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How to Amend Your Sigma Charter to Add a Practice Setting

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Faculty Disclosure

- Faculty Name: Jenny Hoffman
- Conflicts of Interest: None
- Employer: Sigma Theta Tau International
- Sponsorship/Commercial Support: None

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- Conflicts of Interest: None
- Employer: Sigma Theta Tau International
- Sponsorship/Commercial Support: None

**This session is not eligible for
continuing nursing education credits.**

OBJECTIVES

1. Discover the requirements & process for officially adding a practice setting to a Sigma chapter
2. Learn Sigma's definition of practice setting as it relates to the 2015 bylaws amendment
3. Become aware of special considerations for adding a practice setting vs. a school of nursing to a Sigma chapter

What is a Chapter Charter Amendment

- Process of changing a chapter's structure
- Sigma's most common charter amendment applications include:
 - Adding an institution of higher education and/or practice setting to become an at-Large chapter
 - Merging two chapters together
 - Dividing an at-Large chapter into smaller chapters

**“ To amend is
to change something. ”**

Eligibility for Adding Institutions of Higher Education & Practice Settings to a Chapter

Adding Institution of Higher Education

- Must be appropriately accredited
- Offers a minimum of a BSN degree or higher
- Has own Dean or equivalent
- Has support from university administration and head of school of nursing

Adding Practice Setting

- Must be appropriately accredited
- Employs professional nurses with a BSN or higher
- Has own CNO or equivalent
- Has support from practice setting administration and CNO

Definition of a Practice Setting

A clinical practice setting is where care is provided by a registered nurse. Clinical practice requires the delivery of health care services by a registered nurse to individuals and communities.

This may include:

- Healthcare systems
- Hospitals
- Clinics
- Surgery Centers
- Nursing Care Centers



Definition of a Practice Setting

- Must have a Chief Nursing Officer

The leadership of the CNO constitutes how larger organizations with multiple locations will be considered

- Ex: Johns Hopkins Medicine
 - 5 hospitals that each have their own CNO
 - Each is considered as 1 practice setting
 - Chapter amended by adding 5 practice settings, even though all are under the Johns Hopkins Hospital System umbrella
- What about the satellite clinics, rehab facilities, doctor's offices, etc.?
 - All additional, smaller locations that do not have their own CNO (but rather share a CNO from one of the 5 hospitals) would be considered part of the larger practice setting of the CNO who oversees the nurses in that location.

Definition of a Practice Setting

Menu



Search Community...



MyChart

Home / Locations

Locations

Narrow your results

- Bariatric Centers (3)
- Cancer Centers (7)
- Emergency Care (7)
- Health Pavilions (12)
- Hospitals (9)
- Imaging (11)
- MedCheck/KidsExpress (8)
- Other (5)
- Physical Therapy and Rehab (18)
- Retail (8)
- Sleep Wake Centers (7)
- Spine Centers (2)
- Surgery Centers (11)
- Wound Care (4)

Limitations of the Practice Setting

- Cannot start their own, stand alone chapter
- Cannot start an at-large with only practice settings
- Cannot divide from chapter on their own to become a stand alone chapter
- Cannot join multiple chapters



Ways to Amend a Chapter

- Chapter + 1 or more schools
- Chapter + 1 or more practice settings
- Chapter + 1 or more schools + 1 or more practice settings

Sigma
Chapter



Sigma
Chapter



Sigma
Chapter



Additional Requirements for Application

- Ongoing consultations and contact with Sigma staff throughout amendment process
- Discussions to assess interest and commitment
- Chapter Board Vote documented in meeting minutes
- Chapter Membership Vote with documentation
- Letters of Support from all existing chapter's institutions of higher education and/or practice settings (administration and head of nursing)
- Letters of Support from all joining practice setting(s) (administration and CNO)
- Examples/samples of collaboration, inclusion, integration, communication, and promotion
- Draft of Proposed at-Large Chapter Bylaws

REQUIRED

Completion & Submission of Charter Amendment Application

Online Application Portal

- Structured process for completing required tasks
- Frequent, regular direction from staff
- Application is completed as you complete required tasks within electronic portal

Application process

- Partnership and Collaboration: 6 months or more
- Finalizing Application and Submission: 2-4 weeks recommended
- Staff –Processing of Application: 2 weeks
- Reviewers (2) from the CRTF: 4-6 weeks
- Charter Review Task Force group vote: 2 weeks
- Sigma Governance Committee vote: 2 weeks
- Sigma Board of Directors vote: 4-6 weeks

Charter Amendment Ceremony Planning

- Planning of Ceremony: 12 weeks



Average Timeline:
12-18 months

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Starting a Sigma Chapter

[Submit a consultation request or log in](#)

Who can start a chapter

Chapters must be located at an institution of higher education. At-large chapters can be located at an institution of higher education and a practice setting.

Practice setting(s) may start a brand new at-large chapter in collaboration with an institution of higher education or may join an established chapter.

Institution of Higher Education

Minimum Requirements:

- Institution of higher education grants a minimum of a baccalaureate degree or equivalent in nursing.
- School's nursing programs are accredited by an appropriate accrediting body recognized by the Sigma Governance Committee.
- A Sigma chapter has support from the institution of higher education and the educational unit with the nursing program.

Practice Setting

Minimum Requirements:

- A practice setting where care is provided by a registered nurse. Practice requires the delivery of healthcare services by a registered nurse to individuals and communities.
- Practice setting must be accredited by an appropriate accrediting agency recognized by the Sigma Governance Committee (such as the Joint Commission or equivalent).
- Practice setting administration and chief nursing officials must agree to support a Sigma chapter at the practice setting and in collaboration with the institution(s) of higher education.
- Practice setting must employ nurses with a BSN degree (or equivalent) or higher.

Learn about the [chapter structure models](#).

Sigma currently has more than 530 chapters around the world. [View our directory](#) for a complete list.

To amend an established Sigma chapter, review the [Chapter Charter Amendment](#) information.

- For institutions of higher education or practice settings interested in joining an existing Sigma chapter
- For chapters wishing to add an institution of higher education or practice setting to a chapter

Overview of Chapter Development Process

Get started in the online portal

ONLINE CONSULT REQUEST WITH STAFF

- Amendment

- <https://webportalapp.com/sp/sigma>

- New Chapter

- https://webportalapp.com/sp/sigma_new

Practice Setting Chapters

Charter Date	TYPE	CHAPTER NAME	PRACTICE SETTING(s)
9/16/2017	Amendment	Kappa Zeta at-Large	Maine Medical Center
4/20/2018	Amendment	Omicron Iota at-Large	Mercy Hospital
4/26/2018	New chapter	Psi Omega at-Large	The Christ Hospital and Health Network
12/5/2018	Amendment	Nu Beta at-Large	Howard County General Hospital Johns Hopkins All Children's Hospital Johns Hopkins Bayview Medical Center Sibley Memorial Hospital Suburban Hospital The Johns Hopkins Hospital
10/28/2019	Amendment	Mu Phi at-Large	WellStar Atlanta Medical Center WellStar Cobb Hospital WellStar Douglas Hospital WellStar Kennestone Hospital WellStar Paulding Hospital"
12/13/2019	Amendment	Nu Chapter at-Large	UAB Hospital
TBD	Amendment	Eta Iota at-Large	Exeter Hospital Wentworth Douglas Hospital

Introduction of Panelists

Chapter & Practice Setting Panelists

D'Ann Somerall, DNP, MAEd, CRNP, FNP-BC

Laura Steadman, Ed.D, CRNP, MSN, RN

Kelly Grady PhD RN-BC

Charter Review Taskforce Co-Chairs

Marilyn Klakovich, DNSc, RN, NEA-BC

Jennifer Saylor, PhD, RN, ACNS-BC

QUESTION #1

Who initiated the contact for the chapter - practice setting relationship?

- Someone from the chapter or someone from the PS?



QUESTION #2

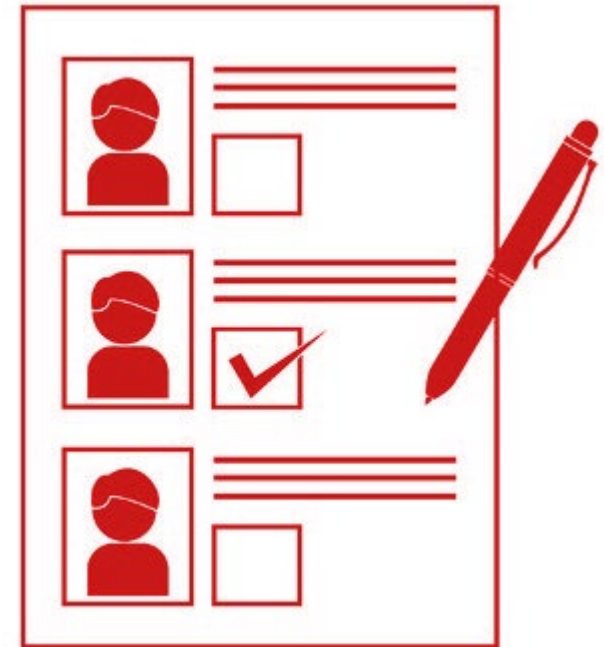
- Why did the chapter want to partner with a practice setting?
 - What contributions did the practice setting add to the chapter?
 - What contributions did the chapter add to the practice setting?
 - How do Nurse Leader members or candidates benefit?
 - How do student members or candidates benefit?



QUESTION #3

- In terms of leadership, how did you include representatives from all SON(s) and/or practice setting(s) to ensure equal representation on the chapter board?

- One counselor is required from each SON or PS within an at-large chapter
(Counselor to represent PS is not required to be faculty or hold any certain position at the PS)
- One vice president is recommended to represent each group in addition to counselor



QUESTION #4

How did you address the logistics of:

- Chapter Programs & Events

- Will student members want to travel away from campus?
- Will members working outside of the university want to travel to campus?
- Will events be rotated between locations?
- Will these take place at different times of the day to accommodate nurses who may be working night or weekend shifts?
- How will the events be planned at different locations?

- Chapter Finances

- How does the group handle finances for events at each location?
- Will there be more than one team planning events?



QUESTION #6

Reviewers—

What advice do you have for a successful amendment application?



QUESTIONS FROM ATTENDEES



Questions for Sigma Staff?

- Email

- developingchapters@sigmanursing.org

- Phone

- 888.634.7575 (US/Canada toll-free)

- +1.317.634.8171 (International)



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CONVENTION 2019

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