

STANDARD OPERATING PROCEDURES (SOP)

TTCF Scholarships

STATEMENT OF INTENT

Define criteria and process for application and distribution of scholarships to members of the Texas Trauma Coordinator Forum (TTCF) who can not afford to attend meetings and seek financial assistance.

Define criteria and process for application and distribution of funds to assist with the presentation of specific trauma educational offerings required to support trauma center verification, such as Trauma Nursing Core Course (TNCC), Emergency Nursing Pediatric Course (ENPC), Advanced Trauma Care for Nurses Course (ATCN), and AIS scoring.

PROCEDURE

Criteria for attendance scholarship

1. Applicant must be an active member of TTCF.
2. Scholarship for attendance may only provide assistance for 1 person from the facility per request annually.
3. Scholarship will not be provided to anyone who receives assistance from their facility for travel expenses.
4. Application must be received no later than 60 days prior to the scheduled event.

Criteria for assistance of educational offerings

1. Applicant must be an active member of TTCF.
2. Funding must be used to assist in obtaining instructors or a meeting facility. Funds are not to be used for registration fees or materials.
3. Applications must be received 60 days prior to the class date.
4. Priority will be given to rural facilities and facilities who are applying for initial designation.

Process

1. During the budget process the Committee and Workgroup chairs, in coordination with the Treasurer, will determine the funding amount available each year as part of the budgetary process.
2. During the strategic planning meeting, in January of each year, the Committee and Workgroup chairs will report to the TTCF Board the dollar amount requested for scholarships, as well as the amount recommended to award with each request. Committee/Workgroup chairs, with approval of the Board of Directors, will create an appropriate application for the available scholarship.

3. Completed applications will be sent to the Committee/Workgroup Chair or designee. All instructions for submission of the application will be detailed in the application itself.
4. A committee consisting of the President, Treasurer, Committee/Workgroup Chair and one other board member will review each application. This review may be by phone, person or e-mail.
5. Applicant will be notified by phone or e-mail, as well as, in writing of the committee decision.

DEFINITIONS

1. An active member will be defined as:
 - a) Paid current membership
 - b) Has attended two out of the previous four TTCF general membership meetings.

DATE

January, 2003 – Written
February, 2009 – Reviewed
July, 2016 – Revised
March, 2017 – Revised
March, 2018 – Revised
, 2019 - Revised