

Society of Trauma Nurses  
Policies & Procedures

Last Updated: March 2011

**Policy-Procedure Manual  
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Subject: **Annual Conference**

Number:	1.1	Category:	<b>APPROVED</b>
Effective Date:	June 2008	Supersedes:	I.7
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	III. 3.01
		BOD Responsible	Annual Conf Chair

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**I. PURPOSE:**

- A. The purpose of this policy is to delineate the overall organizational management of the annual conference.

**II. POLICY / GUIDELINE:**

A. Conference Committee

1. The conference chairperson is appointed by the Board of Directors.
2. The conference chairperson will be appointed to the Board of Directors for a two year term.
3. Conference Committee will be chosen by the conference chairperson.
  - (a) Committee to include;
    - (i) A member of the education committee
    - (ii) A member who resides in the host state
    - (iii) The immediate past president to be responsible for award(s) and distinguished lectureship
    - (iv) A member responsible for abstract selection and judging process
    - (v) Other members necessary for the work of the committee.
4. STN Management Group will appoint conference manager to participate as a member of the conference committee.

B. Site Selection

1. Refer to site selection guidelines.
2. Site selection process should begin at least 24 months prior to conference
3. STN Management group to assemble a number of potential sites to be presented to STN Board of Directors.
4. STN Board of Directors shall make final decision.

C. Hotel Contracts

1. Negotiated by STN Management based upon meeting room, meal, sleeping room and attendance requirements.
2. Reviewed by conference chair & Exec Committee
3. Signed by President
4. STN Management to plan for backup rooms if conference hotel sells out

D. Hotel Service Orders

1. Initial BEO prepared by STN Management using budgetary restraint and program schedule
2. Reviewed by conference chair
3. Signed by STN President

E. Budget

1. STN Management will develop budget with collaboration from Conference Committee.
2. Budget will be approved by STN Board of Directors.
3. There will be no spending over a line item on the budget without Executive Board Approval.

F. Faculty

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1. All faculty will be invited by conference chair or specifically designated conference committee member.
  2. No honorariums offered for faculty.
  3. Distinguished Lectureship shall receive honorarium per Distinguished Lectureship guidelines.
  4. Faculty, Distinguished Lecturer and award winner(s) will be reimbursed for Coach airfare up to \$400.00.
  5. One (two nights if necessary) night sleeping room at conference hotel.
  6. Complimentary conference registration.
  7. All travel and hotel reimbursement requests must use the provided reimbursement expense form.
  8. All travel and hotel arrangements are the responsibility of the speaker.
  9. STN will not reimburse faculty for any expenses covered by another source.
  10. After initial communication with faculty by designated conference committee member, all formal invitations and faculty guidelines will be sent to faculty by STN management after approval by conference chair.
- G. STN Conference Committee and Board of Directors
1. Faculty/Moderators who are STN officers, or BOD members and Conference Committee members will ONLY receive complimentary Registration.
  2. This complimentary reimbursement is at the discretion of the committee and approved in the budget
- H. CE Application & Distribution
1. CE Application will be written by the member of the conference committee who is also a member of the education committee and submitted to the STN Education Committee for approval.
  2. Contact hour calculation will be verified in writing by the STN Education Committee and awarded based on CA BRN requirements.
  3. No CE contact hour information will be distributed in written conference materials until step 1 & 2 have been completed.
  4. CE certificates will be prepared by STN Management after approval by Conference chair.
- I. Promotion of STN Conference
1. Conference brochure design and printing to be coordinated by STN Management with pre-design input and final approval by meeting chair/committee.
  2. Final STN brochure ready for mailing by November 1<sup>st</sup>. Conference full page add will be placed on back cover of each JTN. Complete agenda with faculty included in issues #4 and #1.
  3. Oversight including deadline, design and copy approval, to be responsibility of STN Management with review by committee and meeting chair.
  4. Periodic announcements will be placed on the list serve in the months prior to the conference.
- J. Exhibits General
1. The exhibitor must remain with the exhibit except during program presentations or other approved activities. The exhibitor may attend appropriate program activities (such as general session, receptions, but not interactive workshop sessions) and must at all times refrain from soliciting sales and/or other business.
  2. The sponsor may provide exhibitors services such as nametags, company name tents, and situations conducive to exhibit viewing. A drayage company may be contracted to provide exhibit services.
  3. Exhibits will not be in the same room as the educational program.
  4. Exhibitors will be listed in the syllabus.
  5. Exhibitors will be provided with an agreed-upon number of luncheon tickets for their representatives. Additional tickets may be purchased.

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6. Exhibitor evaluations prepared and collated by STN Management and results communicated to conference chair.
7. Thank you notes to exhibitors to be sent by STN Management.

### K. Exhibits/Sponsorships

1. STN management will prepare exhibitor prospectus.
2. Exhibitor fees and financial sponsorships will be prepared by STN management and approved by the conference committee.
3. Complimentary exhibit space may be approved by the conference chair if appropriate and no negative impact on the budget.
4. The conference committee will assist STN Management 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 to complete the sale.
5. STN Management is responsible for all logistics and vendor management during the setup, actual show and breakdown.
6. Sponsorships will be solicited by STN Management.

### L. Unrestricted grants-in-aid

1. Grants may be solicited by the conference committee with approval of the Board of Directors to provide supplemental funding of the event.
2. All funds will be made payable to the Society of Trauma Nurses.
3. All funds received will be used at the discretion of the program committee according to an approved budget.
4. 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.)

## III. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):

### A. Originator:

1. Jorie Klein, April 2003
2. Judy Mikhail, June 2004 Revisions
3. Pat Manion, June 2009 Revisions
4. Pat Manion, March 2011 Revisions

### B. Approvals:

1. Board of Directors (4/2003)
2. Board of Directors (6/2004)
3. Board of Directors (6/2009)
4. Board of Directors (3/2011)

## IV. REFERENCES:

1. STN Distinguished Lectureship Policy
2. Moderator Manual
3. Awards Policy
4. Annual Conference Site Selection Guidelines

Subject: **Annual Awards Committee, Nominations for Awards, Awards Ceremony**

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Number:	1.2	Category:	<b>APPROVED</b>
Effective Date:	12-9-2008	Supersedes:	10-20-2007
Review Date:	TBD	Prev. Issued:	3-18-2001
Rescinded Date:	N/A	By-Law Reference:	N/A
		BOD Responsible:	Immed Past Pres

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### I. PURPOSE:

- A. To award The Trauma Leadership Award and Distinguished Lectureship Awards to individuals who have demonstrated outstanding leadership in trauma throughout their career and to recognize outgoing Board of Directors Members for their service to the organization.

### II. POLICY:

- A. Awards Committee
  - 1. The Immediate Past President will Chair the Awards Committee as a Non voting member
  - 2. The Immediate Past President will select a group of at least five (5) STN Members to participate on the Committee.
  - 3. Committee members' names will be submitted to the Board for approval.
- B. 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.

### C. AWARDS:

- 1. Distinguished Lectureship
  - a. 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.
  - b. Excellent public speaking ability
  - c. In depth / first hand understanding, knowledge and experience in an area(s) related to trauma.
  - d. Supportive of the STN's Mission and Vision
- 2. Trauma Leadership
  - a. 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.
- 3. Past President
  - a. Recognition type award presented to the outgoing President by incoming President. Presented with a gavel/plaque/memento for year(s) of service.
- 4. Outgoing Board Members
  - a. All outgoing Board Members will be recognized during the ceremony and presented with a plaque/memento.

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## III. PROCEDURE:

- A. Early June:
  - 1. Award Nominations for Trauma Leadership Award opens.
    - (a) Call for nominations will be announced with blast membership emails and via the STN web site and List Serv
    - (b) To nominate a person, the web based nomination form must be completed and the nominee's curriculum Vitae must be attached. .
  
- B. July:
  - 1. A call for Award committee members is sent out through email to state and region chairs.
  - 2. Board approval of committee membership is obtained.
  - 3. Nominations for the Distinguished Lecturer will be requested from the following groups:
    - (a) STN Board
    - (b) Annual Conference Committee
    - (c) Awards Committee
  - 4. Nominations will require completion of a nomination form.
  
- C. Mid August:
  - 1. Award Nominations for the Trauma Leadership Award and Distinguished Lecturer close
  
- D. September/October
  - 1. Executive director to prepare nominee information and distribute to Awards committee members along with scoring tools for each award.
  - 2. Conference call meeting of the Awards committee is held and recommended award nominees are selected.
  - 3. Awards committee prepares Awards Nominee Slate.
  - 4. Award Nominee slate goes to full Board for approval.
  - 5. Immediate notification of winners by Chair preferably by phone call extending an invitation to attend the Annual STN Membership Meeting and Awards Ceremony.
  - 6. Executive director to send a formal letter to award recipient with conference details.
  - 7. Name of the distinguished lecturer be given to conference chairperson so that this can be included in the conference brochure.
  
- E. March
  - 1. Committee chairperson completes power point presentation for Awards ceremony.
  
- F. TRAVEL / ACCOMMODATION / COMPLIMENTARY REGISTRATION / FUNDING
  - 1. Travel, hotel expenses as well as complimentary registration are the responsibility of STN for the Trauma Leadership Award and Distinguished Lectureship.
  - 2. The Distinguished Lectureship presenter received an honorarium of \$500.00.
  
- G. Awards Ceremony Preparation
  - 1. The Executive Director will work directly with a vendor to obtain the appropriate awards/plaques.
  
- H. All outgoing Board Members will be recognized during the ceremony and presented with a plaque.
  
- I. The Chair will develop a power point presentation in collaboration with the President.
  
- J. The presentation will include:
  - 1. Photo of the award recipient
  - 2. Summary of the recipients accomplishments
  - 3. Speakers notes for the President's reference

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### K. AWARDS CEREMONY

1. The Awards Ceremony will take place during the Annual Membership Meeting.
  - (a) The President will present the awards to the recipients.
  - (b) The Immediate Past President will assist the President.
  - (c) Immediately following the ceremony, the STN's photographer will obtain photos of the award recipients.
2. The Distinguished lecturer presentation will be during lunch the first full day of the annual conference.
  - (a) The distinguished lecturer will be introduced by the immediate past president
  - (b) A commemorative award and honorarium will be presented to the guest lecturer immediately following his/her lecture.
  - (c) The President will present this plaque to the speaker.

### L. POST AWARDS CEREMONY ANNOUNCEMENTS

1. Award recipients will be published in the Journal of Trauma Nursing.
2. Award recipients will be posted on the web site.
3. 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.

### IV. GUIDELINE ORIGINATOR (S) AND APPROVAL (S):

- A. Originators
  1. Marla Vanore (December 2008)
- B. Approvals
  1. STN Board of Directors (12/2008)
  2. STN Board of Directors (3/2011)

### V. REFERENCES:

- A. Society of Trauma Nurses Bylaws

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Subject: **Annual Conference Site Selection Guidelines**

Number:	1.3	Category:	<b>Approved</b>
Effective Date:	6/5/2008	Supersedes:	N/A
Review Date:	April 2011	Prev. Issued:	N/A
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible	Annual Conf Chair

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**I. PURPOSE:**

**II. POLICY / GUIDELINE:**

- A. The criteria listed below are to be followed by the STN Board of Directors in selecting a geographic location for future annual conferences:
1. The location is in a warmer climate.
  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 conference manager (STN staff) 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:
1. Meeting space and rooms are available in late March or early April as outlined in the RFP.
  2. Ability to hold at least 40 10x10 booths in a secured area.
  3. The hotel has a minimum of 500 guestrooms and will guarantee a 10% commissionable rate not to exceed \$200.
  4. Earned at least a 4-star or 4-diamond rating.
  5. Ability to hold all meeting functions in the same facility.
- C. The conference manager is to consider the following concessions/preferences when selecting a site for recommendation to the Board of Directors:
1. Amenities in all designated VIP rooms and complimentary VIP airport transfers.
  2. Two (2) staff rooms comp over and above (the 1/50 complimentary policy) for the executive director and conference manager
  3. Five (5) discounted staff rooms at 50% off group rate.
  4. Ten (12) upgrades for Board of Directors and ten (10) upgrades for speakers.
  5. 1/50 complimentary policy for rooms.
  6. Exhibit/meeting space provided at no charge
  7. Two (2) Presidential Suites over and above (the 1/50 complimentary policy). One (1) Presidential Suite able to hold a reception for 30 - 40 people.
  8. Exhibits located adjoining general session preferred and able to hold receptions.\
  9. High-speed internet access in each guest and meeting room.
  10. Hotel offers a complimentary airport shuttle.
  11. One (1) complimentary microphone in each meeting room.
  12. Two (2) complimentary house phones for both the conference office and the registration desk.
  13. Hotel will host a complimentary planning meeting for the entire conference committee in advance of the conference.

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**III. PROCEDURE:**

**IV. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originators
  - 1. STN Management Group, Pat Manion, June 2008
- B. Approvals
  - 1. BOD           October 2008
  - 2. BOD           March 2011

**V. REFERENCES:**

Society of Trauma Nurses  
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Subject: **Nominating Committee and Election / Nomination Procedures**

Number:	2.10	Category:	<b>APPROVED</b>
Effective Date:	10-20-2007	Supersedes:	5-17-2004
Review Date:	April 2011	Prev. Issued:	1.4
Rescinded Date:	N/A	By-Law Reference	IV. 4.04
		BOD Responsible:	Immediate Past Pres

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**I. PURPOSE:**

- A. To establish nominations and elections processes for the STN Board positions in accordance with STN Bylaws

**II. POLICY:**

- A. Nominating Committee Chair
  - 1. The Immediate Past President will fulfill the position of Nominating Committee Chair unless otherwise appointed by the President
  - 2. The Committee Chairperson will serve a one-year term
  - 3. The change over of Chairs will occur following the Annual Meeting in Spring of each year
- B. Nominating Committee Members: The Nominating Committee shall consist of:
  - 1. one (1) Director at Large
  - 2. four (4) Region Chairs
  - 3. Immediate Past President
  - 4. The Immediate Past President will be non-voting and serve as the Chair of this Committee.
  - 5. The Committee Chairperson will be responsible for Committee appointments and must notify Board of Directors of Committee membership in accordance with STN Bylaws
- C. Candidate Eligibility
  - 1. Candidates eligible for office will be current STN Members in good standing in the organization
  - 2. The Committee Chair will review all Board of Directors criteria, roles and responsibilities with the candidates prior to formalizing the slate of nominees.
- D. Call for Nominations
  - 1. Call for nominations will be sent via STN Web-site, the STN List Serve
  - 2. The Nominations Committee will be responsible for reviewing approved candidates and creation of the Slate.
  - 3. The Board of Directors is responsible for voting to approve the Slate.
- E. Voting
  - 1. Candidate's biography will be posted on the Website.
  - 2. All voting will be conducted on line.

**III. PROCEDURE GUIDELINE:**

- A. Early September:
  - 1. Nominations open
  - 2. Call for nominations and list of open positions will be announced with blast membership emails and via the STN web site and List Serve

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- 3.
- B. Late September:
  1. Nominations closed
- C. Early October
  1. Nomination application/biographies prepared by management firm for website and nominations committee review
- D. Mid October:
  1. Chair reviews position job descriptions, roles and responsibilities with the candidates prior to formalizing slate for board.
  2. Nominations committee reviews application/biographies and prepares slate
- E. Late October:
  1. Slate of nominee's sent to the Board for approval
- F. Early November:
  1. Nominations biographies posted on STN web site
  2. Voting open
- G. Late November:
  1. Voting ends
- H. Early December:
  1. President-elect notifies newly elected members
  2. Executive Director sends announcement to the membership via List Serve, JTN, and Web Site

#### **IV. GUIDELINE ORIGINATOR(S) AND APPROVAL(S)**

- A. Originators
  1. ...
- B. Approvals
  1. STN Board of Directors (10/2007)
  2. STN BOD (12/2008)
  3. STN BOD (3/2011)

#### **V. REFERENCES:**

- A. Society of Trauma Nurses Bylaws

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Subject:	<b>Mid-Term Resignation of Board member or Committee Chair</b>		
Number:	2.11	Category:	<b>APPROVED</b>
Effective Date:	03/18/2005	Supersedes:	
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	IV.4.05
		BOD Responsible:	Secretary

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**I. PURPOSE:**

- A. The purpose of this guideline is 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.

**II. GUIDELINE:**

- A. Mid-term Resignation of Board and Committee Chairs:
1. Letters of Resignation should be sent to the Secretary and to the STN office administration
  2. If the Secretary resigns, the letter should be sent to the President and the STN office.
  3. The entire Board will be notified of the receipt of such letter.
- B. The Board will accept or reject the Letter of Resignation at their next or especially called meeting.
- C. COMMITTEE CHAIR RESIGNATION:
1. Following acceptance of the resignation, the President will appoint a new committee chair with the approval of the Board of Directors or as specified in the Bylaws notify the co-chair or vice-chair of his/her new responsibilities if appropriate. (The co chair may not automatically assume the duties, e.g., ATCN Co chair).
  2. Notice to be given to all known committee members and others as deemed appropriate
  3. Changes to the website and other documents will be made to reflect the change in leadership
- D. BOARD MEMBER RESIGNATION (OTHER THAN THE PRESIDENT)
1. Following acceptance of the resignation, the President, with input from the Executive Committee and / or Board of Directors, will determine if it is appropriate to name a replacement.
  2. Notice is to be given to all deemed appropriate.
  3. Changes to the website and other documents will be made to reflect the change in leadership.
  4. A letter with administrative details such as nondisclosure etc. will be sent to the Board / Committee member that resigned.
- E. PRESIDENT OR PRESIDENT ELECT RESIGNATION
1. Following acceptance of the resignation of the President, the President-elect will assume the remainder of the term.
  2. Following the acceptance of the resignation of the President-Elect, the office will be filled according to the bylaws.
  3. Notice is to be given the membership using appropriate means and to all affiliations/collaborations and to others as deemed appropriate.
  4. Changes to the website and other documents will be made to reflect the change in leadership.
  5. A memento recognizing his/her contributions to the Society will be sent to the recipient.
  6. Until determined otherwise, Presidents who resign mid-term will be considered a Past President with date of service noted 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.
  7. A letter with administrative details such as non-disclosure will be sent.

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### F. GUIDELINE: END OF TERM

1. BOD members and Committee Chairs fulfilling their terms of office or appointment
2. Will be recognized with a memento.

- G. The president's memento includes a gavel or appropriate presidential item and a letter of appreciation of service and administrative details such as non-disclosure

### III. GUIDELINE ORIGINATOR(S) AND APPROVAL(S)

#### A. Originators

1. ...

#### B. Approvals

1. STN Board of Directors (3/2005)
2. STN Board of Directors (3/2011)

### IV. REFERENCES:

- A. Society of Trauma Nurses Bylaws

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Subject: **Position Statements**

Number:	2.2	Category:	<b>APPROVED</b>
Effective Date:	2-22-2005	Supersedes:	
Review Date:	April 2011	Prev. Issued:	II.2
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	Immediate past President

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## I. PURPOSE:

- A. The purpose of this policy is to guide the membership in the writing, approval and distribution of Position Statements.

## II. POLICY / GUIDELINE:

- A. As the international organization representing nurses involved in trauma care in clinical, administrative, research and educational roles, the Society of Trauma Nurses will write and distribute Position Statements on issues pertinent to its membership.
- B. Definition of a Society of Trauma Nurse (STN) Position Statement: The statement will be evidence based, scholarly written, and explain the Society's stance on issues that affect the practice of Trauma Nursing.

## III. PROCEDURE:

- A. Writing STN Position Statements
  1. Position statements will be written under the guidance of the Legislative Committee by ad hoc work groups of STN members with one person acting as the leader of the group.
  2. Topics for each Position Statement will be chosen by the Legislative Committee.
  3. The Legislative Committee will select a chair of each ad hoc group.
    - (a) The Chair will be a member of the Legislative Committee.
    - (b) If a Chair is not available from the membership of the Legislative Committee an STN member, in good standing, will be selected.
  4. A timeline will be selected by the Legislative Committee and adherence to this timeline will be overseen by the Legislative Committee Chair.
  5. Each Position Statement will be applicable to an international audience and consist of the following components:
    - (a) A brief summary of the issue
    - (b) A list of the STN's beliefs related to the issue
    - (c) Reference
- B. Approval Process for each STN Position Statement
  1. Each Position Statement will undergo the same approval process.
  2. Upon completion of the draft, each Position Statement will be distributed to all members of the Legislative Committee. Approval will be by a majority vote either at a meeting or via email. \
  3. The approved Position Statement draft will be distributed to the editors of the Journal of Trauma Nursing for review and editing.
  4. The approved Position Statement draft will be distributed to all members of the STN Board of Directors. Approval will be by a majority vote either at a meeting or via email.
- C. Endorsements/Support of STN Position Statements

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1. After an STN Position Paper is approved it can be distributed to other organizations for endorsement or support. Endorsement will be defined as formal and explicit approval. Support is defined as aiding the cause or policy or interests of the Society of Trauma Nurses.
2. The Legislative Committee will decide whether a Position Statement will be distributed for endorsement or support. This decision will be reviewed and approved by the STN BOD.
3. Organizations that may be asked to endorse or support positions statements may include nursing, physician, pre hospital and other allied health organizations that would have an interest and investment in the topic of the statement.

#### D. Distribution of Position Statements

1. Once approved, the STN Position Statements will be distributed to members of the STN membership, other organizations and to legislative bodies and the public.
2. The position paper will be posted on the STN website and included in the Journal of Trauma Nursing.
3. Links to the Position Statement on the web site will be distributed via the STN list serve.
4. A News release will be issued for each Position Statement.

#### IV. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):

##### A. Originators

1. Legislative Committee

##### B. Approvals

1. Board of Directors (2/2005)
2. Board of Directors (3/2011)

#### V. REFERENCES

##### A.

Society of Trauma Nurses  
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Subject: **Conference Calls**

Number:	2.3	Category:	<b>APPROVED</b>
Effective Date:	9-2003	Supersedes:	
Review Date:	April 2011	Prev. Issued:	I.1
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	Secretary

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**I. PURPOSE:**

- A. To instruct Chairs of interest groups, committees, projects and Board of Directors on the arranging conference calling for communication between members.

**II. POLICY / GUIDELINE:**

- A. Committees, Special Interest Groups, projects, Board of Directors, Executive Committee and others approved by the Board of Directors, may make use of the STN Conference Calling Service Program. STN has a “non-reservation” service, which allows for approved persons to set their own conference call with the limitation that there can only be one conference call at a given time.

**III. PROCEDURE:**

- A. The Board of Directors will determine which committees, project chairs, etc. will have authority to set their own conference calling schedule.
- B. The STN management group will budget for conference calls and will report variances in budget at Board of Directors meetings. All committees, projects, interest groups, etc. using conference calling services will include a projected # of calls and cost of calls in their annual committee/project etc. budget. The chair will be notified if the number of calls or the cost of the calls exceeds the approved budget, at which time the chair must seek approval for additional funding.
- C. Approved persons and Chairs will notify the STN office by phone or e-mail of the schedule of calls. A list of all approved calls will be placed on the BOD page of the website to assist in determining potential conflict of date/time. Chairs are responsible for notifying the STN office of any “ad hoc” or last minute call requests so that the office schedule of calls can be checked for potential conflict. An accurate schedule also allows for accurate allocation of costs to the user.
- D. On an annual basis all STN committee and project chairs, Board of Directors, Interest Group Chairs and approved persons will be given valid USA and international (800) numbers and pass codes for use with conference calls.
- E. Invitations to conference calls will include the phone number and pass code. Chairs will instruct their committees, project members or persons to be on the call of the phone numbers and pass code and will encourage the use of the “land or local” line instead of the 800 number to keep costs reasonable.

**IV. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originator: STN Management Group
- B. Approval: STN BOD 9/9/03  
STN BOD 3/2011

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Subject: **Public Affairs**

Number:	2.4	Category:	<b>APPROVED</b>
Effective Date:	11-2003	Supersedes:	
Review Date:	April 2011	Prev. Issued:	II.1
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	DAL Legislation

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**I. PURPOSE:**

- A. 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.

**II. POLICY / GUIDELINE:**

- A. STN Representation: 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. The Society may name a representative if:
1. Request for participation is made by an entity involved in trauma system development, trauma program management, trauma care and/or nursing.
  2. The entity's mission reflects the mission of the Society
  3. Request is approved by the Executive Committee of the Board of Directors or at the discretion of the President.
  4. If there are costs to representation, the Board of Directors shall determine a budget allocation for the position.
- B. Representative: An individual named to represent STN will:
1. Be a member in good standing of the Society.
  2. Be named by the President. A new president, upon taking office, will review all appointments and may, at his/her discretion continue or discontinue the appointment.
  3. Prepare periodic, but at least annual, reports to the Board of Directors concerning actions of the entity and its impact on the Society.
  4. Act in a professional manner.
  5. Endorse only those statements, issues, programs, etc. that are in accordance with STN's mission.
- C. Program/Issue Support: Any member of the Society may seek support of a program, issue, public policy if:
1. The full statement, including an analysis of the impact on the STN, has been presented to the Board of Directors.
  2. The Board of Directors approves the statement.
  3. Other Organizations may seek support of Position Statements or Programs.
  4. The Legislative Board of Director Member will review the Statement/Program, analyze the impact on the STN and present it to the Board of Directors.
  5. The Board of Directors will approve the Statement/Program.
- 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.

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**III. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originator
  - 1. DAL - Legislation
- B. Approvals
  - 1. Board of Directors (11/2003)
  - 2. Board of Directors (3/2011)

**IV. REFERENCES**

- A. ...

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Subject: **Approval mechanism for Legislative Letters of Support**

Number: 2.5

Category: Approved

Effective Date: 3-24-09

Prev. Issued:

Review Date: April 2011

By-Law Reference:

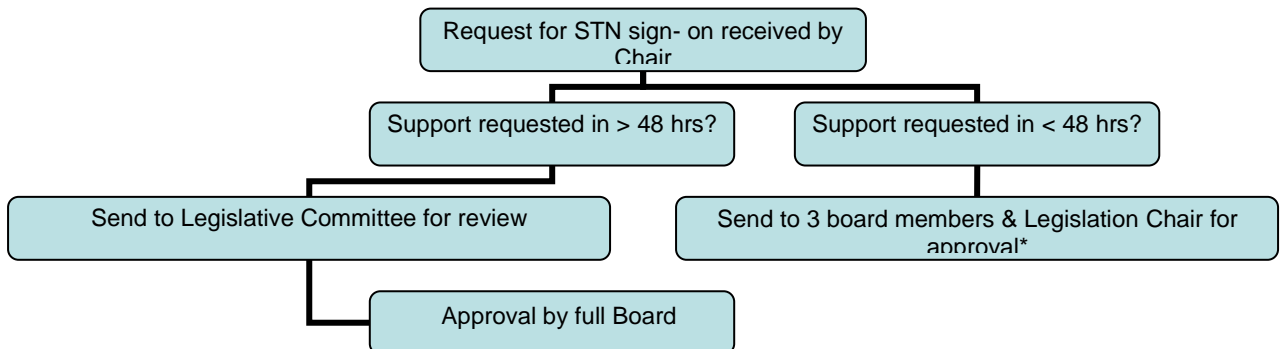
Rescinded Date:

BOD Responsible: DAL Legislation

**I. Purpose:** To provide a mechanism for making decisions regarding the appropriateness of STN support of legislative initiatives advanced by collaborating organizations. (i.e. Coalition for American Trauma Care, Americans for Nursing Shortage Relief)

**II. Procedure:**

- A. The Legislative Committee Chair or board chair of legislation/public policy will send any request for STN sign-ons for letters of support to the appropriate group based on the timeliness of response needed. The request will be submitting by forwarding the requesting organization's email and providing a background on whether the board has approved similar types of legislation in the past.
- B. If a response is needed in less than 48 hours, approval will be granted by the board president, board chair of legislation/public policy, immediate past-president and chairperson of the legislative committee.\*
- C. If a response is needed in greater than 48 hrs the legislation will be sent out to the legislative committee first and a recommendation will be forwarded to the board for final approval.
- D. Types of legislative initiatives STN will consider supporting include any legislation that will increase funding for nurses, trauma centers, trauma systems, injury prevention, and research focused on the care of the trauma patient.



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**III ORIGINATORS/APPROVALS**

- A. Originator:
  - 1. Juliet Geiger, Legislative Committee
- B. Approval:
  - 1. Executive Committee March 2009
  - 2. Board of Directors March 2009
  - 3. Board of Directors March 2011

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Subject: **Policy and Procedure Management**

Number:	2.6	Category	<b>Approved</b>
Effective Date:	10/23/10	Supersedes	N/A
Review Date:	April 2013	Prev. issued	N/A
Rescinded Date	N/A	By-Law Reference	III. 3.01
		BOD Responsible	Secretary

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**II. PURPOSE**

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

**III. POLICY/GUIDELINE**

- A. STN Policy and Procedure (P&P) format, process for development and approval and the steps for rescinding a P&P are outline in the Procedures section of this policy.
- B. Three categories of P&Ps are recognized.
1. 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.
  2. Approved
    - (a) Has been reviewed and approved by the BOD using the prescribed procedure.
  3. Rescinded
    - (a) Has been rescinded by the BOD following the prescribed procedure.

**IV. PROCEDURE**

- A. Format
1. All STN Policies and Procedures will be developed using the format provided in [attachment 1](#).
  2. The P&P format shall include the following
    - (a) Subject (Name of the P&P)
    - (b) Number
    - (c) *Effective date*
    - (d) Review Date
    - (e) Rescinded Date
    - (f) Category
    - (g) By Law Reference
    - (h) BOD position responsible
    - (i) Purpose
    - (j) Policy/Guideline
    - (k) Procedure
    - (l) Originators/Approvals
    - (m) References
- B. Development of New P&P
1. Requests to develop a P&P must be channeled through the Secretary.
  2. The Secretary will assign the appropriate member of the BOD to lead the development or revision of the P&P.

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3. When applicable, the Tower leader for the lead board member will review draft P&P's prior to review by the Executive Committee.
4. Executive committee members will review draft P&P's prior to review by the full BOD.

### C. Approval

1. The proper chain of review should be followed during the approval process for all P&P's
  - (a) The originator of the P&P will endorse the version submitted for final approval.
  - (b) Executive Committee then approves
  - (c) Board of Directors then votes to approve.
  - (d) A majority vote of the Board of Directors is necessary to approve.

### D. Review of Existing P&P

1. Each P&P will be reviewed bi-annually on the odd year after approval.
2. If requested by a member of the board, the review or revision can be performed earlier.
3. P&P review should occur no less than 1 year nor more than 3 years from date of prior approval or prior review.
4. 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.
5. The lead board members will review and draft proposed changes to the P&P and circulate these to the appropriate SIG/Committee/BOD members for review and approval.
6. Proposed changes to P&P's should be forwarded to the Tower leader one month prior to the Executive Board Meeting that is scheduled immediately prior to the face-to face meeting held in conjunction with the annual conference.
7. Following review by the Executive Committee, proposed changes to an existing P&P should be forwarded to the BOD for review at least one week prior to the face to face meeting held in conjunction with the annual conference.
8. A majority vote for approval of proposed changes or approval of continuation of the current version of the P&P under consideration is required.
9. This date will then be added to the appropriate location on the P&P.

### E. Rescinding an approved P&P

1. Proposals to rescind an approved P&P should originate with the Board members responsible for that P&P. An analysis of why the P&P is not longer needed should be submitted to the Tower leader (if appropriate) prior the Executive Committee meeting.
2. The Executive Committee should review all proposals for rescinding a P&P and make recommendations to the full BOD
3. Approved P&Ps must be rescinded by majority vote of the BOD.

## V. ORIGINATORS/APPROVALS

### A. Originator:

1. STN Secretary, STN Management Group August 2010

### B. Approval:

1. Executive Committee October 2010
2. Board of Directors October 2010
3. Board of Directors March 2011

## VI. REFERENCES

### A. ...

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Subject: **Policy and Procedure Format Example – Attachment 1**

Number:	Category
Effective Date:	Supersedes:
Review Date:	Prev. Issued:
Rescinded Date:	By-Law Reference
	BOD Responsible

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**I. PURPOSE**

- A. ...
  - 1. ...
    - (a) ...
      - (i) ...
      - (i) ...
        - 1. ...
        - a. ...
        - b. ...
        - c. ...

**II. POLICY/GUIDELINE**

- A. ...
- B. ...

**III. PROCEDURE**

- A. ...
- B. ...

**IV. ORIGINATORS/APPROVALS**

- A. Originator: (list the BOD member(s), by Board Position)
- B. Approvals: (list date of approval or N/A)
  - 1. SIG
  - 2. Committee
  - 3. Executive Committee
  - 4. Board of Directors

**V. REFERENCES**

- A. STN Bylaws
- B. STN Policy & Procedures
- C. Others

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Subject: **Conflict of Interest**

Number:	2.7	Category:	<b>APPROVED</b>
Effective Date:	5/29/2008	Supersedes:	N/A
Review Date:	April 2011	Prev. Issued:	N/A
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	President-Elect

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### I. **PURPOSE:**

- A. The purpose The Board of Directors/Trustees or other governing persons, officers, employees or agents are to avoid any conflict of interest, even the appearance of a conflict of interest. The Organization's Board of Directors/Trustees or other governing body, officers, staff 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, employee 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 job title, the Organization's name or property, for private profit or benefit.

### II. **POLICY/GUIDELINE**

- A. The Board members or other governing persons, officers, employees, 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. A Board or other governing body member may, with the approval of Board or other governing body, receive honoraria for lectures and other such activities while not acting in any official capacity for the Organization. (If we are not acting on behalf of STN while doing a lecture, why would we need to get Board approval to receive an honorarium?) 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:
1. The Board member or other governing person, officer, employee, or agent;
  2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
  3. An organization in which any of the above is an officer, director, or employee;
  4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.
- D. 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.
- E. 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, employee, 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

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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.

- F. 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.
- G. 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, employee 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/Trustees 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.
- H. Record of Conflict -- The minutes of the governing board and all committees with board delegated powers shall contain:
  - 1. 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.
  - 2. 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.

### III. PROCEDURE

A. ...

### IV. GUIDELINE ORIGINATOR(S) AND APPROVAL(S)

- A. Originators
  - 1. Executive Committee
  - 2. Executive Director
- B. Approvals
  - 1. Executive Committee (5/29/2008)
  - 2. Board of Directors (3/2011)

### V. REFERENCES

A. .

Subject: **Web Site Management and Content**

## Society of Trauma Nurses Policies & Procedures

Number:	3.1	Category:	<b>APPROVED</b>
Effective Date:	03/05/2005	Supersedes:	
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	DAL Business Dev

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### **I. PURPOSE:**

- A. The purpose of this policy is to guide the Board of Directors and the STN Management company in maintaining a Society website which accurately reflects the programs, services and interests of the Society in a professional manner.

### **II. POLICY / GUIDELINE:**

- A. The responsibility for accuracy ,approval and appropriateness of general content and sections on the STN Website is the STN management company and responsible Director at Large The responsibility for accuracy of information for specific sections is by the committee/project or authority for that committee/project etc.
- B. The total website will be reviewed for design, navigation and technology on an annual basis before the fall Board of Directors meeting. The changes will be made by January 1 of the following year.
- C. The STN Website will be hosted as agreed upon in a management contract. The STN office will maintain an operations manual with information on the management of the website. A webmaster will be identified.

(Deleted due to this being in the management contract.)

### **III. PROCEDURE:**

- A. Annual Changes
  - 1. Responsible Director At Large will evaluate the website annually for content, design, navigation and technology. An Ad Hoc Website Committee may be convened by the Director At Large if felt necessary.
  - 2. Requests for changes/ additions/ subtractions (news/ personnel/ committee/calendar/ interest groups, links etc.) are to be sent to STN management company who will make changes following the approved guidelines.
  - 3. Appropriateness for inclusion will be determined by the STN office in consultation with the responsible Director At Large.
  - 4. Pages are to be evaluated at least once a month by the Webmaster to evaluate integrity of links.
  - 5. STN will request reciprocal link to the STN website when appropriate.
- B. Interest Group/Committee pages:
  - 1. Appropriateness for inclusion will be determined by the Interest Group or Committee Chair.
  - 2. Page should be evaluated by Committee/ Interest group at least monthly to evaluate both content and the integrity of links.
  - 3. Changes to the main page for each interest group should be done as required in order to accommodate such items as new attachments/ samples of documents, etc.

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C. Additional Sections:

1. The website may contain other sections which reflect the programs and services of STN and the involvement of STN in activities such as legislative. Some sections such as the Career Center may be serviced by a vendor under a contract approved by the BOD or it's designate.

D. Secure Pages:

1. Sections of the website may be deemed "secure" such as the For Members Only(FMO) pages
2. The STN office will keep a record of initial passwords and login for members to access the FMO pages

- E. Bulletin Board: This section is to highlight, in a short note/sentence something of importance to members. This section is changed frequently. Must have significant importance, timeliness, or call for action.

**IV. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

A. Originator

1. Website Task force 2002 and Webmaster 2003;

B. Approvals

1. Board of Directors (3/2005)
2. Board of Director (3/2011)

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Policies & Procedures

Subject: **STN Website Page Information Submission Guidelines**

Number:	3.11	Category:	<b>APPROVED</b>
Effective Date:		Supersedes:	
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	DAL Business Dev

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**I. PURPOSE:**

- A. The STN website and the html editors and dynamic components are designed to be viewed on the main web browsers available. Some components, color, etc. may not be viewed as optimally on some older versions. ADOBE Acrobat is a free download available to view the attached documents.

**II. POLICY / GUIDELINE**

A. General Page Changes and Corrections:

1. Changes to specific pages are done on a regular basis.
2. Corrections/changes will be collected and submitted to the webmaster.
3. Corrections should be sent to the STN office via e-mail.
4. Documents that are attached may be changed at any time. Changes to documents (pdf and word linked documents) should be sent in a word doc.
5. The entire website undergoes an annual update each year in September/October at which time any major changes to navigation or graphic components may be done.
6. Document Attachments: Except when necessary, all attached documents will be in PDF format. Word form documents (protected documents) are acceptable.
7. Links
8. Appropriateness for inclusion will be determined by the STN office in consultation with the responsible Director at Large. STN will request reciprocal link to the STN website when appropriate.

B. Interest Group /Committee Pages:

1. Appropriateness for inclusion will be determined by the Interest Group or Committee Chair.
2. Page should be evaluated by Committee/ Interest group at least monthly to evaluate both content and the integrity of links.
3. Changes to the main page for each interest group should be done as required in order to accommodate such items as new attachments/ samples of documents, etc.

C. CE OFFERINGS:

1. Appropriateness for inclusion will be determined by the STN office and CE review process outlined in STN policy 7.02.

D. BULLETIN BOARD

1. This section is to highlight, in a short note/sentence something of importance to members. This section is changed frequently. Must have significant importance, timeliness, or call for action.
2. Appropriateness for inclusion will be determined by the STN office in consultation with the responsible Director at Large.

**V. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originator  
B. Approvals
1. Board of Director (3/2011)

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**STN Past Presidents Council Roles & Responsibilities**

Subject:

Number:	4.1	Category:	<b>Approved</b>
Effective Date:	2005	Supersedes:	
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	VI. 6.02
		BOD Responsible:	Immediate Past Pres

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**I. PURPOSE**

- A. The Past Presidents Council of the STN was created and generally exists for the following purposes:
  - 1. support the President, the Board of Directors, Leadership and Members
  - 2. To rally support for the President, Board and organization when needed
  - 3. To provide advisement to the President and Board of Directors
  - 4. To provide background information on past activities, projects, culture, items not recorded in formal documents in order to clarify how precedence was set
  - 5. Other duties as requested by the Board of Directors and / or Leadership and / or Members
- B. The Past Presidents Council remains committed to the STN as an organization and uphold all efforts that contribute to the growth and further development of the organization while maintaining all the positive aspects of the current programs, processes, cultures and collaborations.

**II. GUIDELINE**

- A. The following statements will serve as a guide for the organization, Leadership and Membership with regards to the roles and responsibilities of the Past Presidents Council.
  - 1. Maintain a chronological written history of the STN which is posted on the website and utilized in appropriate forums.
    - a. This history will be updated on an annual basis.
  - 2. Develop and maintain a formal archiving process that includes photo's, awards, supporters, interviews with original members, copies of original newsletters, and other key aspects of the organization.
  - 3. Develop and maintain a PowerPoint presentation on the background and history of STN for use by the State and Regional Chairs.
  - 4. Over site/responsibility of the Leadership Development Director at Large (Immediate Past President)
  - 5. Lead and participate in STN Humanitarian Project(s)
  - 6. The Chair of the Council will provide the Council members with a quarterly summary of STN activities and the Strategic Plan (distributed via email); feedback will then be given to the President / Board of Directors
  - 7. Participate in quarterly conference calls
  - 8. Attend the Annual Past President's Council meeting in Las Vegas during the Membership Forum day
  - 9. Committee and Special Interest Group Involvement:
    - (a) Membership Committee
    - (b) ATCN Committee
    - (c) JTN Committee
    - (d) Outreach and Injury Prevention
    - (e) Leadership Development Work Group

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- (f) Conference Planning Committee
- (g) Abstract Judging Panel
- (h) Marketing & Public Relations Committee
- 10. Participate in identifying annual Lectureship recipient/topic. This is the responsibility of the Immediate Past President.
- 11. Annual contribution to the JTN
- 12. Determine methods for rewarding volunteer leaders
- 13. Provide mentorship to the Board, Leadership and Members
- 14. Being the "eye" for possible collaborative opportunities with other organizations and communicate this to the Board
- 15. Being the "eye" for grants and other funding opportunities for current STN activities and reporting this to the Board

### III. **GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originators
  - 1. Heidi A. Hotz, RN, Immediate Past President
- B. Approvals
  - 1. Board of Directors (12/2005)
  - 2. Board of Directors (3/2011)

### IV. **REFERENCES:**

- A. ...

## Society of Trauma Nurses Policies & Procedures

Subject: **Education Committee**

Number:	4.2	Category:	<b>APPROVED</b>
Effective Date:	10-2003	Supersedes:	
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	IX. 9.02
		BOD Responsible:	DAL Education

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### I. PURPOSE:

- A. The purpose of this policy is 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.

### II. POLICY / GUIDELINE:

- A. The Education Committee (EC) will be the designated Continuing Education (CE) Provider Unit and consist of a minimum of six (6) members, to include a committee chair. Committee membership and chair will meet the qualifications required by the State of California Board of Registered Nurses (CA BRN) and the STN criteria. Appointment to the EC membership and notification of appointment to the STN Board of Directors will be in accordance with STN by-laws.

#### B. Committee Qualifications:

1. STN member in good standing
2. Possesses an interest in trauma nursing CE that enriches the trauma nurses' contribution to health care.
3. Has knowledge of CE development, program criteria and guidelines
4. Has strong communication and organizational skills
5. Education level: Registered nurse with strong background in trauma nursing.
6. Baccalaureate degree in nursing (BSN) if functioning as lead Nurse Planner for a CE program planning committee.
7. Additional qualifications of Committee Chair:
8. Required minimum of BSN degree
9. Appointed by the STN Executive Board in accordance with the by-laws.

#### C. COMMITTEE RESPONSIBILITIES:

1. Participate in CE program application reviews.
2. Assist in development of CE application packet.
3. Participate in all CE Committee conference calls as scheduled.
4. Serve as Nurse Planner responsible for planning, developing, implementing, and evaluating provider educational activities in accordance to the CA BRN criteria as requested by the committee chair or STN board.
5. Make recommendations to STN board for additional CE programs or opportunities.
6. Assist in development of STN CE activities.

#### D. CHAIR RESPONSIBILITIES IN ADDITION TO III. A – F:

1. Oversee the EC and CE activities including the policies and procedures, resource utilization and workload distribution among committee members.

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2. Oversees CE application process and communication with co-sponsored CE programs.
3. With assistance of STN Executive Director, maintain CE records in accordance to CA BRN requirements.
4. Provide on going communication and reports to STN board

### **III. PROCEDURE:**

- A. The EC will establish a work plan for CE activities on a calendar year basis to assist in strategic use of financial and human resources.
- B. CE activities and application process are defined in CE Provider Program Policy.

### **IV. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originator:
  1. Director-at- Large, Education
- B. Approval:
  1. Board of Directors 10/24/03

### **V. REFERENCES:**

- A. <http://www.rn.cagov/coned/coned.htm>
- B. <http://www.ana.org/ancc/accred/accred.html>
- C. <http://www.minurses.org/conted.shtml>
- D. ANA (2000) Scope and Standards for Practice of Nursing Professional Development

# Society of Trauma Nurses Policies & Procedures

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

Number:	4.3	Category:	<b>APPROVED</b>
Effective Date:	10-2003	Supersedes:	
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	X. 10.04
		BOD Responsible:	DAL SIG

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## **I. PURPOSE:**

- A. To provide opportunities for the members of STN to address areas of concern 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.

## **II. 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. The Interest Group may determine its own goals which must be approved by the Board of Directors.
  - 1. Communication between the SIGs and the STN Board will be the responsibility of the assigned Director- at- Large.
  - 2. The Director at Large will require a board report from each appointed chair of the SIG.
  - 3. The Chair of the SIG will be appointed at the discretion of the President.
  - 4. The Interest group may not speak in the name of the Society unless a statement or policy has been approved in advance by the Executive Committee. This is not meant to be restrictive, as permission will be freely given in all cases for legitimate activities.
- B. Membership to the SIG
  - 1. Membership in a STN Special Interest Group is limited to members of the Society and by special invitation if approved by the Board of Directors.
  - 2. The same STN member may be a member of more than one SIG
  - 3. Committee Chairpersons are responsible for committee appointment and must notify the Board of Directors of Committee membership.
- C. Chairperson(s)
  - 1. The SIG Chairperson or Co-Chairpersons shall serve a minimum of a two-year term. Reappointment will be at the discretion of the President.
  - 2. Duties of the SIG Chairperson:
    - (a) Organize and conduct meetings at the STN National Conference and other business.
    - (b) Disseminate pertinent information from the STN Board .
    - (c) Share activity of each SIG which may be of interest to other SIGs .
    - (d) Assume responsibility for an annual report of significant SIG activities to the STN board and in collaboration with the Director-at-Large responsible for SIGs.
    - (e) Conduct or be responsible for activities assigned to the SIG by the STN Board.
    - (f) Disseminate information pertaining to the SIG via the STN Journal, Web page in accordance with pre-determined deadlines.
    - (g) Appoint SIG task force or individuals for SIG activities as appropriate.

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- D. It will be in the interest of STN and its membership to form a new SIG and to terminate, combine, and/or split SIGs from time to time. The authorization for these actions will reside with the STN board. The initiation of such action may come from any member of STN.
  
- E. Criteria for the formation of a new SIG:
  - 1. The proposed SIG will be compatible with the purposes and interests of STN.
  - 2. There must be a demonstrated interest, documented by signatures or request of at least 10 STN members who agree to join the SIG.
  - 3. The proposed SIG will have a unique role or focus and will not overlap in any significant way with an existing SIG.
  
- F. Dissolution or de-activation of a SIG:
  - 1. A SIG may be declared inactive or dissolved whenever the STN board determines that there is insufficient interest to continue.
  - 2. 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.
  
- G. Budget for the SIG:
  - 1. The STN Board allocates a budget to SIGs.
  - 2. The chairpersons will work with the Director-at-Large assigned to the SIG to determine the budget.
  - 3. Budget allotments are made to the individual SIGs as follows: Budget applications are forwarded by each SIG Chairperson to the assigned Director-at-Large
  - 4. The Assigned Director-at-Large will review the applications and forward the request with recommendations to the board.
  - 5. The SIG will procure grants as indicated
  - 6. Annual Report – the Assigned Director-at-Large will present to the STN board an annual report on SIGs, based on annual reports from each SIG Chairperson.

### **III. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originator:
  - 1. SIG Director-at Large
- B. Approval:
  - 1. Board of Directors 10/24/03

### **IV. REFERENCES**

Society of Trauma Nurses  
Policies & Procedures

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

Number:	5.1	Category:	<b>APPROVED</b>
Effective Date:	10-2003	Supersedes:	
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	Membership Chair

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**I. PURPOSE:**

- A. To provide guidance to the organization on use of the information contained in the membership and mailing list database

**II. POLICY / GUIDELINE:**

A. Membership List.

1. 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).
2. The Board of Directors, Committee and Special Interest Group Chairs, State and Region 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 (ie. Sharing of information for STN activities between Committee or SIG members, or communications between region/state chairs and their members). 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. Region or State Chairs, 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.
3. The STN Membership List is NEVER sold to groups or organizations.

B. Use of Membership List by STN Committees and SIG's.

1. STN committees and SIG's may, from time to time, utilize the Membership list in order to carry out their charges. This includes activities such as committee/SIG planning, sharing of information between members, preparation of STN reports or projects).
2. 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.
3. The Committee chair or SIG chair will send notice to the Membership chair when they utilize the Membership List for STN purposes. This is not to request pre-approval for use, but rather to monitor the use of the list and document the use of the list for STN activities.

C. Mailing List.

1. The STN Mailing list is a database of collected names and addresses of individuals interested in trauma nursing. The Mailing list also includes the name and mailing address of STN members.
2. The Mailing list contains only name and US postal address. The Mailing list does NOT contain STN member phone numbers, email addresses, or facility names and addresses.
3. Attendees at STN functions (i.e. ATCN courses, TOPIC courses) and those that contact the STN, are entered into the STN Mailing List.
4. Disclaimer for Individual Members
5. Individual members, upon joining the STN, and with each subsequent Membership renewal, will be informed of the STN Mailing list policy.

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6. 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.
7. Membership Application Notice
  - (a) Privacy Policy approved 10/2003. The STN maintains a policy on access to the membership and mailing Lists. The STN mailing list which can be purchased for Board-approved purposes includes collected names and mailing addresses and the names and mailing addresses of members. 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.
  - (b)  Checking this box will result in NOT including your contact information (name and mailing address only) on the STN Mailing List.
8. Release of Mailing List
9. Organizations or individuals who wish to utilize the Mailing database for purposes of research, education, recruitment, advocacy or other purposes approved by the BOD, may request the Mailing List by submitting a Mailing List Request form.
10. The BOD will establish a fee for individual, one time use of the STN Mailing.
11. The Mailing list will be released upon approval of the request and receipt of payment.
12. The Mailing List request shall contain the following information
  - (a) Name of Organization
  - (b) Name and contact information of the requestor
  - (c) The date that the Mailing List is needed
  - (d) Reason/purpose for the request and the proposed use of the information. This may include a request for a copy of the material(s) to which the mailing labels will be affixed.
  - (e) The request must be submitted to the STN Executive Director at least 15 business days prior to the date needed.
13. 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 BOD.

### III. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):

- A. Originator:
  1. Membership Committee
- B. Approval:
  1. Board of Directors 10/19/2003
  2. Board of Directors (3/2011)

### IV. REFERENCES

Society of Trauma Nurses  
Policies & Procedures

Subject: **Financial Reserve Policy**

Number:	6.1	Category:	<b>APPROVED</b>
Effective Date:	10-20-2007	Supersedes:	N/A
Review Date:	April 2011	Prev. Issued:	N/A
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	Treasurer

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**I. PURPOSE:**

- A. The STN Finance/Audit Committee proposes the association's reserve policy as follows:
1. Beginning in fiscal year ending June 30, 2008, the absolute minimum reserve is set at 25% of total expenses.
  2. The financial reserve shall not exceed 40% of STN's total expenses.
  3. The reserve goal is to reach 30% of STN's total expenses over five years (through June 30, 2013), and to raise the maximum to 45% within five years.

**II. DEFINITIONS:**

- A. Reserves are defined as the net assets amount from the statement of net assets (balance sheet) of STN at the end of the fiscal year.
- B. Total expenses are defined as the total operating expenses on the budget (including annual conference expenses).

**III. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originators:
1. STN Finance/Audit Committee June 25, 2007
- B. Approvals
1. Adopted by the STN Board of Directors October 20, 2007
  2. Board of Directors (3/2011)

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Policies & Procedures

Subject: **Financial Policy For Non-Budgeted Expenditures And Budget Overages**

Number:	6.2	Category:	<b>APPROVED</b>
Effective Date:	10-20-2007	Supersedes:	N/A
Review Date:	April 2011	Prev. Issued:	N/A
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	Treasurer

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**I. PURPOSE:**

- A. To assure STN fiscal responsibility and provide an approval process for expenditures.

**II. POLICY / GUIDELINE**

**A. EXPENDITURE AUTHORIZATION AND APPROVAL PROCEDURE:**

1. 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.
2. 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.

**B. DISBURSEMENTS FOR BUDGETED EXPENDITURES EXCEEDING BUDGETED LINE ITEMS**

1. STN headquarters has the authority to approve and process all daily expenditures related to running the organization that are within the approved budget.
2. Association staff will review invoices for accuracy and clarify any questions with the treasurer or appropriate volunteer. Checks will be issued by staff unless there is a question as to the validity or accuracy of the expense.
3. For all disbursements that result in the budgeted dollar limit being exceeded in a particular summary line item, STN headquarters, the treasurer and executive director has 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.
4. No board member, volunteer or 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 non perform to budget, see Section 2.

**C. NON-BUDGETED AND OVER BUDGET EXPENDITURES**

1. All requests for funds for unbudgeted items or bottom line overruns for any category must be submitted to the executive committee initially and subsequently to the board of directors 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.
2. 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

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category coverage must be approved prior to being expended. Such funds require the following approval:

3. 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.
4. \$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.
5. 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.
6. 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.

### **III. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originators
  1. Finance/Audit Committee August 9, 2007
- B. Approvals
  1. Board of Directors (10/2007)
  2. Board of Directors (3/2011)

### **IV. REFERENCES**

Society of Trauma Nurses  
Policies & Procedures

Subject: **Travel Reimbursements and Payments**

Number:	6.3	Category:	<b>APPROVED</b>
Effective Date:	7-2004	Supersedes:	
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	Treasurer

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**I. PURPOSE:**

- A. Describes the procedure of reimbursing travel and making honorarium and per diem payments.

**II. POLICY / GUIDELINE:**

A. Travel:

1. 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 and must be fiscally responsible requests.
2. Non-budgeted international travel must be approved by the Executive Committee.
3. Travel includes transportation to/from the airport at home and program city and to/from airport to lodging in program city.
4. 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.
5. 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.)
6. Use of STN Travel Agent:
7. 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.
8. All travel will be ticketed 30-day advance, coach fare rate.
9. If an individual cancels pre-paid travel and is unable to re-schedule, STN will be reimbursed for all associated fees and costs.

B. Hotel/lodging:

1. 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.
2. Any upgrades and incidentals are the financial responsibility of the traveler.
3. An original receipt must accompany the request for reimbursement.
4. Individuals are responsible for making their own hotel arrangements.

C. Per Diem: This section is applicable 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.

1. Per diem is intended to cover meals and sundry expenses including but not limited to: parking, phone calls, meals of the traveler.
2. Not covered:
  - (a) alcohol
  - (b) meals for other than the individual.
3. 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.
4. In the case of a flat rate, receipts are required from which any non-allowable items would be deducted.

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- D. Meeting registration:
  - 1. 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.
  - 2. A copy of the course/conference brochure must accompany request for payment or reimbursement.
  - 3. 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.
  
- E. 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
  
- F. Honorarium: If an honorarium is approved, the individual must provide W-9 information to insure that appropriate government tax forms are completed.
  - 1. Refer to the TOPIC and ATCN Policy and Procedure Manuals for specific honorarium policies.
  
- G. 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.

### **III. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originator:
  - 1. Executive Director
- B. Approvals:
  - 1. Board of Directors (7/2004)
  - 2. Board of Directors (3/2011)

### **IV. REFERENCES:**

- A. SIU Department of Surgery Reimbursement Policy
- B. TOPIC Policy and Procedure Manual
- C. ATCN Policy and Procedure Manual

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Subject: **Check Signing Policy**

Number:	6.4	Category:	<b>APPROVED</b>
Effective Date:	9.23.2008	Supersedes:	N/A
Review Date:	April 2011	Prev. Issued:	N/A
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	Treasurer

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**I. PURPOSE:**

- A. The STN Finance/Audit Committee proposes the association's check signing policy to clearly identify those STN expenses which require dual signatures on disbursement checks.

**II. POLICY:**

- A. The association's check signing policy is as follows:
1. STN employs a dual signature procedure (one signature by an authorized officer/volunteer of STN and one signature by an authorized/designated staff member of the management firm) for signing for checks over \$7500 for approved budgeted expenses.
  2. For non budgeted and budget overage expenditures (appropriately reviewed and formally approved per STN policy), disbursement checks will be signed by management firm staff members.
  3. For all other disbursement checks, authorized management firm staff members may sign, on behalf of STN, with a single signature.

**III. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):**

- A. Originators:
1. STN Finance/Audit Committee September 5, 2008
- B. Approvals
1. Adopted by the STN Board of Directors September 23, 2008
  2. Board of Directors (3/2011)

Society of Trauma Nurses  
Policies & Procedures

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

Number:	7.1	Category:	<b>APPROVED</b>
Effective Date:	2-22-2005	Supersedes:	N/A
Review Date:	April 2011	Prev. Issued:	N/A
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	Secretary

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**I. PURPOSE:**

- A. To provide a guide for the development of new programs and or projects under the auspices of the STN.

**II. POLICY:**

- 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 public promotion
- D. A Board of Director's Member 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:
  - 1. Content appropriateness and accuracy
  - 2. Design and production specifications
  - 3. 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 .

**III. 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 CE will be provided with the project, the Education Committee will be notified and a liaison 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.

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**IV. GUIDELINE ORIGINATOR(S) AND APPROVAL(S)**

- A. Originators
  - 1. Marla Vanore, Secretary
  - 2. Beverlee Anderson, Executive Director
  - 3. Heidi Hotz, Immediate Past President
- B. Approvals
  - 1. STN Board of Directors (2/2005)
  - 2. STN Board of Directors (3/2011)

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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.

# Society of Trauma Nurses Policies & Procedures

Subject: **Continuing Education**

Number:	7.2	Category:	<b>APPROVED</b>
Effective Date:	August 2009	Supersedes:	
Review Date:	April 2011	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	DAL Education

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## **I. PURPOSE:**

- A. The purpose of this policy is to ensure that the Society of Trauma Nurses (STN) provides its members and trauma nurses across the continuum of care with quality continuing nursing education. STN will not validate nursing licenses or credential nurses.

## **II. POLICY / GUIDELINE:**

- A. Provider status: The STN will apply for and maintain approved nursing Continuing Education (CE) provider status from an appropriate accrediting body. The credits awarded by STN are approved for nursing and nurse practitioners.
- B. The STN is a licensed continuing education provider by the State of California Board of Registered Nursing (CA BRN), Provider No. CEP 11062. The STN follows the laws and regulations required of providers of CE programs of CA BRN.  
(<http://www.rn.ca.gov/coned/coned.htm>)
- C. STN Programs: The STN will offer approved CEs for all STN or STN co-sponsored offerings and activities including but not limited to: Annual Trauma Nursing Conference and Advanced Trauma Care for Nurses (ATCN).
- D. Co- sponsorship: The STN may enter into an agreement to consider the provision of CE credits for educational programs presented by other nursing organizations, national professional organizations, Local, State or Regional Trauma System Authorities, hospitals, or industry. Defined criteria must be met and programs will be:
  - 1. Related to the scientific knowledge or technical skills required for the practice of nursing, or
  - 2. Related to direct and/or indirect patient/client care and
  - 3. Related to trauma care, trauma program management, trauma system development, trauma performance improvement, injury prevention and other trauma-related topics.
  - 4. Developed for continuing education purposes

## **III. PROCEDURE:**

- A. Application process:
  - 1. The applicant must submit a completed CE application form including the following documentation:
    - (a) Course agenda with objectives, instructor biographical forms, instructional methods, and evaluation form.
    - (b) Proposed flier or brochure.
    - (c) Sample Certificate of Completion.
  - 2. The CE application fee must accompany the completed documents before the application will be considered.
  - 3. Promotion of the CE program is not to occur prior to approval of the CE application.
  - 4. The application must identify program the planning committee which must include a registered nurse with the following qualifications:

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- (a) For local and regional programs, the nurse will be a member of STN and will have experience in trauma nursing or trauma program management or trauma education.
  - (b) For national and/or international programs, the nurse will be a member of STN and will be approved by the STN Education Committee (EC). Any costs related to the STN representative serving on the program committee will be identified by the applicant and STN office at the time of application request.
5. The completed application will be reviewed by the STN EC.
  6. The committee will approve or reject the application.
  7. The committee will assign a CE number for approved courses.
  8. The committee will designate the number of CE hours for any approved application.
  9. With notice of approval, the applicant may use the following statement on promotional materials and on the Certificate of Completion:
    - (a) *The Society of Trauma Nurses is a licensed continuing education provider by the State of California Board of Registered Nursing. Provider No. CEP 11062. STN has approved this course Number XXXX for XXX hours of continuing education credit.*
- B. STN may withdraw approval of any course if:
1. Applicant does not provide required reporting documents including:
    - (a) Summary evaluation
    - (b) Full list (name/address) of all program registrants
    - (c) There is any material misrepresentation of fact by the applicant in any information submitted with the application or reports.
- C. The applicant will also provide:
1. A link to the STN home web page from the applicant's educational web page or other designated page if in accordance to specific the organization's policy .
  2. Appropriate opportunity at the event to display STN promotional materials in the form of the STN table-top unit or materials at no cost to STN.
- D. Any and all expenses related to the STN representative serving on the program committee and attending the program as agreed upon at the time of application request.
- E. At least two registrations for national/international programs for STN representatives to provide on-site program evaluation as agreed upon at time of application request.
- F. STN will provide:
1. A link to the event's web page from the appropriate page on the STN website.
  2. Promotional materials for distribution to registrants.
  3. Application packet with checklist and timeline requirements.
  4. Assign a CE Committee Nurse Planner to participate as a member of the Program planning committee as agreed upon at the time of application request.

#### IV. GUIDELINE ORIGINATOR(S) AND APPROVAL(S):

- A. Originator:
  1. STN Executive Director
  2. Director-at-Large, Education
- B. Approval:
  1. Board of Directors August 2009
  2. Board of Directors (3/2011)

#### V. REFERENCES:

- A. <http://www.rn.ca.gov/coned/coned.htm>
- B. <http://www.ana./ancc/accred/accred.html>
- C. <http://www.minurses.org/conted.shtml>
- D. ANA (2000) Scope and Standards for Practice of Nursing Professional Development

Society of Trauma Nurses  
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Subject:                   **Organizational Endorsement**

Number:	7.3	Category:	<b>Approved</b>
Effective Date:	August 2010	Supersedes:	
Review Date:	April 2013	Prev. Issued:	
Rescinded Date:	N/A	By-Law Reference	N/A
		BOD Responsible:	President

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**I. PURPOSE**

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

**II. POLICY/GUIDELINE**

- A. Endorsement, collaboration and funding support must have the following criteria:
  - 1. Goals and objectives that are compatible with the mission and vision of STN
  - 2. Address issues identified as relevant to the immediate priorities established by the BOD
  - 3. Avoid political, economic, and professional conflicts of interest on the part of the STN
  - 4. 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

**III. PROCEDURE**

- A. Endorsement
  - 1. STN supports the program's concept; STN may or may not partner or work with the project on an ongoing or formal basis
  - 2. The endorsement may be in letters of support; position statements; conference sponsorship
  - 3. 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
  - 1. STN has a formal, ongoing partnership or affiliation with the program; this may include non-financial STN resources, advocacy.
  - 2. 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
  - 1. 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.
  - 2. Examples would be STN Projects, programs, affiliated programs, and graduate programs
  - 3. 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.

**IV. GUIDELINE ORIGINATOR(S) AND APPROVAL**

- A. Originator:
  - 1. Sue Cox, President, July 2010
- B. Approvals
  - 1. Executive Board
  - 2. Board of Directors