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CHAPTER ADVISORY TEAM UPDATE

Dear Chapter Presidents & Vice-Presidents,

December is a busy month with many holidays. I just wanted to remind you of a couple of things. Hopefully, you have recently heard from your CAT representative. We have an executive board report due at the end of December. If you haven't heard from them, please don't hesitate to email your CAT representative, Kelly Keane at NAON or myself. NAON & the Chapter Advisory Team want your chapters to do well. The problem is if we don't hear from you, we might think your chapter is inactive and needs to be dissolved. No one wants a chapter to be dissolved by mistake.

I also want to wish all of you a happy holiday season no matter what holiday you celebrate: Christmas, Hanukkah, Kwanzaa, etc. I hope you take some time to enjoy yourself with family and friends. Thank you for all you do.

Nancy Morris RN, ONC
CAT Chair

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CHAPTER REIMBURSEMENT CHECKS

Dear NAON Chapter Presidents,

Please be advised that beginning in January 2011, NAON will no longer provide financial reimbursement to chapters. We understand that for some chapters the discontinuation of financial support may initially cause some concern and we strongly encourage you to reach out to President Brigitte Failner or Treasurer Julie Twiss for guidance and support.

There are several benefits that local chapters receive through the national organization. NAON provides insurance coverage (known as Directors and Officers coverage) at no cost to chapters. This insurance provides financial protection for the directors and officers of your local chapter in the event they are sued in conjunction with the performance of their duties as they relate to the association. If each chapter were to individually purchase D & O insurance, premiums could cost approximately \$1,000 - \$2,000.

With the 2011 fiscal year, the National office also will prepare and submit tax filings for every local chapter at no cost. NAON National also provides free Web portals and free Web hosting for any chapter that wishes to create and maintain their own Web site. These activities and more are supported by staff at National headquarters. In order to continue to provide these important

services to local chapters, the NAON Executive Board has elected to discontinue chapter reimbursement.

We encourage chapters that have developed successful programs to share your success stories and ideas so that all NAON chapters and members can benefit. Please send your information to the NAON office at 401 North Michigan Ave., #1900, Chicago, Illinois 60611. We will publish them in the upcoming monthly Chapter mailings.

NAON appreciates all of the good work you do for your Chapter. We realize you have other obligations, and we thank you for all your time and effort you have put into your chapter. NAON would not be the same without you and your talents.

Sincerely,

Brigitte M. Failner, MS, RN, ONC
NAON 2010-2011 President

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OUTSTANDING ORTHOPAEDIC NURSE PRACTICE AWARD

The Outstanding Orthopaedic Nurse Practice Award recognizes a NAON member who has provided high quality health care to the orthopaedic patient and has made outstanding contributions over his/her career to the field of orthopaedic nursing.

Eligibility

- a. Nominee must be a current member of NAON.
- b. Minimum two years experience in the field of orthopaedic nursing.
- c. Currently practicing orthopaedic nursing
- d. Current members of the NAON Executive Board and NAON staff are not eligible for this award.

Required Criteria/Documentation

- a. A letter of nomination from a nursing colleague and/or nursing supervisor to include:
 - i. Brief job description
 - ii. Verification the nominee's eligibility requirements (listed above) have been met.
- b. Two letters of recommendation; each should not exceed one (1) page, with signatures and addresses of the nominators to include:
 - i. Statement of relationship to the nominee.
 - ii. Letters must address the following five (5) criteria by providing specific examples to support criteria when possible:
 1. Demonstrates strong patient advocacy by meeting the physical, psychological, social, spiritual and educational needs of the orthopaedic patient and their families.
 2. Utilizes innovative ideas in planning care and uses various approaches to solving patient care problems. Give examples of how the nominee demonstrates these ideas.
 3. Serve as a role model/mentor to nursing colleagues and other disciplines in professional development of new concepts and skills to improve care.
 4. Creates an atmosphere of mutual respect and communicates with both patient, family members and members of the health team.

5. Consistently maintains a high degree of clinical competence and current orthopaedic knowledge.

Submission Guidelines

- a. Two (2) original recommendation letters and one (1) original nomination letter.
- b. Electronic submissions to the NAON e-mail inbox are preferred. If other submission options are needed, person(s) submitting the nomination(s) should contact the National Office.
- c. All required documentation must be received in the NAON e-mail inbox by **February 1**. Incomplete and/or late submissions will not be considered. NAON is not responsible for non receipt of applications.
- d. A notice of receipt will be sent to the lead person submitting the nomination.

Selection

- a. All nominations received by the deadline date will undergo a review by an appointed task force. The lead person submitting the main nomination will be notified by **March 1** if their recommended nominee has been chosen.
- b. The award recipient is encouraged to be in attendance at the Annual Congress for recognition of this accomplishment as this award is one of NAON's highest honors.

Recommend Award*

- a. \$1,000 continuing education grant.
- b. Waived registration to the NAON Annual Congress.
- c. Congress airfare/lodging covered to a maximum of \$1,000.
- d. A commemorative pin.

*Recipients do not always receive reimbursement/benefits. Exact amounts are variable and contingent upon the approved annual budget.

This award can only be granted to a recipient once.

***Please note, the dates of the award have been changed. The new deadline is February 1, 2011 and the lead person submitting the main nomination will be notified by March 1, 2011 if their recommended nominee has been chosen.**

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NATIONAL OFFICE UPDATE & REMINDERS

Are You On Track? Check your calendar and the To-Do list for your Chapter.

December 31, 2010 -

Chapter Secretary:

1. Print off a final roster of all Chapter members.
2. Record the total of continuing education and meeting hours including the name of the education program and the date delivered.

January 2011 -

Chapter Treasurer:

1. Review the year-end statement from the bank(s) of financial information for all transactions

2. Use that statement to record the information on the Annual Report financial forms.

Elections for new board officers should happen in January, February, or March to ensure the roster of new officers is sent to the National Office by April 1, 2011.

Do not hesitate to seek help from your CAT Representative or the Chapter Coordinator to complete the information

To access an **MAL roster for your state** it's as easy as the Online Member Directory's Advanced Search and 1-2-3!

1. Login using your Chapter login information
2. Click Member Directory & Select Advanced search
3. Select "*Exact Criteria*" - Chapter: *MAL* - State: *your own*

The list you'll get can be exported to a spreadsheet and is the most up to date record of current NAON members. You can access this list as often as you have need. If you have any questions, the National Office staff is happy to help.

Need a mailing list?

For Chapter Education programs the price list is as follows:

- Your state only - Free
- Your state and other states or zip codes - \$25
- Ready to Print labels (any addresses) - \$25 + .10\$ for

each label

Contact Kelly in the National Office with any questions.

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HOLIDAY SALE!

NAON is spreading holiday cheer with a special **25/25/25 Holiday Sale** for our members to stock up on important educational resources!

Save 25% on the Orthopaedic Operating Room Manual, any DVD or VHS tape, as well as Core Competencies: Across the Life Span when you order by **January 25, 2011**. In addition to the discount, when you spend at least **\$25,*** you'll receive a free NAON shirt!**

Don't miss these great NAON educational resources!

The Orthopaedic Operating Room Manual is a comprehensive reference for novice and expert practitioners alike. A must for every orthopaedic operating suite.

Regular member price: \$25.00

25% Discount: \$18.75

NAON's DVD's and VHS tapes cover patient education of replacement surgeries for the knee and hip, as well as recovery and quality of life tips.

Regular member prices: \$32.00, \$40.00, \$119.00
25% Discount: \$24.00, \$30.00, \$89.25

Core Competencies: Across the Life Span now includes pediatric and gerontologic competencies, including palliative orthopaedics, along with some advanced practice competencies.

Regular member price: \$60.00
25% Discount: \$45.00

This 25/25/25 Holiday Sale is only available until **January 25, 2011**, so visit www.orthonurse.org to place your order today! These all make perfect gifts for your colleagues, or for yourself!

*To receive the free NAON shirt, you must spend \$25 before tax, shipping and handling.

****Please note: Shirt sizes run small. Quantities are limited. No returns or exchanges for shirts.**

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NAON EDUCATION UPDATE

2011 AAOS/NAON Nursing and Allied Health Program

The NAON Nursing & Allied Health Program will be held at the AAOS conference in San Diego on February 15-18, 2011. The exact location is the San Diego Marriott Hotel & Marina, Marina Ballroom D-F. Total nursing contact hours available for the programs co-provided by NAON and NAOT will be 28.0. Arrange your lodging as soon as possible through <http://www.aaos.org/register>

NAON's 31st Annual Congress

NAON's 31st Annual Congress in Baltimore will be held on May 14-18, 2011. Make lodging arrangements prior to April 14, 2011 for discounted rates. Lodging is available at the Hilton Baltimore (attached to the Convention Center) or the Marriott Camden Yards.

Hilton Baltimore
401 West Pratt Street
Baltimore, MD 21201
1.443.573.8700
Rate: \$209

Marriott Camden Yards
110 South Eutaw Street
Baltimore, MD 21201
1.410.962.0202
Rate: \$195

Discussion Forums

The SIG Discussion Forums are a great way to discuss practice issues and network with nurse colleagues practicing, or interested in, the same specialty. Sharing documents with your peers is easy by using the attachment feature with these discussion forums. You also have the ability to read what any group is talking about and not just the SIG groups for which you signed up. This opens the door to a greater level of communication among colleagues. You will only have access to a limited number of the Discussion Forums if you are not a NAON member. NAON can help familiarize you with the Discussion Forum process.

Getting started:

To join, go to www.orthonurse.org
Click on NAON Resources > Discussion Forums
Make sure you are logged in with your Username & Password
Accept the disclaimer and proceed

Once you are logged in, you can

- read what any group is talking about
- jump in on the conversations
- set up an alert for when a new topic starts in one of the forums
- set up an RSS feed to the discussion for your GoogleReader or other aggregator

Questions? Contact the NAON National Office at naon@smithbucklin.com or 800.289.NAON (6266).

Approver Unit

NAON is conducting ongoing audits of applicant records related to previously submitted CNE program applications. Each applicant will have one program audited sometime throughout each year to assure recordkeeping is in compliance with the American Nurses Credentialing Center's Commission on Accreditation (ANCC-COA) requirements. Items for inclusion in the reply to the audit are Planner Forms

- Presenter Forms
- Activity Outline Form
- Evaluation Form
- Summary of evaluation results
- Contact Hour Certificate
- Marketing Form
- Commercial Support Form
- Approval Letter
- Attendee Roster
- Recordkeeping process

Please address questions to Meghan O'Brien (meobrien@smithbucklin.com) or Jan Foecke (janfoecke@gmail.com).

Twitter

Find NAON information and articles of clinical orthopaedic interest on Twitter: <http://twitter.com/NAONurses>

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HOW TO EDIT YOUR CHAPTERS SITE

Do you know your chapter has a profile on the NAON Web site?
[Click here](#) for instructions on how to edit this site.

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NOTES FROM THE CAT

Mark your Calendar: Your Chapter Advisory Team Representative submits a report to the Executive Board three times each year on the status of NAON's Chapters. In order for them to do this, they'll need to hear from you.

Chapter President, please complete the form below and return it to the CAT Representative by each of the due dates listed below to avoid being chased or hassled!

December 31, 2010 (think of it as your Christmas card to the CAT Rep)

March 31, 2011 (just send with your Annual Report forms)

Here is the update form. Save this blank copy to your computer so you have it when it's time to submit. [Chapter Update Form](#)

Volunteer Opportunity:

Have you been a Chapter Treasurer? The Chapter Secretary? Your Chapter's Education Planner? If you'd like to see what leadership is like at the next level, **consider joining the Chapter Advisory Team!**

You don't have to have been a President to know the ropes of NAON Chapters. Contact your CAT representative or the CAT Chair for more information about what it's like to serve your colleagues and fellow members in the region.

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CHAPTER SUCCESS STORIES

Having a difficult time keeping members? How hard is it to meet with your chapter members on a regular basis? What is your attendance for educational events? The CAT would like for chapters to submit their success stories to NAON. Each month a new chapter success story will be featured in the chapter mailing and on the [chapter resource](#) page on the NAON website. This is a wonderful opportunity to share with everyone how your chapter is

succeeding and help other chapters along the way. Please submit your chapter success story to [Kelly Keane](#) .

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LEADERSHIP at the National Level

The Leadership Search Committee is always seeking NAON members interested in running for National Office or involvement on a NAON Committee. We are reaching out to you as a NAON volunteer to encourage you to get involved at the next level. You may have submitted a **Willingness to Serve form** in the past few years and we still have that on file, but we ask that you renew your interest by letting the LSC and Committee Chairs know what your current interests are.

If you are interested in a position, we encourage you to contact a Leadership Search Committee member to learn about offices open in the coming election cycles. If you speak to anyone who has served the organization, you will hear all of the benefits, both personally and professionally. If this is not the right year for you, we are happy to help you plan your candidacy alongside the Mentoring Committee.

Take the first step in securing your role in NAON's leadership structure. Visit the "Become a NAON Leader" page on the Web site to learn more: www.orthonurse.org > [**AboutNAON > BecomeaNAONLeader**](#)

Contact the NAON National Office today at [**naon@smithbucklin.com**](mailto:naon@smithbucklin.com) and someone will contact you with more information.

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Additional information, past mailings, and Chapter rosters can be found at www.orthonurse.org > [**Chapters > Chapter Resources**](#).

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