

POLICY MANUAL
OF THE
STUDENT NURSES' ASSOCIATION
OF PENNSYLVANIA

Revised June 2011

PREFACE

This is a policy manual of the Student Nurses' Association of Pennsylvania. The abbreviated form of the name of this Association shall be SNAP.

Policies are guidelines for the effective operation of the continuing business of the organization. They are precedents which, once decided on, make it unnecessary to take action repeatedly on situations that recur frequently. Any action taken by the Board of Directors or voting body is binding so long as it is not nullified by vote of the body which originally took action to approve the policies. Policies supplement the fundamental principles in the Bylaws. They are more flexible and may be stated in greater detail.

SNAP has adopted two types of policies for use in the policy manual. These policies have been defined by SNAP as substantive and procedural.

Substantive (organizational)

Substantive policies state a position or belief related to the purposes and basic objectives of the entire organization. Such policies are intended to guide a course of action or state an attitude on an issue that concerns the organization as a whole. The Board or governing body should have latitude for the exercise of judgment in deciding appropriate application or timing of action. Substantive policies may be based on resolutions or official communications that speak for the Association as a whole. Resolutions or similar official pronouncements are usually published and distributed widely so that members and others know the position or belief of the Association.

Procedural (administrative)

Such policies set forth procedures to guide the Board, committees, and anyone responsible for carrying out the work of the Association. Procedural policies concern administrative and business details primarily. Having up-to-date, workable policies ensures efficient operation of the business of the organization on behalf of the members who support it.

SUBSTANTIVE POLICIES**IN SUPPORT OF DIABETES MELLITUS AWARENESS & EDUCATION - ADOPTED 1995**

SNAP encourages members to develop and implement community health promotion projects on diabetes mellitus and to utilize preventative teaching to further educate clients about complications. SNAP is to educate members about current treatments and advances via Insight and/or workshops.

IN SUPPORT TO DECREASING THE RISK OF NEURAL TUBE DEFECTS THROUGH DAILY FOLIC ACID CONSUMPTION FOR WOMEN OF CHILDBEARING AGE - ADOPTED 1995

SNAP encourages members to promote education and awareness of this issue through collaboration with other organizations such as the March of Dimes. SNAP should provide information to members regarding the importance of daily folic acid consumption and encourage them to support the U.S. Public Health Service guidelines for daily folic acid consumption. Members are encouraged to implement health promotion projects to inform the public about this issue.

IN SUPPORT OF INCREASED EDUCATION AND AWARENESS OF THE SIGNS, SYMPTOMS AND PREVENTATIVE MEASURES OF HEAT EXHAUSTION AMONG THE ELDERLY - ADOPTED 1996

SNAP encourages members to promote increased education and awareness of the signs, symptoms, preventative measures, and consequences of heat exhaustion. SNAP further encourages members to promote community programs that alert communities of individuals that may be at an increased risk of suffering from heat exhaustion.

OPEN AIRWAYS FOR SCHOOLS: A SCHOOL-BASED ASTHMA HEALTH EDUCATION PROGRAM FOR CHILDREN WITH ASTHMA - ADOPTED 1996

SNAP encourages members to obtain and implement the "Open Airways for Schools" curriculum to help educate the school-aged children in their areas. SNAP supports the American Lung Association in its quest to implement this cost-effective program, so that all children with asthma in Pennsylvania can learn to more effectively control their asthma.

IN SUPPORT OF EDUCATING PARENTS TO THE EFFECTS SECOND-HAND SMOKE EXPOSURE HAS ON THEIR CHILDREN - ADOPTED 1996

SNAP encourages members to educate parents on the negative health effects of environmental tobacco smoke on their children and support legislation that aims at decreasing the amount of second-hand smoke to which children are exposed. SNAP further encourages nursing schools to educate their students on smoking cessation programs and parental support in their curriculum and SNAP encourages chapters to develop and implement tobacco cessation support programs.

IN SUPPORT OF INCREASED EDUCATION ABOUT THE EATING DISORDERS ANOREXIA NERVOSA AND BULIMIA AMONG AMERICAN FEMALES - ADOPTED 1996

SNAP encourages chapters to promote education and awareness of issues surrounding Anorexia Nervosa and Bulimia through the development of community and school eating disorder prevention programs. SNAP encourages its members to advocate further research into the etiology, treatment, and prevention of these two eating disorders and SNAP will provide information to its members regarding the importance of healthy eating behaviors and adequate daily nutrition via *Insight* and workshops.

IN SUPPORT OF UNDERSTANDING WATER INTOXICATION - ADOPTED 1997

SNAP is to educate its members about the signs and symptoms of water intoxication and supports research to develop and refine nursing interventions to treat those suffering from water intoxication. SNAP is to provide information on the early detection of water intoxication via articles in *Insight* and convention workshops.

IN SUPPORT OF THE PREVENTION OF LYME DISEASE THROUGH INCREASED EDUCATION AND AWARENESS - ADOPTED 1997

SNAP encourages members to support the Lyme Disease Foundation's prevention guidelines. SNAP is to provide information on awareness and prevention of the disease through articles in *Insight* and chapter educational programs and encourages chapters to promote awareness through collaboration with organizations such as the Lyme Disease Foundation.

IN SUPPORT OF THE PREVENTION OF SKIN CANCER THROUGH THE EDUCATION OF CHILDREN AND THEIR CAREGIVERS – ADOPTED 1998

SNAP is to educate its members on the dangers of overexposure to sunlight and protective strategies available and provide this information via *Insight*, workshops and on its website. SNAP also encourages members to support these efforts to educate children and their caregivers.

EDUCATING WOMEN OF CHILDBEARING AGE TO THE MODIFIABLE RISK FACTORS RELATED TO THE BIRTH OF LOW BIRTH WEIGHT INFANTS – ADOPTED 1998

SNAP supports the education of childbearing-age women about the risk factors related to low birth weight. SNAP will offer workshops related to community education of this issue at convention and inform members of recent research, seminars, and teaching strategies through *Insight*.

IN SUPPORT OF INCREASED AWARENESS AND EDUCATION OF ANOPHTALMIA AND MICROPTALMIA – ADOPTED 1998

SNAP supports education about A/M for nurses, health care professionals, and the public and is to provide current information on the awareness and education about A/M through *Insight* articles and chapter educational programs. SNAP encourages chapters to promote awareness and education of A/M through collaboration with organizations, such as **ican**.

BICYCLE SAFETY AND AWARENESS – ADOPTED 1998

SNAP encourages members and chapters to offer workshops educating the public about the dangers involved in bicycle riding without proper safety equipment. SNAP is to offer workshops on this issue at convention.

IN SUPPORT OF CONTINUED RESEARCH OF THE GENETIC ROLE IN THE TREATMENT OF BREAST CANCER- ADOPTED 1999

SNAP supports continued research of BRCA1 and BRCA2 gene mutations and the impact they may have on screening and clinical management. SNAP is to provide current information about breast cancer and genetic research through articles in *Insight* and educational programs and encourages members and chapters to continue to support breast cancer research and education.

IN SUPPORT OF INCREASED AWARENESS AND EDUCATION ABOUT BABY BOTTLE TOOTH DECAY (BBTD) – ADOPTED 1999

SNAP encourages members to support Baby Bottle Tooth Decay prevention guidelines. SNAP is to provide current information on awareness and education about BBTD through *Insight* articles and educational programs.

IN SUPPORT OF THE PREVENTION OF WORKPLACE VIOLENCE IN HEALTH CARE SETTINGS THROUGH INCREASED EDUCATION AND AWARENESS – ADOPTED 2000

SNAP is to provide current information on awareness and documentation of Workplace Violence through *Insight* articles and chapter education programs. SNAP encourages chapters to promote awareness of workplace violence prevention guidelines recommended by the Occupational Safety and Health Administration.

FOR SUPPORT OF RESEARCH FOR A PAIN SCALE FOR THE COGNITIVELY IMPAIRED ADULT – ADOPTED 2000

SNAP supports and encourages the education of all health care professionals in regard to measuring pain in the cognitively impaired adult. SNAP also supports and encourages the use of CHEOPS or another pediatric pain scale to measure pain in the cognitively impaired adult until a more appropriate method is developed. Furthermore, SNAP supports and encourages the research to develop a method to measure pain in the cognitively impaired adult. Articles on this subject are to be published in *Insight*.

IN SUPPORT OF INCREASED AWARENESS OF THE HARMFUL EFFECTS OF THE BACTERIAL LOAD FOUND ON ARTIFICIAL NAILS – ADOPTED 2000

SNAP supports the education of nurses, health care professionals, and the public about the harmful effects of the bacterial load found on artificial nails. SNAP is to provide current information about bacteria on artificial nails through *Insight* articles and chapter education programs. SNAP encourages its constituent chapters to promote awareness of bacteria related to artificial nails in collaboration with organizations such as the Association of Operating Room Nurses.

IN SUPPORT OF RESEARCH FOR ANTISENSE THERAPY IN PATIENTS WITH ALZHEIMERS DISEASE RELATED TO THE OVERPRODUCTION OF MAYLOID PRECURSOR PROTEIN – ADOPTED 2001

SNAP supports educating its members on the current research being performed in hope of a cure for AD and providing periodic information updates to its members via articles in *Insight*, workshops at convention, and information on the website. SNAP encourages members to support efforts of researchers by writing to their legislators in support of further funding.

IN SUPPORT OF INCREASED AWARENESS OF THE HARMFUL EFFECTS OF THE BACTERIAL LOAD FOUND ON ARTIFICIAL NAILS – ADOPTED 2002

SNAP supports educating its members on the current information on prevention of the WNV and providing periodic information updates to its members via articles in *Insight*, workshops on infection control at convention, and information on the SNAP website, if feasible.

IN SUPPORT OF INCREASED AWARENESS ON AIDING THE BEREAVED CHILD WHOES PARENT OR PARENTS HAVE DIED – ADOPTED 2002

SNAP supports providing current information about aiding the bereaved child through articles in *Insight* and chapter education programs and through workshops at convention. SNAP also encourages education about caring for the bereaved child within nursing programs. This resolution was adopted in memory of Jamey Thiel Miller, a past SNAP board member who died from glioblastoma at a very young age, leaving behind a loving husband and two young children. The nursing community will greatly miss this energetic nursing leader.

IN SUPPORT OF INCREASING AWARENESS OF THE BENEFITS OF CONTINUOUS LABOR SUPPORT – ADOPTED 2003

SNAP promotes student nurses' awareness of research on and benefits of labor support through *Insight* articles and/or focus sessions and will publish articles on the promotion of improving maternity care and benefits of labor support and doula care. SNAP encourages the inclusion of curricula involving the current research on the importance of maternal informed decisions during labor and birth.

IN SUPPORT OF RAISING AWARENESS OF POST TRAUMATIC STRESS DISORDER (PTSD) IN THE AFTERMATH OF A CRISIS – ADOPTED 2003

SNAP supports education to increase the awareness of potential victims at increased risk of PTSD. SNAP also supports the introduction of legislation to provide prompt, convenient access to health care providers and health care services in the aftermath of a crisis. SNAP encourages and supports collaboration between community resources, health care providers, and clients to promote early intervention.

IN SUPPORT OF PROMOTING SUN SAFETY MEASURES FOR INFANTS TO REDUCE THE RISK OF SKIN CANCER – ADOPTED 2003

SNAP supports educating the public, specifically expected and new mothers, about sun safety through media articles and chapter programs. SNAP also encourages members and student nurses to educate and encourage clients to use these sun protective measures in clinicals.

IN SUPPORT OF INCREASED AWARENESS OF THE SHORTAGE OF AND NEED FOR NURSE EDUCATORS – ADOPTED 2004

SNAP supports that SNAP encourage its constituents to pursue advanced degrees in the area of nursing education and to collaborate with faculty to develop mentor/mentee relationships that will promote increased interest in teaching. SNAP will also publish articles in *Insight* and provide focus session on this topic at conventions.

IN SUPPORT OF INCREASED AWARENESS AND RECRUITMENT FOR THE PROFESSION OF HOME HEALTHCARE NURSING– ADOPTED 2004

SNAP encourages efforts to inform the public of home healthcare benefits and utilization of home healthcare benefits

when indicated through health fairs, bloodmobiles, outpatient clinics, and retirement homes. SNAP also encourages its constituents to support the development and utilization of strategies for recruiting home health nurses, and the expansion of educational nursing programs and conferences that focus on home healthcare as a subset of nursing and homecare nurses as leaders. SNAP supports further research attempts at quantifying the frequency and nature of home healthcare use.

IN SUPPORT OF INCREASED RESEARCH, AWARENESS, AND EDUCATION ABOUT CELIAC DISEASE – ADOPTED 2004

SNAP will undertake activities to support the education of nurses, healthcare professionals, and the community about Celiac Disease, including chapter programs, service projects, and articles in *Insight*. SNAP also supports and promotes dissemination of information regarding Celiac Disease to hospitals, healthcare offices, schools, health departments, and communities through these programs and activities.

IN SUPPORT OF ENCOURAGING PEOPLE TO CARRY A LIST OF ALL MEDICATIONS THEY ARE CURRENTLY TAKING AS A PERSONAL EMERGENCY PREPAREDNESS MEASURE – ADOPTED 2004

SNAP advocates those on any substance consistently, whether prescription or non-prescription medications, compile and carry a list of used substances on themselves. SNAP members should educate those in their communities about the importance of compiling and carrying medication lists as an emergency preparedness measure. SNAP also advocates professional nurse and student nurse inclusion of medication list education in patient teaching.

IN SUPPORT OF THE BENEFITS OF BREASTFEEDING – ADOPTED 2004

SNAP supports breastfeeding and breastfeeding education, and maternal choice and informed decision-making in regards to breastfeeding. SNAP encourages its constituents to support organizations and healthcare facilities who advocate for breastfeeding and strive to increase breastfeeding as the initial source of infant nutrition. SNAP further encourages participation in education programs for the public, nursing students, and health care professionals on breastfeeding, and also encourages the inclusion of curricula in nursing programs containing the current research on benefits of breastfeeding. Information on health benefits to mother and infant is to be published in *Insight*.

IN SUPPORT OF AWARENESS OF BACK INJURY AMONG NURSES – ADOPTED 2004

SNAP supports the need to comprise a patient handling equipment list for clinical environments where patient handling takes place. SNAP also supports the American Nurses' Association (ANA) "Handle with Care" ergonomics campaign. SNAP encourages the incorporation of back injury prevention education programs in healthcare institutions and the development of "no lift" facilities statewide. SNAP will disseminate information on back injury prevention to its constituents by incorporating topic sessions about safe patient handling techniques and back injury prevention at annual convention when feasible.

IN SUPPORT OF INCREASED ADVOCACY FOR IMPROVED PRECEPTOR PROGRAMS TO CREAT A ROBUST WORKFORCE ENVIRONMENT FOR THE NURSING PROFESSION – ADOPTED 2005

SNAP serves as an advocate for the establishment and/or improvement of preceptorship programs in statewide health care facilities that hire nursing graduates. SNAP will provide awareness and education about the positive outcomes associated with such programs through the website and newsletter. SNAP constituent schools and members are to encourage their local health care facilities to establish improved preceptorship programs for nursing graduates and encourage the adoption of preceptor recognition programs. SNAP will collaborate with professional nursing organizations to increase research on the outcomes of preceptorship programs.

IN SUPPORT OF THE BENEFITS OF FAMILY PRESENCE (FP) DURING INVASIVE PROCEDURES AND RESUSCITATION EFFORTS – ADOPTED 2005

SNAP supports awareness of the benefits of FP during invasive procedures and resuscitation efforts. SNAP also supports patient and family choice and informed decision-making in regards to the presence of the family during invasive procedures and resuscitation efforts. SNAP encourages its members to support organizations and healthcare facilities who advocate for FP, and also encourages participation in education programs for the public, nursing students, and health care professionals on FP. SNAP will print information regarding current research on the benefits to the patient and the family of FP during invasive procedures and resuscitation efforts.

IN SUPPORT OF INCREASED AWARENESS AND EDUCATION REGARDING GESTATIONAL DIABETES – ADOPTED 2005

SNAP supports the American College of Gynecology's (ACOG) recommendation that all pregnant women be routinely screened for Gestational Diabetes Mellitus (GDM) using a one-hour 50 g-oral glucose challenge test administered at the recommended 24-28 weeks gestation. SNAP encourages its members to support the education of signs and symptoms associated with GDM to healthcare professionals, women and their families. SNAP also supports the promotion for evidence-based treatment of GDM to prevent its complications described above.

IN SUPPORT OF REDUCING POLYPHARMACOLOGY IN OLDER ADULTS – ADOPTED 2005

SNAP encourages the use of drug guides as means for reducing polypharmacology errors in older adults, and advocates for increased communication between health care providers as means for preventing polypharmacology errors in older adults.

SNAP will promote increased awareness of the risks of polypharmacy by distributing education materials at convention concerning adverse drug reactions. SNAP will also promote education about the risks of polypharmacology in older adults through the newsletter, workshops during convention, and other appropriate methods.

IN SUPPORT OF REDUCING CHILDHOOD AND ADOLESCENT OBESITY THROUGH INCREASED EDUCATION ABOUT HEALTHY DIET AND EXERCISE – ADOPTED 2005

SNAP encourages educators and health care providers, including school nurses and student nurses, to teach about the new Food and Drug Administration (FDA) food pyramid. SNAP urges these same educators and healthcare providers to educate families about the importance of eating meals together in the home and planning ahead for meal times, and encourages them to educate parents and guardians about the importance of limiting the amounts of high-fat, high-calorie foods stored in the home. SNAP supports the implementation of physical education throughout all years of schooling and urges educators and healthcare providers to educate parents and guardians about the importance of increasing the healthy diet and exercise in children and adolescents. SNAP encourages its members to demonstrate healthy eating habits in the presence of children and adolescents, and also encourages educators and healthcare providers to implement professional and governmental evidence-based health care guidelines for the reduction of obesity in children and adolescents.

IN SUPPORT OF INCREASED AWARENESS AND INCLUSION OF NURSING STUDENTS IN THE IMPLEMENTATION OF STATE AND FEDERAL INFLUENZA PANDEMIC RESPONSE PLANS – ADOPTED 2006

SNAP is to serve as an advocate for increased awareness and inclusion of nursing students in the implementation of Pennsylvania's Influenza Pandemic Response Plan. Members of SNAP should collaborate with local, state, and federal pandemic response committees to establish and implement guidelines for nursing students' involvement in these plans. SNAP is to provide continued updates regarding the development and implementation of state and federal Influenza Pandemic Response Plans through *Insight* articles and website updates.

IN SUPPORT OF INCREASED AWARENESS AND EVIDENCE-BASED RESEARCH ON MITOCHONDRIAL DISEASE – ADOPTED 2006

SNAP encourages members to collaborate with professional nursing and healthcare organizations to advocate for increased funding towards evidence-based research related to mitochondrial disease and to advocate for accurate screening, diagnosis, and treatment of patients with mitochondrial disease. SNAP also promotes awareness about the etiology, signs and symptoms, and treatment of mitochondrial disease through workshops during convention community health projects, and all other methods deemed appropriate by the SNAP Board of Directors.

IN SUPPORT OF IMPROVING HEALTHCARE DELIVERY FOR AMERICAN VETERANS SUFFERING FROM POST-TRAUMATIC STRESS DISORDER (PTSD) – ADOPTED 2007

SNAP is to serve as an advocate for the improvement of healthcare services for American veterans suffering from PTSD. SNAP encourages its constituents to collaborate with local, state, and federal efforts in support of increased funding for the delivery of mental health care services to American veterans. SNAP promotes the awareness about improving the delivery of health care services of American veterans with PTSD through workshops during SNAP convention, articles in *Insight*, and all other methods deemed appropriate by the SNAP Board of Directors.

IN SUPPORT OF THE HPV VACCINATION – ADOPTED 2007

SNAP encourages its members to support legislation and funding for Human Papillomavirus (HPV) vaccination in young females. SNAP is to promote awareness among its constituents about the HPV vaccination through Community Health and/or legislative projects. SNAP is to disseminate recommendations for the administration of the HPV vaccine through articles in *Insight*.

IN SUPPORT OF INCREASING THE POLITICAL AWARENESS OF NURSING STUDENTS AND THE POWER OF HIS/HER VOTE – ADOPTED 2007

SNAP is to provide the website of the candidates running for major offices within Pennsylvania, at the discretion of the SNAP Board of Directors, as well as candidates running for U. S. presidential office, in a manner consistent with IRS regulations governing non-profit organizations. SNAP is to promote political awareness of nursing students and the importance of achieving power through his/her vote among its constituents through all other methods deemed appropriate by the SNAP Board of Directors. SNAP encourages its members to become informed voters and reach out to fellow students through newsletters, campus forums, information sessions, and/or other appropriate methods.

IN SUPPORT OF INCREASING AWARENESS AND PROMOTING THE PREVENTION OF METHICILLIN RESISTANT STAPHYLOCOCCUS AUREUS (MRSA) – ADOPTED 2008

SNAP is to promote education and awareness about MRSA among its constituents through articles in *Insight*, workshops at convention, and other methods deemed appropriate by the SNAP Board of Directors. SNAP is to advocate for compliance with evidence-based guidelines for preventing healthcare associated infections, such as MRSA, by all healthcare workers, including nursing students and nurses. SNAP is to support and disseminate research on infection control focused on the

adherence to infection control guidelines and behavioral change by healthcare workers.

IN SUPPORT OF MICROBICIDE DEVELOPMENT – ADOPTED 2008

SNAP encourages its members to support the research and development of vaginal microbicides. SNAP also promotes education and awareness about vaginal microbicides through *Insight* to its membership about the importance of microbicide development and the barriers facing research. SNAP urges its members to join the growing organization Students for Microbicides as part of their community health projects.

IN SUPPORT OF INCREASING EDUCATION AND AWARENESS OF THE BENEFICIAL EFFECTS MUSIC HAS ON ALLEVIATING PAIN AND ANXIETY – ADOPTED 2008

SNAP is to provide education and awareness about music through articles in *Insight* and/or linked to the SNAP website, workshops at the annual convention, and all other methods deemed appropriate by the SNAP Board of Directors. SNAP encourages its members to use their musical talents with the intent of alleviating pain and anxiety. SNAP acknowledges their practice through articles in *Insight* or on the website. SNAP is to support and disseminate research on the effects of music therapy on pain and anxiety through articles in *Insight* and/or linked to the website.

IN SUPPORT OF THE EDUCATION OF POSTPARTUM DEPRESSION – ADOPTED 2008

SNAP supports the use of the EPDS for detection of postpartum depression for all new mothers in the postpartum period. SNAP also supports education and awareness about the use of evidence-based tools by nurses for the prevention and screening of depressive symptoms in postpartum mothers through articles in *Insight*, workshops at convention and other methods deemed appropriate by the SNAP Board of Directors. SNAP promotes the awareness of U.S. Senate bill S.1375 "The Mom's Opportunity to Access Health, Education, Research, and Support for Postpartum Depression Action" (The Mother's Act), which will ensure that mothers and their families are educated about PPD, screened for symptoms, and provided essential services.

IN SUPPORT OF COMMUNITIES OF COLOR TEEN PREGNANCY PREVENTION ACT – ADOPTED 2008

SNAP encourages its members to support the adoption of U.S. Senate bill s.1790 "Communities of Color Teen Pregnancy Prevention Act of 2007", which will make grants to carry out activities to prevent the incidence of unintended pregnancies and STIs among teens in racial or ethnic minority or immigrant communities. SNAP is to provide public education and increased awareness about unintended pregnancies and STIs among teens in racial or ethnic minority communities through articles in *Insight*, workshops at convention and all other methods deemed appropriate by the SNAP Board of Directors.

IN SUPPORT OF INCREASED RESEARCH AND AWARENESS OF INDUCED THERAPEUTIC HYPOTHERMIA AFTER CARDIAC ARREST – ADOPTED 2009

SNAP supports research on the effects of therapeutic hypothermia after cardiac arrest through informative workshops at annual convention, articles in *Insight*, and hyperlinked on the SNAP website.

IN SUPPORT OF THE DEVELOPMENT OF A STRATEGIC PLAN TO INCREASE THE NUMBER OF REGISTERED NURSES IN PUBLIC SCHOOLS DURING PERIODS OF PANDEMIC – ADOPTED 2009

SNAP supports increasing registered nurses into all schools during periods of pandemic. SNAP encourages its constituents to advocate for the education about the potential shortage of school nurses and issues that could arise during a pandemic affecting school-aged children. SNAP encourages articles to be written on this subject and published in *Insight*.

IN SUPPORT OF ENSURING AVAILABLE, ONGOING, AND UNINTERRUPTED HEALTH COVERAGE FOR PERSONS WITH PRE-EXISTING CONDITIONS – ADOPTED 2009

SNAP encourages its members to advocate that healthcare coverage be available, ongoing, and uninterrupted for persons with pre-existing conditions. SNAP also encourages articles on this topic to be published in *Insight*.

IN SUPPORT OF PRESSURE ULCER PREVENTION IN IMMOBILE PATIENTS – ADOPTED 2009

SNAP is to educate its constituents on the topic of pressure ulcer prevention through articles published in *Insight*. SNAP encourages its members to serve as patient educators regarding risk factors and consequences of pressure ulcers.

IN SUPPORT OF INCREASED AWARENESS OF BONE MARROW DONATION AND DONOR REGISTRATION – ADOPTED 2009

SNAP encourages its members to better educate themselves, along with the public, about bone marrow donation and donor registration. SNAP also encourages its constituents to consider registering themselves as bone marrow donors. SNAP chapters are encouraged to consider hosting a bone marrow registration drive as part of the community health agenda. Articles regarding this topic are to be published in *Insight*.

IN SUPPORT OF PROMOTING NURSING'S ROLE IN IMPROVING MENTAL HEALTH CARE – ADOPTED 2009

SNAP encourages its members to recognize and promote the role nurses play in providing improved mental health and medical treatment to people with mental illnesses. SNAP encourages its members to participate in Mental Health Awareness

Month in May of each year in their own communities. SNAP also encourages its members to educate their community about proposed mental health legislation that would increase awareness in the community. Articles regarding this topic are to be published in *Insight*.

IN SUPPORT OF EMPOWERING AND SUPPORTING NURSING STUDENTS TO BE POSITIVE ROLE MODELS FOR THE HEALTHY LIFESTYLES THEY PROMOTE – ADOPTED 2009

SNAP is to provide information regarding healthy lifestyles for nursing students through articles in *Insight* and/or the SNAP website. SNAP encourages its members to model behaviors of healthy lifestyles and provide peer-to-peer support to achieve healthy lifestyles.

IN SUPPORT OF INCREASED RESEARCH AND AWARENESS OF CAFFEINATED ENERGY DRINK EFFECTS AND PATTERNS OF YOUNG ADULT COMSUMPTION - ADOPTED 2010

SNAP supports continued research on the adverse health implications of caffeinated energy drinks and the patterns of young adult consumption, and raise awareness of the consequences when they are combined with alcohol through workshops at the annual convention and articles in *Insight*. SNAP is to use articles in *Insight* to inform students of safer alternative practices for students to achieve the desired increase in alertness and reduction of fatigue. SNAP encourages all members to advocate for fellow students to consider alternative methods.

IN SUPPORT OF INCREASED AWARENESS OF ORGAN DONATION AND DONOR REGISTRATION - ADOPTED 2010

SNAP is to educate our constituents about the benefits of organ donation, and encourage members to educate others about organ donation. SNAP encourages open communication between donors and their families. SNAP also encourages members to become donors themselves. SNAP encourages local SNAP chapters to register with their local organ donation recovery organization and educate people about the ease of online organ registration programs. SNAP is to publish articles in *Insight* about organ donation.

IN SUPPORT OF INCREASED AWARENESS AND PREVENTION OF NON-PRESCRIBED USE OF THE ADHD DRUG ADDERALL AMONG COLLEGE STUDENTS - ADOPTED 2010

SNAP is to provide education to its members to raise of the dangers involved with using Adderall for non-medical use and encourage better studying habits. SNAP is to publish articles in *Insight*, warning of the dangers associated with non-medical use of Adderall, and encourage further research in this area and how all students can utilize healthier study habits.

IN SUPPORT OF INCREASED RESEARCH, AWARENESS, AND EDUCATION OF THE DANGERS OF TEXT MESSAGING WHILE DRIVING FOR THE TEENAGE POPULATION - ADOPTED 2010

SNAP supports enhancing nursing students' education about the dangers associated with teens' texting and driving through workshops at the annual convention, in articles in *Insight*, and hyperlinked to the website. SNAP encourages local chapters to include this topic in health promotion projects. SNAP also encourages members to consider research projects focusing on the outcomes of health promotion projects to prevent teens from texting while driving.

IN SUPPORT OF PROMOTING THE IMPLEMENTATION OF SEXUAL ASSAULT NURSE EXAMINER PROGRAMS - ADOPTED 2010

SNAP supports and promotes the implementation of Sexual Assault Nurse Examiner (SANE) programs in hospitals. SNAP is to increase awareness of SANE programs through workshops and the annual convention and articles in *Insight*.

IN SUPPORT OF ENCOURAGE THE IMPLEMENTATION OF MULTIPLE STRATEGIES TO DECREASE MEDICATION ERRORS - ADOPTED 2010

SNAP supports multiple strategies to reduce medication errors, such as the reduction of multitasking, hurriedness, and fatigue, using safety checklists and barcoding systems. SNAP is to publish articles in *Insight* regarding this topic.

PROCEDURAL POLICIES

MEETINGS

1. Board Meetings
 - a. Held five (5) times a year and as deemed necessary. The president will develop an agenda for the meetings.
 - b. Attendance shall consist of officers, consultants, and committee chairs (as requested to attend).
 - c. The Board of Directors will submit all action items for each board meeting.
 - d. The Board of Directors will review NCLEX program proposals annually at the June meeting.
 - e. NEC members are encouraged to attend the LEAD Workshop and September meeting. Attendance at other meetings may be encouraged if financially feasible.
 - f. NEC members are present as guests and are not permitted to speak during the board meetings, unless information is requested by the board.

SNAP CONVENTION

1. This Association shall have an annual meeting at which time election of officers for the coming year will take place.
2. The annual SNAP Convention will be held in the fall of the year.
3. The Vice President and Convention Committee shall make arrangements for the hotel and headquarters of SNAP for the Convention.
4. Convention Committee expenses incurred prior to Convention shall be submitted to the Executive Director for payment with the approval of the Vice President.
5. The annual reports of the outgoing officers will be published and distributed at the Convention.
6. Candidates running for office must be present at the Convention.
7. The newly elected officers shall attend the post-Convention Board meeting.
8. The Convention delegates shall have an opportunity to meet the candidates at a candidates' caucus.
9. Candidates shall follow the campaign rules and regulations established by the Board of Directors.
10. The Nominations Chair shall keep a tally of votes received for the candidates.
11. The members of the outgoing and incoming Board of Directors shall meet together prior to the Post Convention Board of Directors meeting to discuss the duties and responsibilities of the respective offices.
12. The immediate past president shall present a written report of the outgoing officers' recommendations to the new Board at the post-Convention Board meeting.
13. The newly elected President, Vice President, Secretary/Treasurer, and Legislative Coordinator will receive current media with pertinent information regarding their position. All other pertinent information and documents will be accessible by all Board members on the Yahoo Group website.

NSNA CONVENTION

1. Members of the Board of Directors attending the National convention are encouraged to stay at Convention headquarters, if at all possible.
2. At least one consultant and the Executive Director shall attend the NSNA Convention with the President.
3. The President or his/her designee shall ascertain the names and addresses of SNAP members attending the Convention from Pennsylvania.
4. Any Board member attending the Convention on behalf of the Association shall have his/her expenses paid for only by the Association.

STATE NSNA CANDIDATE SUPPORT

SNAP members who wish to seek candidacy for NSNA Board positions may apply for financial support from the Student Nurses' Association of Pennsylvania by using the following procedures:

1. Notify NSNA of the desire of candidacy and have their name appear on the NSNA ballot.
2. Once notified of ballot placement, notify the SNAP Board of Directors in writing of their request for financial support. The request must include a budget for expected campaign expenses.
3. The SNAP Board of Directors will budget the maximum amount that may be allocated to candidates each year. SNAP will finance no more than 50% of a candidate's campaign expenses and not to exceed \$250.00.
4. The money will be presented to the candidates after the Board of Directors' approval has been given.
5. At the end of the candidate's campaign, an expenditure form for the campaign, along with receipts, must be sent to the SNAP Board of Directors within thirty (30) days. Any unused funds must be returned at that time.

WORKSHOPS AND COUNCILS

1. A council comprised of school presidents or designees will hold a regular meeting, which shall be held at the Annual Convention.
2. Workshops for membership recruitment and educational purposes may be held through the year, if feasible.

EXPENSES

1. Board Meetings

- a. Officers, consultants, and committee chairs, if requested to attend the meeting, shall have their expenses paid for attending the meeting.
 - b. These expenses include: transportation, reimbursed according to current IRS allowances if traveling by car, tolls, lodging, and subsistence receipts for up to \$35 per day. Lodging is to be paid only if it is necessary. Any Board member traveling over 175 miles one way is entitled to overnight accommodations to ensure driver safety for one day meetings.
 - c. Travel expenses shall be reimbursed as follows:
 1. Change of address by any Board members within Pennsylvania shall have travel expenses reimbursed from the school of election or the new location, whichever is of the least expense to the Association;
 2. Change of address by any Board member outside the state of Pennsylvania shall have travel expenses reimbursed from the port of entry from the Pennsylvania border to the meeting site.
 - d. Payment for all expenses, such as room, meals, and other expenses incurred, will be the fiduciary responsibility of the individual board member if notification of the inability to attend a board meeting is received less than 24 hours prior to the scheduled start of a meeting, unless written documentation of an emergency is submitted and approved by the board.
2. Committees
- The Nominations Committee shall be reimbursed by SNAP for postage expenses as well as one conference call among Committee members. In addition, the Nominations Committee Chairperson shall be reimbursed by SNAP for all Convention expenses, i.e., travel, lodging, and meals.
3. Conventions
- a. NSNA - Voting delegates as deemed necessary by the SNAP Board of Directors and consultants shall have their expenses paid.
 - b. SNAP - Attendance at pre-Convention meetings, post-Convention orientation meetings, and the Convention business meetings is required for reimbursement purposes. Committee members shall have their expenses paid as determined by the Board of Directors.
4. Other Meetings
- a. SNAP representation to meetings, conventions, or workshops to allied associations will be financed by SNAP, as approved by the Board of Directors, unless paid by the host.
 - b. The President of SNAP shall have his/her expenses paid to attend professional nursing organizations convention(s) at the discretion of the Board of Directors.
 - c. Regional coordinators attending regular meetings or workshops will be financed by SNAP, if approved by the Board of Directors, unless provided for by individual schools.
5. Reimbursed travel will be by the least expensive means, including car-pooling.
6. Telephone calls:
- a. Payment for phone calls will be limited to \$5.00 maximum per call.
 - b. In submitting expenses for calls, the reason for calling and the business transacted, together with the receipt, shall be included.
7. Receipts must be included with expense vouchers. Expense vouchers must be submitted within two (2) weeks of transaction, except for phone calls, to the Executive Director in order to receive reimbursement.
8. The purchasing of goods for purpose of fundraising shall be limited to \$500 per fiscal year.

BYLAWS

1. The Bylaws of each school shall contain the following area of conformity: purposes and function, membership, dues and representation.
2. Local chapters shall integrate any Bylaw changes made in the area of conformity to their school Bylaws.
3. Local chapters shall submit annually the official application for NSNA constituency status to NSNA in order to maintain their status as a constituent.

SCHOLARSHIPS

1. SNAP Scholarship
 - a. Qualifications
 1. The applicant must be accepted at or be already enrolled in a state-approved program preparing for registered nurse licensure or a registered nurse in a state-approved program leading to a baccalaureate in nursing.
 2. Applicant must demonstrate financial need and have a potential for leadership in the field of nursing.
 3. Applicant must be a member of SNAP/NSNA.
 4. Applicant must submit a complete application along with a recommendation from his/her Director of Nursing, Dean, or nursing faculty member.
 5. Members of the SNAP Board of Directors are eligible.
2. Procedure
 - a. Recommendations and processing of applicants will be handled by the SNAP Alumni Scholarship Selection Committee.

- b. Final selection shall be made by the Alumni Scholarship Selection Committee with the approval of the SNAP Board of Directors
- c. Scholarship recipients will be announced at the State Convention. All recipients must attend the Annual Awards Banquet in order to receive their award.

NEWSLETTER

- 1. The newsletter of SNAP shall have the title *Insight*.
- 2. Publication shall be four (4) times a year.
- 3. Subscriptions shall be made available to non-members at a rate of \$20.00 annually.
- 4. Copies shall be sent to state honorary members, the Alumni membership, deans/directors, faculty advisors, sustaining members, and other specialty nursing organizations in Pennsylvania.
- 5. The newsletter shall be made available to all members of SNAP.
- 6. Entry will be made into the NSNA Newsletter contest provided all qualifications are met.

CORRESPONDENCE/COMMUNICATIONS

- 1. Stationary supplies with the printed SNAP letterhead should only be used by the members of the Board of Directors and committee chairs for official use.
- 2. Each school should supply its own stationary and reproduce its own mailings except annual reports to the State Board and mailing lists for State Board distribution.
- 3. A mailing list of state officers and consultants shall be given to all members of the Board of Directors at the post-Convention Board meeting to facilitate communication.
- 4. Any material from the Board for distribution shall be sent for approval to a consultant and the President.
- 5. The mailing/email/school list will be kept up-to-date and any changes in address should be reported promptly to the SNAP Executive Director.
- 6. Any and all public communications; i.e. social networking sites such as FaceBook, shall be established and maintained by the SNAP Office. Board members may be added as co-moderators as approved by the SNAP Board of Directors.

APPOINTMENT OF COMMITTEE CHAIRS

- 1. The appointment of committees and their chairs that are not chaired by officers of the Board shall be appointed by the president.
- 2. Chairs will be definite upon written notification from the SNAP Board.

DUTIES OF COMMITTEE CHAIRS

- 1. Each committee chair shall carry out the specific job of his/her committee.
- 2. An orientation manual is to be passed on to each succeeding chair with corrections and helpful hints.
- 3. Committee chairs will only be funded to attend certain Board meetings during the year. If attendance is not required, a written report shall be sent to the President.
- 4. Annual reports are to be submitted to the SNAP office eight (8) weeks prior to the Convention.
- 5. Any information or help needed should come from the SNAP and/or NSNA Boards or appropriate resources.

DUTIES OF THE BOARD OF DIRECTORS

- 1. Serve and represent the members of SNAP. In doing so, devote time and action in carrying out the purposes, goals, and development of this Association.
- 2. Increase student involvement in both planning and implementation of programs/activities.
- 3. Submit a written report at each Board meeting, whether or not they attend the meeting, and communicate regularly during the interim at the discretion of the president.
- 4. Implement recommendations and decisions of SNAP.
- 5. Conduct a performance evaluation of the Executive Director within the first six months of employment and a yearly basis thereafter. The areas to be included are those included in the job description of the Executive Director.
- 6. Submit an exit interview to the President and Executive Director at least four (4) weeks prior to the start of convention.
- 7. Review Position Orientation Manual yearly, and submit revisions to the President and Executive Director at least four (4) weeks prior to convention.
- 8. No Board member is permitted to sign a contract or obligate the organization in any way.

BOARD MEMBER DISMISSAL POLICY

- 1. Upon realization that a member of the Board of Directors has:
 - a) *Failed to adhere to organizational bylaws and/or policies; or*
 - b) *Been consistently deficient in the performance of that office's duties;*
 The questioning party shall notify the Board President and Executive Director, in writing, with a statement of complaint(s).
- 2. Upon receipt of such statement by the President, the President shall evaluate the statement and shall notify all Board

members, including the officer in question, as to the nature of the complaint(s) within seven (7) working days of receipt of the statement.

3. In the event that dismissal proceedings are initiated against the President, the Executive Director shall be notified. The Executive Director shall then notify the Board of Directors within seven (7) working days of receipt of statement.
4. The President and/or Vice-President shall, in writing, request a reply to the statement of complaint(s) from the officer in question. If a reply from the officer in question is not received prior to the next Board of Directors meeting (or within one month) or if the reply is unsatisfactory, the Board of Directors shall be notified in writing, and this item given priority at the next Board of Directors meeting.
5. Copies of all above-mentioned correspondence shall be available at the next scheduled Board of Directors meeting. The Board of Directors shall then decide the disposition of the officer in question.

AUDITOR

1. The auditor engaged to audit the books shall be a Pennsylvania auditor.

ALCOHOL POLICY

The consumption of alcohol has significant health and safety risks, as well as serious cognitive impairment. SNAP chooses to take a strong stand against its use. Alcoholic beverages will not be permitted at any SNAP function nor will its consumption be tolerated in quarters set aside for meetings in association with SNAP functions. In the event a member is found to be negligent in abiding by state law, or if the member fails to conduct himself/herself in a professional manner, the issue will be brought before the SNAP Executive Committee and/or the member's faculty advisor. Upon evaluation appropriate action shall be taken.

PROFESSIONAL CONDUCT

SNAP members are encouraged to conduct themselves in a professional and courteous manner, showing respect to others at all times. The conduct of our members at professional functions, such as conventions, chapter meetings, and related activities and events, will reflect on the public's opinion of the nursing profession. Members are encouraged to arrive on time to meetings, events and programs and to attend the entire function. Professional business attire or business casual is the acceptable dress for most functions.