

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE
STANDING COMMITTEE: EDUCATION**

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I. PURPOSE

The purposes of the Standing Committee: Education are:

- A. To identify the educational needs of practicing emergency nurses; and

- A. To plan and coordinate educational offerings on behalf of Cal-ENA to meet the identified educational needs of emergency nurses.

- B. To approve/review all programs issuing Continuing Education hours under the BRN Provider Number assigned to Cal-ENA.

- C. Annually request all chapters using the Cal ENA BRN number to identify themselves.

II. MEMBERSHIP

- A. The Committee shall be composed of the following members:
 - 1. Chair, appointed according to Article XI of the State Council *Bylaws*
 - 2. Chair-elect (optional but desirable)
 - 3. Immediate Past Chair (optional but desirable)
 - 4. Members
 - 5. Board liaison

- B. QUALIFICATIONS
 - 1. The Chair and Chair-Elect shall have and maintain:
 - a. Current active ENA membership
 - b. Current professional nursing licensure in the state of California
 - c. Certified Emergency Nurse (preferred)
 - d. Leadership as demonstrated by participation at Chapter, State or National level of ENA
 - e. Demonstrated experience in coordinating educational programs, seminars or other conference planning (preferred)

 - 2. Members shall have and maintain:
 - a. Current active ENA membership; and
 - b. Current professional nursing licensure in the state of California.

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C. TERM OF OFFICE. The term of office shall be January through December.

1. Chair: One (1) year term, subject to reappointment.
2. Chair-Elect: One (1) year term, subject to reappointment.
3. Immediate Past Chair: One (1) year term
4. Members: One (1) year term, subject to reappointment.

III. SPECIFIC RESPONSIBILITIES

A. CHAIR

1. Develop, submit for approval and monitor an annual Committee budget.
2. Submit a written report of Committee progress at each State Council meeting. If present, deliver an oral report on behalf of the Committee at said meetings.
3. Submit an annual written summary report of Committee activity to the State Council.
4. Call and chair Committee meetings as needed to complete identified tasks.
5. Serve as mentor to Chair-Elect

B. CHAIR-ELECT

1. Assist the Chair as requested with the above duties.
2. After serving as Chair-Elect, be willing to seek appointment as Chair the following year at the discretion of the State Council.

C. IMMEDIATE PAST CHAIR

1. Serve as mentor to Chair.
2. Assume responsibility in absence of Chair.
3. Complete other duties as assigned.

D. MEMBERS

1. Attend Committee meetings as required and complete assigned duties.
2. Duties of all members may include but are not limited to: program, faculty, brochure, syllabus, exhibitor/sponsors, CEs/evaluations
3. Additionally, whenever possible, Committee members should attempt to mentor others to prepare them for a role on future Education Committees.
4. The Cal-ENA Treasurer-Elect shall serve as Treasurer for the Education Committee

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IV. REIMBURSEMENT

A. CHAIR

1. Reimbursement will be based on the needs of the educational event and may include travel, lodging, registration, postage, telephone, photocopying and miscellaneous costs.

B. MEMBERS

1. Complimentary registration may be provided to committee members to the degree that such provision would not jeopardize the fiscal status of the event. The Chair in consultation with the Board will make this decision.
2. Members will be reimbursed for postage, telephone, photocopying and other reasonable miscellaneous expenses excluding travel and lodging.

C. FACULTY

1. Honoraria for speakers will be negotiable, subject to budgetary constraints and subject to approval by the Board.

V. CONTINUING EDUCATION

- A. The Education Committee will maintain all records, as required by the BRN, for all CE educational offerings provided under the Cal ENA BRN number.
- B. The Education Committee shall review and recommend approval for any course proposals using the BRN provider number assigned to the organization.
- C. The Education Committee shall solicit from the membership articles to be submitted to The Monitor for Continuing Education Hours.
- D. It shall be the responsibility of the Committee to edit and/or approve Monitor submissions.

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EDUCATIONAL EVENTS

- A. The general components of an educational event may include but not be limited to:
 - 1. Educational offering
 - 2. Vendor/exhibitor time
 - 3. Social events
 - 4. Networking opportunities
- B. The tasks/duties that apply to general educational events may include but not be limited to:
 - 1. Program
 - 2. Faculty
 - 3. Brochure
 - 4. Syllabus
 - 5. Exhibitors/sponsors
 - 6. CEUs/Evaluations
- C. Site Selection
 - 1. Every effort will be made to provide educational events in a variety of locations.
 - 2. When selecting sites with no charge (e.g. hospitals) site approval will be done by the committee.
 - 3. When selecting sites with a charge (e.g. hotels) site selection is subject to the approval of the Board of Directors.
 - 4. All site visits will include at least one member from the Board of Directors and one member from the Education Committee. The Committee Chair will designate the committee member. The Committee will reimburse travel expenses associated with the site visit.

ORIGINAL APPROVED BY STATE COUNCIL: January 1994
REVIEW: August 05
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