**TEXAS ASSOCIATION OF PERIANESTHESIA NURSES**

Subject: Outstanding Region Award (ORA) A-011

Review Responsibility: TAPAN 2nd Vice President

Resource: Executive Board

Effective Date: October 2012

Review Due Date: October 2019

Purpose:

To recognize those regions which exemplify the TAPAN mission by encouraging the members’ professional growth and involvement in the Association’s activities.

Policy:

All regions are eligible to apply for the ORA annually. All entries shall be judged by the Awards Committee at the Annual State Conference. Awards shall be presented to the first and second place winner.

Procedure:

 1. At the beginning of each TAPAN year, the 2nd Vice President will email the region presidents where and how to obtain an ORA application packet. This email will include the deadlines for submission of the worksheet and materials in support of the application.

 2. Each region will be responsible for gathering all of the qualifying data.

 3. A completed application worksheet will be submitted electronically to the Awards Committee Chair no later than August 31.

 4. A notebook containing all verification materials will be submitted to the Awards Committee Chair prior to the Annual State Conference by the deadline set forth in the application. The materials will be organized as directed in the application.

 5. During the Annual State Conference, the Awards Committee will meet to determine the winner in each category. This meeting will take place at the time designated by the Committee Chair.

 6. The monetary awards will be determined by the Executive Board and will be presented to the winners at the annual business meeting.

OUTSTANDING REGION AWARD

 A-011

Objectives:

 1. Encourage the growth and activity of all regions.

 2. Strengthen the TAPAN component by increasing the participation of the membership.

3. Encourage the professional growth of the individual member through academic advancement, formal leadership roles, participation in research and evidence-based practice, and through perianesthesia certification.

 4*.* To fulfill the TAPAN mission statement through community activities.

Rules:

1. First and Second place will be awarded. The awards will be presented at the Annual State Conference business meeting.

 2. Each region is responsible for gathering all qualifying data.

 3. Completed application worksheets must be electronically submitted for evaluation to the Awards Committee Chair (TAPAN 2nd Vice President) no later than August 31. Late applications will not be eligible for consideration.

4. All application worksheets will be evaluated by the Awards Chair prior to the Annual State Conference.

 5. Each completed application should be organized in a notebook, with dividers between each category, in the same order as listed on the worksheet, and brought to the Annual State Conference for content verification. The notebook must be presented to the 2nd Vice President or designee by 12:00pm on Friday.

 6. Only current TAPAN members will be eligible for inclusion when calculating percentages. Region presidents should request membership lists from the TAPAN Treasurer.

 7. Community Service points will be awarded for region activities, not individual member participation, and require verification. Acceptable methods of verification include flyers announcing the community service project, sign in rosters for member volunteers, thank you notes from organizations benefiting from the project, etc.

**OUTSTANDING REGION POINT SYSTEM**

1. Percentage of increase in Region members August 1 through July 31. Membership lists are available from the TAPAN Treasurer. A list of new and renewing members is sent to each region treasurer monthly by the TAPAN Treasurer (Please calculate the percentage based upon the total number of members in the region on August 1 of last year, and July 31 of this year).

 A. 0 - 10% 5 points

 B. 11 - 25% 10 points

 C. 26 - 50% 15 points

 D. Over 50% 20 points

2. Number of general membership meetings held during the year. Copies of meeting notices must be included. Region board meetings and chapter meetings are not counted as general membership meetings.

 A. 1 - 4 5 points

 B. 5 - 8 10 points

 C. Over 8 15 points

3. Average percentage of region members attending general membership meetings. Copies of all meeting sign-in sheets, with members’ names highlighted, must be included.

 A. 0 - 10% 5 points

 B. 11 - 25% 10 points

 C. 26 - 50% 15 points

 D. Over 50% 20 points

4. Number of chapter meetings held within region during the year. Copies of meeting notice

 must be included along with sign-in sheets.

 A. 2 – 3 2 points

 B. 4 -- 6 4 points

 C. 7 or more 6 points

5. Region and chapter reports submitted to the Eyeopener Editor by publication deadlines. Include copies of each newsletter with the region and chapter reports highlighted.

 A. Each Region report 2 points

 B. Each Chapter report 2 points

6. Seminar/workshop with a minimum of 3 CEs awarded. A copy of the brochure or flyer must be included.

 A. Each seminar/workshop 10 points

7. Region member serving as a TAPAN State Officer. Names of the member and office held must be included.

 A. Per officer 10 points

8. Region member serving on TAPAN State committees. Include the member’s name and committee.

 A. Per member 5 points

9. Percentage of region members attending the previous year’s Annual State Conference. Include a copy of the attendance list with region members highlighted. Attendance lists may be obtained from the TAPAN Treasurer.

 A. 1 - 10% 5 points

 B. 11 - 25% 10 points

 C. 26 - 50% 20 points

 D. Over 50% 25 points

10. Region newsletter published. Include a copy of each newsletter.

 A. Per issue 5 points

11 Region certified nurses. Category A: points are awarded for members who hold either CPAN or CAPA certification. Category B: points are awarded for members who are dual (CPAN and CAPA) certified. Certification lists may be obtained from the TAPAN 2nd Vice President, and should be included with names highlighted.

 A. Percentage of region members who hold either CPAN **or** CAPA certifications.

 A. 1 - 10% 5 points

 B. 11 - 25% 10 points

 C. 26 - 50% 20 points

 D. Over 50% 25 points

 B. Percentage of region members who hold both CPAN **and** CAPA certifications.

 A. 1 - 50% 15 points

 B. Over 50% 25 points

12. Copy of the region’s annual goals.

 A. Annual goals 10 points

13. Region or Chapter Sponsored Community Service Project.

 Examples: sponsoring/participation in canned food drives; working at health fairs; working with a shelter; adopting a family during the holidays, etc. (Note: Community service must be a region or chapter activity; individual member participation does not constitute a region activity.) Include verification.

 A. Per region/chapter activity 15 points

14. Percentage of members awarded educational scholarships by the Region during the current year. Include verification.

 A. 1 – 5% 5 points

 B. 6 - 25% 10 points

OUTSTANDING REGION WORKSHEET

|  |  |  |
| --- | --- | --- |
| CRITERIA | POINTS | VERIFICATION |
|  1. Increase in region membership |  |  |
|  2. Region general membership meetings per year |  |  |
|  3. Percentage of member attendance at region meetings |  |  |
|  4. Chapter meetings per year.  |  |  |
|  5. Reports to Eyeopener Editor |  |  |
|  6. Number of Region seminar/workshop with at least 3 CE  |  |  |
|  7. Region members serving as TAPAN State Officers |  |  |
|  8. Region members serving on TAPAN committees |  |  |
|  9. Percentage of Region members attending the last TAPAN State Conference  |  |  |
| 10. Region newsletters |  |  |
| 11. A. Region members CPAN **or** CAPA certified |  |  |
| 11. B. Region members CPAN **and** CAPA certified |  |  |
| 12. Annual Region Goals |  |  |
| 13. Region/chapter sponsored community service projects |  |  |
| 14. Region Educational scholarships to members |  |  |
|  Total Points |  |  |

Application submitted by: On:

 (Deadline: Date Stamped by August 31)

Beginning number of members as of last August 1: \_\_\_\_\_\_

Ending number of members as of July 31: \_\_\_\_\_\_

(The region ORA notebook shall be presented to the Awards Chair by 12:00 pm on Friday at the annual State Conference for verification of all data.)

The worksheet and notebook were reviewed by:

 Award Committee Member/Chair