

# **Society of Trauma Nurses**

## **Policies & Procedures Manual**



*SOCIETY OF TRAUMA NURSES*

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## **1.1 – ANNUAL CONFERENCE**

**NUMBER:** 1.1

**EFFECTIVE DATE:** June 2008

**REVIEW DATE:** April 2011, September 2013, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** Annual Conference Chair/Immediate Past President

**PURPOSE:** To delineate the overall organizational management of the annual conference.

### **PROCEDURE/GUIDELINE:**

- Conference Committee
- The conference chairperson is appointed by the Board of Directors for a two-year term.
- Conference Committee will be chosen by the conference chairperson.
- Committee to include:
  - A Nurse Planner from the Continuing Education Provider Unit (education committee)
  - Two local representatives
  - Immediate past conference chair
  - STN President-Elect
  - STN President
  - STN Immediate Past President
  - One International Committee member
  - One Diversity Equity & Inclusion Committee member
- Diverse members with an ability to contribute to the planning and implementation of the annual conference
- Committee members are assigned to review abstract submissions for oral and poster presentations. Final abstract selections will determine the conference agenda. Keynote speakers and invited faculty will be determined by the conference committee.
- Conference Committee members and board members are assigned responsibility for moderating conference sessions and poster judging. Other members in good standing will be asked to assist as needed.
- Management Firm will appoint staff to participate as a member of the conference committee.
- Conference committee members may serve up to six consecutive years based on the needs of the committee and at the discretion of the conference committee leadership (chair, -chair-elect, and immediate past chair) unless a member is appointed into the chair leadership track.
- A chair-elect is identified by the conference chair, in collaboration with the Board of Directors, by the beginning of the second year in the chair's term; this person is approved and appointed by the Board of Directors and is a working member of the committee.
- Site Selection
- Refer to site selection guidelines (Policy and Procedure 1.3)

- Hotel Contract
- Is negotiated by Management Firm based upon meeting room, meal, sleeping room and attendance requirements.
- Is signed by President.
- Management Firm to coordinate additional hotel arrangements if conference hotel sells out.
- Faculty
- All invited faculty will be notified by conference chair or specifically designated conference committee member.
- Based on budget restrictions, invited faculty shall receive:
  - One (two nights if necessary) night sleeping room at conference hotel.
  - Complimentary conference registration.
  - Roundtrip coach airfare booked at least 8 weeks in advance OR up to \$500.00 for travel expenses.
- STN will not reimburse faculty for any expenses covered by another source.
- Honoraria may be offered to faculty if budgeted.
- Distinguished Lectureship shall receive travel reimbursement per Distinguished Lectureship guidelines (Policy and Procedure 1.2).
- After initial communication with faculty by designated conference committee member, formal invitations and faculty guidelines will be sent to faculty by Management Firm after approval by conference chair in accordance with conference timeline.
- STN Conference Committee, Moderators and Board of Directors
- Moderators, Board of Directors members, and Conference Committee members will receive complimentary or discounted conference registration based on conference budget approval.
- Program Development and CE Review
- The Conference Committee Nurse Planner will contribute to the development of the Educational Activity Planning Form and CE Planning Checklist (Policy and Procedure 4.2).
- After review of entire CE documents for structural capacity, sound educational design and evaluation process, the Nurse Planner will submit CE documents to the Continuing Education Program Director.
- No CE contact hour information will be distributed in written conference materials until approved by the CEPU.
- CE Certificates will be prepared by Management Firm after approval by the Continuing Education Program Director.
- Promotion of STN Conference
- Conference brochure design to be determined by Management Firm with pre-design input from the Conference Committee. Approval will be by conference chair and committee with final approval by STN Executive Committee.
- Final STN brochure must be ready for e-mailing no less than 5 months prior to the start of the conference. Conference full-page advertisement will be placed in each issue of JTN as space allows. Oversight including deadlines, design and copy approval, to be responsibility of Management Firm and conference chair.

- Periodic announcements will be placed on the online community, on STN website and social media, and in appropriate member communications in the months prior to the conference.
- Exhibits: General
- Management Firm shall work with an Exhibit Management company to coordinate exhibitor and exhibit hall arrangements and shall be responsible for ensuring all contracted exhibitors adhere to the Exhibit Rules and Regulations.
- Exhibits will not be in the same room as the educational program.
- Exhibitors will be listed in the syllabus.
- Exhibitor evaluations prepared and collated by Management Firm and results communicated to conference chair.
- Thank you e-mail to exhibitors to be sent by Management Firm.
- Exhibits/Sponsorships
- Management Firm will prepare exhibitor prospectus.
- Exhibitor fees and financial sponsorships will be prepared by Management Firm and approved by the conference committee.
- Complimentary exhibit space may be approved by the Management Firm and Conference Committee if appropriate and with no negative impact on the budget.
- The conference committee will assist Management Firm 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 Management Firm to complete the sale.
- Management Firm is responsible for all logistics and vendors during the setup, actual show and breakdown.
- Sponsorships will be solicited by Management Firm.
- Unrestricted grants-in-aid
- Grants may be solicited by the conference committee with approval of the Board of Directors to provide supplemental funding for the event.
- All funds will be made payable to the Society of Trauma Nurses.
- All funds received will be used at the discretion of the program committee according to an approved budget.
- 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).

**REFERENCES:**

Annual Awards (Policy and Procedure 1.2)

Moderator Manual

Annual Conference Site Selection Guidelines (Policy and Procedure 1.3)

CEPU Procedure Manual

Continuing Education Provider Unit (Policy and Procedure 4.2)

## **1.2 – ANNUAL AWARDS**

**NUMBER:** 1.2

**EFFECTIVE DATE:** December 2008

**REVIEW DATE:** January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** Immediate Past President

**PURPOSE:** To identify the process for the annual awards as listed below. All outgoing Board of Directors Members will receive recognition for their service to the organization.

### **PROCEDURE/GUIDELINE:**

- Awards Committee
- The Immediate Past President will Chair the Awards Committee and is a non- voting member for final award decisions.
- The Immediate Past President will select a group of at least five (5) diverse STN members to participate on the Committee.
- Committee members' names will be submitted to the Board of Directors for approval.
- 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.
- Awards
- Distinguished Lectureship
- The 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 who:
  - Has excellent public speaking ability.
  - Has In depth / first-hand understanding, knowledge and experience in an area(s) related to trauma.
- And is supportive of the STN's Mission and Vision.
- Trauma Leadership Award
- 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.
- Immediate Past President Recognition
- Recognition award presented to the outgoing President by incoming President during the annual conference business meeting.
- A gavel/plaque/memento for year(s) of service will be presented.

- Outgoing Board Members
- All outgoing Board Members will be recognized during the annual conference business meeting and presented with a plaque/memento
- Clinical Excellence Award
- Recipient may be a STN member whose contributions to nursing fulfill the mission, vision, and core values of STN
- The recipient demonstrates outstanding clinical qualities by:
  - Consistently exhibits compassion and commitment to advancing trauma nursing
  - Routinely goes above and beyond, demonstrating excellence in their role
  - Functions as an integral and contributing member of the healthcare team
  - Participates in practice standard development and/or decision-making processes within their organization that influence positive outcomes for the trauma patient (i.e.: committee membership, development of guidelines)
  - Demonstrates breadth of knowledge in clinical nursing practice
  - Participates in mentorship, advocacy, community affairs, public education or volunteers for organizations that affect nursing practice
  - Inspires peers in their practice through demonstrating excellence in nursing practice.
- Trauma Partnership Award
- Recipient may be a team or individual in a medical or non-medical field who contributes to STN's mission and vision through areas such as education, mentorship, advocacy, injury prevention, and trauma system development.
- Must be nominated by an STN member.
- Recipient will receive complimentary TraumaCon registration and award recognition at TraumaCon.
- STN Board of Directors, STN nominating committee members, and previous Trauma Partnership Award Winners are not eligible.
- Procedure
  - Nine Months prior to the start of the conference:
    - Award Nominations for all awards are open.
    - Call for nominations will be announced with blast membership emails and via the STN web site and Listserv.
    - Nominations require a web-based nomination form and the nominee's curriculum vitae.
  - Eight Months prior to the start of the conference:
    - A call for Award committee members is sent out through email to all members in good standing.
    - Immediate past president reviews nominations, selects candidates, and presents slate to the Board of Directors for approval.
    - Nominations for the Distinguished Lecturer are requested from the following groups:
      - Board of Directors

- Annual Conference Committee
- Awards Committee
- Nominations will require completion of a web-based nomination form.
- Seven Months prior to the start of the conference:
- Nominations for all awards are closed.
- Six /Five Months prior to the start of the conference:
- Management Firm to prepare nominee information and distribute to Awards committee members along with scoring tools for each award.
- If necessary, a conference call meeting of the Awards committee is held, and recommended award nominees are selected.
- The Awards committee prepares Awards Nominee Slate.
- Award Nominee slate goes to full Board of Directors for approval.
- Immediate notification of winners by Chair (preferably by phone call) extending an invitation to attend the Annual STN Membership Meeting and Awards Ceremony.
- Management Firm to send a formal letter to award recipient with conference details.
- Name of the distinguished lecturer be given to conference chairperson to be included in the conference brochure.
- Travel / Accommodation / Complimentary Registration / Funding
- Travel, hotel expenses, and complimentary registration are the responsibility of STN for the Trauma Leadership Award and Distinguished Lectureship.
- The Distinguished Lectureship presenter receives an honorarium of \$500.00.
- Awards Ceremony Preparation
- The Executive Director/Management Firm group will work directly with a vendor to obtain the appropriate awards/plaques.
- The Awards Ceremony will take place during the annual conference.
- The President will present awards to the recipients with support by the immediate past president.
- The Distinguished lecturer presentation will be during lunch or at a time which the conference planning committee deems appropriate.
- The distinguished lecturer will be introduced by the immediate past president or the nominator.
- A commemorative award and honorarium will be presented by the President to the guest lecturer immediately following his/her lecture.
- Post Awards Announcements
- Award recipients will be published in the Journal of Trauma Nursing.
- Award recipients will be posted on the web site. 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.

**REFERENCES: NONE**

## **1.3 – ANNUAL CONFERENCE SITE SELECTION GUIDELINES**

**NUMBER:** 1.3

**EFFECTIVE DATE:** June 2008

**REVIEW DATE:** April 2011, January 2015, April 2017, March 2019, March 2025

**RESPONSIBLE:** Annual Conference Chair/President- Elect

### **PURPOSE:**

The Society of Trauma Nurses strives to ensure that meeting locations meet the needs of our convention and our attendees. STN weighs overall value, convenience, and member experience to find the best option available.

### **PROCEDURE/ GUIDELINE:**

1. The Annual meeting site selection process should begin at least 24 months prior to the conference.
2. The criteria listed below are to be followed by the Board of Directors/ Management Firm in selecting a geographic location for future annual conferences:
3. The location is in a temperate climate or a destination of interest to members.
4. A major airport is within a thirty-mile radius of the location.
5. A price point that is budget-conscious while providing amenities that members expect.
6. The conference location should alternate between central, west, and east regions.
7. After the Conference Committee has determined the potential geographic location, the Association Management Company 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:
8. Meeting space and rooms are available in late March or early April as outlined in the RFP, avoiding major holidays and conflicts with other national meetings to the extent possible.
9. The hotel has a minimum of 500 guestrooms.
10. Ability to hold all meeting functions in the same facility.
11. The Management Firm will review all received RFP and will present options to the Conference Committee. Final selection will be presented to the Board of Directors for final site approval.

**REFERENCES: NONE**

## **2.1 – NOMINATING COMMITTEE AND ELECTION / NOMINATION PROCEDURES**

**NUMBER:** 2.1

**EFFECTIVE DATE:** October 2007

**REVIEW DATE:** April 2011, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** Immediate Past President

### **PURPOSE:**

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

### **PROCEDURE/GUIDELINE:**

1. Nominating Committee Chair
  - a. The Immediate Past President will fulfill the position of Nominating Committee Chair unless otherwise appointed by the President.
  - b. The Committee Chairperson will serve a one-year term and will be a non-voting member of the committee.
  - c. The Committee Chair is responsible for Committee appointments and must notify Board of Directors of committee membership in accordance with STN Bylaws.
  - d. The changeover of Chairs will occur following the Annual Meeting in Spring of each year.
2. Nominating Committee Members: The Nominating Committee shall consist of:
  - a. one (1) Director at Large (preferably one who will not be submitting for nomination to the slate of BOD elections)
  - b. four (4) Members-at-Large in good standing
3. Candidate Eligibility
  - a. Candidates eligible for office will be current STN Members in good standing.
  - b. The Committee Chair will review all Board of Directors' criteria, roles and responsibilities with the candidates prior to formalizing the slate of nominees.
4. Call for Nominations
  - a. Call for nominations will be sent via STN Website, the STN Community and member communications.
  - b. The Nominations Committee will be responsible for reviewing candidate submissions and will create the Slate.
  - c. The Board of Directors is responsible for approving the slate for elections.
  - d. The Committee Chair will contact all nominees with the outcome of the Slate determination.
5. Voting
  - a. Voting period will be announced to members and conducted online.
  - b. All current members in good standing can vote one time.
6. Timeline

- a. Six (6) Months prior to the start of the conference Nominations open.
  - i. Call for nominations and list of open positions with job responsibilities will be announced with blast membership emails and via the STN web site and List Serve.
- b. Four (4) Weeks after nominations open Nominations close.
- c. Five (5)—Four (4) Months prior to the start of the conference
  - i. Nomination application/biographies prepared by Management Firm for website and nominations committee review.
  - ii. Chair reviews position descriptions, roles and responsibilities with the candidates prior to formalizing slate for Board of Directors.
  - iii. Nominations: Committee reviews application/biographies and prepares slate.
  - iv. Slate of nominees is presented to the Board of Directors for approval.
- d. Three (3) Months prior to the start of the conference
  - i. Nominations biographies posted on STN web site.
  - ii. Voting opens.
- e. Four (4) Weeks after voting open, voting ends.
- f. Two (2) Months prior to the start of the conference
  - i. Immediate Past President notifies all nominees as to the outcome of the elections.
  - ii. Management Firm sends an announcement to the membership via email and Web Site.

**REFERENCES:**

By-Law Reference: IV. 4.04

## **2.2-- BOARD MEMBER ONBOARDING, SUPPORT, AND OFFBOARDING**

**NUMBER:** 2.2

**EFFECTIVE DATE:** June 2025

**REVIEW DATE:**

**BY-LAW REFERENCE:**

**RESPONSIBLE PARTY:** President Elect/Executive Director

### **PURPOSE:**

The purpose of this policy is to establish a standardized process for onboarding new board members, supporting current board members and offboarding outgoing board members of the Society of Trauma Nurses (STN). This policy ensures a smooth transition, continuity in governance, and alignment with the organization's mission and strategic objectives.\

### **PROCEDURE/GUIDELINE:**

- i. Onboarding New Board Members
  1. Pre-Election/Appointment Preparation
    - a. The Nominating Committee Chair and designated staff shall provide prospective board members with an overview of board roles, responsibilities, and expectations prior to election or appointment. The nominating ballot should contain language that would alert the committee that a candidate was serving or planning to serve on another board.
    - b. Candidates must review and agree to STN Code of Conduct, Conflict of Interest and Confidentiality policies as a condition of running for office.
    - c. Candidates must attest to ability to assume office and participate fully, that they are not serving or planning to serve on another board of a national organization that directly competes with STN, prior to running for office (examples: ENA, PTS, TCAA, ATS etc.).
- ii. Mentorship Program:
  1. Each new board member will be paired with an experienced board member to facilitate their integration into the board by the incoming President. This should occur within 30 days from the transition.
  2. Mentors will provide guidance on board culture, meeting protocols, committee liaison assignments, and processes.
  3. Mentors and mentees will participate in formal and informal check-ins over the first six (6) months, and as needed.
  4. Depending on the nature of the board position, outgoing board members may also be asked to participate as mentors.
- iii. Ongoing Board Support
  1. New and returning Board members will receive a comprehensive orientation, which includes:
    - a. Review of the association's mission, vision, values, and strategic plan.
    - b. Overview of governance structure, bylaws, and key policies.
    - c. Financial overview, including current budget and financial statements.
    - d. Introduction to committee roles and expectations.
    - e. Overview of major events, educational offerings, and outreach efforts.
- iv. Board Member Resources: New and returning board members will receive onboarding

materials including via navigation to folder on the Board Portal:

1. Bylaws
2. Policy & Procedure Manual
3. Recent board meeting minutes.
4. Strategic plan.
5. Board and staff roster
6. Access to the online Board portal (other materials will be in a folder there)

8. Board Training:

- a. New and returning board members will have opportunities for governance training including:
  - i. Nursing Organizations Alliance training for nurse leaders.
  - ii. Board training at fall retreat and/or other intervals as directed by the board.

9. Offboarding Outgoing Board Members and Transitioning to New Roles

- a. Exit Interview and Feedback:
  - i. Outgoing board members will be invited to participate in an exit interview conducted by the Board Incoming and Past President and/or Executive Director to provide feedback on their experience and recommendations for improvement. Feedback will be shared at the following executive leadership meeting.

10. Transfer of Knowledge:

- a. Outgoing board members and board members transitioning to new roles shall provide relevant historical insights, project status updates, and key contacts to incoming board members and/or board members transitioning into their roles as needed.
- b. Access to the Board of Directors project in Board Portal will be rescinded at the end of the term for outgoing board members.

11. Recognition and Continued Engagement:

- a. Departing board members will be recognized for their service at the annual member meeting.
- b. Opportunities for continued engagement as committee members, advisors, and advocates are encouraged.

REFERENCES: NONE

## **2.3 – MID-TERM RESIGNATIONS AND TERM COMPLETION**

**NUMBER:** 2.3

**EFFECTIVE DATE:** March 2005

**REVIEW DATE:** April 2011, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** Secretary

**PURPOSE:** 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.

### **PROCEDURE/GUIDELINE:**

1. Mid-term Resignation of Board of Directors and Committee Chairs:
  - a. Letters of Resignation should be sent to the President and to the STN Management Firm.
  - b. The entire Board of Directors will be notified of the receipt of such letter by the Management Firm at the time of letter receipt.
  - c. The Board of Directors will accept or reject the Letter of Resignation at their next meeting or at a special meeting called by the President.
2. Committee Chair Resignation:
  - a. Following acceptance of the resignation, the co-chair will assume the role of committee chair with the approval of the Board of Directors as specified in the Bylaws. If no co-chair exists for the committee, the assigned Board Liaison to that committee will appoint a new committee chair with the approval of the Board of Directors and as specified in the Bylaws.
  - b. Notice is to be given to all known committee members and others as appropriate.
  - c. A letter with administrative details such as reminder of the nondisclosure agreement where applicable etc. will be sent by the Management Firm to the committee member that resigned.
  - d. Changes to the website and other documents will be made to reflect the change in leadership within 30 days of the new chair taking the role.
3. Board Member Resignation (Other than the President)
  - a. Following acceptance of the resignation, the President, with input from the Executive Committee and Board of Directors, will determine when it is appropriate to name a replacement.
  - b. Refer to By Laws (4.05)
  - c. Changes to the website and other documents will be made to reflect the change in leadership.
  - d. A letter with administrative details such as nondisclosure etc. will be sent by the Management Firm to the Board member that resigned.
4. President or President-elect Resignation
  - a. Following acceptance of the resignation of the President, the President- elect will assume the remainder of the term.

- b. Following the acceptance of the resignation of the President Elect, the office will be filled according to the bylaws.
  - c. Notice is to be given the membership using appropriate means and to all affiliations/collaborations and to others as appropriate.
  - d. Changes to the website and other documents will be made to reflect the change in leadership.
  - e. A memento recognizing his/her contributions to the Society will be sent to the recipient.
  - f. Presidents who resign mid-term will be identified as Past President with date of service documented 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.
  - g. A letter with administrative details such as non-disclosure will be sent by the Management Firm.
5. Committee Chair/Board of Director Term Completion
- a. The outgoing President will be recognized at the annual meeting with a gavel or appropriate presidential item and a letter of appreciation of service and administrative details such as nondisclosure.
  - b. Members of Directors members and Committee Chairs fulfilling their terms of office or appointment will be recognized with a memento.

**REFERENCES:**

By-Law Reference: IV.4.05

## **2.4 – POSITION STATEMENTS**

**NUMBER:** 2.4

**EFFECTIVE DATE:** February 2005

**REVIEW DATE:** December 2012, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** Board Member for Outreach/Collaboration

**PURPOSE:** To guide the membership in the writing, approval, and distribution of Position Statements.

### **PROCEDURE/GUIDELINE:**

1. Position papers state positions officially endorsed by the Society of Trauma Nurses (STN) as authorized by the Board of Directors and are intended to advance the mission of STN: “The Society of Trauma Nurses (STN) is a professional non-profit organization whose mission is to support optimal and equitable trauma care to all people through initiatives focused on trauma nurses related to prevention, education and collaboration with other healthcare professionals. The Society of Trauma Nurses advocates for the highest level of quality trauma care across the continuum. We accomplish this through an inclusive environment that fosters visionary leadership, mentoring, innovation, and interdisciplinary collaboration in the delivery of trauma care.”
2. Position papers will discuss issues in the field of trauma care of vital interest to the public and to the membership at large. A position paper will discuss not only the majority opinion about its subject but also a range of accepted (mainstream) minority opinions.
3. The purpose of a position paper (white paper) is to advocate a specific solution or best way to go in addressing a particular concern.
4. Ideas for position papers must be submitted through the STN website for discussion and approval by the Board of Directors.
  - a. The Board will approve the topic and authors based on a review of the topic request form.
  - b. The lead author can be recommended by the person submitting the idea.
  - c. The STN Board Member in charge of Public Policy will present information to the board for approval based on review of submissions from the STN website.
  - d. In the event the idea submitter does not have a suggestion for either a lead author and/or co-authors, the STN Trauma Awareness & Advocacy Committee Board Member will submit a request for authors to a Special Interest Group (SIG) with that paper’s focus or post a “call for authors” on the STN website.
  - e. Once the position paper is finalized, the authors will submit their paper to the Journal of Trauma Nursing (JTN) for review.
  - f. After review by JTN, the Board of Directors will review the paper and accept or reject the paper for endorsement.
  - g. After the Board of Directors reviews the paper, it will be posted on the STN website for a period not exceeding 30 days and included in the STN Newsletter during

- which time the general membership has the opportunity to submit comments regarding whether STN should endorse the position stated in the paper.
- h. After the public comment period, the Board of Directors will review the paper for final approval.
  - i. Accepted position papers will be published on the website as a position endorsed by the STN for five years.
  - j. A paper rejected by the Board of Directors may be submitted to any medical journal as the product of the authors, but it may not be identified as an endorsed opinion of STN.
  - k. STN's endorsement of a position paper ends five years from publication of the position paper. STN may renew its endorsement of a position paper by following the steps above.
  - l. In the event a position paper has already been published by another organization and STN is asked to support it, follow steps f through h. If an expedited approval process is required, some steps may be altered as approved by the Board of Directors.
5. Position Statement – Expected Format
- a. A paper shall be concise (fewer than 2000 words recommended)
  - b. Abstract: The abstract is a concise (fewer than 250 words) review of the paper. The abstract summarizes the introduction, background, body, and major points of the paper.
  - c. Introduction: The introduction concisely states the purpose and historical background that prompted creation of the paper.
  - d. Discussion: The discussion is a review of the current state of knowledge on a particular subject.
    1. This section should contain only information currently accepted as factual under existing scientific methodology and knowledge. This section is intended to present a balanced review of the subject of the paper by highlighting the current state of knowledge, areas of contention, and preferred methods of practice.
    2. The paper will acknowledge and discuss mainstream minority opinions. Personal opinions, speculative theory, or information related to a specific case cannot be included in this discussion.
  - e. References: The paper shall include a concise list of references that support the main points of the paper as well as the mainstream minority opinions discussed in the paper. Papers will be prepared using the American Medical Association (AMA) Manual. Journal articles should be current (< 5 years old.).

## **REFERENCES:**

Special Interest Groups (SIG) (Policy and Procedure 4.3)

## **APPENDIX A**

*STN Position Paper Topic Request Form Fields*

Contact Information for person submitting request:

Name

Title

Organization

Address

Phone

Email Address

Topic of Position Paper:

Rationale:

Recommendations for lead author and co-authors:

Name

Title

Organization

Address

Phone

Email Address

Qualifications of recommended lead author and co-authors (Please briefly describe and additionally submit a CV):

Timeline for completion:

## **2.5 – SOCIETY OF TRAUMA NURSES POLICY INDIVIDUALS REPRESENTING STN**

**NUMBER:** 2.5

**EFFECTIVE DATE:** November 2003

**REVIEW DATE:** April 2011, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** President and Secretary

**PURPOSE:** As an internationally recognized organization, the STN may be invited to participate at the international, national, state or local levels on a various Boards, Committees, Professional Organizations or Commissions. This policy outlines the criteria and process for selecting STN members to represent the organization at external events, meetings, conferences, and symposia. The goal is to ensure that representatives uphold the mission, values, and professional standards of STN while effectively advocating for the organization and the field of trauma nursing. In addition, as a mentoring organization, it is STN’s mission to ensure equity in opportunities to qualified individuals to represent the organization to develop the skills necessary to further serve the organization and the greater good in the care of injured patients.

**Scope:** This policy applies to all STN members who may be selected or nominated to represent the Society in any external capacity.

### **PROCEDURE/GUIDELINE**

1. Eligibility Criteria: To be considered for external representation, STN members must meet the following criteria:
  - a. Active Membership: The individual must be a current STN member in good standing.
  - b. Professional Expertise: The member should have relevant subject matter expertise and experience in trauma nursing.
  - c. Leadership Experience: Preference will be given to members who have held leadership roles within STN (e.g., board members, committee chairs, workgroup leads).
  - d. Public Speaking & Advocacy Skills: The individual should have strong communication skills and be comfortable engaging with diverse audiences.
  - e. Alignment with STN Mission: The member should demonstrate a commitment to advancing trauma nursing through education, research, and advocacy.
2. Requests for Representation:
  - a. Mechanisms for requests for representation:
    1. Request for participation is made to the President. Request is presented and approved by the Executive Committee or at the discretion of the President.
    2. Request for participation is made to an STN Committee. The Committee approves the request and BOD Committee Liaison brings to the BOD for approval of budget.
    3. “Standing” Representation agreements:

- a. The STN BOD and Committees provide representation at a number of national level events that are regular ongoing and included in the budgeting process.
      - b. Two examples of a “standing” representation agreement include BOD Executive Leadership attending partner organization meetings or speaking engagement and ATCN Committee representation at the Annual ATLS Global Symposium.
    - 4. A new president, upon taking office, will review all appointments and may, at his/her discretion, continue or discontinue the appointment.
  - b. If there are costs for representation, the Board of Directors shall determine a budget allocation for the position once approved.
3. Selection Process:
  - a. Call for Interest: STN will issue a call for interest for external representation opportunities, outlining specific requirements and event details.
    - 1. Nomination & Application: Members may self-nominate or be nominated by peers, STN leadership, or committee chairs.
    - 2. Review & Approval: The STN Board of Directors or the STN Committee/SIG responsible for sending a representative will review nominations based on eligibility criteria and event-specific needs.
    - 3. Approval considerations include number of STN-sponsored events the representative has attended in the past.
    - 4. Final Selection: Selected representatives will be notified and provided with guidance on their role, responsibilities, and key messaging points.
4. Expectations of Representatives:
  - a. Serve as an ambassador of STN by promoting and endorsing the organization’s mission and initiatives.
  - b. Adhere to professional standards and ethical guidelines.
  - c. Provide periodic, post-event, or minimally an annual report to the STN Board or STN Committee summarizing key takeaways and recommendations for future engagement.
5. Exceptions & Special Considerations:
  - a. In cases where an external entity specifically invites an STN representative, the Board of Directors may appoint an individual outside of the standard selection process if deemed appropriate.
6. Representation Tracking: Reporting out of individuals representing STN at events as a standing Board Agenda item (may be part of the consent agenda) ensures an awareness for transparency as well as exercising fiduciary obligations.

**REFERENCES:**

6.4 STN Policy on Travel Reimbursement and Payments

## **2.6 – LEGISLATIVE LETTERS OF SUPPORT**

**NUMBER:** 2.6

**EFFECTIVE DATE:** March 2009

**REVIEW DATE:** January 2013; January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** Trauma Advocacy and Awareness Committee

**PURPOSE:** To provide a mechanism for making decisions regarding the appropriateness of STN support of legislative initiatives advanced by collaborating organizations and the STN Trauma Advocacy and Awareness Committee. (i.e. Trauma Center Association of America, Coalition for Health Funding, Americans for Nursing Shortage Relief, etc).

### **PROCEDURE/GUIDELINE:**

1. External requests for STN support will be sent to the Trauma Advocacy and Awareness Committee (TAAC Committee).
2. Additional legislative initiatives identified by the Trauma Advocacy and Awareness Committee will follow the same review process.
3. The Board member assigned to TAAC Committee will review and summarize.
4. The request will be forwarded for review and approval by the Board of Directors.
5. Types of legislative initiatives STN will consider supporting include any legislation that directly or indirectly influences trauma care across the continuum.

**REFERENCES: NONE**

## **2.7 – POLICY AND PROCEDURE MANAGEMENT**

**NUMBER:** 2.7

**EFFECTIVE DATE:** October 2010

**REVIEW DATE:** April 2013, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** SECRETARY/ MANAGEMENT FIRM

**PURPOSE:** To provide guidance to the Board of Directors on the development, management and review of policies and procedures.

### **PROCEDURE/GUIDELINE**

6. Two categories of Policies and Procedures (P&P) are recognized.
  - a. Draft
    - i. In the creation/development stage.
    - ii. Is not in effect until it has been through the prescribed review and approval process.
    - iii. If not approved within 12 months of creation, it will automatically expire.
  - b. Approved
    - i. Has been reviewed and approved by the Board of Directors.
    - ii. All requests for a new policy/guideline/procedure will be submitted to the Management Firm for addition to the Board of Directors agenda for discussion.
7. All STN Policies and Procedures will be developed using the following format:
  - a. Subject (Name of the P&P)
  - b. Number
  - c. Effective date
  - d. Review Date
  - e. Position responsible
  - f. Purpose
  - g. Procedure/Guideline
  - h. References
  - i. Appendices (if any)
8. Approval
  - a. The proper chain of review should be followed during the approval process for all P&P's.
  - b. A new proposed P&P will be provided to the STN management firm.
  - c. The originator of the P&P will present and endorse the version submitted for final Board of Directors approval.
  - d. Board of Directors votes for final approval.
    - i. A majority vote of the Board of Directors is necessary to approve.
9. Review of Existing P&P
  - a. Each P&P will be reviewed bi-annually on the odd year after approval.

- i. If requested by a member of the Board of Directors, the review or revision can be performed earlier.
  - b. P&P review should occur no less than 1 year nor more than 3 years from date of prior approval or prior review.
  - c. The last week of January of each odd year, the Secretary will begin the review process by reviewing the P&P manual and notifying the appropriate Board Member(s) of the need for review/revision of the P&P(s) due for review.
  - d. The lead Board of Directors member(s) will review and draft proposed changes to the P&P and circulate these to the appropriate SIG/Committee/Board of Directors members for revisions, review and approval.
  - e. Proposed changes to P&P's should be forwarded to the Board of Directors one month prior to the face-to-face meeting held in conjunction with the annual conference.
  - f. A majority vote for approval of proposed changes or approval of continuation of the current version of the P&P under consideration is required.
  - g. This date will then be added to the appropriate location on the P&P.
10. Rescinding an approved P&P
  - a. Proposals to rescind an approved P&P should be sent to the assigned Policy Board of Directors member.
  - b. The lead Board of Directors member will review request and make recommendations to the Board of Directors for review and approval.
  - c. Approved P&Ps to be retired must be rescinded by majority vote of the Board of Directors.

**REFERENCES:**

By-Law Reference: III. 3.01

## **2.8 – CONFLICT OF INTEREST**

**NUMBER:** 2.8

**EFFECTIVE DATE:** May 2008

**REVIEW DATE:** April 2011, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** President-Elect

**PURPOSE:** The Board of Directors or other governing persons, officers, employees or agents are to avoid any conflict of interest or an appearance of a conflict of interest when representing STN in any manner. The Management Firm and STN representatives and agents are obligated to always act in the best interest of the organization. This obligation requires that any Board of Directors member or other governing person, officer, or agent, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board of Directors members or other governing persons, officers, employees or agents, are prohibited from using their STN title, the Organization's name or property, for private profit or benefit.

### **PROCEDURE/GUIDELINE:**

1. The Board of Directors members or other governing persons, officers, 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 of Directors member or other governing person, officer, employee or agent. This is not intended to preclude bonafide Organization fundraising activities.
2. If a Board of Directors 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.
3. No Board of Directors 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/her knowledge, any of the following has a financial interest in that purchase or contract:
  - a. The Board of Directors member or other governing person, officer, or agent
  - b. An organization in which any of the above is an officer or director
  - c. A person or organization with whom any of the above individuals is negotiating, or has any arrangement concerning prospective employment or contracts.

### **CONFLICT DISCLOSURE:**

1. 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 of Directors or other governing body immediately. Board of Directors members must complete and submit a written conflict/non-disclosure form annually.

2. 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 of Directors member or other governing person, officer, 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 of Directors and members of committees with governing board delegated powers considering the possible conflict of interest.
  - a. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon (a majority vote is required). The remaining Board of Directors or committee members shall decide if a conflict of interest exists
  - b. 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.
3. 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, 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.
  - a. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors 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.
4. Record of Conflict -- The minutes of the governing Board of Directors and all committees with board delegated powers shall contain:
  - a. 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 of Directors' or committee's decision as to whether a conflict of interest in fact existed.
  - b. 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.

**REFERENCES: NONE**

## **3.1 – WEBSITE MANAGEMENT AND CONTENT**

**NUMBER:** 3.1

**EFFECTIVE DATE:** March 2005

**REVIEW DATE:** April 2011, January 2015, April 2017, January 2019, March 2021, March 2025

**RESPONSIBLE:** Director-at-large, Member Committee, Treasurer

**PURPOSE:** To guide the Board of Directors and the Management Firm in maintaining a Society of Trauma Nurses (STN) website that accurately reflects the programs, services, and interests of STN in a professional manner.

### **PROCEDURE/GUIDELINE:**

1. The overall accuracy, approval, and appropriateness of general content and sections on the STN website is the responsibility of the Management Firm and assigned Director-at- Large.
2. Committee/project Chairs, or their assigned Director-at-Large, are responsible for the accuracy of information in the specific sections of the STN website relevant to their committee/project.
3. The entire website will be reviewed for design, navigation, and technology on an annual basis immediately following the Spring Board of Directors meeting.
4. The STN website will be hosted as agreed upon in the management agreement. The Management Firm will maintain an operations protocol with information regarding the management of the website. The Management Firm will assign a webmaster to serve STN.
5. Special Interest Group (SIG)/Committee pages:
  - a. Committee/SIG Chairs will determine appropriateness for inclusion.
  - b. Committee/SIG Chairs will review web pages periodically to evaluate both content and the integrity of links.
  - c. Changes to the main page for each Committee/SIG should be done as requested in order to accommodate such items as new attachments/samples of documents etc.
6. Additional Sections:
  - a. The website may contain other sections which reflect the programs and services of STN and the involvement of STN in activities such as collaborative events and legislative activities. A third-party vendor under a contract approved by the Board of Directors or its designee may service some sections, such as the Career Center.
7. Secure Pages:
  - a. Sections of the website may be deemed “secure”, such as the Members Only pages.
  - b. STN headquarters will keep a record of member login information for Members-only access.

**REFERENCES: NONE**

## **3.2 – STN SOCIAL MEDIA POLICY**

**NUMBER:** 3.2

**EFFECTIVE DATE:** March 2019

**REVIEW DATE:** March 2021, March 2025

**RESPONSIBLE:** Director-at-large, Member Committee/Treasurer

**PURPOSE:** To provide guidelines outlining how Society of Trauma Nurses (STN) supports organizational communication goals through social media platforms.

### **PROCEDURE/GUIDELINE:**

1. This policy is intended for internet activities that associate or identify STN representatives and members with STN, use STN email addresses, or discuss STN. This policy is not intended to guide online communications when representatives and members do not associate or identify themselves with STN.
2. Official communications refer to those done in STN's name.
3. Content Owner - Assigned by STN as the individual(s) responsible for developing social media content and/or administering STN's social media accounts.
4. Online social media channels allow STN representatives and members to engage in professional and personal conversations. These guidelines apply to STN representatives and members who identify themselves with STN in social media venues for deliberate professional engagement or casual conversation. STN representatives and members must be thoughtful about how they present themselves in online networks.
5. Content that is contributed on all platforms becomes immediately searchable and can be immediately shared.
6. Offensive content including content that is vulgar, discriminatory, demeaning, or otherwise unprofessional will not be tolerated.
7. Content that contains personal health information (PHI) including patient images is prohibited.
8. Content Owners are responsible for developing and maintaining digital content as follows:
  - a. Content is timely, relevant, and accurate.
  - b. Content Owners engage in communications that are acceptable by STN standards and respect copyrights and disclosures.
  - c. Proprietary financial, intellectual property or similar sensitive or private content may not be revealed.
9. Content Owners are responsible for deleting postings that do not adhere to our policies.
10. STN does not actively monitor or moderate content that is posted by members and the public.
11. Social Media Platforms - Tools and online spaces for integrating and sharing user-generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples are Facebook, X (Twitter), LinkedIn, and Instagram.

12. STN reserves the sole right to review, edit and/or delete any comments it deems are inappropriate.
13. STN reserves the right to suspend or revoke social media privileges for any representative and to block or remove accounts that violate STN's social media policy.

**REFERENCES: NONE**

## **4.1 – STN PAST PRESIDENTS COUNCIL ROLES & RESPONSIBILITIES**

**NUMBER:** 4.1

**EFFECTIVE DATE:** 2005

**REVIEW DATE:** April 2011, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** Immediate Past President

**PURPOSE:** The Past President's Council of the STN exists for the following purposes:

1. To serve as mentor and advisor to the President, Board of Directors, and STN members.
2. To function as the body accountable for institutional memory and continuity of the vision and mission of the organization.
3. Other duties as requested by the President.

### **PROCEDURE/GUIDELINE:**

1. The roles and responsibilities of the Past President's Council should include:
  - a. Serve as a formal council reporting to the Immediate Past President.
  - b. Meet on an at least quarterly basis via virtual platform (and optionally at the annual STN conference: TraumaCon).
  - c. Maintain a chronological written history of the STN. The history should be updated at least annually and is the responsibility of the Immediate Past President.
2. Chronological written history should be on the STN website.
  - a. Develop and maintain a formal archiving process that includes photos, awards, supporters, copies of original newsletters, interviews with original members, and other key aspects of the organization.
  - b. Archives should be maintained at the STN headquarters.

### **REFERENCES:**

By-law Reference: VI. 6.02

## **4.2 – CONTINUING EDUCATION PROVIDER UNIT**

**NUMBER:** 4.2

**EFFECTIVE DATE:** October 2003

**REVIEW DATE:** April 2011, September 2013, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** Director-At-Large Education/President Elect

**PURPOSE:** To ensure that the Society of Trauma Nurses (STN) provides its membership and trauma nurses across the continuum of care with quality nursing continuing education (CE) through a structured committee process.

### **PROCEDURE/GUIDELINE:**

1. The Continuing Education Provider Unit (CEPU) will consist of a minimum of six (6) members, one being the Continuing Education Program Director.
2. The CEPU will be responsible to THE Education Board of Director-at-large.
3. Members of the CEPU will meet the educational and licensure requirements of the American Nursing Credentialing Center (ANCC).
4. Appointment to CEPU and notification of appointment to the Board of Directors will be in accordance with STN by-laws.
5. In addition to the ANCC requirements, the CEPU members will
  - a. Be an STN member in good standing.
  - b. Possesses an interest in trauma nursing CE that enriches the trauma nurses' contribution to health care.
  - c. Have knowledge of CE development, program criteria and guidelines.
  - d. Have strong communication and organizational skills.
6. Committee Responsibilities:
  - a. The Continuing Education Program Director will conduct all CEPU Committee conference calls as scheduled.
  - b. Lead Nurse Planner is responsible for all ANCC accreditation documents, interviews and completion of annual reporting.
  - c. The Continuing Education Program Director will assign a Nurse Planner to be responsible for advising and monitoring each group planning a STN provided CE product.
  - d. The Continuing Education Program Director will provide the CEPU Policy and Procedure Manual, and any orientation needed to each member as they join the committee to ensure all processes are completed for each educational activity.
  - e. Assigned Nurse Planner to participate in all stages of planning and review final Planning Document to assure that all ANCC guidelines are met, and will communicate need for final review to Continuing Education Program Director.
  - f. The Continuing Education Program Director will arrange a conference call of CEPU members for final review of CE product.

- g. The Continuing Education Program Director will make final decisions on mitigation of any actual conflicts of interest.
  - h. CEPU will review summary of evaluations of all CE presentations, provided by Management Firm for opportunities for improvement and suggestions for future programs. The Lead Nurse Planner will report evaluation results and summary review to the Board of Directors for review and comment.
  - i. The Continuing Education Program Director is responsible to ensure Management Firm maintains all records according to ANCC requirements.
7. Each STN committee is responsible for ensuring course content is up to date and congruent with its corresponding course, if applicable.
  8. An annual update should be given to the CEPU Committee to include but not limited to the last clinical review of content to ensure content is up to date.

**REFERENCES:**

By-Law Reference: IX. 9.02

2015 ANCC Primary Accreditation Application Manual for Providers Manual.

American Nurses Credentialing Center. Silver Spring, MD, 2016. Retrieved from:  
<https://www.nursingworld.org/organizational-programs/accreditation/publications-products/promotional-materials/accreditation-provider-application-manual/>

Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education, December 2020; Chicago, IL.  
<https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>

ANA. (2015). Code of ethics for nurses with interpretive statements (2nd ed.). Silver Spring, MD: American Nurses Association.

ANPD. (2016). Nursing Professional Development: Scope and Standards of Practice (3rd ed.). (M. Harper, & P. Maloney, Eds.) Chicago, IL: Association for Nursing Professional Development.

CEPU Policy & Procedure Manual, 2018

## **4.3 – SPECIAL INTEREST GROUPS (SIG)**

**NUMBER:** 4.3

**EFFECTIVE DATE:** October 2003

**REVIEW DATE:** April 2011, January 2015, April 2017, January 2019, March 2021, February 2025

**RESPONSIBLE:** Director-at-Large Membership

**PURPOSE:** To provide opportunities for the members of the Society of Trauma Nurses (STN) to address areas of interest 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.

### **PROCEDURE/GUIDELINE:**

1. 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 mission and vision. The SIG will determine its own goals in collaboration and with final approval by the Board of Directors.
2. Communication between the SIGs and the Board of Directors will be the responsibility of the assigned Director- at- Large.
3. The Director-at-Large will maintain a dialogue with each appointed SIG Chair.
4. The SIG Chairs will be nominated by the SIG members and approved by the board.
5. Official comment or representation of STN must follow the representation on behalf of STN policy/guideline.
6. Membership in a STN SIG is limited to members of the Society or by special invitation as approved by the Board of Directors; members may be a member of more than one SIG.
7. Chairperson(s)
  - a. Are appointed by the STN President to serve a one-year term. Reappointment will be at the discretion of the President.
  - b. Organize and conduct meetings throughout the year and at the STN National Conference as appropriate.
  - c. Disseminate pertinent information from the Board to SIG members.
  - d. Prepares a written annual report each March submitted to the Director-at- large for presentation at the spring board meeting (at the annual conference)
  - e. Conduct activities assigned to the SIG by the Board of Directors.
  - f. Disseminate information pertaining to the SIG via the STN Journal and web page in accordance with pre-determined deadlines.
  - g. Appoint SIG task force or individuals for SIG activities as appropriate.
8. New SIG
  - a. The proposed SIG will be compatible with the purposes and interests of STN.
  - b. There must be a demonstrated interest, documented by signatures or request of at least ten (10) STN members who agree to join the SIG.

- c. The proposed SIG will have a unique role or focus and will not overlap in any significant way with an existing SIG.
- 9. A SIG may be declared inactive or dissolved whenever the Board of Directors determines that there is insufficient interest to continue.
- 10. 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.
- 11. Budget
  - a. The Board of Directors may annually allocate a budget to SIGs.
  - b. The chair, in collaboration with their assigned Director-at-Large, is responsible for developing a budget proposal for submission for approval at budget time.
- 12. Annual Report
  - a. The assigned Director-at-Large will present the annual report from each SIG to the Board of Directors at the spring annual meeting (at the annual conference) and as needed or requested by the Board of Directors.

**REFERENCES:**

By-Law Reference: X. 10.04

## **4.4 – COMMITTEE STRUCTURES**

**NUMBER:** 4.4

**EFFECTIVE DATE:** April 2013

**REVIEW DATE:** April 2011, January 2015, April 2017, January 2019 March 2021, March 2025

**RESPONSIBLE:** President Elect; Director-at-Large Membership; Membership & Engagement Committee

**PURPOSE:** To ensure that the Society of Trauma Nurses (STN) provides its membership and trauma nurses across the continuum of care with opportunities that promote and advance the profession through a structured committee process. This policy outlines committee structure and expectations while establishing clear term limits for committee members. Term limits ensure leadership continuity, promotes member engagement, and maintains a fresh perspective in decision-making.

### **PROCEDURE/GUIDELINE:**

1. Committees will consist of a minimum of six (6) members, to include a committee chair and co-chair. Appointment to the chair and co-chair positions will be through a formal application process to the Board of Directors. Notification of appointment will be in accordance with STN by-laws.
2. Committee Member Qualifications
  - a. STN member in good standing.
  - b. Demonstrate a vested interest in trauma care throughout the continuum.
  - c. Strong communication and organizational skills.
  - d. Able to commit a minimum of two (2) hours/month for committee activities.
3. Committee Member Responsibilities
  - a. Be well versed in STN initiatives, strategic plan, website, and relevant list serve topics.
  - b. Establish a 1-3 year strategic plan with goals and objectives that clearly align with the mission, vision, and core values the STN.
  - c. Actively participate in the STN Annual Conference via poster presentation, formal research presentation and/or article submission to the Journal of Trauma Nursing (JTN) as a result of committee work.
  - d. Consider offering a pre-conference at the STN Annual Conference specific to the Committee specialty (i.e. pediatrics). Participation in a minimum of 75% of conference calls.
  - e. Complete assigned tasks by agreed upon deadlines.
  - f. Provide timely responses to discussions on committee issues.
4. Chair/Co-Chair Responsibilities
  - a. Serve a two-year term.
  - b. Attend the STN Annual Conference and any pertinent pre-conference sessions.
  - c. Organize and conduct all committee meetings in collaboration with STN-BOD liaison.

- d. Submit a written report to Board of Directors liaison within two (2) weeks of conference calls/meetings when requested.
  - e. Re-evaluate committee attendance yearly.
5. STN-BOD Liaison Responsibilities
- a. Participate in a minimum of 75% of conference calls.
  - b. Disseminate pertinent information from the Board of Directors to the committee.
  - c. Act as liaison to Board of Directors for any action items from committee requiring Board of Directors approval.
  - d. Work collaboratively with STN Executive Director to assure sufficient resources to support committee activities (administrative and budgetary).
6. Term Limits
- a. Committee members shall serve a maximum term of two consecutive years per committee.
  - b. A member may serve a maximum of three consecutive terms (six years total) on the same committee.
  - c. Any committee member who has reached a maximum service of six years may reapply for appointment on that same committee after two years.
  - d. A member may serve on different committees concurrently, provided their total service does not exceed six years across all committees at any given time.
  - e. The STN Board of Directors may approve extensions or exceptions in special circumstances, including but not limited to leadership transitions or committee continuity needs.
7. Nomination and Appointment Process
- a. Committee members shall be nominated and appointed through the established STN nomination process, as outlined in the STN Governance Policy.
  - b. The committee shall review candidate eligibility based on prior service and compliance with term limits.
8. Term Tracking and Review
- a. The STN headquarters staff in collaboration with the Chair/Co-Chair shall maintain a record of committee service terms and notify members approaching their term limit.
  - b. The Board of Directors shall review term limit compliance annually and address any necessary exceptions.
9. Transition and Succession Planning
- a. Outgoing members are encouraged to mentor incoming members to ensure continuity.
  - b. Committees should stagger term cycles where possible to prevent complete turnover at one time.

**REFERENCES:**

By-Law Reference: X. 10.04

STN Policy and Procedures Manual

Coerver, Harrison and Byers, Mary. Race for Relevance. Washington, DC: ASAE: The Center for Association Leadership, 2011.

## **5.1 – PRIVACY/USE OF STN MEMBERSHIP AND MAILING LISTS**

**NUMBER:** 5.1

**EFFECTIVE DATE:** 10-2003

**REVIEW DATE:** April 2011, January 2015, April 2017, January 2019, March 2021, March 2023

**RESPONSIBLE:** Director-at-Large Membership/Secretary

**PURPOSE:** To provide guidance to the organization on use of the information contained in the membership and mailing list database.

### **PROCEDURE/GUIDELINE:**

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 Board of Directors.
2. The Board of Directors, Committees, and Special Interest Groups (SIG) shall have access to the membership list for the sole purpose of conducting STN business. Use of the membership list is strictly prohibited for any uses other than internal STN activities (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 Board of Directors).
3. STN only allows the sale of its members' physical mailing addresses to outside organizations for commercial purposes. Members have the ability to opt out of such mailings at any time.
4. 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 STN headquarters. The Board of Directors will approve the fee for individual, one-time use of the STN mailing list.
5. The mailing list will be released upon approval of the request and receipt of payment.
6. STN Committees and SIGs may, from time to time, utilize the membership list in order to carry out their official activities. This includes but is not limited to activities such as Committee/SIG planning, sharing of information between members, outreach to recruit members, preparation of STN reports or projects, or surveys.
7. STN members, upon agreeing to serve on a committee, or participate in a SIG, agree to allow their contact information to be utilized by the Committee/ for the purposes of conducting STN business for the Committee/SIG.
8. Organizations or individuals who wish to contact STN members and stakeholders for the purposes of research, education, recruitment, advocacy or other approved non-commercial purposes, may request that STN send content/information to STN members on their behalf, by submitting the request in writing to STN headquarters. STN headquarters staff will evaluate and process the request in accordance with STN standards.
9. While STN does not rent or sell member email addresses, STN does offer opportunities for advertisers to publish information that STN can disseminate on behalf of the advertiser.

This allows advertising to reach STN members without risking misuse of their private contact information.

10. STN does at its discretion offer conference sponsors and exhibitors access to attendee contact information. Attendees have the right to opt out of being contacted at the point of registration and any time thereafter.

**REFERENCES: NONE**

## **6.1 – FINANCIAL RESERVE POLICY**

**NUMBER:** 6.1

**EFFECTIVE DATE:** October 2007

**REVIEW DATE:** April 2011, January 2015, April 2017, February 2019, March 2021, March 2025

**RESPONSIBLE:** Treasurer

**PURPOSE:** To ensure that the organization has financial resources to sustain operations for six months in the event that an unforeseen circumstance causes a disruption in income.

### **PROCEDURE/GUIDELINE:**

1. The STN Reserve Policy is as follows:
  - a. The minimum financial reserve is set at 25% of total budgeted annual expenses.
  - b. The financial reserve goal shall be 50% of STN's total budgeted expenses.
  - c. The maximum financial reserve shall not exceed 60% of STN's total budgeted expenses without Board of Directors approval.
2. The STN Finance Committee will review assets in the investment and savings reserve funds on a quarterly basis and will provide an update to the Board of Directors.

### **DEFINITIONS:**

1. Financial reserve is defined as reserved assets to be used in times when regular income is disrupted or decreased so that typical operations may continue.
  - a. STN financial reserves consist of cash or cash equivalents, separated from the operating account for the purpose of preparing for an income disruption or "rainy day".
  - b. STN financial reserves can be liquidated within seven business days.
2. Total budgeted expenses are defined as the total operating expenses included in the budget (including annual conference expenses).

**REFERENCES:** NONE

## **6.2 – INVESTMENT POLICY**

**NUMBER:** 6.2

**EFFECTIVE DATE:** October 2011

**REVIEW DATE:** January 2015, April 2017, February 2019, March 2021, March 2025

**RESPONSIBLE:** Treasurer

**PURPOSE:** To ensure that STN executes an investment strategy consistent with the organization's risk tolerance and return objectives. The primary purpose of the investment account is to provide a low-risk portfolio for STN with a focus on preservation of capital, high liquidity, low risk and inflation protection over the long term.

### **PROCEDURE/GUIDELINE:**

1. The account will be diversified among appropriate investments.
2. STN will utilize a professionally managed portfolio and a professional investment consulting firm to assist with management and oversight of the account.
3. Investment reviews will be conducted on a quarterly basis.
4. Review of the Investment Policy (Policy and Procedure 6.2) and the investment firm will be conducted annually by the Finance and Audit Committee to ensure that both are consistent with and continue to support STN's financial objectives.

### **REFERENCES:**

## **6.3 – NON-BUDGETED EXPENDITURES AND BUDGET OVERAGES**

**NUMBER:** 6.3

**EFFECTIVE DATE:** 2007

**REVIEW DATE:** April 2011, January 2015, April 2017, February 2019, March 2021, March 2025

**RESPONSIBLE:** Treasurer

**PURPOSE:** To ensure STN fiscal responsibility and provide an approval process for expenditures.

### **PROCEDURE/GUIDELINE:**

1. Expenditure Authorization and Approval Procedure: The STN annual budget and the associated chart of accounts define general classes of expenditures and dollar limits authorized by the Board of Directors.
  - a. These expenditure types and authorization limits are amended periodically by Board of Directors to meet unanticipated or underestimated needs.
  - b. 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 financial commitments and expenditures conform with the authorized budget, the following controls should be mandated by the Board of Directors:
  - a. Management Firm has the authority to approve and process all daily expenditures related to running the organization that are within the approved budget.
  - b. Management Firm will review invoices for accuracy and clarify any questions with the treasurer or appropriate volunteer. Checks will be issued by Management Firm unless there is a question as to the validity or accuracy of the expense.
  - c. For all disbursements that result in the budgeted dollar limit being exceeded in a particular summary line item, the treasurer and executive director have 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 (see section 4 below).
3. No Board of Directors member, volunteer, or Management Firm staff member has the authority to exceed the bottom-line expenditures unless prior and explicit approval is given by the Board of Directors, even if the account category will exceed the original budgeted revenue.
4. Non-budgeted and Over-budgeted Expenditures: All requests for funds for unbudgeted items or bottom line overruns for any category must be submitted to the executive committee for approval. If the executive committee rejects the request or consensus cannot be achieved, the request for funds may be made directly to the Board of Directors with an explanation of the rejection or lack of consensus by the executive committee.

5. The estimated cost of all special requests or activities not specifically included within the framework of the approved annual STN budget, or any expense that would result in an account category overage, must be approved prior to expenditure. The process for approval will be determined by dollar amount as follows:
  - a. Under \$500: The treasurer and executive director will approve or reject the request, notifying all involved parties. The treasurer will report to the Board of Directors regarding these requests, including the total amount of funds approved/rejected
  - b. \$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 of Directors regarding these requests, including the total amount of funds approved/rejected.
  - c. Over \$2,000: The treasurer and executive director will review the request and prepare a recommendation for the Board of Directors. The Board of Directors will review the request and approve or reject the request. The treasurer will notify all parties involved of the Board of Directors' 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 of Directors meeting.

**REFERENCES:**

## **6.4 – TRAVEL REIMBURSEMENTS AND PAYMENTS**

**NUMBER:** 6.4

**EFFECTIVE DATE:** July 2004

**REVIEW DATE:** April 2011 January 2015, April 2017, February 2019, March 2021, March 2025

**RESPONSIBLE:** Treasurer/President Elect

**PURPOSE:** Describe the procedure of reimbursing travel and making honorarium and per diem payments.

### **PROCEDURE/GUIDELINE:**

1. Approved travel will be reimbursed at the 30-day advance, coach fare rate unless the request is made by STN to the traveler at a shorter timeframe. Flights with a duration of greater than eight hours may be reimbursed at the economy plus fare rate. Any changes or upgrades will be the financial responsibility of the traveler. Any exceptions to this must be approved by the appropriate Board Member or staff member.
2. Travel includes transportation to/from the airport at home and program city and to/from airport to lodging in program city.
3. 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.
4. STN may elect to offer a flat fee cap and/or a daily cap for reimbursement of travel expenses. Receipts and copies of documents must accompany the request for payment.
5. Persons approved by the Board of Directors may use the designated STN travel agent who will make approved travel arrangements. The STN office will be invoiced for approved travel.
6. If an individual cancels pre-paid travel and is unable to re-schedule, STN will be reimbursed for all associated fees and costs.
7. 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.
  - a. Any upgrades and incidentals are the financial responsibility of the traveler.
8. Individuals are responsible for making their own hotel arrangements unless prior arrangements have been agreed upon in advance.
9. If a flat rate cap or a daily cap has been approved for the meeting or event:
  - a. The cap is intended to cover meals and sundry expenses including but not limited to parking, mileage, and meals of the traveler.
10. Financial support is not to be used to cover alcohol, nor is it to be used for meals for other than the individual.
11. Receipts must be provided for all covered expenditures regardless of whether they are less than the total flat rate cap or daily cap.
12. 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.

13. A copy of the course/conference brochure or digital registration information must accompany request for payment or reimbursement.
14. 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.
15. 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.
16. Honorarium: If an honorarium is approved, the individual must provide W-9 information to ensure that appropriate government tax forms are completed.
17. Refer to Policy and Procedure Manuals for each STN provided course specific honorarium policy.
18. 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.

**REFERENCES:**

STN Course Specific Policy and Procedure Manuals

## **6.5 – CHECK SIGNING POLICY**

**NUMBER:** 6.5

**EFFECTIVE DATE:** September 2008

**REVIEW DATE:** April 2011, January 2015, April 2017, February 2019, March 2021

**RESPONSIBLE:** Treasurer

**PURPOSE:** To clearly identify those STN expenses which require dual signatures on disbursement checks.

### **PROCEDURE/GUIDELINE:**

1. STN employs a dual signature check signing procedure (one signature by an authorized officer/volunteer of STN and one signature by an authorized/designated Management Firm member of the Management Firm) for signing for checks over \$7,500 for un-budgeted expenses.
2. For all other check disbursements, authorized Management Firm representatives may sign, on behalf of STN, with a single signature.

## 6.6 POLICY ON STRATEGIC SOURCING OF GOODS AND SERVICES

**NUMBER:** 6.6

**EFFECTIVE DATE:** JUNE 2025

**REVIEW DATE:**

**BY-LAW REFERENCE:** N/A

**BOD RESPONSIBLE:** PRESIDENT-ELECT / TREASURER

### **PURPOSE:**

This Strategic Sourcing policy outlines the procedures and guidelines for obtaining goods and services at the best possible price while maximizing value and ensuring transparency, fairness, and accountability in the strategic sourcing process. This policy helps to prevent conflicts of interest, reduces bias, ensures compliance with relevant laws, and supports the STN's mission by promoting efficiency in the use of funds. STN leverages industry standards to ensure best practices for strategic sourcing guidelines and cadence.

### **SCOPE:**

This policy applies to all sourcing of goods and services, and contracts with external Vendors, excluding cases that may be exempt from the competitive bid process, such as Sole-Source Procurements or small purchases below a designated threshold.

### **DEFINITIONS:**

- **Competitive Bidding:** A procurement process where multiple suppliers or vendors are invited to submit proposals, quotations, or bids for goods or services.
- **Vendor:** Any individual, company, or organization offering the STN goods or services.
- **Sole-Source Procurement:** A procurement process in which goods or services are only available from one vendor and, therefore, are not subject to competitive bidding.

### **1. THRESHOLD AND CADENCE:**

**Any sourcing for goods or services** over \$25,000.00, this process should be conducted. Purchases below this threshold may be made without following the formal Competitive Bidding process but should still be based on sound judgment and market research. The Board should deliberate and document such purchase decisions in the meeting minutes.

For Competitive Bidding processes, the President shall appoint a designated task force led by the Treasurer. The task force will include members of the Executive Committee and two non-board member committee chairs.

For ongoing contracts above the threshold, the Executive Committee should consider conducting a formal Competitive Bid process at a standard sourcing cycle (i.e. national industry standard, not to exceed 8 years or 12-18 months before the end of an existing contract's term) to assess market options and ensure STN continues receiving competitive services and pricing.

## 2. TYPES

- **Open Bidding:** All qualified vendors are invited to submit bids. The process is open and public.
- **Fair Market Value (FMV) Analysis:** A Fair Market Value analysis is an objective assessment used to determine the price at which services would be exchanged & applied to ensure that contract pricing for purchased services reflects industry standards and complies with regulatory requirements, particularly to avoid inducements or under/overpayments.
- **Request for Quotation (RFQ):** A less formal request for pricing or vendor quotations for lower-value, simpler items or services.
- **Request for Information (RFI):** A general information gathering about potential vendors and service providers' capabilities, offerings, and qualifications. RFI is often the first step in the procurement process when exploring options without a specific scope or terms defined.
- **Request for Proposal (RFP):** A detailed proposal is solicited from vendors, often when the scope of work or project is complex.

## 3. COMPETITIVE BID PROCESS

This process may be initiated when triggered by specific events such as a sourcing that exceeds established threshold, a vendor performance issue, vendor contract pricing exceeds budget, or current vendor termination/exits the marketplace.

Even with strong vendor relationships, periodic service evaluation to stay aligned with market trends, assess evolving needs, and gives current partners a chance to demonstrate continued value and innovation.

The STN may consult an outside entity, such as a professional organization (i.e. AMC Institute) or individual, to provide logistical support for the Competitive Bid process. Any use of an outside consultant is not a delegation of authority or accountability of the Board and has proper Board oversight.

- **Step 1: Define Requirements:** Clearly define the scope of goods or services needed, including quality, quantity, timeline, and other relevant details.
- **Step 2: Advertise Invitation to Bid:** Publish an invitation to bid through appropriate channels, such as the organization's website, social media, or other public platforms. In the case of high-value procurements, the organization may also send direct invitations to known vendors.
- **Step 3: Receive and Evaluate Bids:** Set a deadline for submission and evaluate bids based on predefined criteria such as cost, experience, reputation, and compliance with specifications.
- **Step 4: Award Contract:** Once all bids are evaluated, the organization will select the vendor offering the best value for money, considering both cost and quality considerations. The chosen vendor will be notified, and a contract will be executed.
- **Step 5: Notify Unsuccessful Vendors:** Inform vendors who were not selected, thank them for their interest, and, where possible, provide feedback on opportunities to strengthen their bid for future solicitations.

#### **4. EVALUATION CRITERIA:**

Bids will be evaluated based on the following criteria:

- Price or cost-effectiveness
- Quality of goods or services
- Vendor qualifications, experience, and reputation
- Delivery or completion timelines
- Compliance with legal and regulatory requirements
- References or previous work (if applicable)

#### **5. FINAL DETERMINATION OF STRATEGIC SOURCING AWARDS:**

**The final decision on vendor selection for any goods or services on behalf of the STN shall be approved by majority vote of the Board of Directors.**

#### **6. DOCUMENTATION AND RECORD KEEPING:**

All bids, quotations, proposals, and the decision-making process must be documented and kept on file. This ensures transparency and accountability for all procurement activities.

**7. EXCEPTIONS TO THE STRATEGIC SOURCING PROCESS:** In certain circumstances, the competitive bid process may be waived, including:

- **Sole-Source Procurement:** When only one vendor can provide the goods or services needed (e.g., due to a unique expertise or proprietary product).
- **Emergency Procurement:** In case of an emergency where goods or services are needed urgently, and it is not feasible to wait for the competitive bidding process.
- **Small Purchases:** Purchases under the threshold amount defined in this policy.

In cases of exemption, the Board of Directors must discuss, approve, and document the justification for bypassing the competitive bid process.

#### **8. CONFLICT OF INTEREST:**

Staff, volunteers, or board members involved in the bidding process must disclose any personal or professional relationships with potential vendors. If a conflict of interest arises, these individuals should recuse themselves from the evaluation process.

#### **11. COMPLIANCE WITH LEGAL AND ETHICAL STANDARDS:**

All procurement activities should comply with applicable laws, regulations, and standards, including those related to nonprofit procurement and grant funding requirements. The organization will also follow best practices for ethical procurement,

#### **References**

Association Management Company Institute. <https://www.amcinstitute.org/>

The Institute for Public Procurement. <https://www.nigp.org>

## **6.7 – COMMERCIAL SUPPORT AND SPONSORSHIP**

**NUMBER:** 6.7

**EFFECTIVE DATE:** September 2013

**REVIEW DATE:** January 2015, April 2017, March 2019 March 2025

**RESPONSIBLE:** Director at Large Education/CEPU Committee

**PURPOSE:** To maintain content integrity in the presence of commercial support or sponsorship.

1. A commercial interest, as defined by ANCC, is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes health care goods or services consumed by or used on patients. Exceptions are made for nonprofit or government organizations, nonhealthcare related companies and healthcare facilities.
2. Commercial support is financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of a CE activity.
3. Sponsorship is financial or in-kind contributions from an organization that does not fit the category of a commercial interest and that are used to pay for all or part of the costs of a CE activity.
4. Advertising or vendor space is considered a business transaction with the provider and is not considered commercial support as long as the funding is not tied directly to an educational activity.

### **PROCEDURE/GUIDELINE:**

1. Organizations providing commercial support or sponsorship may not provide or co-provide an educational activity.
2. A Commercial Support Agreement (Appendix A) or a Sponsorship Agreement (Appendix B) must be signed along with the Exhibitor Prospectus.
3. The agreements and/or Prospectus must include:
  - a. A statement that the provider of commercial support or sponsorship may not influence or participate in the planning, implementation, or evaluation of an educational activity. A statement of understanding that the commercial support or sponsorship will be disclosed to the participants of the educational activity.
  - b. A statement of understanding that the provider of commercial support or sponsorship must agree to abide by the provider's policies and procedures.
  - c. The amount of commercial support or sponsorship and description of in-kind donation.
  - d. Name and signature of the individuals who is legally authorized to enter into contracts on behalf of the provider of commercial support or sponsorship.
  - e. Name and signature of the individual who is legally authorized to enter into contracts on behalf of the provider of the educational activity.
  - f. Date agreement was signed.

4. All payments for expenses related to the educational activity must be made by the provider. The provider must keep a record of all payments made using Commercial Support funding. Commercial Support funds may be used only to support expenses directly related to the educational activity.
5. Management Firm will document how commercial support or sponsorship is used for the educational activity or activities and keep with the program files.

**ORIGINATOR/APPROVALS:**

A. Originator

1. Director-At-Large Education
2. Management Firm

B. Approvals

1. Board of Directors 9/17/13
2. Board of Director 8/14/14

**REFERENCES:**

2015 ANCC Primary Accreditation Application Manual for Providers Manual. American Nurses Credentialing Center. Silver Spring, MD, 2016. Retrieved from:

<https://www.nursingworld.org/organizational-programs/accreditation/publications-products/promotional-materials/accreditation-provider-application-manual/>

Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education, December 2020; Chicago, IL.

<https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>

**APPENDIXES:**

Appendix A: STN Commercial Support Agreement

Appendix B: Sponsor Agreement

## STN

### Commercial Support Agreement

A commercial interest, as defined by the American Nurse's Credentialing Center (ANCC), is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. Nonprofit or government organizations, non-healthcare-related companies, and healthcare facilities are not considered commercial interests.

**Commercial support** is financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of a CE activity.

**Note: Organizations providing commercial support may not provide or co-provide an educational activity.**

<b>Title of Educational Activity:</b>	
Activity Location (if live):	Activity Date (if live):
<b>Name of Commercial Interest Organization:</b>	
<b>Name of Accredited Provider:</b>	
Total amount of Commercial Support:	
Area(s) of activity Commercial Interest organization would like to support:  D Unrestricted D Restricted* o Speaker honoraria o Speaker expenses o Meal o Other (please list):	

*\* Commercial interest may request that funds be used to support a specific part of an educational activity. The Accredited Provider may choose to accept the restriction or not accept the commercial support. The Accredited Provider maintains responsibility for all decisions related to the activity as described below.*

#### Terms and Conditions

1. All organizations must comply with the *ANCC Content Integrity Standards for Industry Support in Continuing Educational Activities* which is available on the ANCC Accreditation web page.

2.	This activity is for educational purposes only and will not promote any proprietary interest Commercial Interest organization providing financial or in-kind support.
3.	The Accredited Provider is responsible for all decisions related to the educational activity. The Commercial Interest organization providing financial or in-kind support may <b>not</b> participate in any component of the planning process of an educational activity, including: <ol style="list-style-type: none"> <li>1. Assessment of learning needs</li> <li>2. Determination of objectives</li> <li>3. Selection or development of content</li> </ol>
	<ol style="list-style-type: none"> <li>1. Selection of planners, presenters, faculty, authors and/or content reviewers</li> <li>2. Selection of teaching/learning strategies</li> <li>3. Evaluation methods</li> </ol>
4.	The Accredited Provider will make all decisions regarding the disposition and disbursement of commercial support in accordance with ANCC criteria.
5.	All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to any individuals involved with the supported educational activity.
6.	Commercial support will be disclosed to the participants of the educational activity.
7.	Commercial Interest Organizations may not exhibit, promote or sell products or services during the introduction of an educational activity, while the educational activity takes place or at the conclusion of an educational activity, regardless of the format of the educational activity.

## Statement of Understanding

An "X" in the boxes below serves as the electronic signatures of the representatives duly authorized to enter into agreements on behalf of the organizations listed and indicates agreement of the terms and conditions listed in the Commercial Support Agreement above.

<b>Accredited Provider Name:</b>	
<b>Address:</b>	
<b>Name of Representative:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Electronic Signature (Required)</b>	<b>Date:</b>

<b>Completed By: (Name and Credentials)</b>	
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<b>Commercial Interest Name:</b>	
<b>Address:</b>	
<b>Name of Representative:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Electronic Signature (Required)</b>	<b>Date:</b>
<b>Completed By: (Name and Credentials)</b>	

## STN Sponsorship Agreement

**Sponsorship** is financial or in-kind contributions from an organization that does not fit the category of a commercial interest and that are used to pay for all or part of the costs of a CE activity.

A commercial interest, as defined by the American Nurse's Credentialing Center (ANCC), is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. Nonprofit or government organizations, non-healthcare-related companies, and healthcare facilities are not considered commercial interests.

<b>Title of Educational Activity:</b>	
Activity Location (if live):	Activity Date (if live):

<b>Organization providing sponsorship:</b>
<b>Accredited Provider:</b>
<b>Total amount of sponsorship:</b>
<p>Area(s) of activity organization providing sponsorship would like to support:</p> <p>D Unrestricted  D Restricted* o Speaker            honoraria o Speaker            expenses o Meal o            Other (please list):</p>

*\* The organization providing sponsorship may request that funds be used to support a specific part of an educational activity. The Accredited Provider may choose to accept the restriction or not accept the sponsorship.*

*The Accredited Provider maintains responsibility for all decisions related to the activity as described below.*

Terms and Conditions	
1.	This activity is for educational purposes only and will not promote any proprietary interest of an organization providing sponsorship.
2.	<p>The Accredited Provider is responsible for all decisions related to the educational activity. The organization providing sponsorship may <b>not</b> participate in any component of the planning process of an educational activity, including:</p> <ol style="list-style-type: none"> <li>1. Assessment of learning needs</li> <li>2. Determination of objectives</li> <li>3. Selection or development of content</li> <li>4. Selection of planners, presenters, faculty, authors and/or content reviewers</li> <li>5. Selection of teaching/learning strategies</li> <li>6. Evaluation methods</li> </ol>
3.	The Accredited Provider will make all decisions regarding the disposition and disbursement of sponsorship in accordance with ANCC criteria.

4.	All sponsorship associated with this activity will be given with the full knowledge and approval of the Accredited Provider. No other payments shall be given to any individuals involved with the supported educational activity.
5.	Sponsorship will be disclosed to the participants of the educational activity.
6.	The organization providing sponsorship may not exhibit, promote or sell products or services during the introduction of an educational activity, while the educational activity takes place or at the conclusion of an educational activity, regardless of the format of the educational activity.

Statement of Understanding

An "X" in the boxes below serves as the electronic signatures of the representatives duly authorized to enter into agreements on behalf of the organizations listed and indicates agreement of the terms and conditions listed in the Sponsorship Agreement above.

<b>Accredited Provider Name:</b>	
<b>Address:</b>	
<b>Name of Representative:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	

<b>_____ Electronic Signature (Required)</b>		<b>Date:</b>
<b>Completed By:</b> <b>(Name and Credentials)</b>		

<b>Organization providing sponsorship:</b>	
<b>Address:</b>	
<b>Name of Representative:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<p>_____ <b>Electronic Signature (Required)</b>                      <b>Date:</b></p>	
<b>Completed By:</b> <b>(Name and Credentials)</b>	

## **7.1 – GUIDELINE FOR NEW PROGRAMS AND PROJECT DEVELOPMENT**

**NUMBER:** 7.1

**EFFECTIVE DATE:** February 2005

**REVIEW DATE:** September 2013, January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** Secretary

**PURPOSE:** To provide a guide for the development of new programs and or projects under the auspices of the STN.

### **PROCEDURE/GUIDELINE:**

1. All new program / product proposals will have a “Project Proposal Form” completed as outlined below.
2. All new program / products proposals must receive initial / preliminary approval from the Board of Directors.
3. During product / program development, no materials may be distributed except for peer review, Beta testing, or approved public promotion.
4. A member of the Board of Directors will be assigned as the project Liaison and maintain oversight responsibilities.
5. The STN is responsible for the Trademark and Copyright process and will retain full copyright to all product materials.
6. All approved projects will undergo a peer-review process, which includes, but is not limited to:
  - a. Content appropriateness and accuracy
  - b. Design and production specifications
  - c. Review from STN’s Clinical Editor
  - d. Description and support for how the product / project supports or represents the STN’s mission and strategic goals.
  - e. Contracts for specialized services will be approved by the Board of Directors.
7. A Promotion / Marketing Plan will be developed in collaboration with the project work team, the Board of Directors, and the Executive Director.
8. The STN member (project lead) will submit the “Project Proposal Form” (below) to the Board of Directors. The Board of Directors will review the Proposal and approve or decline.
9. If approval is granted, the Board of Directors may request revisions to the initial proposal.
10. A project liaison from the Board of Directors will be identified. The Board of Directors liaison will be required to provide routine status/progress reports during Board meetings.
11. If CE will be provided with the project, the Lead Planner of the CEPU will be notified, and a Nurse Planner will be appointed to assist the Project with completing the CE application.
12. Final approval by the Board of Directors of the product is required before distribution.

### **Project Proposal**

*Format Project name:*

1. Name and contact person of person proposing the project:

*Executive Summary:*

1. Give a brief overview of the proposed project including how it relates to the STN mission and strategic plan:

*Program Description:*

1. Describe the proposed project including goals and objectives; specify if CE will be included

*Peer Review Procedure:*

1. Describe the peer review procedure that you will use to review the product once it is developed
2. (STN Clinical Editor will review, in addition)

*Work Group and Leadership:*

1. Describe the proposed work group, listing number and type of members. List names of work group members if they are known.
2. Name the proposed leader of the work group:
3. Name the proposed Board of Director liaison:

*Timeline:*

1. Describe in detail, the steps that need to be accomplished from development through production/presentation and the timeline for completing them.
2. CEs Needed? Yes No

*Budget:*

1. 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:*

2. List contracts that may be needed if appropriate.

**REFERENCES:**

## **7.2 – ORGANIZATIONAL ENDORSEMENT**

**NUMBER:** 7.2

**EFFECTIVE DATE:** 2010

**REVIEW DATE:** January 2015, April 2017, March 2019, March 2021, March 2025

**RESPONSIBLE:** President

**PURPOSE:** To provide a framework for determining if a program/initiative is appropriate for the STN's endorsement, collaboration, and/or funding.

### **PROCEDURE/GUIDELINE:**

1. Endorsement, collaboration, and/or funding support requests must meet the following criteria:
  - a. Goals and objectives align with the mission, vision, and strategic priorities of the STN.
  - b. Do not contain political, economic, and/or professional conflicts of interest for the STN.
  - c. Ongoing assessments of progress are available for reporting to the Board of Directors and demonstrate goal achievement as required by the STN for continued endorsement, collaboration, and/or funding.
2. Endorsement
  - a. STN endorsement may be in the form of letters of support, position statements, conference sponsorship, or other formats approved by the Board of Directors.
  - b. Endorsement does not require or preclude STN member collaboration or work on the project.
  - c. Requests for endorsement may be generated by an STN committee, Board of Directors member, or collaborating organization.
  - d. Requests should be presented to the Board of Directors by the STN committee chair, Board of Directors member, or STN executive director (or designee) for Board consideration.
  - e. Requests require majority vote approval by the Board of Directors.
3. Collaboration
  - a. STN collaboration should be a formal, ongoing partnership or affiliation with the program/organization.
  - b. Requests for collaboration may be generated by an STN committee, Board of Directors member, or collaborating organization.
  - c. Requests should be presented to the Board of Directors by the STN committee chair, Board of Directors member, or STN executive director (or designee) for Board consideration.
  - d. Requests require majority vote approval by the Board of Directors.
4. Funding
  - a. When appropriate, the STN may provide funding support for collaborating programs/initiatives. The amount and frequency of funding support devoted must be

- appropriate in the context of total STN resources needed for other organization expenses in the fiscal budget year.
- b. Requests for funding may be generated by an STN committee, Board of Directors member, or collaborating organization.
  - c. Requests should be presented to the Board of Directors by the STN committee chair, Board of Directors member, or STN executive director (or designee) for Board consideration.
  - d. Requests require majority vote approval by the Board of Directors.

**REFERENCES:**