

<b>Title: Committee: Education</b>	<b>Number:</b>
<b>Cross Reference:</b> Ad hoc committee	
<b>Approved by:</b> Texas State Council Board of Directors	<b>Origination Date:</b> 03/28/2021
<b>Revised by:</b> Education Committee	<b>Approval Date:</b> 1/2026
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**I. PURPOSE:**

The purpose of this policy is to define and describe the Texas Emergency Nurses Association (Texas ENA) Professional Education Committee’s membership and responsibilities.

**II. BACKGROUND/DEFINITIONS:**

The Professional Education Committee is responsible for identifying the educational needs of emergency nurses, planning and coordinating educational offerings, and serving as an educational resource for Texas ENA chapters and members.

**1. Membership:** Current active Texas ENA members

**2. Qualifications of Chairperson/Vice-Chair:**

- a. Leadership as demonstrated by participation at Chapter, State or National level of ENA.
- b. Experience in coordinating educational programs, seminars or other conference planning is preferred.

**Terms of Office:** 3 years. All terms of office will be defined as a calendar year beginning in January and ending in December.

- a. Year 1 – Vice Chair
- b. Year 2 – Chair
- c. Year 3 – Chair with Vice Chair

**3. Composition:** The Education Committee shall consist of the following who shall be appointed by the Texas State Council President and approved by the Texas State Council Board of Directors (BOD)

- a. Chair
- b. Vice Chair
- c. Committee Members
- d. State Council BOD Liaison

**4. Vacancies**

**Chair:** Filled by the current Vice-Chair

**Vice Chair:** Appointed by the Texas State Council President and approved by the Texas State Council BOD

**III. PROTOCOL/PROCEDURE**

- A. The **Education Committee** has the following responsibilities:
1. Identify, plan and coordinate educational offerings that meet the educational needs of emergency nurses. Offerings may include conferences or education sessions at state TxENA meetings or local chapter meetings (Outreach to Teach, see Attachment 1).
  2. Educational event tasks/duties may include but not be limited to:
    - a. Selection of program topics
    - b. Selection of faculty/speakers
    - c. Submission of application for continuing education credit
    - d. Development and distribution of marketing materials
    - e. Sharing of syllabus/handouts
    - f. Liaison and assisting with coordination of exhibitors/sponsors
    - g. Assisting with program venue site selection and coordination
    - [h.](#) Program evaluations
  3. Site Selection
    - a. Site selection is a shared responsibility with the Texas ENA Board of Directors and/or designated individuals
    - b. Efforts will be made to provide educational events in a variety of locations based on the needs of the chapters/members.
    - c. At-risk chapters will assume priority of Outreach to Teach events
    - d. When selecting sites with no charge (e.g. hospitals), site approval will be done by the committee
    - e. When selecting sites with a charge (e.g. hotels, etc), site selection is subject to the approval of the Texas ENA Board of Directors (BOD).
  4. Speakers are offered complimentary registration to the full event. Financial honorarium for speakers will be negotiable, subject to budgetary constraints and subject to approval by the BOD.
  5. Complimentary registration may be provided to committee members for onsite events to assist with registration and program management as needed. Considerations would include type of assistance needed and fiscal impact on the event. The Chair in consultation with the BOD will make this decision.
  6. The Education Committee will maintain all records for continuing education credit as required by the accrediting organization.

The **Education Committee Chair** has the following responsibilities:

1. Develop and distribute meeting agendas and reports from committee meetings.
2. Conduct and chair Committee meetings quarterly and as needed to complete identified tasks.
3. Deliver a quarterly written and oral report on behalf of the committee at State General Assembly meetings. Written reports must be entered into a designated Texas ENA shared folder or other state specified means.
4. Develop and submit an annual committee budget for approval.
5. Serve as mentor to Vice-Chair

The **Vice-Chair** has the following responsibilities:

1. Assist the Chair as requested with the above duties.
2. After serving as Vice-Chair, be willing to seek appointment as Chair the following year at the discretion of the Texas State Council BOD

The Committee **Members** have the following responsibility:

1. Assist the chairperson in meeting the committee's purpose and charges

**Attachment 1**  
**Outreach to Teach Program Procedures**

The Texas Emergency Nurses Association (TxENA) has developed the ‘Outreach to Teach’ program to provide educational opportunities to chapters who have been identified by the TxENA Board of Directors as being underserved, at-risk, or a Special Interest Group (SIG). Identified Outreach chapters may apply (see Attachment 2) to the TxENA Professional Education Committee to have an accredited lecture (limit of 2 hours) presented at their chapter meeting or chapter event free of charge.

Using this opportunity the identified speaker or TxENA Board Liaison will also discuss with the chapters the issues surrounding their Outreach status. Feedback information will be provided to the Board.

1. Outreach -Chapters:
  - a. Identification of such chapters shall be done by the TxENA Board using a criteria which includes but is not limited to the chapter<sup>s</sup>:
    - i. Inability to attend TxENA State Council meetings
    - ii. Low number of members
    - iii. Difficulty meeting requirements to remain a viable chapter
    - iv. Funding issues which make it difficult to provide continuing education programs for their local chapter
  - b. The Professional Education Committee will:
    - i. Request a list of identified Outreach chapters from the Board
    - ii. Provide the ‘Outreach to Teach’ program information to the Board Liaison for each of the identified chapters
    - iii. Request the Board Liaison inform the Outreach chapter of their eligibility for the program during their next communication.
  - c. Chapters removed from the at-risk list will be eligible for Outreach to Teach program for the 3 years after removal from the at-risk list.
  - d. Outreach chapters may be approved for only 1 lecture per calendar year.
2. Lecture / presentation:
  - a. Lecture:
    - i. Can be developed by any member of the TxENA
    - ii. Content must be pertinent and timely for emergency nurses
    - iii. Is limited to 1-2 hour presentation time including question and answers period and evaluation time.
    - iv. Should be submitted to the Professional Education Committee for consideration to be included in the Outreach to Teach course listing
  - b. Speaker:
    - i. Develops the lecture content
    - ii. Submits appropriate paperwork necessary for the committee chair to apply for CNE from the ENA.

- iii. Provides lecture objectives to Professional Education Committee to include in the Outreach to Teach program information sent to the Outreach chapters
  - iv. Agrees to travel to Outreach chapter site, regardless of location
  - v. Provides a 1-2 hour lecture at Outreach site
  - c. Professional Education Committee:
    - i. Will select those presentations to be included in the ‘Outreach to Teach’ Program
    - ii. Provide information on each course on the committee’s page of the Texas ENA website: [www.txena.com](http://www.txena.com)
    - iii. Sends Outreach chapters information on lectures available
3. Budget:
- a. The Professional Education Committee’s annual budget will include the ‘Outreach to Teach’ Program as a sub-line item:
    - i. Maximum cost of each course is determined each budget year.
    - ii. If monies are still available after the year’s last scheduled course the committee will:
      - 1) Determine if another course can be funded
      - 2) Determine which speakers are willing to provide another course
      - 3) Remind the Board Liaison / Outreach chapters which have not already had a presentation an additional opportunity is available and provide a course listing
    - iii. Unused budgeted monies in the ‘Outreach to Teach’ Program will not be carried over to the next year’s budget.
    - iv. The CNE application and fee will be paid with funds from the ‘Outreach to Teach’ budget
4. Expenditures:
- a. CNE fee: The identified Activity Coordinator, a member of the Professional Education Committee, will:
    - i. Complete the ENA initial CE / repeat course application
    - ii. Submit the CNE fee for each course or group of courses when approved per the ENA fee structure
      - 1) Be reimbursed by the CNE fee by the TxENA if personal funds used
      - 2) CNE expenditures will be listed under the Outreach to Teach budget
  - b. Speaker will:
    - i. Maintain receipts of their expenditures related to providing an ‘Outreach to Teach’ course:
      - 1) Travel to and from the lecture city / town
        - a) Airfare
        - b) Mileage per TxENA rates
      - 2) Travel to and from lodging and presentation site
      - 3) Lodging
      - 4) Food - \*Alcoholic beverages are not included
    - ii. Provide the Treasurer with a completed TxENA expense report:
      - 1) One form for each course presented

- 2) Indicate expenses are related to the specific ‘Outreach to Teach’ lecture
      - 3) Attach receipts
      - 4) Submission of expense report shall not exceed thirty (30) days.
    - iii. Be reimbursed by the Treasurer for expenses not exceeding the monies identified for the course
  - c. Chapter will incur any costs related to the:
    - i. Meeting location
    - ii. AV equipment
    - iii. Refreshments provided, if any
    - iv. Other costs not identified (e.g. handouts and printed materials)
5. Application process:
  - a. Notification of eligible chapters:
    - i. Professional Education Committee will:
      - 1) Notify the Board Liaison/Board of the educational opportunities available in the ‘Outreach to Teach’ program
      - 2) Provide a copy the application form (Attachment A).
      - 3) Provide alternate site of course information and application – (Committee’s portion of the website)
    - ii. Board Liaison will discuss the Outreach program and their eligibility with the identified chapter during their next conversation.
      - 1) Provide alternate site of course information and application – Professional Education Committee’s webpage
  - b. Outreach chapters interested in participating in the program will:
    - i. Determine the course they want presented
    - ii. Submit the completed application to the Chair of the Professional Education Committee
  - c. Selection of receiving chapter: The committee will:
    - i. Review the applications received and select the chapter(s) who will have lectures presented based on:
      - 1) The Outreach information received from the Board
      - 2) If lecture has been previously provided for this chapter
    - ii. Notify the chapter’s point of contact
    - iii. Provide contact information for the lecturer
  - d. Coordination of the presentation will be done by discussions between the Outreach chapter and the lecturer
    - i. Lecture will only be presented at chapter meeting or chapter event
    - ii. Date and time of the lecture will be agreed upon
    - iii. AV equipment necessary to provide lecture will be identified and provided by the chapter
    - iv. Location of the presentation will be identified
  - e. Failure of the chapter to obtain or meet the needed criteria will result in cancellation of the event

6. Responsibilities related to Outreach to Teach lecture event:
  - a. TxENA Professional Education Committee will be responsible for:
    - i. Will notify the Outreach Chapter regarding the lead time between submission of application and approval of CNEs
    - ii. Submit and pay for the CNE application
    - iii. Provide the speaker and lecture content
    - iv. Pay the speaker's reasonable expenses related to the lecture to cover travel, lodging and per diem for one day:
    - v. Send the Outreach Chapter contact an electronic copy of the speaker's handout, if any
    - vi. Provide the speaker with all forms necessary to award attendees, who meet successful completion criteria, 1 Continuing Education hour (CNE)
      - 1) Disclosure forms
      - 2) Evaluation forms
      - 3) Sign-in sheets completed specifically for lecture
      - 4) CNE certifications
    - vii. Complete ENA post course requirements to validate CNE for the educational event. Submit to ENA:
      - 1) Completed sign-in forms
      - 2) Updated Disclosure form, if applicable
      - 3) Post Course Evaluation Summary
      - 4) Activity Coordinators Summary
      - 5) Updated advertisement, if applicable
    - viii. Post information related to Outreach to Teach Program and available lectures on the Professional Education Committee page of the TxENA website
  - b. Chapter will be responsible for:
    - i. Coordinate presentation date/time with the identified speaker
    - ii. Provide an appropriate meeting location and all necessary AV equipment
    - iii. Advertise the event to the chapter members, hospitals, medical facilities and nursing programs in the community and the surrounding area. All interested nurses, including non-ENA members should be welcome at the lecture.
    - iv. Does not charge attendees for event - lecture is free to all attendees
    - v. Coordinate pre-registration activities, if any
    - vi. Pay any expenses incurred not related to the speaker, ex. room fee, food, AV equipment, printing costs, etc.
    - vii. Provider a copy of the event advertisement to the lecturer for submission with Post Course documents
    - viii. Ensure all participants meet the ENA attendance requirements:
      - 1) Sign in on official attendance roster
      - 2) Attendance at entire program
      - 3) Complete requested evaluation/engagement activities
  - c. Speaker will be responsible for:
    - i. Coordinate presentation date/time with the Outreach chapter contact
    - ii. Make own arrangements for travel to site and lodging, if required
    - iii. Provide all required forms necessary to award attendees CE certificate

- 1) Sign-in sheet,
  - 2) Evidence of achievement of learner outcomes
  - 3) Disclosure form
  - 4) CNE certificate of completion
- iv. Ensuring all participants meet the ENA attendance requirements
- 1) Sign-in to lecture on official sign-in sheet
  - 2) Participation in evaluation/engagement activities
  - 3) Attendance of entire program
- v. Providing Certification of Completion (CNE form) to all attendees who meet ENA attendance requirements.
- vi. Send all completed documents to the Professional Education Committee chairperson or specified delegate within 1 week after the Outreach event.

**Attachment 2  
Outreach to Teach Chapter Application**

If your Chapter has been notified by the TxENA it is eligible for the ***Outreach to Teach Program*** and it is interested in obtaining a lecture worth 1-2 NCPD/CE hours for your members and other nurses in your area, please complete the application below:

Name of the Chapter: \_\_\_\_\_ Date of application: \_\_\_\_\_

Person Completing Request: \_\_\_\_\_ Chapter Position: \_\_\_\_\_

Lecture contact person: \_\_\_\_\_ Chapter Position: \_\_\_\_\_

Information related to Outreach chapter's lecture contact person:

Address: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Alternate Phone #: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Lecture dates requested:

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Topics requested:

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

\* Email the completed application form to the Texas ENA Professional Education Chair.

For more information on the program and available courses go to the Professional Education Committee page of the Texas ENA website [www.txena.org](http://www.txena.org)