

# STANDARD OPERATING PROCEDURES (SOP)

## Educational Offerings

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### STATEMENT OF INTENT

Define the process for education offerings and speakers for the Texas Trauma Coordinator Forum (TTCF).

### PROCEDURE

#### **I. General:**

- a) The TTCF shall offer educational sessions at the quarterly general membership meetings.

#### **II. Advertisement/Notice:**

- a) The topic of all educational offerings for each meeting will be presented to the members prior to the meeting either through electronic means, such as the list serve, website, or newsletter, verbally, such as during the meeting immediately preceding the educational offering, or written, such as registration flyers.

#### **III. Topics for Education:**

- a) The Education Committee considers education topic suggestions by TTCF members, DSHS staff, or other trauma-related professionals.
- b) Educational topics are chosen by the Education Committee after considering criteria selected according to time frame, the availability of speakers, the costs involved, if any, and the overall subject material as applicable.

#### **IV. Continuing Education:**

- a) Nursing CEU credits are awarded whenever applicable.
- b) All attempts will be made by the Education Committee to secure continuing education credits without cost from organizations and/or hospitals.

#### **V. Honorarium:**

- a) TTCF may provide an honorarium of \$100.00 dollars per one hour of educational offering.
- b) The committee may consider travel and other expenses.
- c) Vendors and other funding will be sought when expenses are incurred.
- d) All attempts will be made by the Education Committee to secure educational offerings without cost from the speakers.

**Reference:** Past Texas Trauma Coordinator Forums

**AUTHORS:** Strategic Planning Committee

**Date:**

January, 2003 – Written

February, 2009 – Revised

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