



**EMERGENCY NURSES ASSOCIATION**

**Colorado State Council**

# Standard Operating Procedures

All procedures of the Colorado Emergency nurses Association (hereby referred to as COLORADO ENA or the Association) will be reviewed, updated and ratified annually by the Colorado ENA Board of Directors. These procedures may be amended or any exceptions to them may be authorized at anytime by resolution of the Board of Directors.

These Procedures have been reviewed and ratified for year 2009, on 4-27-09

**1. Purpose: The purpose of the COLORADO ENA Standard Operating Procedures is to outline the process for carrying out the tasks involved with running the Association. These procedures are designed to outline the method in which we maintain our Strategic Plan. As stated above, procedural changes may be made at anytime by resolution of the COLORADO ENA Board of Directors. Any committee issues or decisions subject to interpretation and not clearly outlined in the COLORADO ENA SOP's. Strategic Plan, Bylaws, or policies must be presented to the COLORADO ENA Board of Directors for resolution.**

## **2. Dissemination of CEN review manuals:**

- a. Members interested in receiving a manual must send: Name, mailing address, member number and expiration date, as directed in the Strategic Plan
- b. Manuals will be ordered directly from the National ENA Marketplace and shipped directly to the COLORADO ENA member.

## **3. MEETINGS**

- a. Board Meetings:
  - i. Board meetings will be held immediately preceding each state membership meeting
    1. Agendas and supporting documentation will be e-mailed to COLORADO ENA Board members 1 week prior to each meeting.
    2. The President Elect will be required to hold the Annual Strategic Planning Meeting in the final quarter of their year.
    3. The COLORADO ENA Strategic Plan is to be formulated, ratified by the incumbent Board of Directors, and Presented to the general membership prior to January 1<sup>st</sup>
- b. Memberships meetings;
  1. Meeting sites and times will be selected by the President in the beginning of each year. Every attempt is made to spread these meetings to different areas of the state

2. Each meeting will contain a brief educational discussion, via vendor of educational lecture
3. Meals will be provided at the meeting location.
4. Meeting agendas will be posted to the website one (1) week prior to the scheduled meeting.

#### **4. Meeting Door Prizes**

- a. Colorado ENA to purchase 3-4 Emergency Nursing manuals to be offered at each state meeting. These manuals will be purchased in advance via the Colorado ENA Treasurer or designee and be made available to members present at the meeting.
- b. Physical presence is not mandatory, those members participating by teleconference are eligible.
- c. Recipients will be chosen at the end of the meeting and must be present in person, or via phone / video conferencing.
- d. Colorado ENA to select one participant at each COLORADO ENA State meeting as a recipient of a new membership or one (1) year renewal. Physical presence is not mandatory, those members participating by phone / video conferencing are eligible. Recipients will be chosen at the end of the meeting and must be present.

#### **5. Continuing Education Courses**

- a. CEN Review Courses
  - i. COLORADO ENA Board of Directors or Designee will form a committee to organize and provide for the State funded CEN review course. Duties of the committee to include selecting location, securing speaker, submitting application for CEU as needed, securing catering as needed, providing for and maintaining advertising and registration
- b. Summer Wilderness Conference
  - i. COLORADO ENA Board of Directors or Designee will form a committee to organize and provide for the State funded Summer Wilderness Conference. Duties of the committee to include selecting location, securing speaker, submitting application for CEU as needed, providing for and maintaining advertising and registration
- c. CATN II (Course for Advanced Trauma Nursing)
  - i. COLORADO ENA Board of Directors or Designee will form a committee to organize and provide for the State funded CATN course. Duties of the committee to include selecting location, securing speaker, submitting application for CEU as needed, securing catering as needed, providing for and maintaining advertising and registration

#### **6. DELEGATE / ALTERNATE SELECTION**

- a. Selection of Delegates and Alternates will be as outlined in the strategic plan and Bylaws of COLORADO ENA-

- i. For the delegate point sheet, COLORADO ENA Board of Directors or Designee will form a committee in order to review and process delegate point sheets. This committee will consist of 5 people, at least two of which must be prior delegates / alternates. The committee will be charged with reviewing applications, reviewing supporting documentation, and reviewing / assigning points for requested items not listed on the point sheet.
- ii. Delegates will first be selected in order of the number of points received. ALL members including COLORADO ENA Board members must submit an application in order to be eligible.
- iii. In the event of a tie in points, delegates and alternates are selected by lottery drawing. The committee chair will select two committee members. One will receive a list of eligible candidates which s/he will assign a random number to. The other member will randomly select numbers. The committee chair will then combine the two and report the selection.
- iv. Delegates and Alternates must be notified by the date stated in the Strategic plan.
- v. President will be required to notify all selected delegates, alternates, and runner up alternates of their selection status or position on a wait list.
- vi. In the event that a delegate can no longer attend, the alternate with the highest number of points will assume their position.
- vii. The president is required to maintain a list of all potential alternates in order to maintain the correct number of delegates and alternates as set forth by National ENA.

## **7. Scientific Assembly Scholarship Drawing.**

- a. State President to select two random members in order to help with this process. One will receive a list of eligible candidates which s/he will assign a random number to. The other member will randomly select numbers. The state President will then combine the two and report the selection.

## **8. ENA Leadership Scholarship**

- a. State president to select two random members in order to help with this process. One will receive a list of eligible candidates which s/he will assign a random number to. The other member will randomly select numbers. The state President will then combine the two and report the selection.

## **9. Educational Scholarships (Pursuing Higher Education)**

- a. State President to form a committee of five (5) COLORADO ENA members for the review and selection process. Committee to consist of four (4) members and one (1) chair person. The chair will be responsible as follows;
  - i. Review of all applications for completeness prior to submission to the committee. If applications are incomplete, it is the responsibility of the chair to contact those applicants in order to receive additional materials prior to the submission deadline.
  - ii. In the event that no issues arise, recipients will be notified two weeks from the submission deadline.
  - iii. Selection Criteria to be based on commitment to Emergency Nursing

## 10. Colorado Nurses Association; Affiliate Member Program

- a. COLORADO ENA Board of Directors to select one member to fill this role. Duties are outlined in the COLORADO ENA Strategic plan. In the event that the member does not fill their role, COLORADO ENA has the option to cancel the membership and request a pro-rated reimbursement in order to have a new member fill this role.

## 11. Colorado Student Nurses Association (CSNA)

- a. COLORADO ENA President to collaborate with the president of the CSNA- Lottery submissions will be presented to the president of the CSNA for member verification. Submissions will be selected via lottery and CSNA members notified at the CSNA state meeting.
- b. Membership recipients will then be required to submit an application to the COLORADO ENA treasurer . payments will be made directly to the National ENA.

## 12. ENPC / TNCC

- a. Committee chairs to be selected and ratified by the COLORADO ENA President as outlined on the COLORADO ENA Bylaws
- b. Committee chairs are responsible for fulfilling the points as listed in the COLORADO ENA Strategic Plan
- c. Committee chairs may be removed for cause or non performance of duties as ratified by the COLORADO ENA Board of Directors.
- d. Electronic reports are to be submitted to the COLORADO ENA State President two (2) weeks prior to each general business meeting.
- e. TNCC / ENPC : Re-Evaluation / Suspension of ENPC / TNCC Instructors
- f. **PROCESS TO BE DETERMINED BY THE ENPC AND TNCC STATE CHAIRS AND PASTED INTO THIS DOCUMENT.**
- g. **TNCC / ENPC : Process for becoming state faculty in addition to national requirements. Process to be determined by the ENPC/TNCC state chair and pasted here.**

## 13. Membership Committee

- a. Committee chairs to be selected and ratified by the COLORADO ENA President as outlined on the COLORADO ENA Bylaws
- b. Committee chairs are responsible for fulfilling the goals as listed in the COLORADO ENA Strategic Plan
- c. Committee chairs may be removed for cause or non performance of duties as ratified by the COLORADO ENA Board of Directors.
- d. Electronic reports are to be submitted to the COLORADO ENA State President two (2) weeks prior to each general business meeting.
- e. Emergency Department Liaison

- i. Membership Committee Chair to maintain current list of all Liasion's on the Colorado ENA State Website.
- ii. MEMBERSHIP CHAIR TO FORMULATE APPLICATION PROCESS AND CRITERIA FOR NOTIFICATION OF LIASIONS

#### **14. Government Affairs**

- a. Committee chairs to be selected and ratified by the COLORADO ENA President as outlined on the COLORADO ENA Bylaws
- b. Committee chairs are responsible for fulfilling the points as listed in the COLORADO ENA Strategic Plan
- c. Committee chairs may be removed for cause or non performance of duties as ratified by the COLORADO ENA Board of Directors.
- d. Electronic reports are to be submitted to the COLORADO ENA State President two (2) weeks prior to each general business meeting.

#### **15. ENCORE / INJURY PREVENTION**

- a. Committee chairs to be selected and ratified by the COLORADO ENA President as outlined on the COLORADO ENA Bylaws
- b. Committee chairs are responsible for fulfilling the points as listed in the COLORADO ENA Strategic Plan
- c. Committee chairs may be removed for cause or non performance of duties as ratified by the COLORADO ENA Board of Directors.
- d. Electronic reports are to be submitted to the COLORADO ENA State President two (2) weeks prior to each general business meeting.

#### **16. FUND RAISING COMMITTEE**

- a. Committee chairs to be selected and ratified by the COLORADO ENA President as outlined on the COLORADO ENA Bylaws
- b. Committee chairs are responsible for fulfilling the points as listed in the COLORADO ENA Strategic Plan
- c. Committee chairs may be removed for cause or non performance of duties as ratified by the COLORADO ENA Board of Directors.
- d. Electronic reports are to be submitted to the COLORADO ENA State President two (2) weeks prior to each general business meeting.

#### **17. ENAF SILENT AUCTION**

- a. COLORADO ENA Board Member or Designee to purchase jewelry not to exceed \$200 in order to support the ENAF Foundation silent auction. Member who purchases the jewelry should submit a request for reimbursement form as well as the purchased item to the COLORADO ENA Treasurer.
- b. COLORADO ENA Treasurer to submit this Item to national as requested prior to the deadline.

## **18.WEBSITE MAINTENANCE**

- a. Webmaster to post updated information to website within 3 days of submission of materials
- b. Webmaster to organize material on the website and server to maintain current material as well as an organized method or record keeping.
  - i. Items to be maintained and stored including but not limited to:
    - 1. Strategic plan
    - 2. Policies / SOP's
    - 3. Minutes of board and general membership meetings
    - 4. A separate section for voting / scholarship / delegates selections
    - 5. Method for storing Financial records
- c. Webmaster to update and reorganize website for ease of member use.