



Sigma Theta Tau International  
Honor Society of Nursing®

A blurred background image of the Indianapolis skyline, featuring several tall skyscrapers under a cloudy sky. The image is partially obscured by a blue and purple striped banner at the bottom.

2017

# 44<sup>TH</sup> BIENNIAL CONVENTION

28 OCTOBER — 1 NOVEMBER | INDIANAPOLIS, INDIANA, USA

# Amending Your Charter to Add a Practice Setting



# Faculty Disclosure

Faculty Name: Jenny Hoffman

Conflicts of Interest: None

Employer: Sigma Theta Tau International

Sponsorship/Commercial Support: None



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:
  - Chapters may amend their chapter charter by adding a practice setting
  - 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

STTI  
Chapter



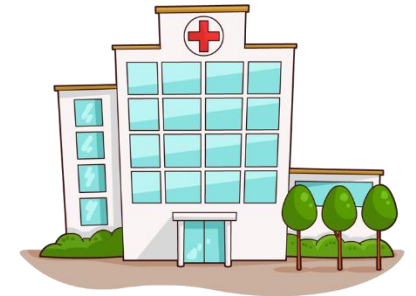
Chapter + 1 or more practice settings

STTI  
Chapter



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

STTI  
Chapter



# Overview of Charter Amendment Process

- Electronic Portal – NEW Sept 2017
  - Structured process for completing required tasks
  - Frequent, regular direction from staff
  - 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

**Average Timeline:**  
**12-18 months**

- Chartering or Charter Amendment Ceremony process



# 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

 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)




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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

- Will student members want to travel away from campus?
- Will members working outside of the university want to travel to campus?

- Where, When, How

- Will events be rotated between locations?
- Will events 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?



# Logistics and Operations

- Finances

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

- Elections and Chapter Leadership

- Appointments until next election
- When is the next election cycle?
- What is the size of the pool of potential candidates representing the different membership types?
- Will you utilize the optional (but recommended) VP to represent each entity?



# Logistics and Operations

- Members' Perceptions

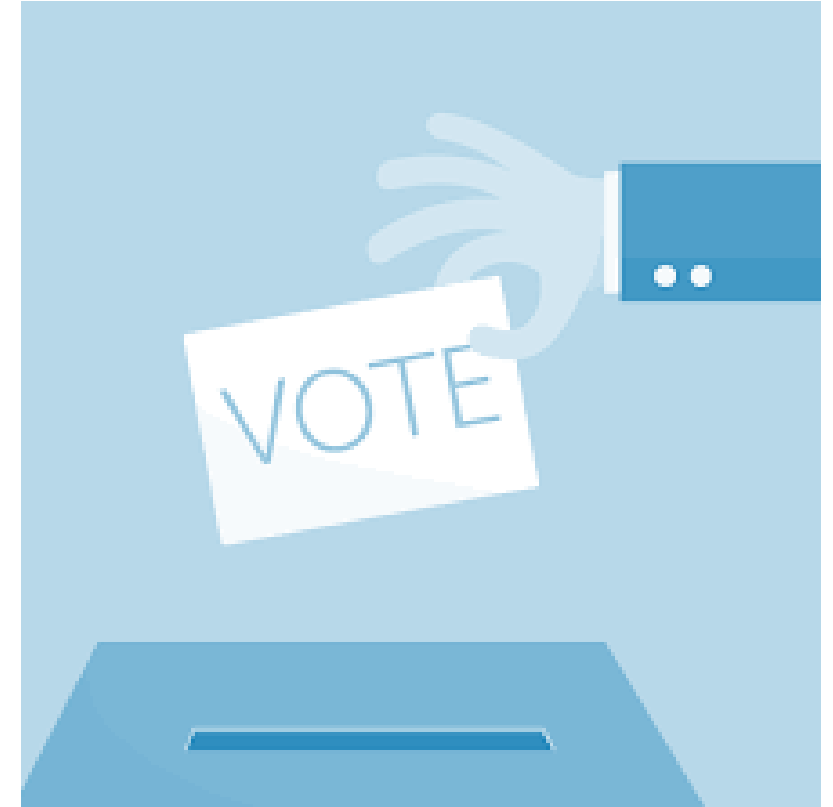
- How will student members view the amendment?
- How will members working in a practice setting view the amendment?
- How will members working outside of the SON and PS view the amendment?
- What additional considerations will be made to involve members who work nights or weekends?
- Will you be able to increase engagement with individuals working various shifts in the practice setting?





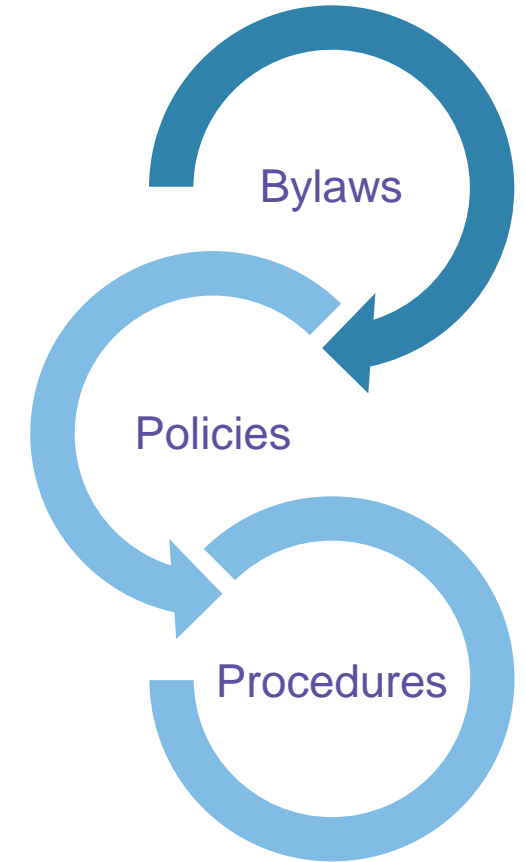
# Chapter Board and Membership Vote

- Chapter Board Vote
  - Majority
  - Document in meeting minutes
- Membership Vote
  - All active members
  - 30-days' notice of vote or voting window
  - $\frac{3}{4}$  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](mailto:developinghs@stti.org)

## Phone:

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

