



Health Ministries Association Operations Manual - Policy and Procedure	Original Effective Date	3/29/2012
	Current Effective Date	12/9/2016
<i>Request for Workshop – FCN Scope and Standards</i>	Dates Reviewed	Nov. 2016

- I. **Policy:** It is the policy of HMA to provide speakers for educational workshops that HMA has developed. This policy is specific for a half day workshop titled “2017 FCN Scope and Standards of Practice Workshop”.
- II. **Purpose:** The purpose of this policy is to assure consistent, accurate content for this workshop and to define the contractual arrangements and fee structure. The workshop identifies key aspects of the *Faith Community Nursing Scope and Standards of Practice, 3rd edition*, examines accountability, and the indicators that demonstrate competent professional practice.
- III. **Procedure:**
 1. Application Process to Host a Workshop.
 - a. Requesting organization/group submits “2017 FCN Scope and Standards of Practice Workshop-Request to Host” form to HMA office.
 - b. HMA office submits request form to the Chair of 2016 HMA Scope and Standards Work Group (referred to herein as ‘Chair’).
 - c. Chair will:
 - i. Review request and contact requesting party.
 - ii. Negotiate date for workshop with requesting party and speaker.
 - iii. Provide requesting party with contract.
 - d. Requesting party will return signed contract and payment to HMA office.
 2. Terms of Agreement
 - a. HMA agrees to:
 - i. Provide speaker from 2016 HMA Scope and Standards Work Group.
 - ii. Provide all required content for completing application for continuing education credit.
 - iii. Provide all educational materials for reproduction.
 - iv. Provide template for workshop flyer.
 - v. Post workshop flyer on HMA website and announce electronically when timely.



- b. Requesting party agrees to:
 - i. Provide continuing education credit to participants.
 - ii. Submit flier and other advertisement material to HMA office for approval if HMA workshop template is not used.
 - iii. Assume cost of additional advertising, printing educational materials, and publicity expenses.
 - iv. Display HMA resources and membership information provided by HMA office.
 - v. Provide workshop evaluation summary with comments to HMA office within 1 month following workshop.
3. Fees:
 - a. Half-day workshop fee is \$400 and includes:
 - i. Speaker.
 - ii. All supporting documents for continuing education application.
 - iii. Print ready master for all handouts.
 - iv. Workshop flyer template.
 - v. HMA resources for display.
 - vi. Advertisement of workshop on HMA website.
 - b. Additional speaker-related expenses:
 - i. Travel (mileage, car rental, or airfare).
 - ii. Meals.
 - iii. Lodging, if necessary.
4. Cancellation policy
 - a. If course is cancelled by hosting organization, hosting organization will cover any travel expenses already incurred (i.e. airline tickets).
 - b. If scheduled speaker must cancel, HMA will provide a replacement speaker.
5. Related forms
 - a. 2017 FCN Scope and Standards of Practice Workshop-Request to Host.
 - b. 2017 FCN Scope and Standards of Practice Workshop-Contract.



HEALTH MINISTRIES ASSOCIATION, INC.

2017 FCN Scope and Standards of Practice Workshop REQUEST TO HOST

Requesting Organization: _____

Contact Person: _____ Phone: _____

Email: _____

Address: _____

Date Requested: _____

Location: _____

Description of Target Audience:

Continuing Education Credit

The workshop host **must** provide continuing education credit to participants.

Continuing Education Provider: _____

Provider Number: _____

(Please do not write below this line)

Notes:

People of Faith Working Together for Healthier Communities