurses’ health, safety, and wellness risks.
- Question categories include demographics, occupational health, employee and personal wellness, individual safety, and overall health.
- This institutional review board-reviewed survey takes about 15 minutes to complete.
- Participants receive their confidential results immediately in the form of an interactive heat map and link to the national average, ideal standard, and resources for most survey questions.
- The HealthyNurse Index Score is a numeric representation of the heat map, based on the individual’s answers to specific questions.
- In the past 2 years, over 20,000 participants have taken the survey.
- Join the Grand Challenge as Chapter Members and complete the Health Risk Assessment together now: www.healthynursehealthynation.org

Guide to the HealthyNurse® Survey

1. Select one of the menu options under HealthyNurse Survey.

2. Click the HealthNurse® Survey link.

Please take the HealthyNurse® Survey to display your HealthyNurse® Index and Heat Map.

Questions? Check our FAQ.
3. It is important to review the information provided on the landing page of the survey. When ready, click **Next** to begin the survey.

4. ONS requests that participants select **Oncology Nursing Society** from the list of partner organizations.
5. Proceed through the rest of the survey. When completed, select **Done**.

6. A confirmation screen will appear once the survey is successfully submitted. Click **Done** to return to the Healthy Nurse Healthy Nation website.

7. Individual index scores and heat maps will be available under **HealthyNurse Survey** for review. Encourage members to review their individual scores to improve their health.
SAMPLE AGENDA
See MATERIALS AND TALKING POINTS section for resources related to each agenda topic.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Length of Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Chapter Business</td>
<td>5 minutes</td>
</tr>
<tr>
<td><strong>Overview</strong>: Health Nurse Healthy Nation™ (HNHN): ONS and YOU</td>
<td>10 minutes</td>
</tr>
<tr>
<td><strong>Resources</strong>: Guided exploration of HNHN resources and benefits</td>
<td>15 minutes</td>
</tr>
<tr>
<td><strong>Group Discussion</strong>: Identify engaging discussion points supporting a quest for better health</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Program Evaluation</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Closing Remarks/NCPD</td>
<td>5 minutes</td>
</tr>
</tbody>
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MATERIALS AND TALKING POINTS

1. **OVERVIEW**: HEALTH NURSE HEALTHY NATION™ (HNHN): ONS AND YOU

   **MATERIALS**
   - [PowerPoint Presentation: Healthy Nurse, Healthy Nation Grand Challenge Overview](#)

   **TALKING POINTS**
   - On May 1, 2017, ANA Enterprise launched a bold initiative—Healthy Nurse, Healthy Nation™ (HNHN) Grand Challenge—to transform the health of our nation by first improving the health of its 4 million RNs.
   - This grand challenge focuses on improving the health, safety, and wellness of nurses and nursing students, leading them to be more effective role models, advocates, and educators.
   - As of the HNHN 2018-2019 Year Two summary, more than 117,000 individuals and 510 partner organizations have joined this exciting movement.
   - HNHN connects and engages individuals and organizations to act within five domains: physical activity, rest, nutrition, quality of life, and safety.
   - HNHN provides a web platform to inspire action, cultivate friendly competition, provide content and resources, gather data, and connect nurses, nursing students, employers, and organizations.
   - HNHN partnerships with organizations at three different partnership levels: Connector, Collaborator, and Champion.
   - All levels agree to share information about HNHN with their employees and encourage nurses to join; in return, organizations are recognized on hnhn.org. A fourth category, Catalyst, is available by invitation only.
   - ONS is a Premier Partner of the American Nurses Association’s HNHN Grand Challenge. At the highest level of engagement, Champions are asked to make a
specific commitment to their nurses, set metrics for success, submit quarterly progress reports and engage in the web platform.

2. RESOURCES: GUIDED EXPLORATION OF HNHN RESOURCES AND BENEFITS

MATERIALS

- Access the HNHN website and utilize the Guided Exploration of HNHN Website Resources and Benefits process guide below to navigate the website and introduce key HNHN resources to chapter members.

TALKING POINTS

- When participants join, they create a profile page, make a health commitment, join challenges, engage in discussion, access resources and blogs, and take a health-risk appraisal (HealthyNurse® Survey)—all available on the interactive HNHN Connect platform.
- A private Facebook community and text-to-join option are also available.
- Nurses and nursing students can be chosen or nominated for #healthynurse spotlights that showcase their wellness journey in blog, social media, and newsletter content.
- Contests for health and wellness prizes are offered.
- Newsletters go out monthly for HNHN individual participants that emphasize hot topics in HNHN social media, discussion boards, relevant wellness news stories and announcements.

Guided Exploration of HNHN Website Resources and Benefits

1. ACCESS AND LOGIN: ANA HNHN website: https://www.healthynursehealthynation.org/
2. EXPLORE A KEY RESOURCE: DASHBOARD FEATURES

TALKING POINTS: Overall the Dashboard provides easy access to announcements, quick links, community activity and discussion activity.

3. EXPLORE A DASHBOARD BANNER BAR RESOURCE: HEALTHY NURSE SURVEY

TALKING POINTS: Once you have taken the Healthy Nurse Survey, here you will find both the Healthy Nurse Index and Heat Map which is calculated from your Nurse Survey health assessment results. Your most recent survey results will be displayed in a Heat Map reflecting the various domain icons (Rest, Activity, Nutrition, Quality of Life, and Safety).

4. EXPLORE A DASHBOARD BANNER BAR RESOURCE: TAKE ACTION

TALKING POINTS: Here you can take your commitment to a healthy you further. Consider posting a commitment on this page about something you want to improve in your life related to one of our five domains (Nutrition, Physical Activity, Quality of Life, Rest, Safety). While you are here, check out the HNHN Monthly Challenge calendar and even better yet join one! Finally, here you will also find a resource library packed with information and articles to education, motivate and support your goals.
5. EXPLORE A DASHBOARD BANNER BAR RESOURCE: HEALTH DOMAINS

**TALKING POINTS:** Here you can join domain(s) of interest (Nutrition, Physical Activity, Quality of Life, Rest, Safety) and share in focused discussion on recent topics, trends and as well as review your own discussion activity.

![Dashboard](image)

6. EXPLORE A DASHBOARD BANNER BAR RESOURCE: DISCUSSIONS

**TALKING POINTS:** Your direct access to identify and utilize engaging discussion points within trending discussions, health domains and/or discussion tags.

![Discussions](image)

7. EXPLORE A DASHBOARD BANNER BAR RESOURCE: MEMBERS

**TALKING POINTS:** Connection is key to support and success. This resource provides the ability to expand your connections through member searches. Here you can find friends by browsing members by domain or learn about new friends who are Top Challenge and Community participants.

![Dashboard](image)

3. GROUP DISCUSSION

If your chapters is utilizing Zoom, you can poll attendees on which domain, based on their personal heat map, requires the most focus. The domain with the highest percentage is where you
can start your discussions. We recommend familiarizing yourself with all domain-specific resources so you are prepared to speak on any of the domains. If your chapter members are especially affected by the COVID-19 pandemic, you may also want to focus your time on the resources that ANA and ONS have for self-care and wellness.

MATERIALS
Suggested materials to facilitate Group Discussion:

1. HNHN Discussions

   Access the HNHN DISCUSSION page through link below to identify and utilize engaging discussion points within trending discussions, health domains and/or discussion tags:
   https://www.healthynursehealthynation.org/

2. COVID-19 Self-Care and Wellness Resources
   You and your chapter members have support. In addition to new and interim guidelines, ONS and ANA has resources to address your self-care and wellness.

   **ONS Resources**
   - [Comprehensive COVID-19 page](#)
     - See Self-Care and Wellness dropdown
   - [COVID-19 Information and Ideas Community](#)

   **ANA Resources**
   - [COVID-19 Resource Center](#)
     - [Mental Health and Well-being](#)
     - [ANA’s COVID-19 Self-Care Package for Nurses (Free)](#)
3. **Wellness On-The-Go**

Finding time for our own wellness can seem impossible within busy daily routines. Engage member discussion sharing individualized experiences and accomplishments associated the small changes and specific goals offered below that can help manage wellness.

- [Wellness On-The-Go](#)
- [Wellness Tips for the Oncology Nurse](#)

**TALKING POINTS**

- As nurses, we face unique hazards in the workplace and multiple health, safety, anewrf ḅx https://ons2013-
  my.sharepoint.com/b:g/personal/lpope_ons_org/EbHEE6IKQq1MkGefguAJoPgBZBbnUC vSe15-50n3S0dKUQ?e=HdqAHf1`d wellness risks in our daily lives.
- Ongoing data from the HealthyNurse® Survey show an urgent need to improve our health, particularly in the areas of physical activity, nutrition, rest, safety, and quality of life. We can’t do it alone.
- We need the support of our nurse colleagues, employers, professional organizations, and schools of nursing.
- In all, 70% of nurses surveyed report putting the health, safety, and wellness of their patients before their own, proving that now is the time to make ourselves a priority.
- When we are working at peak wellness, we give the best care.
- Get support, assess your health, and take action.
- The Healthy Nurse, Healthy Nation™ is national movement and avenue of support which is gaining momentum and touching the lives of thousands of nurses.
- Join at hhnhn.org and text healthynurse to 52-886 to get challenge tips today.
- You can use an action plan to help you start (or continue!) your own journey to health. Download a blank worksheet at bit.ly/2QpDdNp.
- Although HNHN is designed predominately for nurses, it's open to everyone and is free of charge.
- HNHN can be found on social media, including:
  - **Twitter**: @HealthyNurseUSA
  - **Instagram**: HealthyNurse
  - **Pinterest**: HealthyNurse
  - **Facebook**: Healthy Nurse, Healthy Nation

4. **PROGRAM EVALUATION**

**MATERIALS**

- Survey Link for learners: [https://research.zarca.com/r/mvsS0T](https://research.zarca.com/r/mvsS0T)
- Survey Link for program presenter: [https://research.zarca.com/r/lJO3f9](https://research.zarca.com/r/lJO3f9)

**TALKING POINTS**

- ONS is committed to bringing relevant and useful resources and programs to its chapters.
- It is important that ONS receive feedback from both the program presenter/speaker and chapter members/learners so they can ensure they are meeting the needs of its members.
• The survey should take no more than a couple minutes to complete and can be done on your computer, smartphone, or tablet.
• ONS will use the responses to guide future Chapter Meeting in a Box programs.