

APPLICATION
Outreach to Teach Program

*****Applications due 8 weeks prior to program date *****

Name of Chapter: _____

Person Completing Application: _____

Contact Person Name: _____

Contact Person Chapter position: _____

Contact Person Phone: _____

Contact Person Alternate Phone: _____

Contact Person Email address: _____

Contact person mailing address: _____

Program Date requested: _____ Time requested: _____

Course requested:

Choice 1: _____

Choice 2: _____

Choice 3: _____

Email the completed application form to Christine Russe
Email: professionaled@txena.org



OFFICE USE ONLY

Date application received _____

Received by (name) _____

Date response to chapter _____

TEXAS EMERGENCY NURSES ASSOCIATION



Texas State Council

**OUTREACH
TO
TEACH**

TxENA OUTREACH TO TEACH PROCESS AND INSTRUCTIONS

The Texas Emergency Nurses Association (TxENA) has developed the 'Outreach to Teach' program to provide educational opportunities to select chapters identified by the TxENA Board of Directors. Identified Outreach chapters may apply to the TxENA to have a 1 hour accredited lecture presented at their chapter meeting or chapter event free of charge.

Chapter eligibility: The Texas ENA Board of Directors determines Chapter eligibility.

The responsibilities for the lectures are as follows:

Chapter responsibilities:

- Contact your TxENA Board Liaison to check chapter eligibility for program
- Complete and submit OUTREACH TO TEACH application at least 8 weeks in advance
- Coordinate presentation date/time with the identified speaker
- Provide an appropriate meeting location and all necessary AV equipment
- Advertise the event to the chapter members, hospitals, medical facilities and nursing programs in the community and the surrounding area.
 - Send a copy of the advertisement to the Professional Education Committee
 - Any nurses including non-ENA members should be welcome at the program
- May not charge attendees for event - lecture is free to all attendees
- Coordinate pre-registration activities, if any
- Pay any expenses incurred not related to the speaker, ex. room fee, food, AV equipment, printing costs, etc.
- Decide to provide or not provide printed handouts, if any, to attendees

TxENA Professional Education Committee responsibilities:

- Submit and pay for the CE application
- Provide the speaker and lecture content
- Pay the speaker's expenses related to the lecture
- Email speaker's handout to the Outreach Chapter contact
- Provide required forms for program attendees, 1 Continuing Education hour (CE) for the educational event (sign-in sheet, evaluation form, Disclosure form).
- Complete ENA post course requirements to validate CE for the educational

Speaker responsibilities:

- Coordinate presentation date/time with the identified Outreach chapter contact
- Make own arrangements for travel to site and lodging, if required
- Take 20 printed copies of their handout, if any, to the lecture
- Taking and hand out all CE forms necessary to award attendees 1 CE (sign-in sheet, evaluation form, Disclosure form)
- Ensure all participants meet the ENA attendance requirements (Sign-in, submit completed evaluation form and miss no more than 10 minutes of the activity)
- Provide Certification of Completion (CE form) to all attendees who meet ENA attendance requirements.
- Send all completed CE documents (completed sign-in sheets and completed evaluations) to



OUTREACH TO TEACH TOPICS

(Upd. March 2022)