

STANDARD OPERATING PROCEDURES (SOP)

Educational Offerings

STATEMENT OF INTENT

Define the process for education offerings and speakers for the Texas Trauma Coordinators Forum (TTTCF).

PROCEDURE

I. General:

- a) The TTTCF shall offer educational sessions at each of the calendar year meetings of the full general membership.

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. A record of attendance will be submitted to the TTTCF Secretary 30-days following the educational offering.

III. Topics for Education:

- a) The Education Workgroup considers education topic suggestions by TTTCF members, DSHS staff, or other trauma-related professionals.
- b) Educational topics are chosen by the Education Workgroup 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 contact hours are awarded whenever applicable.
- b) All attempts will be made by the Education Workgroup to secure continuing education credits without cost from organizations and/or hospitals.

V. Honorarium:

- a) TTTCF 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 Workgroup to secure educational offerings without cost from the speakers.

AUTHORS: Strategic Planning Committee

Date:

January, 2003 – Written
February, 2009 – Revised
March, 2016 – Revised
, 2019 - Revised