

Operations Manual  
Mid-East Region  
Wound Ostomy and Continence Nurses Society

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## **Introduction to Operations Manual**

The Operations Manual (OM) describes the “how to do it” of the duties and responsibilities of Officers, Trustees, and Committee Chairs, as provided by the by-laws of the Mid-East Region (MER). Policies and practices evolve as the by-laws are applied by the Board and membership; these are recorded and tracked in the OM.

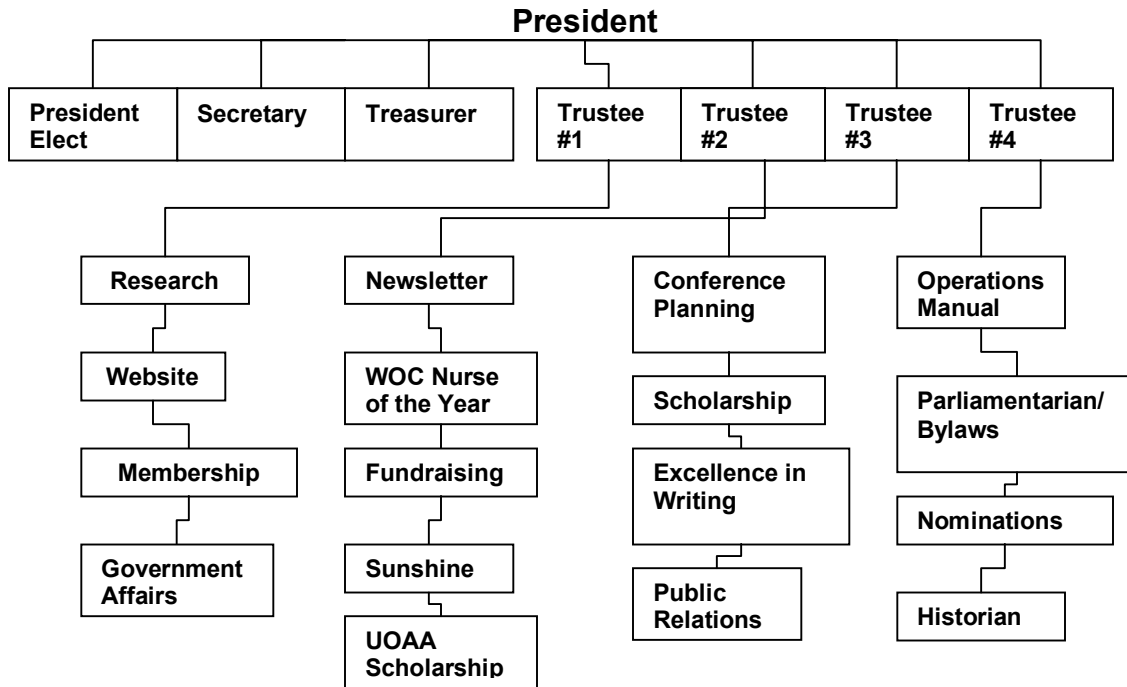
Each Officer, Trustee and Committee Chair should be involved in the development and review of procedures for their position.

The OM should be reviewed every two years. This coincides with the term of office of the President-elect, who has the responsibility for revision of the manual.

The OM is prepared electronically, using MS Word to allow for easy revisions without having to redo the entire manual. However, a PDF file or similar will also be made so as to have the ability to distribute the electronic copy and/or post the copy on the website without the document being altered, inadvertently or otherwise. The most recent review date should appear on the each page of the document.

Each Officer and Trustee will receive a copy of the OM. Committee Chairs will receive procedural and policy information pertinent to their committee. An electronic copy of the entire manual may be requested by any member, and will be provided by contacting the President-elect. There will be no fee for an electronic copy, but a fee will be incurred by the member for a hard copy of the OM, plus mailing expenses.

## Organizational Chart Mid-East Region



## **History of Enterostomal Therapy** (Later to become Wound, Ostomy and Continence Nursing)

By  
Norma Gill, ET

My first encounter with ostomy was in 1950, when my grandmother had cancer of the colon, and a colostomy was mandatory to sustain her life. She struggled physically and psychologically until she succumbed only two years later.

As fate would have it, I then developed ulcerative colitis and endured it for five years. I was most fortunate to obtain professional help from a physician in my hometown of Akron, Ohio. He was able to instill in me enough foresight and courage to overcome fear of surgical intervention.

The year of 1954 proved to be one of decision, relief, and a new career. I underwent an ileostomy at the Cleveland Clinic Foundation. Surgery was performed by Dr. Rupert Turnbull, Jr. During the course of my convalescence, and through the efforts of Dr. Turnbull, I was thus inspired to pursue "my vocation in life".

Turnbull explained that he needed help at his clinic. He felt that a liaison to his ostomy patients would provide better rehabilitation. In the fall of 1958, I joined his staff at the Cleveland Clinic, and became the first Enterostomal Therapist (ET). The name "Enterostomal Therapy" actually started in 1959, being coined from "entero" to indicate an opening into the abdomen, and "therapist" to indicate the care.

AT the same time as the rise of the United Ostomy Association (UOA) in the early sixties [1960's], we were making strides at the Clinic to establish the new specialty of professional care at the bedside for the ostomy patient. No one had ever specialized in ostomy care before. Many ideas became reality in the advancements in surgery, bedside care, better equipment and outpatient clinical services.

As the lone ET at the Clinic for ten years, those days were often very long. At one time, the ratio in in-hospital patients went from eight, as seen in three half-day clinic sessions a week, to 25 patients, as seen in 50 clinic sessions per month.

As the word spread about the enterostomal therapy, we got requests to train people to work in other areas. In 1961 the school was started, and our first trainee was Joy Richey, an ostomate and R.N. from the west coast.

Many ostomates followed Richey to be trained as ETs and they knew the existing problems with surgery and rehabilitation. Since it was a pioneering specialty, the

students usually paid their own expenses. Some were technicians, some were L.P.N.s and some were R.N.s. Many of them were non-ostomates. In 1968, Cleveland Clinic was still the only enterostomal therapy school. But Turnbull and I were invited to lecture at the UOA conference in Phoenix, Arizona that year. There were about 12 ETs in attendance. Questions on procedures and their needs were arising, and it wasn't practical for the UOA to address such. The UOA had provided some continuity and communication for ETs thus far, but it was becoming time for this young ET profession to deal with its needs and growing pains. One of the ETs suggested that we ought to form our own association. We discussed it with Turnbull, and we agreed to meet again in September to get the wheels in motion.

The Constitutional Convention was held in January of 1969, with 33 people attending. Thus, the North American Association for Enterostomal Therapists began. The name was later changed to the International Association for Enterostomal Therapy (IAET). Although she wasn't able to attend the Constitutional Convention, Edith Lenneberg was elected our first President. Dues were \$10 a year. And, we decided to continue to meet annually in conjunction with the UOA conference.

Also in 1969, the second ET training program was opened at Harrisburg Hospital, in Pennsylvania. Other ET training centers have followed through the years, and there are now eleven such centers in the U.S. At one time, the number of schools was as high as twelve in the U.S. and one in Canada.

IAET grew and prospered. Decisions made were always for the improvement and specialization of enterostomal therapy, and according to the high standards set to serve in the specialized field.

The establishment of the International Ostomy Association (IOA), by national ostomy associations throughout the world is WEESP, the Netherlands, in 1975, emphasized my concern for the needs of ETs in other countries. With encouragement from these ETs, I continued communication to form an association of ETs throughout the world. Then, in London in 1977, the World Council of Enterostomal Therapists (WCET) was begun by ETs from Australia, Canada, England, New Zealand, South Africa, and the U.S. I was privileged to serve as first President.

WCET has been able to help exchange international ideas. And, to help our fellowman in more professional care of the ostomate, by helping to establish ET training schools in various countries, and also, to educate the communities in each country of better care and products all over the world.

Our mentor and "Father of Enterostomal Therapy", Dr Rupert Turnbull, is no longer with us. He was proud of the advancement of enterostomal therapy, but more pleased that it provides better rehabilitation to the ostomate.

Enterostomal therapy is today a vital part of the ostomate's rehabilitation, and a very respected medical care specialization. Those who choose to serve in this field do so because of dedication, and a special empathy for the people with stomas.

Today there are more than 5,000 ETs in 22 countries and 20 ET schools throughout the eight countries. As IAET designated me "Mother of Enterostomal Therapy", I am proud to have a part of the IAET, the WCET, UOA and IOA. All are separate, yet intertwine. Where else but in the psychosocial advancement of the ostomate could you see both professional and volunteer personnel working so closely together for better rehabilitation?

As these four fine organizations continue in their mutual cause, let me conclude here with a favorite quote: "Live one day at a time and make it a masterpiece".

Revised 1995 and 1998 by Paula Toth

Revised 1995, 1998, 2002, 2003, 2005/2006, 2008

## History of the Mid-East Region (MER)

A group of five Enterostomal Therapists (ETs) began working in 1974 to form regions within the International Association for Enterostomal Therapy (IAET). Their hope was to facilitate better and closer relations with practicing ETs. One of their objectives was to establish a source of professional and individual growth. The nine regions were formed geographically to correspond with the UOA regions. The new MER would include Delaware, Indiana, Kentucky, Maryland, Michigan, Ohio, Virginia and West Virginia.

The first meeting of the MER was on April 5-6, 1975 at the Great Lakes U.O. A.-ET Regional Conference in Indianapolis. There were 67 attendees. Nominations for officers were received and Articles of Association were written. Plans were made for application to IAET to officially become a region.

This newly formed group of determined ETs joined together and quickly completed the requirements for regionalization. They were first to complete the national qualifications and proudly accepted their new title. On August 21, 1975, the IAET welcomed the MER into affiliation at the IAET National Conference in Toronto, Canada. In October, a letter was received from Bonnie Bolinger, IAET Corresponding Secretary. She wrote, "It was a very proud moment when we could announce that our very own region was the first to meet the criteria". She challenged the new members to work tighter, support, and constantly strive for better patient care.

Many talented and dedicated members have volunteered their time as officers of the board over the years. Their efforts and accomplishments are strongly rooted along with the founding officers and trustees listed below.

The first officers were:

President	Elizabeth C. Gerth, RN	Cincinnati, Ohio
Vice President	Joan Kerr, RN	Cleveland, Ohio
Secretary	Sally Thompson	Louisville, Kentucky
Treasurer	K. Jane Younger	Louisville, Kentucky

The first Trustees were:

Susan Buffin, LPN  
 Bette Lowe, RN  
 Louise Young, RN

The first membership directory of 97 members was published in August, 1975. Betty Lowe began working of the first newsletter, which was published in April,

1976. It was named “The Mid-Eas Dropper” by Mary Lou Castillo that same year.

In 1976, it was felt that the region was geographically too large to be effective for its members. IAET announced that Delaware, Maryland, and Virginia would no longer be included in the MER. Since then, the MER has included members from the five states of Indiana, Kentucky, Michigan, Ohio, and West Virginia.

Throughout the years to follow, the MER planned conferences, designed recognition programs, and provided scholarships. But, most important of all, they supported each other personally and professionally for the purpose of improving the care they provided to their cherished patients.

### Past Presidents

Betty Gerth	August, 1976-1976
Joan Kerr	August, 1976-1977
Betty Gerth	August, 1977-1978
Helen Arend	October, 1978-1979
Joyce Hawley	October, 1979-1982
Sally Thompson	October, 1982-1984
Ethel Pryer	October, 1984-1986
Shirley Alltop	October, 1986-1988
Karen Granby	October, 1988-1990
Brenda Kerschbaum	October, 1990-1991
Joy Cline	September, 1991-1994
Paula Toth	October, 1994-1996
Sharon Ballard-Krishnan	October, 1996-1998
Judy Werner	October, 1998-2000
Allyn Davies	October, 2000-2002
Terri Ross	October, 2002-2004
Carolyn Smith	October, 2004-2006
Mary Arnold Long	October, 2006-2008

### **Biographical Sketch of Normal Gill-Thompson**

Norma Gill-Thompson became the first Enterostomal Therapist (ET) in the world in 1958. She was the director of the Rupert B. Turnbull, Jr. (M.D.) School of Enterostomal Therapy at the Cleveland Clinic from 1961-1978, having trained 282 ETs, including 64 International ETs. From 1978 to 1981, she was the coordinator of enterostomal therapy at the Cleveland Clinic. Gill organized the Cleveland Ostomy Association in 1960, and chaired the Constitutional Convention of UOA in 1962. She is a founding member of the United Ostomy Association, International Association for Enterostomal Therapy, and World Council of Enterostomal Therapists, for whom she served as its first President. She has lectured on enterostomal therapy throughout the world, and has written numerous articles and books on management of new ostomies. Gill remained in private practice as an ET, at her own place of business, in Akron, Ohio, until her death in October, 1998. She continued lecturing to Cleveland Clinic students and even had them see her in her hospital room during her final illness. Norma had three children: Sally, the youngest, is an ET and works for Klein's Pharmacy in Akron. Norma was an active member of the MER of the Wound, Ostomy and Continence Nurses Society (WOCNS), known formerly as the IAET.

## General Policies and Procedures

### Definitions:

#### Policy

A principle, plan or course of action as pursued by a government, organization or individual.

#### Procedure

1. The act, method, or manner of proceeding in some process or course of action; especially, the sequence of steps to be followed.
2. A particular course of action or way of doing something.

Second College Edition  
Webster's New World Dictionary of the American Language  
David B. Buralnik  
Editor in Chief  
The World Publishing Company  
New York and Cleveland 1972

## Meetings

### Section I-Meetings

Bylaws-Article IV-Meetings

- A. A meeting of the membership shall be held twice each year at such time and place as shall be determined by the Board of Trustees at the annual membership meeting. Each eligible member shall be notified thereof by written notice at least 30 days prior to the date selected thereof.
- B. At either meeting a discussion of issues will be held in a facilitated form by the Board of Directors and the membership. Any matter requiring a vote by the membership will be accomplished by pro and con statements.

### Section II: Membership Vote:

All matters before a membership meeting shall require a passage of two-thirds (2/3) of the eligible members present and voting.

### Section III-Special Meeting:

Special meetings of the region may be called in one of two ways:

- 1. By the President with concurrence of the majority of the officers or
- 2. By written request of one-third (1/3) of the entire regional membership.

The time and place of such special meeting of the eligible membership shall be determined by the President, and shall be fixed no later than 30 days after the receipt of a proper request. At least fifteen days prior to the date fixed for such meeting, each eligible member shall be given written notice of the time, place, and purpose(s) of such meeting.

### Section IV-Meeting Arrangements:

All meetings, including telephone conferences and regional membership meetings, will be arranged by the Regional Secretary. The Secretary will arrange for the meeting room, supplies, audio-visual equipment, and food and beverages for all meetings. The Secretary will notify all region Board Members of upcoming meeting arrangements.

## II. Officers, Trustees, Committee Chairs

Bylaws-Article V-Officers

### Section I-Officers Elected:

Officers of this region shall be President, President-Elect, Secretary and Treasurer.

Section II-Requirements for Office:

To hold an office, a person must be an eligible member for at least one year immediately prior to election, and have consented in writing to serve. No regional officer may concurrently hold a national WOCNS office.

Section III-Term of office:

Each officer shall be elected for a term of two (2) years, and no officer shall be elected to the same office for more than one (1) consecutive term.

Section IV-Order of Election:

The Treasurer and two Trustees shall be elected on odd years. President-Elect, Secretary and two Trustees shall be elected on even years.

President-Elect shall assume the office of President at the second annual regional meeting follow the election as President-Elect.

Section V-Vacancy:

If an office shall become vacant, the Board of Trustees shall elect an eligible person to fill such vacancy until a regular or special election for that office is held.

Section VI-Removal:

Any officer may be removed from office by appropriate resolution approved by a two-thirds (2/3) vote of the Board of Trustees. Such removal may be voted only upon written charges filed against said officer, filed with the Secretary. The Secretary shall forthwith mail, by certified mail, a copy of such charges to such officer, and such officer shall have twenty (20) days to respond to such charges before any action shall be taken thereon.

**President**

Bylaws-Section VII-President's Duties

The President's duties shall be as follows:

1. Preside at all regional meetings.
2. By virtue of office, by chairperson of and preside at all meeting of the Board of Trustees.
3. Appoint all committees, temporary or permanent, except the nominations committee, and by virtue of office, by an ex-officio member of each appointive committee.
4. See that all books, reports, and certificates, as required by law, be properly kept or filed.
5. Be responsible for maintaining an effective communication system within the region.

6. The President is authorized to sign all checks or drafts of the region, in the absence of the Treasurer.
7. Perform such duties pertaining to the office as shall be prescribed by the by-laws.
8. Have such power as may be reasonably construed as belonging to the chief executive of any organization.
9. Shall serve one year as a non-voting member of the Board of Trustees upon completion of term of office.

### Responsibilities

- Develop a familiarity with parliamentary procedure. Arrange to have a parliamentarian present at board meetings and membership meetings.
- Prepare agenda for board and membership meetings.
- Work with the Board to establish goals for the region.
- Post a current message on the region's website.
- Use blast e-mails to communicate important information to the membership routinely and as needed.
- Work with Treasurer to prepare an annual budget.
- Oversee the appointment of a committee to audit financial records annually.
- Appoint committee chairs as needed. Encourage chairs to attend board meetings and WOCN committee meetings at national conference.
- Attend Regional President's meeting at annual WOCN conference. If unable to attend, send a representative, i.e. President-Elect.

President serves without compensation. Expenses incurred performing duties, e.g. postage, telephone are reimbursable. The cap is \$300.00 without Board approval. Allowance is made to make it possible for the President to attend regional and national WOCN meetings. Please see section on policies under Treasurer in this document.

### **President-Elect**

#### **Bylaws-Section VIII-President-Elect's Duties**

The President-Elect's duties shall be as follows:

1. Perform the duties of the President in the absence or incapacity of the President.
2. Assume to office of the President at the second regional membership meeting following the election as President-Elect.
3. Perform such duties as may be delegated by the President.
4. Oversee the functions of Trustee #1 and Trustee #4.
5. Assume the duties of Parliamentarian.

### Responsibilities

- Attend regional board meetings.
- Attend general membership meetings
- Perform duties and attend meetings as delegated by the President.
- Act as Public Relations point person for MER, performing such tasks which could be but are not limited to: submitting news about the MER to national WOCN office for publication and promotion, increasing awareness of WOC Nursing at all levels, act as a public relations resource for nurses in the MER, and interacting with multiple people in settings such as conferences to promote the cause of WOC MER nursing.
- Oversee the following awards:

Award	Deadline
WOC Nurse of the Year	August 1
Manufacturer's Representative of the Year	April 15
MER Lifetime Achievement Award	August 15
MER WOCN Professional Educator of the Year	August 15
MER WOCN Patient Education of the Year	August 15
MER WOCN Shining Star of the Year	August 15

- Update, revise, and maintain the Operations Manual (OM).
- Distribute updated OM to Board at least every 2 years and within 3 months of any by-laws changes.

## **Secretary**

### **Bylaws-Section IX-Secretary's Duties**

The Secretary's duties shall be as follows:

1. Keep the minutes of all region meetings.
2. Have custody of current records, books, and papers of the MER.
3. Make such reports as shall be determined by the Board of Trustees.
4. Keep a register of all members of this region.
5. Conduct the correspondence of the region.
6. Notify all officers of their election and committee of appointments.
7. Serve all notices required by the by-laws, Board of Trustees, or Law.
8. Exercise all duties incident to the Office of Secretary.

## **Responsibilities**

- Make all meeting arrangements
- Attend and take minutes at all Board meetings and all membership meetings.
- Forward copies of the minutes from the membership meeting to the webmaster for posting on the website.
- Participate in management of the affairs and business of the region.
- Perform duties delegated by the President and/or Board.

- Request an updated master membership list from the WOCN National office and have it available at all meetings.
- Prepare a list of the home and work addresses, telephone numbers, fax numbers, and e-mail addresses of the Board of Trustees, committee chairs and newsletter editor. Send updated lists to WOCN National Office. Update this list yearly, with each election, and as needed.
- Ensure all Officers and Committee Chair sign a disclosure notice upon assumption of term of office.

## **Treasurer**

### **Bylaws-Section X-Treasurer's Duties**

The Treasurer's duties shall be as follows:

1. Have the care and custody of all funds of this region, and deposit all such funds in such bank, trust companies, and/or investments as are approved by the Board of Trustees.
2. Sign all checks or drafts of this region and be responsible for purchases made with MER debit/credit card.
3. Keep accurate books of account and present a written financial report to the Board of Trustees at the last meeting prior to the annual membership meeting.
4. Present a written financial report to the membership at the annual membership meeting.
5. Be bonded in an amount fixed by the Board of Trustees, the cost to be borne by this region.
6. Exercise all duties incident to the Office of Treasurer.
7. The annual audit may be done, independent of the Treasurer, within 60 days of the fiscal year. This audit may be done by the President, a Trustee, and a member-at-large.
8. At the expiration of the term of office, the Treasurer shall deliver over to their successor all books, money and other property in their charge, or, in the absence of a successor, the Treasurer shall deliver such properties to the President within 90 days of completion of term of office.

## Responsibilities

- Attend all board and all membership meetings.
- Funds of the regions may be placed in those accounts which pay the most interest and are accessible for disbursement.
- Checks are issued by the Treasurer and in his/her absence by the President, or President-Elect.
- The membership must approve non-budgeted expenditures that exceed \$300.00.
- The fiscal year will coincide with the National WOCN fiscal year.
- Records must be transferred to the newly elected Treasurer within 90 days of leaving office.

- Solicit budget request from officers and committee chairs by August 15. Submit a proposed budget to the Board of Trustees for their review at annual Board meeting. The budget with or without revisions is then submitted to the membership for approval.
- Keep the President apprised of the financial status of the region's funds. President to receive copy of monthly financial statement from the bank.
- Inform officers, trustee, and committee chairs of the region's reimbursement policies. Provide and update reimbursement form as needed.
- Establish schedule for disbursement of monies to National office, such as scholarship money.
- Meet with newly elected Treasurer for detailed explanation of duties and procedure for setting up the books and budget for the coming fiscal year.
- Provide WOCN National office with financial information necessary to satisfy the region's tax exempt status as part of WOCN. This form is provided by WOCN.
- Investment and/or investment company is with approval of Board of Trustees.
- Ensure that there is a sign on every table where money/checks/change hands stating that "If paying by cash, be sure you receive a receipt".

#### **Procedure for audit of treasury records**

1. Done by President, a Trustee, and a member-at-large, excluding with the Treasurer being available for questions.
2. Complete within sixty (60) days of the end of the fiscal year.
3. Obtain Treasurer's records for checking account, ledger, bank statements, expense vouchers, deposit receipts and checkbook.
4. Reconcile bank statement balances with ledger balance. Make certain monthly checkbook balances match bank statement balances (outstanding checks and deposits must be deducted from bank statement balance to equal checkbook balance).
5. Spot check expense vouchers and receipts—should correspond with checks written.
6. Date and sign checkbook stub where audit was completed.
7. Date and sign "Statement of Completed Audit of the Regional Treasurer's Records", and submit to region's Secretary as soon as possible. Keep a copy for the Treasurer's records.
8. If the fiscal year audit is unsatisfactory, the Board will determine further action.

#### **Board of Trustees**

#### **Bylaws-Section I-Membership**

The Board of Trustees, in addition to the elected officers, shall consist of the immediate past President and four (4) elected Trustees.

## **Trustee structure**

### **Trustee #1**

Professional Practice

BSN Required

Responsible for the activities of the following committees:

1. Research
2. Government Affairs
3. Web Master
4. Membership

### **Trustee #2**

PR/Marketing

Responsible for the activities of the following committees:

1. Publications
2. MER WOC Nurse of the Year
3. UOAA Youth Rally
4. Fundraising
5. Sunshine

### **Trustee #3**

Continuing Education

BSN Required

Responsible for the activities of the following committees:

1. Conference Planning
2. Scholarship
3. Excellence in Writing

### **Trustee #4**

Operations

Responsible for the activities of the following committees:

1. Operations Manual
2. By-laws
3. Nominations/Elections
4. Historian

### **Qualifications for Board of Trustees**

No person shall be elected to the Board of Trustees who has not been an eligible member for at least one year immediately prior to election, and who has consented to serve in writing. Two trustees, (#1 and #3) must have the educational background of B.S.N. or above.

**Term**

Each Trustee shall be elected for a term of two (2) years. No person shall be elected for more than one (1) consecutive term.

**Vacancy**

If the office of a Trustee shall become vacant, the Board of Trustees shall elect an eligible person to fill such vacancy who shall serve until a regular or special election for that office is held.

**Removal**

A Trustee may be removed from office by appropriate resolution approved by two-thirds (2/3) of the Trustees. Such removal may be voted only upon written charges against said Trustee, filed with the Secretary. The Secretary shall forthwith mail, by certified mail, a copy of such charges to such Trustee who shall have twenty (20) days to respond to said charges before any action shall be taken thereon.

**Powers**

The Board of Trustees shall have the control and management of the affairs and business of this region. The Board of Trustees shall act only in the name of the region when it shall be duly convened as herein set forth. Without limitation upon the general powers of the Board of Trustees, it shall specifically:

1. Establish all administrative policies
2. Formulate and award all contracts
3. Authorize the sole and exclusive use of the official insignia of the region
4. Create such standing, special and advisory committees as it deems advisable.

**Voting**

Each Trustee shall have one vote and such voting may not be done by proxy.

**Rules**

The Board of Trustees shall make such rules and regulations covering its meetings as it may determine necessary.

**Nominating Committee**

The Board of Trustees shall elect the Nominations Committee.

**Quorum**

The presence of not less than a majority of the Trustees shall constitute a quorum and vote of the majority of such quorum shall be the decision of the Board of Trustees.

**Compensation**

The Board of Trustees shall serve without compensation. It shall cause to be hired such employees as it shall deem necessary for the conduct of the business of this corporation. No employee may be a member of the Board of Trustees.

The Board of Trustees, in addition to the elected officers, shall consist of the following: the Immediate Past President, and four (4) other elected trustees.

**Responsibilities of Board of Trustees**

- Attend all board meetings and membership meetings
- Oversee all assigned committees
- Serve as advisor to the President
- Assist with the transfer of leadership
- Assist the President-Elect with review and update of the OM.
- Each trustee is responsible for updates and reports from committees listed on the organizational chart.
- Give written reports as needed to the webmaster for posting on the website.

**Parliamentarian**

**Bylaws-Article XIV-Parliamentary Authority**

The Parliamentarian's duties shall be as follows:

1. Attend all MER Board and general membership meetings.
2. Assign a qualified substitute when unable to attend meetings.

**Responsibilities**

- Understand that the latest edition of Robert's Rules of Order shall govern all cases not covered by the by-laws.

It is beneficial and helpful to have the assistance of a person skilled in parliamentary procedure present at Board and Membership meetings to advise the presiding officer on procedural issues.

## **Standing Committees**

## **Bylaws-Article VII**

### **Appointment**

All committees, with the exception of the Nominations Committee, shall be appointed by the appropriate trustee of that committee and approved by the President.

### **Nominations Committee**

The Nominations Chair shall be appointed by Trustee #4 following consultation with the Board immediately following the Fall Regional Membership meeting. The nominations chair shall, at the time of the appointment, have been an eligible member for at least two years prior to appointment.

### **Term**

Each committee member appointed or elected shall serve two years.

### **Committees**

General Information: Committees are an important part of the regional structure. The effectiveness with which they carry out their responsibilities may determine the success of regional programs.

There are two types of committees: Standing and Special. Standing committees are provided for in the by-laws and perform the normal functions necessary for the operation of the region. Special or ad hoc committees are formed to consider or handle a single subject for a limited duration. MER WOCN committees are:

1. Budget and Finance
2. Web Master
3. Government Affairs
4. Membership
5. Publications
6. WOC Nurse of the Year
7. UOAA Youth Rally
8. Fundraising
9. Sunshine
10. Conference Planning
11. Scholarship
12. Excellence in Writing
13. Operations Manual
14. By-Laws
15. Nominations/Elections
16. Research

## 17. Historian

Additional committees advisable for the carrying on of the business of this region may be established by the Board of Trustees.

### **Responsibilities of Committee Chairpersons**

- It is expected that as committee chairpersons transition, information about the committee and it's current and former work will be passed along in a timely manner.
- Committee chairs should prepare communication to the regional membership to share committee activities and stimulate interest in the committee.
- Committee chairs are expected to give a written report to the Trustee with oversight of that committee, 30 days in advance of any board or membership meeting. If possible, plan to attend board or membership meetings to give the report personally. You should notify the Trustee with oversight of the committee if you are unable to be at a meeting, and designate who will give the report if you cannot.
- Establish contact with WOCN committee that mirrors the regional committee if possible.
- Forward recommendations for changes in the OM to the President-Elect.
- Submit annual budget request to Treasurer by August 15.

#### **1. Budget and Finance—see Treasurer**

#### **2. Web Master**

Purpose:

To post information to the MER's website as approved by the President or President's designee.

Responsibilities:

Upon approval of information by the President (or delegate), information that has been typed and edited by the original author will be posted to the web site by the webmaster. The webmaster's role is not to proof, edit or create copy.

The President, Government Affairs Committee Chair, and webmaster will have access to the web site controls, with account names and passwords. The rationale for this is to allow the web site to remain fresh and for the region to not be dependent upon one person for updating the web site.

### 3. Government Affairs

**Purpose:**

Shall provide a mechanism for communication about government affairs and for interaction in the political process.

**Responsibilities:**

- Work with national committee to accomplish goals, both regionally and nationally.
- Submit GAC report at membership meeting for the region.
- Recommend candidates to the region for selection to the Nurse Internship Program in Washington, D.C.
- Update the Government Affairs page of the region web site to reflect current affairs, both state and national.
- Receive reimbursement for expenses incidental to the committee.
- Chairperson receives \$100.00 toward expenses to attend annual national WOCN meeting.
- Identify needs of membership related to the political area, and the committee should work toward accomplishing these needs.
- Submits all records to the incoming chairperson within 90 days of then end of the term of office.

### 4. Membership

**Purpose:**

To promote membership in the MER.

**Responsibilities:**

- Attend region board meetings.
- Sends welcome cards to new members of the region.
- Send new member list to Board and forwards information to all other places and people as necessary.
- Submits all records to the incoming chairperson within 90 days of the end of the term of office.
- Maintains updated membership email list for use as "blast" email

### 5. Publication

**Purpose:**

Shall develop and be responsible for the publication of newsletters. The purpose of the Mid-Eas Dropper is to provide for communication Within the region, and to share information with the other regions and Affiliates of WOCNS.

#### Responsibilities:

- Coordinate and supervise the publication of the Mid-Eas Dropper three times per year.
- Develop the newsletter electronically, and convert to PDF file. Send PDF to webmaster for posting on the website.
- Encourage each state of the region to have a reporter. Solicit articles or special features for the newsletter.
- Enlist the aide of other regional members in your area to assist with production of the newsletter.
- Plan to attend or meet with other newsletter editors at WOCN national meeting.

### **6. WOC Nurse of the Year**

Purpose: To select a yearly award recipient.

Procedure: The President-Elect accepts written nominations for the Membership. Annual deadline for nominations is August 1. The President-Elect is responsible to form a committee of at least two (2) other Board members to assist in reading the nominations and choosing a recipient. A certificate of award is given to the winner at the region's fall conference each year. Acknowledgements are given to each nominee.

### **7. Fundraising**

Purpose: To raise funds for the MER and it's associated functions and activities.

Procedure:

- Arrange and implement two major fundraiser per year, one at National and one at Regional conference.
- Expenses should be approved by the voting members of the Board and reimbursed by the Treasurer.
- MER members, or others, who donate items for fundraising raffles may request and receive a letter from the Treasurer identifying the dollar value of the gift, so that the donor may deduct the donation on their income tax return.
- Submits all records to the incoming chairperson within 90 days of the end of the term of office.

## 8. UOAA Youth Rally

Purpose:

To support attendance at the UOAA Youth Rally

Procedure:

Funds are available to defray expenses for one (1) youth attending Youth Rally (see appendix for criteria).

## 9. Sunshine

Responsibilities:

- Send cards to MER members regarding important life events. Any member can notify the chair of these individuals or events.
- Submit written report to the membership at regional meetings.
- Chair should attend regional board meetings.
- Submits all records to the incoming chairperson within 90 days of the end of the term of office.

## 10. Conference Planning

Purpose:

Shall plan and promote programs to achieve the educational purposes of the region, assist and advise the Mid-East Annual Program subcommittee, and forward all reports to the WOCN Continuing Education Committee.

Mid-East Annual Program Subcommittee: It shall be appointed annually and shall assess the educational needs of the professional community and the regional membership in order to plan, coordinate and evaluate the annual MER conference.

Responsibilities:

- Maintain the rotation calendar for the site of the annual membership meeting and conference.
- Call for applications or bid to hold annual meeting as per schedule. Site should be determined two to three years in advance to allow adequate program planning. This announcement should appear in the newsletter and at membership meetings.
- Keep President and Board apprised of the status of scheduled site, dates, program chairs, etc...
- Prepare and maintain a Conference Planning Kit that explains application for contact hours and the "how to" of putting on a

successful conference. Send the kit to the program chair one to two years in advance of meeting.

- The Mid-East Annual Program Subcommittee may obtain \$1000 from the MER Treasurer to act as start up funds for the Fall conference.
- The Mid-East Annual Program Subcommittee will submit a conference revenues budget to the treasurer within 90 days of the Fall Conference. If this deadline cannot be met, a letter of explanation of delay must be sent to the Treasurer. All revenues information should be sent via certified mail, with a signature, for tracking purposes.
- Ensure each state planning committee members have signed disclosure statements, once the formal committee has formed.
- Submit all records to the incoming chairperson within 90 days of the end of the term of office.
- Survey the membership annually for educational needs.

## **11. Scholarship**

Purpose:

To promote scholarly activities within the region.

Procedure:

- The chair is responsible for soliciting and receiving applications for the MER Advanced Practice Scholarship award (see appendix).
- The chair is responsible for processing applications for the Jeff Bish Scholarship award for years 2006-2009 (see appendix). If the funds are unused on year, may be moved to the following year.
- The chair shall see that the applicants meet criteria and the award is awarded per specifications.
- The chair shall present the recipients with the award and make all arrangements for presentation at the Fall regional membership meeting each year.

## **12. Excellence in Writing**

Purpose: To select a yearly award recipient(s).

Procedure:

- The chair shall assemble and maintain a committee.
- The chair shall see that the award is indeed awarded per specifications (see appendix).
- The chair shall present the recipient with stated award and make all arrangements for presentation of the award at the Fall regional membership meeting each year.

### **13. Operations Manual**

Purpose: To provide standardized guidelines to direct the business of the MER of WOCNS.

Procedure:

The OM must be consistent with the MER by-laws.

### **14. By-laws—Chair appointed by Trustee #4**

Purpose: Review current by-laws on an ongoing basis.

Resource for change:

Minutes of Regional membership meeting minutes

Written requests from region officers or membership

WOCN advises regional by-laws should be consistent and compatible with WOCN by-laws. WOCN does review regional by-laws and makes recommendations to the regional by-laws chair. The review is usually carried out by WOCN by-laws committee chair annually.

Procedure to amend or change by-laws:

1. By-laws chairs presents proposed by-laws amendments and rationale to the MER Board of Directors for approval.
2. The Board approves the proposed amendments and rationale must be submitted to the editor of the Mid-Eas Dropper for publication in the Winter or Fall issues for membership consideration. The membership must have this information 30 days prior to a mail vote. Send the proposed amendment and rationale to the Nominations chairperson for inclusion in a mail vote.

### **15. Nominations/Elections**

Purpose: Nominations for officers and Trustees shall be presented by the Nominations/Elections Chair.

Qualifications for Nominations:

Persons nominated shall give written consent and acknowledge the qualifications and responsibility for the position nominated for.

Responsibilities:

- Determine as early as possible what positions or officers are to be elected at the next election. You should become familiar with the by-laws that govern qualifications of candidates and conduct of

elections. The President and Board member are good sources of information also.

- Solicit candidates for the slate.
- Ask present officers if they wish to run for re-election. Inform membership of need for candidates.
- Provide information to potential candidates re: qualifications and responsibilities of the office.
- Encourage the candidates to campaign.
- The slate for election should be complete, or nearly so by July 1.
- The complete slate should be published in the Mid-Eas Dropper before the annual meeting. A brief biographical sketch of each candidate would be excellent.
- Organize and implement mail vote. Ballots should be mailed by August 15 without exception, and are due back by September 15.
- Candidate bio form to the chair by July 15.
- Submit expense voucher for telephone calls, postage, supplies, etc...
- President to appoint three tellers.
- At the fall membership meeting, move that the ballots be destroyed at the completion of the election, and provide written results of the election for the President and the Secretary.
- Committee records should include results of elections, names of nominees, and so forth.

## **Conduct of Elections**

Article X bylaws

### **Section I-Voting Qualifications:**

Only eligible members shall be entitled to vote. No vote shall be cast by proxy.

### **Section II-Method of Vote:**

Elections shall take place by a mail vote. Election shall be solely for those persons nominated and resolutions as set forth in these by-laws.

#### Procedures

Obtain candidates phone, mail, and personal contact information  
 Inform candidates of office expectation. Obtain copy of duties from OM.  
 Assemble election slate.

#### For Mail Vote:

1 outside envelope  
 Ballot  
 Return envelope  
 Member address sticker  
 Stamp

Nominations chair will need return address labels with their name and address. Find four other people to help assemble mail vote.

Ballot procedures:

Outer envelope needs return address stamp in the upper left corner. Place the stamp in the upper right corner, and the member's address sticker in the middle.

Enclose a copy of the ballot and voting instructions.

Enclose a smaller envelope stamped with nomination chair's name and address for member to return the ballot.

Mail ballots to members.

To return a valid ballot, the member must:

1. Mark the ballot completely.
2. Place the ballot in the provided envelope.
3. Seal the envelope.
4. Stamp the envelope and mail.

Collect returned ballots

Results procedure:

To count ballots, a minimum of two (2) people are needed. No one running for office may count votes. Four tellers is the ideal number as one can open envelopes after checking signatures on the outside envelope against a master list for validity and passes the ballot envelope to the next person to open the ballot envelope and pass the ballot to the third person who reads the vote to the fourth person who records the vote. These two people check the math for the final tally.

A report is written with the election results and after the results are announced at the membership meeting, a copy is given to the President and Secretary. Move to destroy the ballots. Do not destroy ballots until approved by the membership. Send report to the Dropper.

Immediately ascertain the offices that will vacate for the next election and begin recruiting candidates. Publish vacancies in the Dropper.

## 16. Research

Purpose:

To promote scholarly research within the MER.

Responsibilities:

- Maintain and communicate with a committee of WOCN nurses (MER members).
- Provide OM updates to the President-Elect per procedures, awards, grants available to the regional membership on an ongoing basis.
- Chair research related activities within the region. See them to completion. Report results to the Board and General Membership at the respective meetings and in the Mid-Eas Dropper.
- These rewards are under the supervision of this chair
  1. MER Research Grant
  2. MER Nurse Researcher Award
  3. MER Poster Scholarship Award
- Submit all records to the incoming chairperson within 90 days of the end of the term of office.

## 17. Historian

Purpose: To maintain and update the MER WOCN Archives.

Responsibilities:

1. Provide display of select archival information at Fall Regional Meeting.
2. Take photos at MER activities for inclusion in archives.
3. Provide Publications chair and President-Elect with select photos in the Mid-Eas Dropper or National WOCNS newsletter.
4. Solicit articles of potential historic interest /value from the membership.
5. Maintain historical meeting membership minutes, as well as maintain custody of non-current documents of the region.
6. Submit all records to the incoming chairperson within 90 days of the end of the term of office.

## H. Stationery

MER logo and stationery is available for official use by the officers, trustees, committee chairs or members.

## I. Reimbursement Policy

- A. Reimbursement form and receipts must be submitted to the Treasurer within one month of time incurred. The Treasurer will review the receipts and respond to the member within two (2) weeks.
- B. The Officers, President, President-Elect, Past President, Secretary, Treasurer and Parliamentarian and the standing committee chairs as previously listed, are entitled to reimbursement at some level, provided they have performed the duties of their position.
- C. If a MER member serves as an elected officer, and also as a committee chair, they shall be reimbursed for only one position, and not both, in the case of travel, lodging, and similar expense.
- D. If an officer of committee chair receives full reimbursement for attending a conference from their employer, it is suggested that the member waive reimbursement from the MER. This decision is ultimately up to those members, but would be appreciated in keeping expenditures down.
- E. Specific reimbursement for travel and lodging expenses for regional and national conferences are detailed below:

### **President**

100% coverage for Regional and National Meetings, to include travel, hotel/lodging (standard conference hotel, 50 % conference room rate, registration, taxi/transfer fees).

### **President-Elect, Secretary and Treasurer/Trustees 1-4**

100% travel for Regional and National Meetings, ½ of standard conference hotel room for one night (for business meeting), Taxi/transfer fees.

### **Committee Chairs**

A. **Committee Chairs** receive \$50 towards travel/hotel for **regional conference only** except Fundraising, Conference Planning Chair, and the Webmaster.

B. **Fundraising Chair** receives travel to National and Regional Conference, and receives ½ standard conference hotel room reimbursement for the entire meeting(s), both National and Regional. Should there be two people co-chairing this committee, the above stated reimbursement will be split between them.

C. **Conference Planning Chair** receives travel and ½ standard conference hotel room for **all** conference nights for **Regional Conference only**.

If duties are not fulfilled by chair, reimbursement may be revoked or reduced by the Board of Trustees/Officers.

**D. Dropper Editor** receives travel and 1/2 hotel for **all** conference nights for **Regional Conference only**.

However, if newsletter is not published at least three times/year, the reimbursement may be revoked by the Officers/Board. The Editor should serve for one year before gaining reimbursement.

**E. Webmaster** receives travel and 1/2 hotel for **all** conference nights for **Regional Conference only**. If duties are not fulfilled by chair, reimbursement may be revoked or reduced by the Board of Trustees/Officers.

F. Flat rate for Historian is \$50.00 for the National and Regional Meeting.

Notes:

Mileage rate is subject to federal reimbursable mileage rate.

## **J. Scholarships**

### Bernadette Smith Scholarship

This scholarship is not awarded by the MER directly. However, the MER donates monies to the WOCNS for the WOC Nurse scholarships each year. Members of the MER may apply through WOCNS to receive funds when accepted by a WOCN accredited WOCNEP.

Due to the awareness of the growing need for WOC nurses throughout the world, and a strong belief in the continued growth and success of WOC nursing, the WOCNS has established a scholarship program. Scholarships are awarded to deserving, dedicated, and eligible individuals who are interested in working in this specialty of nurse.

Minimum amount of award: \$500.00

### Advanced Education Scholarship Program for WOCNS Members

This program is another avenue by which financial assistance may be provided to WOCNS members currently enrolled in advanced nursing educational programs. This includes those enrolled in baccalaureate programs with a major in nurse, as well as those in graduate or doctoral education nursing programs.

The MER donates monies to WOCNS for the Advanced Degree scholarship each year. Members of the region may apply through WOCNS to receive scholarship funds.

Minimum amount of award: \$500.00

### Norma Gill Foundation

The MER provides a yearly \$250 contribution to the World Council of Enterostomal Therapists in honor of Norma Gill. The scholarship committee of WCET is to use the funds to provide educational assistance to promote ET/WOC nursing. This may be accomplished by funding a nurse to attend an ET/WOC educational program, sending nurses to ET/WOC related conferences, providing subscriptions of the WCET journal to nurses, or in other ways deemed appropriate by the scholarship committee.

## Forms and Award Applications Section

**UOAA Youth Rally  
Financial Assistance Criteria for Youth Attendee**

- The youth must live in the MER (Michigan, Ohio, Indiana, West Virginia or Kentucky).
- The youth must fully complete the official UOA Youth Rally Application and Financial Assistance form. Both documents must be returned to the UOAA office on or before a deadline designated by the UOAA.
- A photograph of the youth and a letter from the youth acknowledging the receipt of financial assistance from the MER must be forwarded to the President-Elect of the MER on or before September 1, following the youth rally.
- Priority is given to those youth who have never attended a Youth Rally before. A youth who has attended a Youth Rally before but has never received financial assistance before may also qualify.
- The unused dollars shall be saved for the next Youth Rally.
- The MER reserves the right to determine the donation dollar amount on a yearly basis. Not all youth may receive assistance since the dollar amount may vary from year to year.
- The UOAA shall be responsible for contacting the MER Treasurer for the following information: Request for donation, Youth selected, breakdown of dollar amounts distributed.
- The UOAA shall select the MER youth to receive assistance based on not only financial need but psychosocial as well. The UOAA shall be responsible for communicating with the youth and for distributing funds.
- The MER shall mail a check to the UOAA National Office and print on the check: "Youth Rally-(designate year), Financial Assistance for MER youth, Michigan, Ohio, West Virginia, Indiana, and Kentucky.

### **Excellence in Writing Awards**

The Excellence in Writing Award is designed to stimulate scholarly writing by the members of the Mid-East Region of the WOCN. An honorarium of two (2) \$200 awards will be awarded to the author(s) of a manuscript that makes a significant contribution to the sphere of WOC Nursing. The award(s) will be made at the **Fall** Conference for the region. The following guidelines apply to the award:

1. The author(s) must be a member of the Mid-East Region of the WOCN.
2. Manuscripts must be 500 words or more.
3. Manuscripts must be related to the specialty of WOC Nursing practice, and the focus can be from an educational, clinical, administrative, economic, research, or legislative point of view.
4. Manuscripts must have been submitted for publication or published September 16<sup>th</sup> of the previous year to September 15<sup>th</sup> of the current year to be considered for the award.
5. The committee chairperson must receive manuscript submissions by September 15<sup>th</sup> of the current year to be considered for the award(s). Manuscripts received after this date will be considered for the following year's award(s).
6. The manuscripts will be subject to blind review by the Excellence in Writing Committee. The Committee will make final decisions on award(s).

All manuscripts received by the chairperson will be acknowledged.

### **Mid-East Region Nurse Researcher Award**

The Mid-East WOCN Nurse Researcher Award will honor an individual or group who completed a nursing research study that focused on wound, ostomy, or continence care and disseminated the results through presentation or publication. \$300 will be awarded to the recipient.

#### **Criteria:**

- The individual or group completed a nursing research study that followed appropriate research methods and assured protection of human subjects.
- The research adds to the body of nursing knowledge in regards to ostomy, wound, or continence care.
- The findings of the research have been published, submitted for publication, or presented at professional meetings.
- The study may be a funded or unfunded project.
- Investigators doing manufacturer directed and subsidized R&D studies are excluded.

#### **Eligibility Requirements**

- Active member of the WOCNS
- Primary investigator on the study.

Submit five (5) copies of the entire application to:  
The Research Committee Chair

**Deadline: August 1**

**MID-EAST REGION WOCNS  
NURSE RESEARCHER AWARD APPLICATION**Nominee Name  

---

Professional Title  

---

Employment Address  

---

City, State, Zip  

---

Home Address  

---

City, State, Zip  

---

Phone (work/home)  

---

Active Member Mid-East     Yes     NoTitle of research  

---

Provide brief description of study (No longer than 2 double-spaced pages)  
State purpose, protocols, results, and discussionSubmission for publication (list journal & date)  

---

Presentation at professional meeting (please list)  

---

Provide one letter of support.

## **MID-EAST REGION RESEARCH GRANT**

### Purpose:

The purpose of this grant is to encourage WOC nurses and nurses specializing in wound, ostomy, and continence care to contribute to advancement of nursing knowledge through research.

### Eligibility Requirements:

- Active member of the MER of WOCNS
- Primary investigator on a study
- Currently engaged in the study for which funding is requested or planning to implement the study within one year of funding.

### Funding:

- \$200.00 per applicant per available funds.
- One grant will be awarded in April and one in October
- Funding may be requested for photocopying, consultation, postage, computer supplies, etc...
- Applications will be competitively reviewed by the Research Committee

Submit 5 copies of the application to the Research Chair by February 1 and August 1.

## APPLICATION FOR MER RESEARCH GRANT FUNDS

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Educational Background:

Institution	Location (City, State)	Dates of Attendance	Degree Type	Major

Experience:

1. Title of current or most recent position: \_\_\_\_\_

2. Employer Name and complete address:

\_\_\_\_\_

3. Dates of Employment: \_\_\_\_\_

4. Title of prior position: \_\_\_\_\_

5. Prior employer name and complete address:

\_\_\_\_\_

6. Dates of Employment: \_\_\_\_\_

Research Project:

Starting date of project: \_\_\_\_\_

Completion date of project: \_\_\_\_\_

Title of project: \_\_\_\_\_

Date of Approval from IRB (If neither exempt or not yet approved, please add a separate page discussing potential risks and benefits associated with the research and proposed safeguards): \_\_\_\_\_

Discuss how the funding will be spent, and in no more than two typed pages, describe the purpose, background and methodology of the study.

**Research Grant Agreement**

If my request is approved by the MER Research committee, I agree:

- To use the money as described in the application and return any unused funds to the Treasurer of the MER.
- When the study is completed, submit receipts for the money spent and an abstract of the study to the chairperson of the Research committee.
- When the research is published or presented, appropriate recognition of the funding source (MER WOCN) will be given.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Title of Project: \_\_\_\_\_

Project beginning date: \_\_\_\_\_

Project completion date: \_\_\_\_\_

**MidEast Region  
Advanced Practice Scholarship Application**

Your application **MUST** contain all requested information or it will not be processed.

A typed application is preferred.

Handwritten applications must be legible.

Submit four (4) identical stapled sets of your application in the following order:

1. Demographic information
2. Copy of acceptance and evidence of current class enrollment in graduate program.
3. Copy of completion of WOCNEP program.
4. Copy of current certificate from WOCNCB.
5. Proof of WOCN (MidEast Region) membership for (1) year prior to application.
6. Essay (100 words or less) on how you plan to contribute to WOC Nursing with this knowledge.

Submission deadline:

June 1 for October distribution at Regional meeting.

Return to:

Scholarship Chair MidEast Region

**MidEast Region**  
**Jeff Bish WOCN Scholarship Application**

*“Jeff Bish, Midwest Regional Sales Manager for EHOB, Inc. has exemplified all that is wonderful about supporting the WOC Nurses and their mission. As a mentor, Jeff, works with high integrity, placing patient care first and presenting his products with clinical outcomes in mind. His professionalism in all aspects of business and his devotion to the WOCN community provide a model to be emulated by representatives who serve this dedicated group of nurses. I present this scholarship so that future WOC nurses will realize the personal dedication that their industry reps bring to this profession.”*

--Kurt Veters, EHOB, Inc.

Your application **MUST** contain all requested information or it will not be processed.

Application must be typed

Qualifications:

1. Currently a licensed Registered Nurse.
2. Hold a Baccalaureate degree.
3. Works in an Acute Care Setting in the state of Indiana.

Please submit four (4) identical stapled sets of your application in the following order:

1. Bish Scholarship Application
2. Copy of a letter of acceptance from an accredited WOC (ET) Nursing Education Program showing evidence of current class enrollment.
3. Copy of Baccalaureate degree.
4. Essay (100 words or less) on how you plan to contribute to WOC (ET) Nursing with this knowledge.

Submission deadline:

June 1 for October distribution at Regional meeting.

Return to: Scholarship Chair MidEast Region

## WOC/ET NURSE OF THE YEAR AWARD

### Prerequisites:

Nominee must be a member of the Mid-East Region of WOCN for a minimum of two years.

Nominee must attend at least one WOCN meeting a year (either Mid-East Regional Meeting or National Conference) for the last two years.

Nominee must be board certified in WOC Nursing.

**Deadline: August 1**

The award will be presented to the winner at our Annual Regional Conference.

Briefly describe the nominee's qualifications for the award and provide examples based on the following criteria: (Note: the nominee must meet 80% of the criteria).

1. Demonstrates excellence in the full scope of WOC Nursing practice.
2. Devotes at least 50% of professional practice to providing direct care to patients with dermal ulcers, stomas, wounds and incontinence.
3. Shares knowledge by providing professional and community education via one on one education, seminars and symposiums.
4. Promotes the specialty of WOC Nursing by actively participating in professional, political and/or community organizations.
5. Actively promotes the growth and development of WOC Nursing by providing peer support, precepting and recruitment.

Please include the following information in addition to the above information:

- Nominee Name, address, phone, agency and position
- Submitted By Name, address, phone (both day and evening)

Send nominations to: President – Elect of MER

## MER LIFETIME ACHIEVEMENT AWARD

### Specific Requirements:

1. Certified WOC Nurse (does not need to be full scope) who is an active member of the MER
2. Employed as an ET/WOC Nurse at least 20 years
3. Holds, or has held local, regional, or national WOC office
4. At least 50% of work time is spent in direct patient care
5. Provides excellent patient care as demonstrated by two letters of support from colleagues, staff, supervisors and/or patients
6. Demonstrates support of professional colleagues through mentoring or precepting
7. Is dedicated to the advance of the ET/WOC profession
8. Has participated in and promoted ET/WOC nursing to the extent that no other recognition is sufficient

Name of Nominee: \_\_\_\_\_

Years of Employment as ET/WOC Nurse: \_\_\_\_\_

Offices Held: \_\_\_\_\_

State, in your own words, how the representative fulfills criteria #4 - 8 above. Provide specific examples of why this individual should be recognized with the Lifetime Achievement Award for the MidEast Region WOCN:

Please be sure to include YOUR name, address, phone, and email contact information to the MER President-Elect by August 15.

**MER WOCN MANUFACTURER'S REPRESENTATIVE of the YEAR**

## Specific Requirements:

1. Works in the territory encompassed by the MidEast Region (MER).
2. Attends one local or regional ET/WOC Meeting per year.
3. Is dependable and on time for appointments.
4. Responds to email and/or phone inquiries in a timely manner.
5. Is respectful of the ET/WOC nurse's position in the facility.
6. Able to promote his/her own products in a positive manner (i.e. without negative comments toward competitor products).

Name of Representative: \_\_\_\_\_

Territory Served (states or region): \_\_\_\_\_

Local or Regional ET/WOC Meeting attended: \_\_\_\_\_

State, in your own words, how the representative fulfills criteria 3-5 above. Provide specific examples of why this individual should be recognized as Manufacturer's Representative of the Year for the MidEast Region WOCN:

Include YOUR name, address, phone and email contact information and send to MER President-Elect by April 15.

## MER WOCN PATIENT EDUCATOR OF THE YEAR

### Specific Requirements:

1. Certified ET/WOC (does not need to be full scope) Nurse and Member of MidEast Region (MER) WOCN
2. Attends one regional meeting per year
3. Enhances patient education by at least two (2) of the following:
4. Develops brochures, pamphlets, videos, etc. of use in patient education
5. Designs an innovative method to deliver education for patients related to wound, ostomy, or continence issues
6. Presents at a patient support group for wound, ostomy, or continence
7. Designs a method to deliver education to a patient with sensory, physical or cognitive impairment that enhances the patient's quality of life or increases independence of the patient
8. Provides two exemplars of challenging patient teaching situations with a positive outcome

Name of Nominee: \_\_\_\_\_

Local or Regional ET/WOC Meeting attended: \_\_\_\_\_

State, in your own words, how the representative fulfills criteria #3 above. Provide specific examples of why this individual should be recognized as Patient Educator of the Year for the MidEast Region WOCN:

Please include YOUR name, address, phone and email information and send to MER President-Elect by August 15.

## MER WOCN PROFESSIONAL EDUCATOR of the YEAR

### Specific Requirements:

1. Certified ET/WOC (does not need to be full scope) Nurse and Member of MidEast Region (MER) WOCN
2. Attends one regional meeting per year
3. Provides for education of professional health care providers by at least three (3) of the following:
4. Develops & presents formal educational programs for staff at his/her own agency
5. Develops a creative or unique method of delivering wound, ostomy or continence material to staff
6. Precepts students from nursing schools, medical residents or interns, WOCNEP students
7. Lectures to nursing students at an accredited school of nursing on wounds, ostomies or continence
8. Develops and presents formal educational programs to other facilities in the community to advance the knowledge base of other caregivers

Name of Nominee: \_\_\_\_\_

Local or Regional ET/WOC Meeting attended: \_\_\_\_\_

State, in your own words, how the representative fulfills criteria #3 above. Provide specific examples of why this individual should be recognized as Professional Educator of the Year for the MidEast Region WOCN:

Please include YOUR name, address, phone and email and send to the MER President-Elect by August 15.

## MER WOCN SHINING STAR OF THE YEAR

### Specific Requirements:

1. Certified ET/WOC (does not need to be full scope) Nurse
2. Member of MidEast Region (MER) WOCN
3. Graduated from an approved WOC program within the last 24 months
4. Demonstrates “shining star” status by at least two (2) of the following:
5. Develops and presents a formal educational offering to professional staff
6. Designs a poster which is accepted for presentation at a National conference
7. Has a manuscript accepted for publication (not related to WOCNEP)
8. Develops a communication to the community (website, newsletter) to promote awareness of ET/WOC Nursing
9. Develops and oversees an interdisciplinary team for wound, ostomy, or continence care at his/her facility
10. Establishes or plays a significant role in a patient support group
11. Reviews/revises significant procedures/protocols within his/her agency

Name of Nominee: \_\_\_\_\_

Name and date of WOCNEP Completion: \_\_\_\_\_

State, in your own words, how the representative fulfills criteria #4 above.  
Provide specific examples of why this individual should be recognized as Shining Star of the Year for the MidEast Region WOCN:

Please also include YOUR name, address, phone and email address and send to MER President-Elect by August 15.

### **Mid-East Region Poster Presentation Award**

An annual award of \$250.00 each will be presented to two (2) MER WOCNS members who present posters at the WOCNS National Conference. This award encourages and supports individual work exclusive of industry funding, assistance or support. If only one applicant qualifies for the award, then \$500.00 will be provided to that applicant.

#### Criteria:

1. Funding is for support of poster presentation at National WOCN Conference.
2. Applicant has not received ANY funding from industry/commercial means.
3. Applicant must be a member of MER WOCNS.
4. Abstract must be accepted for poster presentation at National WOCN Conference.
5. Deadline for application will determined based on when acceptance notification is posted on WOCN website and the date of the National WOCNS conference.
6. Application must be postmarked by deadline date, or if sent via email, must be emailed to MER Poster Award Chairperson (Research Committee Chair) by deadline.
7. Award may be used to defray expense of poster development, travel to, registration for, or lodging during the WOCN National conference.
8. Statement of disclosure on poster, if abstract selected, should read, "Expenses partially funded by an award from Mid-East Region WOCN."
9. Only one author (preferably primary author) of the abstract/poster will be awarded.
10. If for some reason the poster is not presented, the funds must be returned to the MER within 30 days of National WOCN conference.

A group mailing will be sent to accepted poster abstract authors from Ohio, Michigan, Indiana, Kentucky and West Virginia once abstracts have been accepted for poster presentation by National WOCN. The Research Chair will work with the National WOCN Office to obtain names and addresses of appropriate individuals. Some of the individual may not be MER member, and the application form process will screen them out.

#### Review Process:

The MER Poster Presentation Award Chairperson (Research Chair), will blind each application. The applications will be reviewed by three (3) MER board members or committee chairs. Two awardees will be selected in time to allow for disclosure statements to be added to posters and for posters to be completed. Applicants not selected will be subsequently notified as well.

## Mid-East Region WOCN Poster Award Application

Name and credentials: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work  
Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax:  
\_\_\_\_\_

Member of MER WOCN?

Yes                      No—Not eligible for award

Any funding/assistance from industry?

No

Potential      If funding received, NOT ELIGIBLE & MUST RETURN  
any

Awards funded

Yes                      Not eligible for award

Title of Poster Abstract:

\_\_\_\_\_  
Attach copy of abstract

Submit application with copy of poster abstract to the Research  
Chair.

Please note that incomplete applications will not be considered.

TWO (2) \$250.00 awards are available.

**Mid East Region**

## Board and Committee Expense Form

**President**

100% coverage for Regional and National Meetings, to include travel, hotel/lodging (standard conference hotel, 50% conference room rate, registration, taxi/transfer fees).

**President-Elect, Secretary and Treasurer/Trustees 1-4**

100% travel for Regional and National Meetings, ½ of standard conference hotel room for one night (for business meeting), Taxi/transfer fees.

**Committee Chairs**

A. **Committee Chairs** receive \$50 towards travel/hotel for **regional conference only** except Fundraising, Conference Planning Chair, and the Webmaster.

B. **Fundraising Chair** receives travel to National and Regional Conference, and receives ½ standard conference hotel room reimbursement for the entire meeting(s), both National and Regional. Should there be two people co-chairing this committee, the above stated reimbursement will be split between them.

C. **Conference Planning Chair** receives travel and ½ standard conference hotel room for **all** conference nights for **Regional Conference only**.

D. **Dropper Editor** receives travel and 1/2 hotel for **all** conference nights for **Regional Conference only**.

E. **Webmaster** receives travel and 1/2 hotel for **all** conference nights for **Regional Conference only**. If duties are not fulfilled by chair, reimbursement may be revoked or reduced by the Board of Trustees/Officers.

F. Flat rate for Historian is \$50.00 for the National and Regional Meeting.

## Notes:

Mileage rate is subject to federal reimbursable mileage rate.

## Expenses:

	Amount
Air Travel	
Mileage x TBD rate	
Lodging	
Registration	
Taxi/transfers	
Flat Rate	
Other expense (list)	
Total due:	

Please attach itemized receipts as appropriate.

\_\_\_\_\_  
Signature of requestor

\_\_\_\_\_  
Date

Mail to: Kelly Jaszarowski, 108 Fox Ridge Lane, Washington, IL, 61571

**Check Request**

Mid-East Region

Payable To	
Address	
Amount	
Reason for Expenditure	
Requested by	

***To be paid you MUST attach a detailed receipt!***

Approval	Check #	Amount	Date Paid	Date Mailed	Treasurer
Yes No					

**If not approved, details/actions:**


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