****

**OUTREACH**

**TO**

**TEACH**

**TEXAS EMERGENCY NURSES ASSOCIATION**

***APPLICATION***

***Outreach to Teach Program***

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

Name of Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Chapter Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person 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 Texas ENA Professional Education Committee Chair

Email: [professional.education@txena.org](mailto:professional.education@txena.org)

A purple and black logo

Description automatically generated with low confidence

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**OFFICE USE ONLY**

**Date application received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Received by (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date response to chapter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A purple and black logo

Description automatically generated with low confidenceA purple and black logo

Description automatically generated with low confidence A purple and black logo

Description automatically generated with low confidence Updated 8.2023

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: T**he 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 of event.
* 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, if any, 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 the Professional Education Chair within 1 week of the Outreach event

**TxENA OUTREACH TO TEACH PROCESS AND INSTRUCTIONS**

|  |  |
| --- | --- |
| **Topic** (1 hour) | **Speaker** |
|  |  |
| Sudden Cardiac Death: Children/Young Adults | Barry Hudson |
| Forensic Education | Mary Leblond |
| Triage Re-examined: Who’s at Risk? 2.0 - The Update | Christine Russe |
| True Grit: Building Resilience in ED Nurses | Kristine Powell |
| Psychiatric Drugs Used in ED | Kristine Powell |
| The Older Adult: A Special Population | Yvonne Moseley |
| De-escalating the Escalating: In the Moment De-escalation | Kristine Powell |
| Teen Suicide: A Scream for Help - Self Injury | Kevin McFarlane |

**CNE will be renewed for selected programs with sufficient lead time.**

![Logo

Description automatically generated]()

**OUTREACH TO TEACH TOPICS**

**(Upd. July 2023)**