

Chesapeake Bay Perioperative Consortium

New Member Welcome Packet

The consortium was founded in 1999 by area hospitals and medical centers located in Maryland and Virginia. The purpose, then and continues today, is to promote clinical excellence and provide educational opportunities in Perioperative Nursing for nursing professionals to better care for patients, families, and the community at large. Quality educational experiences are obtained through collaborative efforts of all members within the consortium.

The mission of the **CHESAPEAKE BAY PERIOPERATIVE CONSORTIUM** is to provide educational opportunities for the enhancement of patient care within a culturally diverse population and it is devoted to the professional development of the perioperative nurse.

We serve to:

- Provide a foundational education in perioperative nursing
- Implement high quality, cost effective programming, responsive to the needs of the program participants in an environment conducive to the sharing of perioperative nursing experiences
- Develop a core curriculum consistent with AORN and ASPAN clinical standards of practice and based upon current clinical and research data
- Foster a culture of lifelong learning through continuing education offerings for existing perioperative nurses.

Courses are held two times a year: March and October.

Enclosed you will find various materials that will need to be completed or filed for future reference.

Welcome and we value your experiences in helping to develop the future of Perioperative Nursing in our communities.

Member Responsibilities

Instructor Requirements

1. The member institution is responsible for presenting their lecture on the assigned day:
 - a. On the day of lecture, the presenter is expected to arrive **one hour ahead of scheduled lecture time** (unless you are the first presenter, then arrive 15-20 ahead of time). Plan for traffic and weather events. If you are delayed, call the host to inform him/her of your delay.
 - b. Come prepared to present your assigned lecture. Review your quiz questions to ensure the quiz content is covered in the presentation.
 - c. If teaching props (instruments, staples, equipment, gowns, gloves, etc.) are needed for your presentations, it is your responsibility to provide those props. Equipment such as laparoscopic towers, ESUs, etc., may be borrowed from the host facility if available. Please reach out to the host facility well in advance of the lecture date to determine if equipment is available to be borrowed. It is not the responsibility of the host facility to provide the required supplies or props for lectures.
 - d. If you are not comfortable teaching, reach out to other consortium members for assistance, suggestions, and resources to prepare yourself for lecture. Remember, you are the expert.
2. Presenters may only revise their lectures and quiz questions in the summer of each year. At that time (due dates will be shared ahead of time), the following **MUST** be e-mailed to the Nursing Network Coordinator to be loaded onto the CBPC website <https://cbpc.nursingnetwork.com>
 - a. 1 copy of the quiz questions with any revisions
 - b. 1 copy of the participant handouts
 - c. The revised PowerPoint presentation
3. **Lecture Coverage:**
 - a. If the presenter is unable to present their assigned lecture, the **assigned institution is responsible for finding a substitute presenter and notify the hosting hospital with the name and contact information of the substitute presenter.**
 - b. The replacement speaker may be from within the presenter's institution (preferred) or from a member of the consortium. If the replacement presenter from the member institution is unable to present, contact the host for the course **AT LEAST 24 hours** prior to scheduled lecture (earlier if possible) unless the reason for the absence is an emergency on the day of the presentation, in which case, the host should be notified as soon as possible.
 - c. The replacement speaker should not be the host. The host as back-up speaker is in place in case of emergencies only.
 - d. If the first speaker of the day has an emergency, the host will be required to be the back-up speaker.
 - e. The presenter is responsible for notifying their back-up speaker and to notify the host that the back-up speaker will be presenting.
4. **Inclement Weather:**
 - a. In the event of inclement weather when public schools are in session, the decision of the public school system of the hosting county will be used to determine the class schedule for that day.

- i. If the public school system of the **hosting county is closed the class schedule is cancelled**. Students will report to their designated facility.
 - ii. If the public school system of the **hosting county is delayed by 1 hour, class will begin as scheduled**.
 - iii. If the public school system of the **hosting** county is delayed by 2 hours, class will begin at 9:00am.
 - iv. If the public school system in the hosting county closes school early, the host, in conjunction with the Consortium Chair, will make the decision regarding class dismissal and member institutions will be notified.
 - v. If class is cancelled, that class will be taught on a make-up day. All other classes will remain the same.
 - vi. In the event class day 4 is cancelled and cannot be made up, the quiz will be administered at the student's facility.
- b. If the weather event is questionable, the host should call the Consortium Chair no later than 0600 to make the decision to cancel or delay.
 - c. In the event of inclement weather when public schools are NOT in session, the class participants will be directed to check with their educator to determine if class is being held. The host and Consortium Chair will make the decision to delay or cancel and relay this information to the Educators at each facility.
 - d. All consortium representatives should have a copy of the consortium directory to make notifications of cancellations and rescheduling. This will be initiated by the Consortium Chair no later than 0600.
 - i. All hospitals sending participants should have a list of phone numbers so they can get in touch with their participants

Hosting Requirements

Classes are hosted by Univeristy of Maryland Upper Chesapeake Health. The location will be determined at the beginning of the calendar year and can be held at one of three UCH locations in Harford County (Bel Air, Belcamp, or Aberdeen)

Class:

1. Obtain a room for the 4-day course and a 1 back-up date for inclement weather event
2. Arrange to have audiovisual projector and laptop for all days of the course.
3. Prepare driving directions to your institution and any specific site information (parking & cost, classroom location, places to eat, etc.). Send via e-mail to Consortium Members a minimum of 2 weeks ahead of class.
4. Be physically present for each day of the course to handle questions and problems.
5. In-service speakers on audiovisual equipment, support personnel, and lighting.
6. In the morning place the sign-in sheets for attendees to sign and collect sign-in sheets at the end of the day.
7. Notify speakers of any change in speaking time.
8. Grade quizzes and communicate results to participants.
9. Evaluate quizzes and notify the consortium of any questions that may need revision.
10. Coach participants in completion of online course evaluation using QRS Code.
11. The host institution is not required to provide food or drinks to attendees of the conference. If you choose to provide refreshments this will be at your own cost.

Meetings:

1. Most meetings are held by Webex, non-meeting months are an e-mail update sent by the Chair.
2. If a meeting needs to be held in person, the host will:
 - a. Obtain a room for the meeting.
 - b. Prepare driving directions to your institution and any specific site information (parking & cost, meeting location, etc.). Send to consortium members a minimum of 1 week ahead of meeting.
 - c. Arrange for teleconferencing and send information via e-mail to consortium members.
 - d. The host institution is not required to provide food or drinks for the meeting. If you choose to provide refreshments this will be at your own cost.

Website Information

All consortium members are entered into the Chesapeake Bay Perioperative Consortium website, which is <https://cbpc.nursingnetwork.com>

If you are not currently a member of Nursing Network you will need to create a login.

Violations Decision Process

The success of the CBPC is dependent upon each institution to uphold their membership responsibility.

A formal notice of warning from the CBPC Chairperson will be issued if a member fails to fulfill obligations. Upon receipt of warning, if further infractions occur, member institution will be suspended from the Consortium. While on suspension guidelines for non-member institutions will apply and the following must be adhered to:

1. The institution must attend all scheduled meetings for 1 year
2. The institution can send students to the CBPC class; however, a fee of \$50 per day/per student must be paid, providing space availability
3. The institution will not be able to vote on decisions pertaining to the operation of the CBPC for 1 year
4. The institution will not be able to participate on CBPC committees for 1 year
5. The institution will remain on the e-mail list to receive all Consortium communications.

Failure to fulfill these requirements could result in dismissal from the CBPC. Decision to dismiss will be brought before the remaining member institutions and a vote of 50% or greater is required for dismissal of suspended institution. If it is deemed that the institution be removed from the consortium, the institution may re-join the CBPC once an enrollment fee of \$300.00 dollars and a newly signed CBPC Agreement are received.

	Incidents	Warning Notice	Suspension Notice
Missed Meeting(s)	1 meeting		
	2 meetings	X	
	3 meetings		X
	4 meetings		Vote on Dismissal
Missed Teaching Assignments	1 class	X	
	2 classes		X
	3 classes		Vote on Dismissal

Roles & Responsibilities

- Chair
- Co-Chair
- Treasurer
- Secretary
- Sub-Committees
 - Website
 - Curriculum
- Terms of service
 - Chair & Co-Chair: 2 years
 - Treasurer: extended service due to cost and complicated nature of changing treasurers
 - Secretary: 2 years
 - Sub-Committee: as needed
 - Document Review: every 2 years in April