



HEALTH MINISTRIES ASSOCIATION, INC.

Procedure for Requesting a Health Ministries Association (HMA) 2017 FCN Scope and Standards CE Workshop

Description: HMA will provide a speaker for an educational workshop on the 2017 *Faith Community Nursing Scope and Standards of Practice, 3rd edition*. The content has been developed by HMA and can be offered as a 3.25-hour session. The program identifies key aspects of the revised edition and reviews ways to incorporate selected competencies of professional practice into an independent faith community nursing practice.

Discussion also examines accountability and the indicators that demonstrate competent professional practice.

I. Application process to host a conference:

- A. Submit a completed “HMA Request to Host 2017 Scope and Standards CE Workshop” request to HMA office.
- B. Application to be completed by designated representative of group that will be billed for speaker’s fee and travel expenses.
- C. Requesting organization agrees to the following requirements:
 - 1) The workshop must provide continuing education credit for those attending.
 - 2) Use HMA content description for brochures/fliers.
 - 3) The hosting group will assume the cost of advertising, printing educational materials, and publicity costs.
 - 4) Sample brochures, fliers and other advertisement materials are to be submitted to the HMA Chair, HMA 2017 Scope and Standards Work Group and HMA webmaster.
 - 5) Workshop host agrees to display HMA resources provided by HMA office.
 - 6) Program summary report and summary of evaluations must be submitted to HMA office within 1 month following workshop.

II. Fees for 3.25-hour workshop:

- A. \$350 plus travel expenses for speaker (lodging, meals, airfare or rental car) – payable to HMA
- B. \$100 for HMA support documents for CE process and master copy of handouts

III. HMA agrees to:

- A. Provide speaker.
- B. Provide objectives, content outline, COI forms to assist in application for continuing education credit.
- C. Provide educational materials for reproducing.
- D. Post announcement of event on HMA website and electronic newsletters when timely.

IV. Notification and Contracts:

- A. Chair, HMA 2017 Scope and Standards Work Group will provide host group with contract.
- B. Designated representative of hosting group will sign contract and return to HMA office.

People of Faith Working Together for Healthier Communities

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