

Tips for Chapter Leaders

Program Chair



Program Chair

Program Chair Helps to Educate Nurses Close to Home

As the chapter program chair, you're responsible for helping to provide valuable programming to nurses in your area. With the new universal chapter membership model, you'll be tasked with offering programming to a larger number of members. That can present some challenges, but we have some tips to help you overcome them.

- In the past, chapter dues often helped to defray the costs associated with running a chapter and conducting programming. Now, your chapter will receive \$10 from ONS for each member you have, and you may not charge members any additional amount for dues. However, you can charge registration fees for your chapter dinner meetings to supplement your chapter's revenue.
- You might also consider charging nonmembers a higher fee to attend any programming offered through your chapter. This provides an incentive to join ONS and become a chapter member.
- Now that you may have more people attending your meeting, you may need to find larger meeting spaces for your programming. Consider restaurants, hotels, universities, and other settings that regularly hold large events when looking for somewhere to hold your program.
- With the implementation of the universal chapter membership, you likely will have chapter members from a larger geographic area. Consider moving the location of your meetings around your region to accommodate chapter members who live or work in other areas.
- If you have members who are not in a convenient distance to meetings, consider using Skype or other technology during your meetings as a way to include them and make it easier for them to participate.



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“Program in a Box” Brings ONS Education to Your Chapter

In today’s healthcare environment, it can be difficult for chapters to offer quality educational programming at a reasonable cost. ONS understands this and is developing a series of educational programs that cover topics such as cancer screening updates, distress management, having difficult conversations, survivorship care planning, compassion fatigue, and more.

These free “programs in a box”, which will be available to all ONS chapters, include PowerPoint slides, speaker notes, and handouts that chapter leaders can download for free. The chapters just need to secure speakers.



For more information, contact
Heather Mackey at hmackey@ons.org.



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ONS Approver Unit Can Help You Offer CNE at Your Chapter Programs

If you are planning a continuing nursing education (CNE) program for your chapter and would like to offer your attendees nursing contact hours (CNE credits), ONS has an approval process that can help you.

Managed by ONS education staff with input from your oncology nursing peers, the ONS approver unit can not only provide you with approval to award nursing contact hours but also can give valuable feedback to strengthen current and future chapter programming. In addition, ONS approval of your program can help attract nurses who are looking for contact hours to renew licensure or certification. Here are some FAQs about how the approver unit can benefit your chapter.

Q. Who can apply for nursing contact hours?

A. The ONS approver unit accepts applications from organizations that provide continuing education or professional development on topics with applicability to oncology nursing practice. This includes ONS chapters, healthcare organizations (nonprofit and for-profit), other nonprofit organizations, and individual members. In 2012, the ONS approver unit processed applications from 41 ONS chapters.

Q. What do I have to do to apply for nursing contact hours?

A. The ONS approver unit now has an online submission system. You can find more information about the application requirements as well as a link to the system at www.ons.org/CNECentral/Approver.

Q. How much will it cost our chapter to apply for nursing contact hours?

A. The application fee for ONS chapters ranges from \$85–\$240 depending on the size of the program (number of contact hours). ONS chapters pay lower fees than other applicants.

Q. What is the deadline for applying for nursing contact hours?

A. Applications must be submitted at least four weeks before a program begins. For programs starting in more than two weeks but less than four weeks, an expedited review can be requested and requires an additional fee.

Q. Can we have commercial support for our program if we are applying for nursing contact hours?

A. Chapters who have received educational grants may submit for nursing contact hours as long as the funding is provided directly to the chapter. The chapter then must distribute the funds to pay for costs associated with the program, such as speaker travel/honoraria, meals, room rental, program materials, etc. The chapter and commercial funder must also have a signed letter of agreement that clearly states how the funds will be paid and distributed. Please note that funds paid by a commercial company to exhibit in conjunction with an educational program are not considered commercial support.

Q. Who do I contact if I have questions about applying for nursing contact hours?

A. If you have questions, please email ceapprover@ons.org or contact Barbara Lubejko, RN, MS (412-859-6377) or Rita Berteotti (412-859-6287) directly.

The Oncology Nursing Society is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.