Sigma Theta Tau International
Honor Society of Nursing

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44TH BIENNIAL CONVENTION

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Amending Your Charter to Add a Practice Setting
Faculty Disclosure

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This session is not eligible for continuing nursing education credits
Abbreviations and Acronyms

- STTI = Sigma Theta Tau International
- SON = School of Nursing, College of Nursing, Institute of Higher Education
- PS = Practice Setting
- CNO = Chief Nursing Officer (Head Nurse)
- BSN = Baccalaureate Degree in Nursing
- MSN = Master’s Degree in Nursing
- DNP = Doctoral Degree of Nursing Practice
Changes to STTI Chapter Bylaws

• Prior to 2015 Convention House of Delegates, chapters could only be established in Institutions of Higher Education

• Changes made at 2015 Convention House of Delegates:
  o Chapters may amend their chapter charter by adding a practice setting
  o Institutions of higher education may collaborate with practice settings to start a brand new at-large chapter
Ways to Amend a Charter

- Chapter + 1 or more schools
- Chapter + 1 or more practice settings
- Chapter + 1 or more schools + 1 or more practice settings
Overview of Charter Amendment Process

• Electronic Portal – NEW Sept 2017
  o Structured process for completing required tasks
  o Frequent, regular direction from staff
  o Application is completed as you complete required tasks within electronic portal
Overview of Charter Amendment Process

- Application review process
  - Staff Review – meeting(s) to review application drafts
  - Reviewers (2) from the CRTF – clarifications requested if needed
  - Charter Review Task Force group vote – occasionally requests clarification
  - STTI Governance Committee vote – occasionally requests clarification
  - STTI Board of Directors vote – notification to groups after BOD vote

- Chartering or Charter Amendment Ceremony process

Average Timeline: 12-18 months
Requirements for Adding Institutions of Higher Education & Practice Settings

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 would amend 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

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)
Definition of a Practice Setting

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Limitations of a 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
Chapter Considerations when Adding a School of Nursing or Practice Setting

- Who initiates the contact?
- Why does the chapter want to partner with this group?
- How will it benefit both parties?
- How will members benefit?
- Types of potential collaborations?
Considerations for the School of Nursing or Practice Setting

• Does the SON or practice setting want to officially join the chapter/STTI?
• Why does the SON or practice setting want to join?
• How will it benefit both parties?
• How will Nurse Leader members or candidates benefit?
• How will student members or candidates benefit?
• What contributions can the SON or practice setting add to the chapter?
• What are the potential barriers?
Multiple chapters, SONs, and Hospital Systems in Urban Settings

• What perceptions will other chapters have if one chapter partners with a particular SON or PS?
• What perception will other SONs or PSs have if one group is asked to join over another?
• Is there a chance the partnerships could be viewed as favoritism?
• Will others think that students from the school with the chapter are given preference or favored over students from other schools?
Leadership Inclusion

• Representatives from SONs and/or practice setting(s)
• Minimum requirement per the bylaws
  • 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
• VP is recommended to represent each group in addition to counselor
• Including leaders from the SON and PS should be focus of Leadership Succession
• Equal representation
Logistics and Operations

• Physical Distance
  o Will student members want to travel away from campus?
  o Will members working outside of the university want to travel to campus?

• Where, When, How
  o Will events be rotated between locations?
  o Will events take place at different times of the day to accommodate nurses who may be working night or weekend shifts?
  o How will the events be planned at different locations?
Logistics and Operations

• Finances
  o How will the group handle finances for events at each location?
  o Will there be more than one team planning events?

• Elections and Chapter Leadership
  o Appointments until next election
  o When is the next election cycle?
  o What is the size of the pool of potential candidates representing the different membership types?
  o Will you utilize the optional (but recommended) VP to represent each entity?
Logistics and Operations

• Members’ Perceptions
  o How will student members view the amendment?
  o How will members working in a practice setting view the amendment?
  o How will members working outside of the SON and PS view the amendment?
  o What additional considerations will be made to involve members who work nights or weekends?
  o Will you be able to increase engagement with individuals working various shifts in the practice setting?
Chapter Board and Membership Vote

- Chapter Board Vote
  - Majority
  - Document in meeting minutes

- Membership Vote
  - All active members
  - 30-days’ notice of vote or voting window
  - ¾ approval of all returned votes
    (if 30-days’ notice given)
Changes to Bylaws, Policies, and Procedures

- Draft proposed at-Large Chapter Bylaws using current template
- Discuss which Policies and Procedures need updated
- Document collaboration steps and efforts
- Reviewer expect to see collaborative efforts and ability for groups to work together
Communication with Members

• **Who?** Active members, inactive members, potential new members

• **What?** Explanation of intention, potential timeline for voting, application, approval, charter amendment ceremony

• **When?** After the board has voted to move forward, and the SON or PS has gained support.
Communication with Members

• **How?** Newsletter, emails, telephone, The Circle, social media, in person, at events

• **Why?** Transparency... give members time to ask questions, increase engagement
Timeline for Amending a Charter

- **Partnership and Collaboration:** 6 months or more
- **Application Prep and Submission:** 2-4 weeks recommended
  - Meeting(s) with staff to review drafts, feedback, revisions, clarifications
- **Application review:** 16-20 weeks
- **Ceremony planning:**
  - 12-16 weeks (North America)
  - 16-20 weeks (Outside of North America)
Questions?

Consultation Request Form
  - STTI Website - https://stti.wufoo.com/forms/developing-honor-society-consultation-request/
  - The Circle - http://www.nursingsociety.org/forms/chapter-consultation-request-form

Email: developinghs@stti.org

Phone:
  - 888.634.7575 (US/Canada toll-free)
  - +1.317.634.8171 (International)