

# Association for Radiologic & Imaging Nursing



## Policy and Operational Guidelines

## Table of Contents

### Part I – General

ARIN Mission, Core Purpose, and Core Values .....	2
Credentials Format.....	3
Use of Display.....	4
Use of Logo and Seal.....	5
Mailing List Rental.....	6
Official Correspondence.....	7
Endorsements.....	8
Review of Policies, Operational Guidelines, Position Papers, and Clinical Practice.....	9

### Part II - Roles

Board of Directors.....	12
President.....	14
President-Elect.....	16
Immediate Past President.....	18
Secretary.....	19
Treasurer.....	21
Board Member.....	23
Board Member Evaluation Tool.....	25
Director of Education.....	27
Director of Leadership.....	28
Director of Membership .....	29
Liaison Role	
American College of Radiology (ACR).....	30
Association of Medical Imaging Management (AHRA).....	31
American Nursing Association (ANA).....	32
Association of Peri-Operative Registered Nurses (AORN).....	33
American Society of Peri-Anesthesia Nurses (ASPN).....	34
American Society of Radiologic Technologists (ASRT).....	35
Association for Vascular Access (AVA).....	36
Association of Vascular and Interventional Radiographers (AVIR).....	37
Cardiovascular and Interventional Radiological Society of Europe (CIRSE).....	38
Cardiovascular and Interventional Radiology (CVIR).....	39
Imaging Review Course (IRC).....	40
Nursing Organizations Alliance (NOA).....	41
RAD-AID.....	42
Radiologic Nursing Certification Board (RNCB).....	43
Society of Interventional Radiology (SIR).....	44

Website.....	45
Committee Structure and Function.....	46
Executive Director Evaluation.....	49
Website Editor.....	53
Website Editor Agreement.....	55
Website Editor Evaluation.....	58
Newsletter Editor.....	59
Newsletter Editor Agreement.....	61
Newsletter Editor Evaluation.....	65
Master Faculty.....	66
Master Faculty Agreement.....	68
Master Faculty Orientation.....	72
Master Faculty Evaluation.....	74
Master Faculty Interview Questions.....	75
Nurse Planner Policy.....	76

### Part III – FINANCIAL PROCEDURES

Financial Procedures.....	79
Investment Policy.....	81
Travel Expense Reimbursement.....	84
Expense & Honoraria Reimbursement.....	87

### Part IV - NOMINATIONS AND ELECTIONS

Timeline.....	84
Solicitation of Candidates for National Office.....	90
Evaluation of Candidates for National Office.....	91
Voting Process for National Election.....	94
Ballot Preparation.....	95
Notification of Election Results.....	96

### Part V - AWARDS and SCHOLARSHIPS

Awards and Scholarships Timeline.....	98
Summary of Awards and Scholarships.....	99
Certificates and Plaques.....	101
Selection Process	
Radiology Nurse of the Year	
Radiology Nurse of the Year Evaluation.....	102
Radiology Nurse of the Year Notification Letter.....	103
Radiology Nurse Regret Letter.....	104
Charlotte Godwin Scholarship	
Charlotte Godwin Scholarship Evaluation.....	105
Charlotte Godwin Scholarship Notification Letter.....	106

Charlotte Godwin Regret Letter.....	107
Dorothy Budnek Memorial Scholarship	
Dorothy Budnek Memorial Scholarship Evaluation.....	108
Dorothy Budnek Memorial Scholarship Notification Letter.....	109
Dorothy Budnek Memorial Scholarship Regret Letter.....	110
Helen Malenock Award	
Helen Malenock Award Evaluation.....	111
Helen Malenock Award Notification Letter.....	112
Helen Malenock Award Regret Letter.....	113
CRN Exam Scholarship Award	
CRN Exam Scholarship Award Evaluation.....	114
CRN Exam Scholarship Award Notification Letter.....	115
CRN Exam Scholarship Award Regret Letter.....	116
Chapter Award	
Chapter Award Evaluation.....	117
Chapter Award Notification Letter.....	118
Chapter Award Regret Letter.....	119

## **PART VI – JOURNAL**

Editor Position Description.....	121
Editorial Board Member Position Description.....	124
Roles and Responsibilities for ARIN Board, and National Office Staff in Regards to <i>The Journal of Radiology Nursing</i> .....	126

## **PART VII – POLICY AND OPERATIONAL GUIDELINES**

Communication Flow Policy.....	129
ARIN Records Retention Policy.....	132
Board of Directors Conflict of Interest Policy.....	135
Board of Directors Whistle Blower Policy.....	136
Board of Directors Code of Conduct Policy.....	139

## **PART VIII– ARIN POSITION STATEMENT AND CLINICAL PRACTICE GUIDELINES**

Introduction, Purpose, and Definitions.....	141
Style.....	142
Format.....	143
ARIN Position Statements and Clinical Practice Guidelines Review, Revision, and Dissemination.....	144

## **PART IX – WEBSITE**

Posting Links on ARIN Website.....	147
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## **PART X – COMMITTEE AND TASK FORCE GUIDELINES**

Task Force Volunteer Agreement.....	149
Chapters Committee Policy.....	150
Clinical Practice/Research Committee Policy.....	151
Leadership Committee Policy.....	153
Leadership Committee Evaluation.....	154
Marketing Committee Policy.....	155
Program Planning Committee Policy.....	157
Program Planning Committee Agreement.....	158
Public Policy Committee.....	159
Social Media Committee Policy.....	162
Strategic Partnership Committee Policy.....	163
Webinar Committee Policy.....	164
Website Committee Policy.....	166
International Chapters Committee Representative.....	167

## **PART XI – TIMELINES AND FORMS**

Report to Board of Directors Form.....	170
Reimbursement Request Form and General Voucher (Board Member and Committee).....	172
Performance Appraisal Association Management Co.....	174
Performance Appraisal Association Management Evaluation Co. ....	175

# **Part I**

## **General**

- ARIN Mission, Core Purpose, and Core Values
- Credentials Format
- Use of Display
- Use of Logo and Seal
- Mailing List Rental
- Official Correspondence
- Endorsements
- Review of Policies, Operational Guidelines, Position Statements, and Clinical Practice Guidelines

# **Policy and Operational Guidelines: ARIN MISSION, CORE PURPOSE, AND CORE VALUES**

## **I. ARIN Mission**

To provide Radiology Nurses with the knowledge and resources to deliver safe quality patient care in the imaging environment.

## **II. ARIN Core Purpose**

To foster the growth of nurses who advance the standard of care in the imaging nursing environment.

## **III. ARIN Core Values**

- Embrace and drive change
- Be passionate and determined
- Deliver “WOW” through service
- Build open, honest relationships with communication
- Pursue growth and learning
- Lead with humility; follow with urgency

# Policy and Operational Guidelines: CREDENTIALS FORMAT

## **I. Purpose**

The Association for Radiologic and Imaging Nursing (ARIN) will use a consistent format in listing credentials, as recommended by the American Nurses Association and the National League for Nursing.

## **II. Qualifications**

All ARIN correspondence, policies, and publications.

## **III. Operational Guidelines**

A. Academic degrees will precede professional titles. Omit periods in the abbreviation of academic degrees.

Jane Doe, PhD, RN (not Jane Doe, R.N., Ph.D.)

B. List all degrees if earned in different disciplines, but list only the advanced degree in any one discipline (i.e., the baccalaureate or master's degree is assumed).

1. Susan Scott, MA, RN (baccalaureate assumed)

2. Jane Doe, PhD, RN (baccalaureate and master's assumed)

3. Lucie Smith, PhD, MBA, RN (degrees from different disciplines)

4. Nancy Nice, MBA, BSN, RN (degrees from different disciplines)

C. For dual doctorate, list the academic degree that was earned first.

D. Capitalize academic and other titles.

1. President Jane Doe

2. Jane Doe, MN, RN, CS, President, ARIN

3. Ada Smith, EdD, RN, Dean, School of Nursing, Care University



## **Policy and Operational Guidelines: USE OF DISPLAY**

### **I. Purpose**

ARIN will participate in workshops, meetings, conventions, and/or symposia by displaying materials in accordance with an established procedure.

### **II. Qualifications**

All ARIN correspondence, policies, and publications.

### **III. Operational Guidelines**

- A. Members may, at any time, request display materials for workshops, meetings, conventions, and/or symposia.
- B. For any workshops, meetings, conventions, and/or symposia where staff will not be present, a display will be sent along with pertinent membership information and/or promotional items. This display will become the property of the member requesting such materials and need not be returned to the National Office.
- C. For any workshops, meetings, conventions, and/or symposia where staff will be representing the Association, the large display will be used along with appropriate membership materials and promotional items.
- D. Variance to this policy may be granted by Board action.

## **Policy and Operational Guidelines: USE OF LOGO and SEAL**

### **I. Purpose**

The ARIN log and seal are the property of ARIN; use of logo or seal will be granted on established guidelines.

### **II. Qualifications**

All ARIN correspondence, policies, and publications.

### **III. Operational Guidelines**

- A. The logo is a valuable trademark owned by the Association for Radiologic and Imaging Nursing and is protected by law. Use of this logo for any reason requires written approval. Approval will be granted at the discretion of the Board. Law prohibits the use of this logo by others in any public advertisement or announcement.
- B. Written permission to use the logo for the promotion of Radiology Nurses Day will be granted at the discretion of the Executive Director and/or Board of Directors. Membership information and certification information will be sent to the requesting party when permission to use the logo is granted to promote Radiology Nurses Day.
- C. Chapters current with ARIN policy are permitted to use the logo.
- D. The artwork created for all national meetings may not be used by others without permission.

## **Policy and Operational Guidelines: MAILING LIST RENTAL**

### **I. Purpose**

The ARIN membership mailing list is available for rent from INFocus Marketing based on established guidelines.

### **II. Qualifications**

All ARIN correspondence, policies, and publications.

### **III. Operational Guidelines**

- A. Any party requesting the mailing list will do so in writing, acknowledging full compliance with this policy.
- B. A sample of the piece to be mailed will accompany any request for the mailing list and requires approval by the Executive Director.
- C. The Executive Director will be charged with the responsibility of approving the release of the ARIN mailing list-based on the following criteria:
  - 1. A company's products, service, mission, or purpose for mailing shall not conflict with ARIN's core purpose and goals.
  - 2. A company's promotional materials shall not imply or state endorsement unless such endorsement has been secured.
- D. The fee for mailing lists will be based on industry standard as approved by the Board of Directors.
- E. Mailing lists will be provided in Excel or label format via email unless otherwise requested.
- F. Unless otherwise specified, rental of the mailing list is valid for one-time use only.
- G. Members will be entitled to a 10% discount on all fees related to rental of mailing list.
- H. The mailing list may be provided in whole or in part free of charge to an individual or group designated by action of the Board or Executive Committee.

## **Policy and Operational Guidelines: OFFICIAL CORRESPONDENCE**

### **I. Purpose**

ARIN sanctioned correspondence for the transaction of business will be handled by staff at the national office. This includes correspondence to membership, strategic partners, or professional organizations by the Executive Director or members of the Board of Directors.

### **II. Qualifications**

All ARIN correspondence, policies, and publications.

### **III. Operational Guidelines**

- A. Association leaders should fax, mail, or email to the National Office any correspondence they wish to send along with a list of those who should receive the correspondence. Staff will prepare the correspondence and send it to the leader for approval before mailing, if the leader requests review prior to mailing. Staff will sign the leader's name unless otherwise requested by the leader.
- B. The Executive Director and members of the Board of Directors will provide signature samples to the National Office to facilitate correspondence mailings.
- C. Most mailings will be accomplished in two (2) working days or less. In each case, indicating the priority for mailing will expedite prompt attention to any correspondence.
- D. Note cards for personal correspondence of elected association leaders will be provided as needed or requested. These cards are available to Committee and Task Force Chairs through the respective Board liaison.
- E. Association leaders will receive copies of all correspondence sent over their signature.

## **Policy and Operational Guidelines: ENDORSEMENTS**

### **I. Purpose**

The ARIN President may, after consultation with the Executive Director (ED) or the Executive Committee, approve requests for endorsements that are congruent with the core purpose and goals of ARIN.

### **II. Qualifications**

All ARIN correspondence, policies, and publications.

### **III. Operational Guidelines**

- A. Requests for endorsement that are received at the National Office are reviewed by the Executive Director and forwarded to the President for consideration.
- B. The President will determine if the request meets the conditions of the following decision algorithm:
  - Algorithm for Decisions
    - 1. Congruence with core purpose and goals  
Relevance to Strategic Plan
    - 2. Financial/Resource Allocation
      - a. Financial
      - b. Time
      - c. Human
      - d. Technology
    - 3. Ethical Considerations
    - 4. Type of Organization
    - 5. Legal Considerations
- C. When the President determines that the request is congruent with ARIN's mission, core purpose, goals and other considerations of the algorithm, the return deadline may be used to determine if this should go to the Board for comment.
- D. The President may also determine if Board of Director's review is needed for endorsement.
- E. Board member will be notified, via email, or on the next conference call of the action taken by the President.
- F. National Office Staff will work with the President to send official notification of endorsements.

# **Policy and Operational Guidelines: REVIEW OF POLICIES, OPERATIONAL GUIDELINES, POSITION PAPERS, AND CLINICAL PRACTICE**

## **I. Purpose**

- A. To provide a timely review of Association policies, operational guidelines, position papers, and clinical practice guidelines.
- B. These items will be reviewed every three (3) years for accuracy, uniformity, and relevance.

## **II. Qualifications**

All ARIN correspondence, policies, and publications.

## **III. Operational Guidelines**

The Board of Directors will appoint a task force that will review and revise the policies and procedures, clinical papers, Association position statements, and clinical practice guidelines.

# Part II

## Roles

- Board of Directors
- President
- President-Elect
- Immediate Past President
- Secretary
- Treasurer
- Board Member
  - Board Member Evaluation Tool
  - Director of Education
  - Director of Leadership
  - Director of Membership
- Liaison Roles
  - American College of Radiology
  - Association of Medical Imaging Management
  - American Nursing Association
  - Association of PeriOperative Registered Nurses
  - Association of PeriAnesthesia Nurses
  - American Society of Radiology Technologists
  - Association for Vascular Access
  - Association of Vascular and Interventional Radiographers
  - Cardiovascular and Interventional Radiological Society of Europe
  - Cardiovascular and Interventional Radiology
  - Imaging Review Course
  - Nursing Organizations Alliance
  - RADAID
  - Radiologic Nursing Certification Board
  - Society of Interventional Radiology Website
- Committee Structure and Function
- Executive Director Evaluation
- Website Editor
  - Website Editor Agreement
  - Website Editor Evaluation
- Newsletter Editor
  - Newsletter Editor Agreement
  - Newsletter Editor Evaluation

- Master Faculty
  - Master Faculty Agreement
  - Master Faculty Orientation
  - Master Faculty Evaluation
  - Master Faculty Interview Questions



# **Policy and Operational Guidelines: BOARD OF DIRECTORS**

## **I. Purpose**

- A. The ARIN Board of Directors (Board) is comprised of five officers and three board members. (FYI: In ENA, the IPP serves as an ex-officio member and the executive director serves as a non-voting member).
- B. The Board of Directors leads and directs the Association. The Board is responsible for making all decisions related to the organization. The Board approves recommendations of committees and staff. The Board charges the Committees and staff with specific responsibilities and tasks to accomplish. The Board provides strategic direction and is the body that is fiscally responsible and accountable.
- C. Board liaisons are a conduit for communication between the Board and other entities, the assigned workgroup, editor, or representative. Board liaisons serve to provide information on Board charges and activities to committees and to report to the Board on committee activities. Board liaisons serve as committee chairs or committee members; however, they may suggest committee activities or approaches to accomplish tasks.

## **II. Qualifications**

- A. Knowledge
  - 1. Current radiology or imaging nursing experience in practice, education, administration, or research.
  - 2. Current ARIN membership.
  - 3. CRN preferred
- B. Skills
  - 1. Demonstrate effective verbal communication skills.
  - 2. Demonstrate effective written communication skills.
  - 3. Demonstrates effective computer skills (e.g. word processing, email, PowerPoint).

## **III. Operational Guidelines**

- A. The Board ensures that all business brought before it is reviewed in a timely manner and that decisions are made in the best interest of the membership.
  - 1. The Board of Directors will meet face to face at least annually.
  - 2. The Board will meet, via conference call bimonthly on the second Monday of the month (January, March, May, July, September, and November) and as needed to carry out the business of the Association.
  - 3. The Executive Committee shall be comprised of the Past President, President, President Elect, and Executive Director will meet monthly on the fourth Monday of the month. A report for each meeting will be generated and placed on the consent agenda for the bimonthly board meetings. The Executive Committee shall assist the board in managing ARIN on issues that are time sensitive between official board meetings and also as required to advance the strategic plan.
  - 4. The President will preside at all Board of Director meetings.

5. Four (4) members of the Board will constitute a quorum.
6. Special meetings may be called by the President, or upon written request of three (3) members of the Board.
7. Robert's Rules of Order will govern the Board meeting process.
8. Should a matter requiring a vote of the Board of Directors arise between meetings, a ballot by electronic mail may be taken. An affirmative unanimous vote of a quorum, within a time frame established for the vote, shall be necessary to carry any motion. Each vote shall be viewed by the entire Board.
9. The voting board members consist of the President, President Elect, Immediate Past President, Director of Leadership, Director of Education, Director of Membership Relations and Recruitment, the Secretary, and the Treasurer. The Executive Director will vote in a tie, a simple majority of the votes cast at a meeting of the duly constituted Board shall be sufficient to authorize action.
10. Board members may vote by proxy that has been assigned to another voting member in writing or email and viewed by the entire Board.

B. Meetings

The Board of Directors is expected to attend all Board of Directors' meetings and the educational meetings of the Association.

C. Expense Reimbursement

1. Reimbursement requests must be submitted to the National Office within 30 days of the meeting end date on a reimbursement form accompanied with itemized expense receipts.
2. Expenses can be submitted, for reimbursement, through [arinbills@bill.com](mailto:arinbills@bill.com).

D. Correspondence

The National Office sends out correspondence on behalf of the Board of Directors. Drafts of correspondence are approved by the President prior to mailing. See Policy Guideline: Official Correspondence.

# **Policy and Operational Guidelines: PRESIDENT**

## **I. Purpose**

The ARIN President serves as the Chief Elected Officer. He/she represents the best interests of the Association and the best interests of radiologic and imaging nursing. He/she serves in a capacity of personal leadership in the motivation of other officers, Board members, committee members, and staff. During his/her term in office, he/she directs the affairs of the Association in keeping with the mission, core values and goals established by the Board of Directors. He/she shall be the spokesperson for the Association. Travel is required and expenses are reimbursed as set forth in ARIN policy. This is a one-year term.

## **II. Qualifications**

### **A. Knowledge**

1. Current radiology or imaging nursing experience in practice, education, administration, or research.
2. Current ARIN membership.
3. CRN preferred.

### **B. Skills**

1. Serve a one-year term as President-Elect prior to assuming role as President.
2. Demonstrates effective verbal communication skills.
3. Demonstrates effective written communication skills
4. Demonstrates effective computer skills (e.g. word processing, email, PowerPoint).
5. Demonstrates effective leadership skills.

## **III. Operational Guidelines**

- A. Within the limits of the bylaws and policies established by the Board of Directors, the President is responsible for and has commensurate authority to accomplish the duties listed below.
  1. Reviews all contracts, deeds, conveyances, and other written instruments that may be required or authorized by the Board for the proper and necessary transactions of business for the Association.
  2. Presides at all meetings of the membership and the Board.
  3. Sees that the Officers and the Board are kept fully informed on the condition and operation of the Association.
  4. Sees that basic policies and programs that will further the mission, core value and goals of the Association are planned, formulated, and presented to the Board. Provides continuity and support of ongoing programs.
  5. On approval of Board, appoints and/or replaces committee chairs and reviews all appointments at least annually.
  6. Delegates duties at his/her discretion to other officers, members of the Board, and committee chairs in keeping with approved programs and policies of the Association.
  7. Monitors and evaluates the progress, performance, and effectiveness of all programs.
  8. Supports and defends all programs and policies adopted by the Board.

9. Promotes interest and active participation in the Association on the part of the membership by reporting the activities of the Association through letters, publications, and reports internally at association meetings and general membership meetings, and externally through other professional association meetings, affiliated organizations, and other bodies deemed of interest to the health of the Association.
10. President will be knowledgeable of ARIN Bylaws, Articles of Incorporation, ARIN Policy and Operational Guidelines, *Robert's Rules of Order*, and other documents governing the Association business.
11. Annually, the President may nominate a candidate for the President's Award. The candidate is subject to Board approval, and the award is presented for exceptional service to ARIN.

#### B. Meetings

1. As the Chief Elected Officer, the President will receive many invitations from members, allied organizations, and professional groups to participate in their functions. Reason and good judgment must be used in accepting such invitations.
2. Attendance and participation by the President in meeting with allied organizations depend on the nature of the organization, its organization structure, invitations, scheduling, and usefulness of the participation. Certain funds may be allocated each year for the purpose of ensuring representation of the President at meetings deemed useful to the growth and health of the Association.
3. Consultation with the Board is recommended in order to obtain the necessary guidance for judgment based on past attendance, current problems, objectives, and goals. The President has the ultimate discretionary authority to accept.
4. The President is an ex-officio member of all committees except the Nominating Committee. Attendance at committee meetings is at the President's judgment and discretion.
5. The President will call meetings of the Board at least annually, or more frequently if deemed necessary by the President. A Board meeting will be scheduled in conjunction with the ARIN Educational Meetings.
6. Meetings will be held in congruence with *Robert's Rules of Order, Newly Revised*.
7. The President is expected to attend all Executive Committee meetings, Board meetings and the educational meetings of the Association.

#### C. Expense Reimbursement

1. Reimbursement requests must be submitted to the National Office within 30 days of the meeting end date on a reimbursement form accompanied with itemized expense receipts.
2. The National Office sends out correspondence on behalf of the President. Drafts of correspondence are approved by the President before mailing and copies of all correspondence are sent to the President.

# **Policy and Operational Guidelines: PRESIDENT-ELECT**

## **I. Purpose**

The functions of the President-Elect are to fulfill duties in the absence of the President, monitor committee activities, and perform other duties as prescribed by the Board of Directors or as delegated by the President. Travel is required and expenses are reimbursed as set forth in ARIN policy. The position requires a three-year commitment: serving the first year as President-Elect, the second year as President, and the third year as Immediate Past President. The President-Elect is elected by the membership for a one-year term and will become acquainted with the duties of the President and the business of ARIN before taking office as President. The President-Elect should have experience within ARIN as a board member or chair-person of an ARIN committee/task force.

## **II. Qualifications**

### **A. Knowledge**

1. Current radiology or imaging nursing experience in practice, education, administration, or research.
2. Current ARIN membership.
3. CRN preferred.

### **B. Skills**

1. The President-Elect should have served at least one (1) year as a member of the Board of Directors or served as the chairperson of an ARIN national committee for a minimum of one year prior to nomination.
2. Demonstrates effective verbal communication skills.
3. Demonstrates effective written communication skills.
4. Demonstrates effective computer skills (e.g. word processing, email, PowerPoint).
5. Demonstrates effective leadership skills.

## **III. Operational Guidelines**

### **A. Within the limits of the bylaws and policies established by the Board, the President-Elect's primary function is to:**

1. Serve as a member of the Board.
2. Perform duties as assigned by the President, (i.e. Committee liaison, essential organization liaison).
3. Learn all functions of the Presidency.
4. Assists and makes recommendations to the President in committee appointment and program and policy formation and implementation.
5. Develops professional relationship with Executive Director and National Office Staff.

### **B. Meetings**

The President-Elect is expected to attend all Executive Committee meetings, Board meetings and the educational meetings of the Association.

### **C. Expense Reimbursement**

1. Reimbursement items must be submitted to the National Office on a reimbursement form accompanied with itemized expense receipts.

2. The National Office sends out correspondence on behalf of the President-Elect. Drafts of correspondence are approved by the President-Elect before mailing, and copies of all correspondence sent out on behalf of the President-Elect are sent to the President-Elect.

# **Policy and Operational Guidelines: IMMEDIATE PAST PRESIDENT**

## **I. Purpose**

The Immediate Past President serves a one-year term immediately following his/her term as President. Travel is required; expenses for travel are reimbursed as per policy.

## **II. Qualifications**

### **A. Knowledge**

1. Current radiology or imaging nursing experience in practice, education, administration, or research.
2. Current ARIN membership.
3. CRN preferred.

### **B. Skills**

1. Demonstrates effective verbal communication skills.
2. Demonstrates effective written communication skills.
3. Demonstrates effective computer skills (e.g. word processing, email, PowerPoint).
4. Demonstrates effective leadership skills.

## **III. Operational Guidelines**

### **A. Within the limits of the bylaws and policies established by the Board, the Immediate Past President's primary function is to:**

1. Serve as a member of the Board.
2. Perform duties as assigned by the President
3. Substitute for the President or President-Elect when requested.
4. Assists and makes recommendations to the President in committee appointment and program and policy formation and implementation

### **B. Meetings**

The Immediate Past President is expected to attend all Executive Committee meetings, board meetings and the educational meetings of the Association.

### **C. Expense Reimbursement**

1. Reimbursement requests must be submitted to the National Office within 30 days of the meeting end date on a reimbursement form accompanied with itemized expense receipts.
2. The National Office sends out correspondence on behalf of the Immediate Past President. Drafts of correspondence are approved by the Immediate Past President before mailing, and copies of all correspondence sent out on behalf of the Immediate Past President are sent to the Immediate Past President.

# Policy and Operational Guidelines: SECRETARY

## I. Purpose

The Secretary records, reviews, and updates the minutes for all Association Board and Membership Business meetings. Travel is required and expenses are reimbursed as set forth in ARIN policy. The position requires a two-year commitment. The Secretary is elected for two years and serves as the recording historian of the Association, which includes the maintenance and updating of the Policy and Operational Guidelines Manual. All matters of Board Meetings and Association Business Meeting are recorded for information, continuity, and dissemination to the Board and/or membership and interested allied professional organizations.

## II. Qualifications

### A. Knowledge

1. Current radiology or imaging nursing experience in practice, education, administration, or research.
2. Current ARIN membership.
3. CRN preferred.
4. *Robert's Rules of Order* preferred.

### B. Skills

1. Demonstrates effective verbal communication skills.
2. Demonstrates effective written communication skills.
3. Demonstrates effective computer skills (e.g. word processing, email, PowerPoint).
4. Demonstrates effective leadership skills.

## III. Operational Guidelines

- A. Within the limits of the bylaws and policies established by the Board, the Secretary is responsible for and has commensurate authority to accomplish the following duties:
1. Record minutes of Board meetings and conference calls. Record the minutes of the Annual Membership Business Meeting held during the Annual Educational Meeting. The Secretary presents all minutes for approval as appropriate.
  2. Advises the Board and Executive Committee of proper parliamentary procedure in accordance with *Roberts' Rules of Order, Newly Revised*.
  3. Accepts responsibilities and assignments delegated by the President
  4. Assists and makes recommendations to the President in committee appointment and program and policy formation and implementation.
  5. Prepares the Annual Historical Report for the membership.

### B. Meetings

The Secretary may be assigned by the President to represent the Association or the President on his/her behalf. The Secretary is expected to attend all Board meetings and the annual educational meetings of the Association.

### C. Expense Reimbursement

1. Reimbursement requests must be submitted to the National Office within 30 days of the meeting end date on a reimbursement form accompanied with itemized expense receipts.
2. The National Office sends out correspondence on behalf of the Secretary. Drafts



of correspondence are approved by the Secretary before mailing, and copies of all correspondence sent out on behalf of the Secretary are sent to the Secretary.

# **Policy and Operational Guidelines: TREASURER**

## **I. Purpose**

The Treasurer is elected for two (2) years and serves as the chief elected officer for supervision of all financial affairs. He/she represents the best interest of the membership as it pertains to fiscal responsibility, the financial soundness of the Association, and the prudent application of funds. Travel is required and expenses are reimbursed as set forth in ARIN policy.

## **Qualifications**

### **A. Knowledge**

1. Current radiology or imaging nursing experience in practice, education, administration, or research.
2. Current ARIN membership.
3. CRN preferred.
4. Financial/budget management experience preferred.

### **B. Skills**

1. Demonstrates effective verbal communication skills.
2. Demonstrates effective written communication skills.
3. Demonstrates effective computer skills (e.g. word processing, email, PowerPoint, Excel).
4. Demonstrates effective leadership skills.

## **III. Operational Guidelines**

A. Within the limits of the bylaws and policies established by the Board, the Treasurer is responsible for and has commensurate authority to accomplish the following duties:

1. Ensures that the Board and members are kept fully informed on the financial condition of the Association. Submits a report monthly to the Executive committee for review and placed on the agenda for the bimonthly board meetings.
2. Reviews, at least quarterly, the financial status of the Association and reports significant budget irregularities to the Board of Directors and recommends financial adjustments.
3. Works with the Executive Director and AMC Financial Director to review, and develop the following year annual budget in September. This will be presented to the Board of Directors for its approval at the Bimonthly November meeting.
4. Reports, at least annually, the financial status of the Association to the membership at the Annual Business Meeting.
5. Accepts responsibilities and assignments delegated by the President.
6. Assists and makes recommendations to the President in committee appointment and program and policy formation and implementation.
7. Approves checks over \$1000.00 through correspondence with the accountant.

### **B. Meetings**

The Treasurer may be assigned by the President to represent the Association or the President on his/her behalf. The Treasurer is expected to attend all Board of Directors meetings and the educational meetings of the Association.

### C. Expense Reimbursement

1. Reimbursement requests must be submitted to the National Office within 30 days of the meeting end date on a reimbursement form accompanied with itemized expense receipts.
2. The National Office sends out correspondence on behalf of the Treasurer. Drafts of correspondence are approved by the Treasurer before mailing, and copies of his/her correspondence are sent to the Treasurer.

# **Policy and Operational Guidelines: BOARD MEMBER**

## **I. Purpose**

Board Members are elected for a three-year term and serve as members of the ARIN Board of Directors. The terms of the office will be staggered so that one Board Member is elected each year. These members will be designated as Director of Education, Director of Leadership, and Director of Membership Relations and Recruitment. Specific position descriptions follow this policy.

## **II. Qualifications**

### **A. Knowledge**

1. Current radiology or imaging nursing experience in practice, education, administration, or research.
2. Current ARIN membership.
3. CRN preferred.

### **B. Skills**

1. Demonstrates effective verbal communication skills
2. Demonstrates effective written communication skills.
3. Demonstrates effective computer skills (e.g. word processing, email, power point).
4. Demonstrates effective leadership skills.

## **III. Operational Guidelines**

A. Within the limits of the bylaws and policies established by the Board, Board Members are responsible for and have commensurate authority to accomplish the following duties:

1. Serve as a liaison to at least one committee but not more than three (3) committees and/or task forces.
2. Serve as a resource for chapter formation.
3. Present concerns/issues of members to the ARIN Board or Management Company and follow through as needed.
4. Accept responsibilities and assignments delegated by the President.
5. Assist and make recommendations to the President in committee appointment and program and policy formation and implementation.

### **B. Meetings**

Board Members are expected to attend all Board meetings and annual educational meetings of the Association.

### **C. Expense Reimbursement**

1. Reimbursement requests must be submitted to the National Office within 30 days of the meeting end date on a reimbursement form accompanied with itemized expense receipts.
2. The National Office sends out correspondence on behalf of the Board Member. Drafts of correspondence are approved by the respective Board Member before mailing, and copies of his/her correspondence are sent to the Board Member.

#### D. Evaluations

1. Board members will be evaluated This includes, but is not limited to, three months after election/appointment to their position and yearly prior to the National Convention.
2. This process will allow the Board to visualize the overall process and understanding of the Board member's function. It further permits the Executive Director and President to identify, educate, clarify and resolve a knowledge deficit while directing the Board to its highest function.
3. The self-evaluation form is located at Policy and Operational Guideline: Board Member Evaluation Tool.

## Policy and Operational Guideline: Board Member Evaluation Tool

**Purpose:** Each member of the ARIN Board of Directors will be evaluated during their service on the Board. Please review each statement below and conduct a **self-assessment** as instructed. The following Likert Scale will be used:

**Strongly Agree = 4; Agree = 3; Disagree = 2; Strongly Disagree = 1**

**N/A = not applicable to this role OR individual does not have sufficient knowledge of behavior to offer a judgment.**

Evaluation Statement	4	3	2	1	N/A
1. Individual displays an understanding of the difference between Governance and Management as related to his/her job description.					
2. Individual acknowledges the ARIN Articles of Incorporation provide him/her with the responsibility for governing the organization. (30,000 foot level vision)					
3. Individual reviews, develops and suggests updates to policy and operational statements that guide ARIN.					
4. Individual displays the VISION necessary to move the Strategic Plan forward over the 3-5-year timeline.					
5. Individual developed the Fiduciary Duty of confidence or trust between board or committee members.					
6. Individual is committed to doing what is best for the organization.					
7. Individual understands the role differences between the BOD and the Executive Director.					
8. Individual complies with state and federal laws and conforms to ARIN's Charter, Articles of Incorporation and Bylaws. (Duty of Obedience)					
9. Individual performs the Duty of Loyalty by acting in good faith and recognizing that the organization comes first over personal interests.					
10. Individual manages the organization's affairs with care as an ordinary prudent person would use under similar circumstances.					
11. Individual fully understands, supports, and incorporates ARIN Mission, Vision, and Core Values into his/her role within the organization.					
12. Individual references ARIN Bylaws as needed when making decisions affecting the organization.					
13. Individual displays the moral and professional support of the Executive Director.					
14. Individual actively participates with BOD/AMC Staff in the overall planning process and implementation of plan goals.					
15. As a liaison to committee(s)/task force(s), individual is professional and supportive of the committee/task force members and project goals.					
16. Individual voices appropriate discussion related to monitoring and strengthening organization Strategic Plan.					
17. Individual follows the ARIN Code of Conduct.					
18. Individual follows the Ground Rules for Board and Committee Meetings.					
19. Individual has reviewed and discloses any real or perceived Conflict of Interest to the Board for review and decision.					
20. Individual functions at the highest level of their position (via the Position Description) within the Organization					

**Please answer the following questions and provide examples to support your statement.**

1. In what areas does the individual excel?
  
  
  
  
  
  
  
  
  
  
2. Please describe areas to improve.
  
  
  
  
  
  
  
  
  
  
3. What are the individual's best qualities as a member of this organization?

**Name:**\_\_\_\_\_

**Position:**\_\_\_\_\_

**Date:** \_\_\_\_\_

# **Policy and Operational Guidelines: DIRECTOR OF EDUCATION**

## **I. Purpose**

- A. The Director of Education is a member of the ARIN Board of Directors and works intimately with the ARIN Board and AMC Staff. This individual supports the mission and values of the Association. The Director of Education will have oversight and responsibility for the Program Planning Committee, imaging review Master Faculty, and webinar committee.
- B. The Director of Education is responsible for creating and marketing opportunities for nursing education. The role works to define ARIN as the premier organization who sets the national standard for radiologic & imaging nursing.
- C. Identify & develop opportunities for nurse education.
- D. Promote nurse education.
- E. Increase CE opportunities for radiology nurses via multimedia format.
- F. Address continuing education requests from member survey.
- G. Improve access to outside CE opportunities for ARIN members.
- H. Monitor progress of Imaging Review Course.
- I. Contribute to the Core Curriculum as needed.
- J. Contribute annually to *JRN*.

## **II. Qualifications**

- A. Knowledge
  - 1. Previous education experience.
  - 2. Willingness & ability to commit to a three-year term.
  - 3. Current RN license.
  - 4. Member of good standing with ARIN.
  - 5. BSN
  - 6. MSN or MEd preferred.
  - 7. CRN preferred
- B. Skills
  - 1. Previous publishing experience preferred
  - 2. Letter of recommendation/support

## **III. Operational Guidelines**

- A. Three years
- B. Eligible for re-election



# Policy and Operational Guideline: DIRECTOR OF LEADERSHIP

## I. Purpose

- A. The Director of Leadership is a member of the ARIN Board of Directors and works intimately with the ARIN Board and AMC staff. This individual supports the mission and values of the Association. The Director of Leadership will have oversight and responsibility for Awards, scholarships, elections, and develop a leadership program for members.
- B. The Director of Leadership is responsible for identifying and fostering the growth of future ARIN leaders. The role functions within the ARIN Board of Directors and works in an active capacity to plan for ARIN leadership succession within the vision and goals of the organization.
- C. Develop & conduct ARIN Leadership workshop.
- D. Identify future ARIN leaders.
- E. Mentor future/novice ARIN leaders.
- F. Communicate plan for leadership to ARIN BOD.
- G. Develop educational tools for future nurse ARIN leaders.
- H. Participates in committee conference calls.
- I. Ensure Leadership Development Committee meets editorial deadlines for *Visions* submissions on the following timeline

Deadline	Publication Date	Topic
February 10	March	1) Announce winners of awards and scholarships 2) Announce winners of national election 3) Leadership piece
April 10	May	Call for nominations for open board position
June 10	July	Repeat call for nominations
August 10	Sept	Announce Awards and Scholarship
October 10	November	Repeat call for Awards and Scholarship
December 10	January	No entry

## II. Qualifications

- A. Knowledge
  - 1. Previous leadership experience.
  - 2. Current RN license.
  - 3. Member of good standing with ARIN.
  - 4. BSN
  - 5. MSN preferred.
  - 6. CRN preferred.
- B. Skills
  - 1. Willingness & ability to commit to a three-year term.
  - 2. Letter of recommendation/support.

## III. Operational Guidelines

- A. Three years
- B. Eligible for re-election.

# **Policy and Operational Guidelines: DIRECTOR OF MEMBERSHIP**

## **I. Purpose**

- A. The Director of Membership is a member of the ARIN Board of Directors and works intimately with the ARIN Board and AMC staff. This individual supports the mission, vision, and values, of the strategic plan. The Director of Membership will have oversight and responsibility for maintaining and increasing ARIN membership. Chapters' initiation and development while strengthening the chapter/national association bond.
- B. The Director of Membership Development is responsible to foster the growth of ARIN membership and chapters by supporting Chapters initiation while strengthening the bond with the parent association. The role functions within the ARIN Board of Directors and works in an active capacity to increase membership, increase chapter development and support current membership needs.
- C. Develop & conduct ARIN membership drive.
- D. Develop communication with renewing members.
- E. Understand and address reasons members do not renew.
- F. Develop and implement plan to identify and support chapter startups.
- G. Develop and implement plan to strengthen National Association and chapter bond.
- H. Update current plan for membership to ARIN BOD for review within 90 days of joining Board.
- I. Develop and implement virtual chapter plan.
- J. Develop and implement plan for international chapters.
- K. Develop and maintain communication with lifetime members.

## **II. Qualifications**

- A. Knowledge
  - 1. Previous leadership experience.
  - 2. Current RN license.
  - 3. Member of good standing with ARIN.
  - 4. BSN
  - 5. MSN preferred.
  - 6. CRN preferred.
- B. Skills
  - 1. Willingness and ability to commit to a 3-year term.
  - 2. Letter of recommendation/support.

## **III. Operational Guidelines**

- A. 3-year term length.
- B. Eligible to be re-elected.

# **Policy and Operational Guidelines: ARIN LIAISON TO AMERICAN COLLEGE OF RADIOLOGY (ACR)**

## **I. Purpose**

- A. The ARIN Liaison to ACR is an ARIN member in good standing who works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Establish and maintain communication with ACR sharing mutual understanding and cooperation in nursing initiatives.
- D. Conduit for open communication between ARIN and ACR.
- E. Link between needs and interests of ARIN and ACR.
- F. Participate in conference calls, webinars, and report back important information.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ACR membership.
  - 3. ARIN member in good standing.

## **III. Operational Guidelines**

One year appointed by ARIN President.

# **Policy and Operational Guidelines: ARIN LIAISON TO AHRA: The Association for Medical Imaging Management (AHRA)**

## **I. Purpose**

- A. The ARIN Liaison to AHRA is an ARIN President, President-Elect, or Immediate-Past President and works to represent ARIN values and mission, bringing back information. The individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Develop a relationship to benefit both organizations.
- D. Collaborate and coordinate efforts on like organizational and radiology environment issues.
- E. Write articles for Visions on the resources available from AHRA.
- F. Write articles for LINK, newsletter to promote ARIN to their AHRA members.
- G. Establish and maintain communication with AHRA sharing mutual understanding and cooperation in nursing and radiology initiatives.
- H. Conduit for open communication between ARIN and AHRA.
- I. Link between needs and interests of ARIN and AHRA.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN member in good standing.

## **III. Operational Guidelines**

One year appointed by ARIN President.

## **Policy and Operational Guidelines: ARIN LIAISON TO AMERICAN NURSES ASSOCIATION (ANA)**

### **I. Purpose**

- A. The ARIN Liaison to ANA is an ARIN President, President-Elect, or Immediate-Past President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Organizational Affiliate Representative (OA) to ANA.\*
  - 1. Attend ANA annual Membership Assembly meeting in Washington DC.
  - 2. Write article for Visions on the Membership Assembly meeting.
  - 3. Attend Webinars, conference calls, meetings and provide summary report to ARIN Board.
  - 4. Attend November ANA meeting.
- D. Serve as Liaison to ANA
  - 1. Establish and maintain communication with ANA sharing mutual understanding and cooperation in nursing initiatives.
  - 2. Conduit for open communication between ARIN and ANA.
  - 3. Link between needs and interests of ARIN and ANA.
  - 4. Participate in conference calls, webinars and report back important information.

### **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ANA membership.
  - 3. ARIN member in good standing.

### **III. Operational Guidelines**

One year appointed by ARIN President.

*\*Please note difference between Organizational Affiliate Representative and Organizational Affiliate Liaison. And not to be confuse with **The OA Liaison to the ANA Board of Directors** which is a 2-year term voted in by the OA Representatives at the ANA Membership Assembly.*

## **Policy and Operational Guidelines: ARIN LIAISON TO ASSOCIATION OF PERIOPERATIVE REGISTERED NURSES (AORN)**

### **I. Purpose**

- A. The ARIN Liaison to AORN is an ARIN member in good standing appointed by the ARIN President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Establish and maintain communication with AORN sharing mutual understanding and cooperation in nursing initiatives.
- D. Conduit for open communication between ARIN and AORN.
- E. Link between needs and interests of ARIN and AORN.
- F. Participate in conference calls, webinars and report back important information by submitting a quarterly report to the ARIN Board.

### **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. AORN membership.
  - 3. ARIN member in good standing.

### **III. Operational Guidelines**

One year appointed by ARIN President.

## **Policy and Operational Guidelines: ARIN LIAISON TO AMERICAN SOCIETY OF PERIANESTHESIA NURSES (ASPAN)**

### **I. Purpose**

- A. The ARIN Liaison to ASPAN is an ARIN member in good standing appointed by the ARIN President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other. Serve as liaison to ASPAN.
- C. Establish and maintain communication with ASPAN sharing mutual understanding and cooperation in nursing initiatives.
- D. Conduit for open communication between ARIN and ASPAN.
- E. Link between needs and interests of ARIN and ASPAN.
- F. Participate in conference calls, webinars and report back important information by submitting a quarterly report to the ARIN Board.

### **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ASPAN membership.
  - 3. ARIN member in good standing.

### **III. Operational Guidelines**

One year appointed by ARIN President.

# **Policy and Operational Guidelines: ARIN LIAISON TO AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)**

## **I. Purpose**

- A. The ARIN Liaison to ASRT is an ARIN member in good standing who works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.

## **II. Qualifications**

- A. Establish and maintain communication with ASRT sharing mutual understanding and cooperation in nursing initiatives.
- B. Conduit for open communication between ARIN and ASRT.
- C. Link between needs and interests of ARIN and ASRT.
- D. Participate in conference calls, webinars and report back important information.

## **II. Qualifications**

- A. Current RN License.
- B. ASRT membership.
- C. ARIN member in good standing.

## **III. Operational Guidelines**

One year appointed by ARIN President.



# **Policy and Operational Guidelines: ARIN LIAISON TO ASSOCIATION FOR VASCULAR ACCESS (AVA)**

## **I. Purpose**

- A. The ARIN Liaison to AVA is an ARIN member in good standing appointed by the ARIN President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Establish and maintain communication with AVA sharing mutual understanding and cooperation in nursing initiatives.
- D. Conduit for open communication between ARIN and AVA.
- E. Link between needs and interests of ARIN and AVA.
- F. Participate in conference calls, webinars and report back important information by submitting a quarterly report to the ARIN Board.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. AVA membership.
  - 3. ARIN member in good standing.

## **III. Operational Guidelines**

One year appointed by ARIN President.

## **Policy and Operational Guidelines: ARIN LIAISON TO ASSOCIATION OF VASCULAR AND INTERVENTIONAL RADIOGRAPHERS (AVIR)**

### **I. Purpose**

- A. The ARIN Liaison to AVIR is an ARIN President, President-Elect, or Immediate-Past President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Establish and maintain communication with AVIR sharing mutual understanding and cooperation in nursing initiatives.
- D. Conduit for open communication between ARIN and AVIR.
- E. Link between needs and interests of ARIN and AVIR.
- F. Participate in conference calls, webinars and report back important information.

### **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN member in good standing.

### **III. Operational Guidelines**

- A. One year appointed by ARIN President.

# **Policy and Operational Guidelines: ARIN LIAISON TO CARDIOVASCULAR AND INTERVENTIONAL RADIOLOGICAL SOCIETY OF EUROPE (CIRSE)**

## **I. Purpose**

- A. The ARIN Liaison to CIRSE is an ARIN member in good standing appointed by the ARIN President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Establish and maintain communication with AVA sharing mutual understanding and cooperation in nursing initiatives.
  - 1. Conduit for open communication between ARIN and CIRSE.
  - 2. Link between needs and interests of ARIN and CIRSE.
  - 3. Participate in conference calls, webinars and report back important information by submitting a quarterly report to the ARIN Board.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN member in good standing.

## **III. Operational Guidelines**

One year appointed by ARIN President.

# **Policy and Operational Guidelines: ARIN LIAISON TO CARDIOVASCULAR AND INTERVENTIONAL RADIOLOGY (CVIR)**

## **I. Purpose**

- A. The ARIN Liaison to CVIR is an ARIN member in good standing appointed by the ARIN President and works to represent ARIN values and mission by bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Establish and maintain communication with AVA sharing mutual understanding and cooperation in nursing initiatives.
- D. Conduit for open communication between ARIN and CVIR.
- E. Link between needs and interests of ARIN and CVIR.
- F. Participate in conference calls, webinars, and report back important information by submitting a quarterly report to the ARIN Board.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN member in good standing.

## **III. Operational Guidelines**

One year appointed by ARIN President.

# **Policy and Operational Guidelines: ARIN LIAISON TO IMAGING REVIEW COURSE (IRC)**

## **I. Purpose**

- A. The ARIN Liaison to IRC is an ARIN President, President-Elect, or Immediate-Past President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Establish and maintain communication with IRC sharing mutual understanding and cooperation in nursing initiatives.
- D. Conduit for open communication between ARIN and IRC.
- E. Link between needs and interests of ARIN and IRC.
- F. Participate in conference calls, webinars and report back important information.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN member in good standing.

## **III. Operational Guidelines**

One year appointed by ARIN President.

# **Policy and Operational Guidelines: ARIN LIAISON TO NURSING ORGANIZATIONS ALLIANCE (NOA)**

## **I. Purpose**

- A. The ARIN Liaison to The Nursing Organizations Alliance (The Alliance) is an ARIN President, President-Elect, or Immediate-Past President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Establish a relationship in the coalition and use this forum as an opportunity to become familiar with methods of addressing current and emerging nursing concerns.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN member in good standing.

## **III. Operational Guidelines**

- A. One year appointed by ARIN President.
- B. The following three events are offered annually, focusing on developing leadership skills, and providing a forum for communication and collaboration with other nursing leaders.
  - 1. [Nurse in Washington Internship \(NIWI\)](#)

The Nurse in Washington Internship (NIWI) is held every February or March. NIWI provides nurses the opportunity to learn how to influence health care through the legislative and regulatory processes. Participants learn from health policy experts and government officials, network with other nurses, and visit members of Congress.
  - 2. [The Fall Summit](#)

The Fall Summit is held every November and is designed to address current nursing issues, and to provide the leadership partnerships of the member organizations with opportunities for collaboration and professional development. Attendees of the Fall Summit are Executive Directors and Presidents of our member organizations.
  - 3. [The Nursing Alliance Leadership Academy \(NALA\)](#)

Attendees included board members, elected leaders, committee members and paid staff from The Alliance member nursing organizations. Attendees were taught the role of boards, leadership styles, creative cohesive working groups, how to build commitment in a volunteer organization, and managing negativity and conflict. NALA provides high quality and broad education at an affordable price, while creating an opportunity for leaders from various organizations to build relationships and networks with their counterparts at other nursing organizations.

# **Policy and Operational Guidelines: ARIN LIAISON TO RAD-AID**

## **I. Purpose**

- A. The ARIN Liaison to RAD-AID is an ARIN member assigned as liaison by the President.
- B. Fostering and establishing a relationship with RAD-AID and its directors to maintain understanding of the international direction of radiology and the radiology nursing role in RAD-AID activities.
- C. Attend RAD-AID annual conference.
- D. Participate as a speaker as requested.
- E. Assist with development of materials as requested.
- F. Participate in writing group as requested.
- G. Attend and participate in strategy meetings and calls as requested.
- H. Assist with development and management of annual conference as needed.
- I. Write or present to ARIN members on the efforts of RAD-AID.
- J. Establish and maintain communication with RAD-AID sharing mutual understanding and cooperation in radiology initiatives in developing countries.
- K. Conduit for open communication between ARIN and RAD-AID.
- L. Link between needs and interests of ARIN and RAD-AID.
- M. Participate in conference calls, webinars, and report back important information.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN member in good standing.
  - 3. Interest in international nursing.

## **III. Operational Guidelines**

One year appointed by ARIN President.

# **Policy and Operational Guidelines: ARIN LIAISON TO RADIOLOGIC NURSING CERTIFICATION BOARD (RNCB)**

## **I. Purpose**

- A. The ARIN Liaison to RNCB is an ARIN President, President-Elect, or Immediate-Past President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Establish and maintain communication with RNCB sharing mutual understanding and cooperation in nursing initiatives.
- D. Conduit for open communication between ARIN and RNCB.
- E. Link between needs and interests of ARIN and RNCB.
- F. Participate in conference calls, webinars and report back important information.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN member in good standing.

## **III. Operational Guidelines**

One year term appointed by ARIN President.



# **Policy and Operational Guidelines: ARIN LIAISON TO SOCIETY OF INTERVENTIONAL RADIOLOGY (SIR)**

## **I. Purpose**

- A. The ARIN Liaison to SIR is an ARIN President, President-Elect, or Immediate-Past President and works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship that allows different organizations or groups to work together and provide information to each other.
- C. Establish and maintain communication with SIR sharing mutual understanding and cooperation in nursing initiatives.
- D. Conduit for open communication between ARIN and SIR.
- E. Link between needs and interests of ARIN and SIR.
- F. Participate in conference calls, webinars and report back important information.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN member in good standing.

## **III. Operational Guidelines**

One-year term appointed by ARIN President.

# **Policy and Operational Guidelines: ARIN WEBSITE COMMITTEE LIAISON**

## **I. Purpose**

- A. The Website Liaison is an ARIN Board Member who works to represent ARIN values and mission, bringing back information. This individual supports the mission and values of the Association.
- B. Fostering and establishing a relationship with the members of Website committee, the ARIN Website Editor and work groups who manage the Website (i.e. Website Moderator, Website Master).
- C. Serves as a conduit for open communications between the ARIN Board and the members of the Website committee.

## **II. Qualifications**

- A. Knowledge
  - 1. Current RN License.
  - 2. ARIN Member in good standing.
  - 3. ARIN Board Member.

## **III. Operational Guidelines**

- A. One year term appointed by ARIN President
- B. Sharing pertinent information from the ARIN Board to Website Committee members and bring back committee activities to the Board.
- C. Attends Website Committee monthly conference calls.
- D. Reports committee activities to Board.
- E. Completes ARIN Committee Report, using report template and submits to Executive Director for inclusion in Board Meetings.

# **Policy and Operational Guidelines: COMMITTEE STRUCTURE AND FUNCTION**

## **I. Purpose**

- A. Committees respond to the direction and charge of the Board by deliberating the best way to accomplish a task. Committees explore options and make recommendations for Board action.

## **II. Qualifications**

### **A. Knowledge**

- 1. Current radiology or imaging nursing experience in practice, education, administration, or research.
- 2. Current ARIN membership.
- 3. CRN preferred.

### **B. Skills**

- 1. Demonstrates effective verbal communication skills.
- 2. Demonstrates effective written communication skills.
- 3. Demonstrates effective computer skills (e.g. word processing, email, PowerPoint).

## **III. Operational Guidelines**

### **A. ARIN committees have the following functions:**

- 1. Oversight of current ARIN programs.
- 2. Evaluation of current Association programs for usefulness.
- 3. Recommendation of activities and initiatives for Board consideration.
- 4. Exploration and development of new programs and products in response to Board charges.

### **B. Each committee will have an appointed Chair. In addition to the Chair, each committee will have an assigned Board Liaison and staff contact. A roster will include contact information for each committee member, Board Liaison, and staff contact.**

### **C. The Chair will perform the following duties:**

- 1. Work in the National Office Staff to set the agenda for each call or meeting.
- 2. Determine when to cancel a scheduled meeting or convene an unscheduled meeting.

3. Preside over all meetings and conference calls.
4. Submit annual reports to the membership in conjunction with the annual convention.
5. Approve correspondence sent on behalf of the committee.

D. The Board Liaison will perform the following duties:

1. Sit in on all meetings and calls as a non-voting member.
2. Report committee activities and bring committee recommendations to the Board.
3. Relay Board charges and feedback to the committee.
4. In the event that a Chair resigns, the Board Liaison will make recommendations for a potential candidate to take the position.

E. National Office Staff will perform the following duties:

1. Staff meetings as necessary.
2. Moderate meetings in the absence of the Chair.
3. Record minutes upon request.
4. Report committee activities and bring committee recommendations to the Board in the Board Liaison's absence.
5. Relay Board charges and feedback to the committee in the Board Liaison's absence.
6. Coordinate the distribution of agenda, minutes, and supporting materials to the Chair and to the committee members.
7. Maintain the roster of committee members.
8. Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members.
9. Draft and mail correspondence on behalf of the committee.
10. Complete committee tasks and follow-up as requested by the committee.

F. Committees will meet via conference call and may meet in person at the annual education meeting. A schedule of meeting dates and times will be established by the committee members and will be distributed to all members. Committees need not meet if there is no business to conduct. The Chair will determine if a call is to be cancelled.

G. All committee agendas will follow the following format:

1. Call to Order; Welcome; Introductions (if applicable)

2. Note individual attendance for record.
  3. Review of Minutes and approve.
  4. Review Meeting Agenda.
  5. Old Business.
  6. New Business.
  7. Identification of Agenda Items for Next Call.
  8. Confirmation of Date/Time of Next Call.
  9. Adjournment.
- H. Each committee member, including the Board Liaison, will access the meeting information including the agenda, previous meeting minutes, and additional supporting documents on the ARIN webpage. The member will login and scroll and click on “My Committees” to view the meeting documents. Meeting/call materials are a shared responsibility of the committee members and AMC staff. AMC staff will post committee information.
- I. National Office Staff will record minutes for all conference calls and meetings. Minutes will be sent to the committee within five (5) business days from the day of the call.
- J. Appointment of Committees—we may need to expand how we seek volunteers.
1. A call for volunteers is distributed at the Annual Conference and in the spring issues of the newsletter. The deadline to submit the Call for Volunteers will be 15 days past the end of the Annual Spring Conference.
  2. Committee members are appointed to a two-year term; half of the Committee members rotate off each year.
  3. The Committee members’ terms are listed on the Committee roster.

# Policy and Operational Guidelines: EXECUTIVE DIRECTOR EVALUATION

## I. Purpose

The Executive Director will be evaluated periodically throughout their contract time frame. This includes, but is not limited to, three months after election/appointment to their position and yearly prior to the National Convention. This process allows the Board to review the Executive Director's positive areas and identify areas of improvement. It further permits the Board and President to identify, educate, clarify and resolve a knowledge deficit while assisting the Executive Director to function at their highest level.

## II. QUALIFICATIONS

Executive Director

## III. OPERATIONAL GUIDELINES

Evaluation Timeframe \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Rating Scale:

5	Performance was outstanding and exceeded expectations
4	Performance was good and met or exceeded expectations
3	Performance was adequate and met expectations
2	Performance was poor and failed to meet one or two expectations
1	Performance was below acceptable levels and failed to meet expectations
N/A	Have not observed; no basis for judgment

### Relationship with Board of Directors:

- Maintained consistent, timely communication with President and Board regarding the status of the strategic/business plan, activities, programs, and issues, e.g. monthly business plan status report.
- Was receptive to board member ideas and suggestions.
- Provided information on current trends and issues in the development of organizational goals and strategies.
- Recommended and participated in the formulation of politics/practices to support the BOD and ARIN.
- Provided adequate information to inform Board discussions.
- Was responsive in a timely manner to problems and issues brought forward by the Board.

- Collaborated with Staff, Stewardship Committee, President and BOD in preparing and managing the budget within the organization's financial policies and guidelines.

Rating: \_\_\_\_\_

Comments:

**Program Management:**

- Reviewed, defined, and managed for operational efficiencies, e.g. staffing models, BOD meetings, and committee actions.
- Identified opportunities for cost containment as well as revenue generation.
- Identified strategies and encouraged growth of the organization including non-dues revenue activities, fundraising, grants, and contract management.
- Enabled an effective relationship with DAMC staff in order to achieve organizational goals by role modeling a spirit of teamwork and collegiality.
- Exhibited association management knowledge and skills.
- Kept job knowledge current.
- Carried out the work of the organization within the parameters of the strategic/business plans and Board approved policies.
- Provided for collaborative problem-solving and conflict management across the organization.
- Managed organizational resources to support financial stability and accomplished the mission and priorities of the organization.
- Reported activities of Board and ARIN to Chapters, members and other organizations as appropriate.

Rating: \_\_\_\_\_

Comments:

**Professional Management:**

- Exhibited knowledge of trends and issues impacting nursing professional development and ARIN and communicated them to BOD, ARIN Leadership, and members.
- Fostered collaborations and relationships with individuals, organizations, and corporations that support the organization's goals, e.g. MOUs, collaborations, and partnerships.
- Promoted nursing professional development through support of the Standards and Scope of Practice, education, public awareness, research, and certification.
- Promoted the profession to decision makers to enhance the growth of radiologic and imaging nursing.

Rating \_\_\_\_\_

Comments:

**Customer Service:**

- Assessed and responded to the needs of members, prospective members, staff, leaders, and others while advancing the mission and priorities of ARIN.
- Promoted opportunities for members to participate in association activities.

Rating \_\_\_\_\_

Comments:

**Interpersonal Communication:**

- Respected and valued difference of personal style, opinion, and culture.
- Presented ideas effectively and listened to others.
- Wrote clearly and concisely.
- Was congruent in words and actions.
- Provided constructive criticism when appropriate.
- Skillfully built consensus and resolved conflict.

Rating \_\_\_\_\_

Comments:



**Accomplishments:**

Please use **Y** or **N** to indicate whether or not expectations were met.

	1. Developed staff performance and strategic outcome for the Board.
	2. Communicated with the Board in a timely manner and eliminated written errors in public announcements, official records, and governance notices.
	3. Developed a member recruitment plan for to achieve strategic growth goals.
	4. Created a comprehensive sponsorship development plan that engages all leaders, staff, and organizational components in a relationship building process.
	5. Coordinated and facilitated negotiations with SIRS and AVIR to establish the foundation for productive discussions that will lead to a new SIR partnership agreement to include revenue sharing and hotel contract benefits.

**Improvements/Recommendations**

1. What specific recommendations do you have for the Executive Director to improve or enhance performance?
2. What should the priorities of the Executive Director be in the next six months?

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Signature

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Date

Reviewed 2014.

# **Policy and Operational Guidelines: WEBSITE EDITOR**

## **I. Purpose**

An ARIN member will serve as Editor to ensure that current, accurate, and relevant information is provided to members through the ARIN website. The Website Editor will be appointed to a three-year term with the option for renewal. The Website Editor will be provided an annual stipend of \$500.00 (divided into quarterly payments). Complimentary registration, travel, and accommodations (double occupancy) will be provided for up to four (4) nights to attend one (1) annual ARIN educational meeting.

## **II. Qualifications**

### **A. Knowledge**

1. Current radiology or imaging nursing experience in practice, education, administration, or research.
2. Current ARIN membership.
3. CRN Preferred.

### **B. Skills**

1. Subject matter expertise in electronic communication, the Internet, and online membership resources.
2. Demonstrates effective verbal communication skills.
3. Demonstrates effective written communication skills.
4. Demonstrates effective computer skills (e.g. word processing, email, PowerPoint).
5. Demonstrates knowledge of Internet links and programs.

## **III. Operational Guidelines**

A. The Website Editor reports to the ARIN Board of Directors through the Board Liaison.

B. The Website Editor performs the following:

1. Monitors the pages and content of the website in order to ensure that information is current, accurate, and complete and that it enhances ideas to and among ARIN members.
2. Makes suggestions for minor changes such as corrections to content or additional information for a particular page and works with staff to accomplish those changes.

3. Responds to Board charges regarding use of the website to further ARIN's mission, core values and goals.
4. Makes recommendations to the Board about major changes to the format, design, and content of the website.
5. Evaluates requests for links from the ARIN Website for appropriateness and potential conflict of interest according to ARIN link policy or Board direction.

#### C. Evaluation

1. The Website Editor will be evaluated periodically using Policy and Operational Guidelines: WEBSITE EDITOR EVALUATION throughout their contract time frame. This includes, but is not limited to, three months after election/appointment to their position and yearly prior to the National Convention.
2. This process allows the Board to review the Editor's positive areas and identify areas of improvement. It further permits the Executive Director and President to identify, educate, clarify and resolve a knowledge deficit while assisting the Editor to function at their highest level

## Policy and Operational Guidelines: WEBSITE EDITOR AGREEMENT

This agreement is entered into this day \_\_\_\_\_ between the Association for Radiological and Imaging Nursing (ARIN) and \_\_\_\_\_ (Website Editor) with regard to the ARIN Website. ARIN and Website Editor hereby agree to the following:

1. **Appointment and Term:** ARIN hereby appoints \_\_\_\_\_ to serve as Website Editor for the ARIN for a 2-year term beginning \_\_\_\_\_, 2014 and concluding \_\_\_\_\_, 2016, unless extended or sooner terminated as hereinafter provided.
2. **Ownership of the INRC:** Sole ownership of the ARIN Website and of its name or title (including any form of trademark registration thereof), ARIN membership lists, ownership of all educational materials, whether or not yet published, and worldwide copyrights of its contents in all languages and in all formats, including print and electronic media, and all other aspects of the website are held exclusively by ARIN. Website Editor acknowledges and agrees that ARIN's Board of Directors has ultimate control over the website.
3. **Duties and Responsibilities:** Website Editor shall be responsible for the overall website management and development, including the timely and efficient revision and updating of information to meet the education goals of ARIN.
4. **Performance:** Website Editor accepts the appointment described in this Agreement and agrees to use his/her best efforts and devote his/her knowledge and skill to the performance of the services described herein.
5. **Compensation:** Website Editor shall be paid an honorarium of \$1000.00/per year for website maintenance.
6. **Business Expenses:** ARIN acknowledges that Website Editor may be required to expend, in the discharge of his/her duties, reasonable sums of money for business costs incident to performing the duties as provided in the agreement. Such expenses may include telephone, postage, facsimile, and duplicating costs; but shall not include any secretarial, administrative, or clerical expense. Such excluded expense shall be the sole responsibility of Editor.
7. **Relationship between Parties:** Website Editor and ARIN have entered into this Agreement only for the purposes and to the extent set forth in this Agreement, and Website Editor's relationship to ARIN shall, during the term of this Agreement, be that of an independent contractor. Nothing contained herein shall be constructed in any manner as establishing the relationship as employee/employer between Website Editor and ARIN. Website Editor shall be responsible for all expenses of operation by Editor except as specifically provided herein and subject to reimbursement as provided herein. Website Editor shall be free to dispose of his/her time, energy, and skill in such a manner as he/she sees fit and to such persons, firms, associations, societies, corporation, or otherwise as he/she deems advisable, subject to the provisions of this agreement hereto and to performance of his/her obligations to ARIN pursuant to agreement hereof. Website Editor shall be solely responsibility for payment of all taxes resulting from receipt of the compensation to be paid hereunder.

8. **Confidentiality:** Website Editor shall not, during the term of the Agreement, or any time thereafter, disclose any information acquired by Website Editor in the performance of services under this Agreement, except as permitted by ARIN or under compulsion of law.
9. **Conflict of Interest:** During the term of this Agreement, Website Editor shall not, without the prior written consent of ARIN, engage in or in any manner be connected or concerned, directly or indirectly, whether as an officer, director, stockholder, partner, owner, employer, creditor, or otherwise, with the operations, management, or conduct of any organization or course that competes with or is of a nature similar to that of ARIN and the website.
10. **Grant of Rights:** Website Editor hereby forever and irrevocably assigns to ARIN all right, title, and interest in and to the editorial and other works created by Editor in connection with his/her service as Website Editor of the INRC (“the Work”). It is Editor’s intent that the Work become the property of ARIN and that ARIN own all intellectual property rights, including without limitation the copyright, in and to such Work. ARIN shall have the right to obtain and hold in its name rights of copyright, copyright registrations and any similar protection that may be available in the Work. Editor agrees to execute any further transfers, assignments, or other documents, as may be requested by ARIN or its designees from time to time, that may be necessary to facilitate the transfer of copyright in the Work from him/her to ARIN.

The term “Work” shall include Website Editor notes, drafts, memoranda, final drafts and proofs, work sheets, graphic designs, and charts and any and all other documents related to Work and created as a result of work or activities on behalf of ARIN hereunder.

Website Editor warrants that, with respect to Work he/she himself/herself creates, he/she is and will be the sole owner and creator of the Work and of such rights in and to the Work that the Work is original and not in the public domain, that the Work does not violate or infringe upon any existing copyright or other intellectual property right, that he/she has not previously assigned to another any rights assigned herein, and that he/she has full power to make this assignment.

Website Editor acknowledges and agrees that the assignment is a transfer to ARIN to full ownership in and to the Work, including without limitations all rights to edit, reproduce, distribute, perform, transmit and display the Work, and the right to create derivative works therefrom, via any means, known or unknown, currently existing or developed or discovered in the future, including without limitation in digital format over the world wide web, on CD-ROM or otherwise.

11. **Representations and Warranties:** ARIN warrants that it owns the website and has full power and authority to enter into this Agreement. ARIN agrees to defend, indemnify and hold Website Editor harmless from and against any claims, losses, or damages (“Claims”), including but not limited to reasonable attorney’s fees, arising out of the publication of the website, except Claims arising directly or indirectly from the negligence or willful misconduct of Website Editor or from any breach by editor of any warranty made herein of any obligation of Editor or from herein.
12. **Amendment and Waiver:** The Agreement may be altered, amended, or terminated at any time by mutual written consent of Website Editor and ARIN. The failure of either party to require the performance of any term of this Agreement or the waiver by either party of any breach under this Agreement shall not prevent a subsequent enforcement of such term, nor be deemed a waiver of any subsequent breach.

- 13. Termination:** The Agreement shall expire in accordance with Section 1 of this Agreement. This Agreement may also be terminated upon an uncured material breach of any term of this Agreement. In the event of a material breach, the non-breaching party must give the breaching party written notice of the nature of the breach, by certified mail, return receipt requested, and 30 days within which to cure the breach. If the breach is not cured within the 30-day period, the Agreement shall terminate at the end of the 30-day period. Either party may also terminate this Agreement for any reason upon 90 days written notice to the other party.
- 14. Governing Law/Forum:** The validity and effect of this Agreement and the rights and obligations of the parties hereto shall be construed and determined in accordance with the laws of the State of Virginia, without regard to its choice of law principles. Any legal action, suit or proceeding arising out of or relating to this Agreement or the breach thereof shall be instituted in a court of competent jurisdiction in the State of Virginia, and each party hereby consents and submits to the personal jurisdiction of such court, waives any objection to venue in such court and consents to service of process by registered or certified mail, return receipt requested, at the last known address of such party.
- 15. Entire Agreement:** This Agreement, together with its referenced attachments, constitutes the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, and communications between the parties dealing with such subject matter.
- 16. Binding Effect:** This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and assigns; provided, however, that editor may not assign or transfer his/her rights or obligations without the prior written consent of ARIN. No modifications of this Agreement shall be valid unless written and signed by both parties.
- 17. Notice:** Any notice required or permitted hereunder shall be communicated by overnight courier or electronic mail addressed to the parties as follows:

If to ARIN:

Bruce Boulter, ARIN Executive Director  
Boulter Management Company  
2201 Cooperative Way, Suite 600  
Herndon, VA 20171  
[Bruce.Boulter@arinursing.org](mailto:Bruce.Boulter@arinursing.org)

In witness whereof, the parties have signed this Agreement on the dates indicated below, to be retroactively effective on the date first above written.

ASSOCIATION FOR RADIOLOGIC & IMAGING NURSING, INC.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Website Editor, Inset name

## Policy and Operational Guidelines: WEBSITE EDITOR EVALUATION

Please review each statement below and conduct a self-assessment as instructed. The following Lickert Scale will be used:

**Strongly Agree = 4; Agree = 3; Disagree = 2; Strongly Disagree = 1**

**N/A = not applicable to this role OR individual does not have sufficient knowledge of behavior to offer a judgment.**

Evaluation Statement	4	3	2	1	N/A
1. Individual displays the vision necessary to move the ARIN Website forward over the next 3-5 years.					
2. Individual fully understands, supports, and incorporates ARIN Mission, Vision, and Core Values into his/her role as Editor.					
3. Individual publishes current, accurate, and relevant information on the website.					
4. Editor develops ongoing plans and projections for website contributions.					
5. Editor contributes a column to <i>Vision</i> annually.					
6. Editor provides a written report to the Board recapping the newsletter activities for each face-to-face Board meeting and as necessary.					
7. Editor evaluates the state of industry newsletters and makes appropriate recommendations for change and direction to the Board.					
8. Editor seeks out contributors to develop and assist on website.					
9. Editor follows the ARIN Code of Conduct.					
10. Editor has reviewed and discloses any real or perceived Conflict of Interest to the Board for review and decision.					
11. Editor performs at the highest level of their position (via the Position Description) within the Organization					

**Please answer the following questions and provide examples to support your statement.**

1. In what areas does the individual excel?
2. Please describe areas to improve.
3. What are the individual's best qualities as a member of this organization?

# Policy and Operational Guidelines: NEWSLETTER EDITOR

## I. Purpose

An ARIN member will serve as Newsletter Editor to ensure that current, accurate, and relevant information is provided to members through the publication of *ARIN Vision Newsletter (Vision)*. The Newsletter Editor reports to the ARIN Board of Directors and will be appointed to a (3) three-year term with the option for renewal. The Editor of *Vision* will be provided an annual stipend of \$2000.00 (divided into quarterly payments). Complimentary registration, travel, and accommodations (double occupancy) will be provided for up to four (4) nights to attend one (1) annual ARIN educational meeting.

## II. Qualifications

### A. Knowledge

1. Current radiology or imaging nursing experience in practice, education, administration, or research.
2. Documented writing ability as evidenced by publication(s) or previous editorial experience.
3. Current ARIN membership (preferably a minimum of three (3) years).

### B. Skills

1. Documented writing ability as evidenced by publication(s) or previous editorial experience.
2. Subject matter expertise in electronic communication, the Internet, and online membership resources.
3. Demonstrates effective verbal communication skills.
4. Demonstrates effective computer skills (e.g. word processing, email, PowerPoint).

## III. Operational Guidelines

A. The Newsletter Editor reports to the ARIN Board through the Board Liaison.

B. The Newsletter Editor performs the following tasks:

1. Works with the Association Management Company (AMC) Staff to develop a production schedule for the year and presents the schedule to the Board as part of the annual report.
2. Collaborates with AMC Staff regarding publication format, cover design, and number of pages per issue.



3. Identifies individuals to submit columns/articles for *Vision*.
4. Develops ongoing plans and procedures for newsletter contributions.
5. Writes columns for *Vision* as required.
6. Maintains regular communication with Board as necessary.
7. Reviews and approves all content in *Vision*.
8. Uses expertise of others as appropriate to review articles for accuracy.
9. Provides a report to the Board about the newsletter for each face-to-face Board meeting or as necessary.
10. Evaluates the state of industry newsletters and makes applicable recommendations for change and direction to the Board.

D. Evaluation

1. The Newsletter Editor will be evaluated periodically throughout their contract time frame. This includes, but is not limited to, three months after election/appointment to their position and yearly prior to the National Convention.
2. This process allows the Board to review the Editor's positive areas and identify areas of improvement. It further permits the Executive Director and President to identify, educate, clarify and resolve a knowledge deficit while assisting the Editor to function at their highest level.
3. The evaluation form is found at Policy and Operational Guidelines:

NEWSLETTER EDITOR.

## Policy and Operational Guidelines: NEWSLETTER EDITOR AGREEMENT

This agreement is entered into this day \_\_\_\_\_ between the Association for Radiological and Imaging Nursing (ARIN) and \_\_\_\_\_ (Newsletter Editor) with regard to the ARIN Newsletter *Vision*. ARIN and Newsletter Editor hereby agree to the following:

1. **Appointment and Term:** ARIN hereby appoints \_\_\_\_\_ to serve as Newsletter Editor for the *Vision* for a 3-year term beginning \_\_\_\_\_, 2016 and concluding \_\_\_\_\_, 2019, unless extended or sooner terminated as hereinafter provided.
2. **Ownership of the INRC:** Sole ownership of the Newsletter and of its name or title (including any form of trademark registration thereof), ARIN membership lists, ownership of all educational materials, whether or not yet published, and worldwide copyrights of its contents in all languages and in all formats, including print and electronic media, and all other aspects of the Newsletter are held exclusively by ARIN. Newsletter Editor acknowledges and agrees that ARIN's Board of Directors has ultimate control over the Newsletter.
3. **Duties and Responsibilities:** Newsletter Editor shall be responsible for the overall course management and development of the Newsletter, including the timely and efficient revision and updating of information to meet the education goals of the ARIN.
4. **Performance:** Newsletter Editor accepts the appointment described in this Agreement and agrees to use his/her best efforts and devote his/her knowledge and skill to the performance of the services described herein.
5. **Compensation:** Newsletter Editor shall be paid an honorarium of \$2000.00/per year for editing *Vision*.
6. **Business Expenses:** ARIN acknowledges that Newsletter Editor may be required to expend, in the discharge of his/her duties, reasonable sums of money for business costs incident to performing the duties. Such expenses may include telephone, postage, facsimile, and duplicating costs; but shall not include any secretarial, administrative, or clerical expense. Such excluded expense shall be the sole responsibility of Newsletter Editor.
7. **Relationship between Parties:** Newsletter Editor and ARIN have entered into this Agreement only for the purposes and to the extent set forth in this Agreement, and Editor's relationship to ARIN shall, during the term of this Agreement, be that of an independent contractor. Nothing contained herein shall be constructed in any manner as establishing the relationship as employee/employer between Editor and ARIN. Editor shall be responsible for all expenses of operation by Editor except as specifically provided herein and subject to reimbursement as provided herein. Editor shall be free to dispose of his/her time, energy, and skill in such a manner as he/she sees fit and to such persons, firms, associations, societies, corporation, or otherwise as he/she deems advisable, subject to the provisions of agreement and to performance of his/her obligations to ARIN pursuant to agreement. Editor shall be solely responsibility for payment of all taxes resulting from receipt of the compensation to be paid hereunder.

8. **Confidentiality:** Editor shall not, during the term of the Agreement, or any time thereafter, disclose any information acquired by Editor in the performance of services under this Agreement, except as permitted by ARIN or under compulsion of law.
9. **Conflict of Interest:** During the term of this Agreement, Editor shall not, without the prior written consent of ARIN, engage in or in any manner be connected or concerned, directly or indirectly, whether as an officer, director, stockholder, partner, owner, employer, creditor, or otherwise, with the operations, management, or conduct of any organization or course that competes with or is of a nature similar to that of ARIN and the newsletter.
10. **Grant of Rights:** Editor hereby forever and irrevocably assigns to ARIN all right, title, and interest in and to the editorial and other works created by Editor in connection with his/her service as Editor. It is Editor's intent that the Work become the property of ARIN and that ARIN own all intellectual property rights, including without limitation the copyright, in and to such Work. ARIN shall have the right to obtain and hold in its name rights of copyright, copyright registrations and any similar protection that may be available in the Work. Editor agrees to execute any further transfers, assignments, or other documents, as may be requested by ARIN or its designees from time to time, that may be necessary to facilitate the transfer of copyright in the Work from him/her to ARIN.

The term "Work" shall include Editor's notes, drafts, memoranda, final drafts and proofs, work sheets, graphic designs, and charts and any and all other documents related to Work and created as a result of work or activities on behalf of ARIN hereunder. Faculty warrants that, with respect to Work he/she himself/herself creates, he/she is and will be the sole owner and creator of the Work and of such rights in and to the Work that the Work is original and not in the public domain that the Work does not violate or infringe upon any existing copyright or other intellectual property right, that he/she has not previously assigned to another any rights assigned herein, and that he/she has full power to make this assignment.

Faculty acknowledges and agrees that the assignment is a transfer to ARIN to full ownership in and to the Work, including without limitations all rights to edit, reproduce, distribute, perform, transmit and display the Work, and the right to create derivative works therefrom, via any means, known or unknown, currently existing or developed or discovered in the future, including without limitation in digital format over the world wide web, on CD-ROM or otherwise.

11. **Representations and Warranties:** ARIN warrants that it owns the newsletter *Vision* and has full power and authority to enter into this Agreement. ARIN agrees to defend, indemnify and hold Editor harmless from and against any claims, losses, or damages ("Claims"), including but not limited to reasonable attorney's fees, arising out of the publication of the *Vision*, except Claims arising directly or indirectly from the negligence or willful misconduct of Editor or from any breach by Editor of any warranty made herein of any obligation of Editor or from herein.

12. **Amendment and Waiver:** The Agreement may be altered, amended, or terminated at any time by mutual written consent of Editor and ARIN. The failure of either party to require the performance of any term of this Agreement or the waiver by either party of any breach under this Agreement shall not prevent a subsequent enforcement of such term, nor be deemed a waiver of any subsequent breach.
13. **Termination:** The Agreement shall expire in accordance with Section 1 of this Agreement. This Agreement may also be terminated upon an uncured material breach of any term of this Agreement. In the event of a material breach, the non-breaching party must give the breaching party written notice of the nature of the breach, by certified mail, return receipt requested, and 30 days within which to cure the breach. If the breach is not cured within the 30-day period, the Agreement shall terminate at the end of the 30-day period. Either party may also terminate this Agreement for any reason upon 90 days written notice to the other party.
14. **Governing Law/Forum:** The validity and effect of this Agreement and the rights and obligations of the parties hereto shall be construed and determined in accordance with the laws of the State of Virginia, without regard to its choice of law principles. Any legal action, suit or proceeding arising out of or relating to this Agreement or the breach thereof shall be instituted in a court of competent jurisdiction in the State of Virginia, and each party hereby consents and submits to the personal jurisdiction of such court, waives and objection to venue in such court and consents to service of process by registered or certified mail, return receipt requested, at the last known address of such party.
15. **Entire Agreement:** This Agreement, together with its referenced attachments, constitutes the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, and communications between the parties dealing with such subject matter.
16. **Binding Effect:** This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and assigns; provided, however, that Editor may not assign or transfer his/her rights or obligations without the prior written consent of ARIN. No modifications of this Agreement shall be valid unless written and signed by both parties.
17. **Notice:** Any notice required or permitted hereunder shall be communicated by overnight courier or electronic mail addressed to the parties as follows:

If to ARIN:  
Bruce Boulter, ARIN Executive Director  
Boulter Management Company  
2201 Cooperative Way, Suite 600  
Herndon, VA 20171  
[Bruce.Boulter@arinursing.org](mailto:Bruce.Boulter@arinursing.org)

If to Faculty:

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In witness whereof, the parties have signed this Agreement on the dates indicated below, to be retroactively effective on the date first above written.

ASSOCIATION FOR RADIOLOGIC & IMAGING NURSING, INC.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Newsletter editor, Inset name

**Revised April 2, 2016**

## Policy and Operational Guidelines: NEWSLETTER EDITOR EVALUATION

Please review each statement below and conduct a self-assessment as instructed. The following Lickert Scale will be used:

**Strongly Agree = 4; Agree = 3; Disagree = 2; Strongly Disagree = 1**

**N/A = not applicable to this role OR individual does not have sufficient knowledge of behavior to offer a judgment.**

Evaluation Statement	4	3	2	1	N/A
12. Individual displays the vision necessary to move the ARIN Newsletter forward over the next 3-5 years.					
13. Individual fully understands, supports, and incorporates ARIN Mission, Vision, and Core Values into his/her role as Newsletter Editor.					
14. Individual publishes current, accurate, and relevant information in each edition of the newsletter.					
15. Editor develops ongoing plans and projections for newsletter contributions.					
16. Editor contributes a column for a minimum of 50% of issues published each year.					
17. Editor provides a written report to the Board recapping the newsletter activities for each face-to-face Board meeting and as necessary.					
18. Editor evaluates the state of industry newsletters and makes appropriate recommendations for change and direction to the Board.					
19. Editor seeks out authors to develop and submit articles on relevant topics.					
20. Editor follows the ARIN Code of Conduct.					
21. Editor has reviewed and discloses any real or perceived Conflict of Interest to the Board for review and decision.					
22. Editor performs at the highest level of their position (via the Position Description) within the Organization					

**Please answer the following questions and provide examples to support your statement.**

1. In what areas does the individual excel?
2. Please describe areas to improve.
3. What are the individual's best qualities as a member of this organization?

# **Policy and Operational Guidelines: MASTER FACULTY**

## **I. Definitions**

- A. Master Faculty - instructors who have met ARIN criteria for teaching the certification preparation course offered by ARIN or by sponsoring party.
- B. Orienteer - an individual who is undergoing orientation to successfully meet criteria, as established by ARIN, to teach the certification preparation course offered by ARIN or by sponsoring party.

## **II. Purpose**

- A. Master Faculty is a member of ARIN who has contracted with ARIN to present and educate radiology and imaging nurses using the Imaging Nurse Review Course (INRC) materials. This individual supports the mission, vision, and values of the strategic plan.
- B. Master Faculty is responsible to foster the growth of ARIN membership by strengthening their knowledge of imaging modalities and the nurses' role in patient care. This role functions within the Education arm of ARIN and the individual works in an active capacity to present the value of ARIN to those individuals attending the Imaging Nurse Review Course.
- C. Develop and conduct INRC classes in a professional manner.
- D. Understand fully each modality contained within this course.
- E. Identify updates and additions to this course to maintain relevance.
- F. Present situational experiences as needed throughout course to increase understanding.
- G. Develop relationship with attendees to increase understanding of the material presented.
- H. Incorporate ARIN educational materials in discussion with attendees.
- I. Interact with attendees during pre and post sessions.
- J. Understand and address questions that arise within the course.
- K. Recognize and address concerns expressed by attendees.

## **III. Qualifications**

- A. Knowledge
  - 1. Previous teaching experience.
  - 2. Willingness and ability to commit to a two-year term (term may be renewed).
  - 3. Willingness to develop and expand the INRC content.

4. Current RN license.
5. Member in standing with ARIN.
6. Current CRN credential.

**B. Skills**

1. Letter of recommendation/support for position.
2. Presented at least one podium presentation at a past ARIN convention or other national convention.

**IV. Operation Guidelines**

**A. 2 years**

**B. Eligible for contract extension.**

**C. Evaluation**

1. Periodic evaluations permit the Executive Director and President to identify, educate, clarify and resolve a knowledge deficit while assisting the Master Faculty to function at their highest level.
2. The Master Faculty will be evaluated periodically throughout their contract time frame. This includes, but is not limited to, three months after election/appointment to their position and yearly prior to the National Convention.
3. Evaluation can be found on Policy and Operational Guidelines: MASTER FACULTY EVALUATION



## Policy and Operational Guidelines: Association for Radiological and Imaging Nursing (ARIN) Imaging Nurse Review Course Master Faculty Agreement

This agreement is entered into this day \_\_\_\_\_ between the Association for Radiological and Imaging Nursing (ARIN) and \_\_\_\_\_ (Faculty) with regard to instruction of the ARIN Imaging Nurse Review Course (Course). ARIN and Faculty hereby agree to the following:

**Appointment and Term:** ARIN hereby appoints \_\_\_\_\_ to serve as Master Faculty for the INRC for a two-year term beginning \_\_\_\_\_, 2014 and concluding \_\_\_\_\_, 2016, unless extended or sooner terminated as hereinafter provided.

1. **Ownership of the INRC:** Sole ownership of the INRC and of its name or title (including any form of trademark registration thereof), the list of attendees, ARIN membership lists, ownership of all educational materials, whether or not yet published, and worldwide copyrights of its contents in all languages and in all formats, including print and electronic media, and all other aspects of the INRC are held exclusively by ARIN. Master Faculty acknowledges and agrees that ARIN's Board of Directors has ultimate control over the INRC.
2. **Duties and Responsibilities:** Master Faculty shall be responsible for the overall course management and development of the INRC, including the timely and efficient revision and updating of information to meet the education goals of the INRC.
3. **Performance:** Master Faculty accepts the appointment described in Attachments A and B to this Agreement and agrees to use his/her best efforts and devote his/her knowledge and skill to the performance of the services described herein.
4. **Compensation:** Master Faculty shall be paid an honorarium of \$1000.00/per day for instruction of a two-day course. Total honoraria will be divided by the number of Faculty conducting the course. No honoraria will be paid to a Faculty member during the observation/orientation phase of orientation. Faculty's expenses (airfare and lodging), to attend the course location will be reimbursed based on ARIN policy and operational guidelines related to reimbursement of Master Faculty.
5. **Business Expenses:** ARIN acknowledges that Master Faculty may be required to expend, in the discharge of his/her duties, reasonable sums of money for business costs incident to performing the duties as provided in Attachment A & B hereof. Such expenses may include telephone, postage, facsimile, and duplicating costs; but shall not include any secretarial, administrative, or clerical expense. Such excluded expense shall be the sole responsibility of Faculty.
6. **Relationship between Parties:** Master Faculty and ARIN have entered into this Agreement only for the purposes and to the extent set forth in this Agreement, and Faculty's relationship to ARIN shall, during the term of this Agreement, be that of an independent contractor. Nothing contained herein shall be constructed in any manner as establishing the relationship as employee/employer between Faculty and ARIN. Faculty shall be responsible for all expenses of operation by Faculty except as specifically provided herein and subject to reimbursement as provided herein. Faculty shall be free to dispose of his/her time, energy, and skill in such a manner as he/she sees fit and to such persons, firms, associations, societies, corporation, or otherwise as he/she deems advisable, subject to the provisions of Attachment A & B hereto and

to performance of his/her obligations to ARIN pursuant to Attachment A & B hereof. Faculty shall be solely responsible for payment of all taxes resulting from receipt of the compensation to be paid hereunder.

7. **Confidentiality:** Master Faculty shall not, during the term of the Agreement, or any time thereafter, disclose any information acquired by Faculty in the performance of services under this Agreement, except as permitted by ARIN or under compulsion of law.
8. **Conflict of Interest:** During the term of this Agreement, Faculty shall not, without the prior written consent of ARIN, engage in or in any manner be connected or concerned, directly or indirectly, whether as an officer, director, stockholder, partner, owner, employer, creditor, or otherwise, with the operations, management, or conduct of any organization or course that competes with or is of a nature similar to that of ARIN and the Imaging Nurse Review Course.
9. **Grant of Rights:** Faculty hereby forever and irrevocably assigns to ARIN all right, title, and interest in and to the editorial and other works created by Faculty in connection with his/her service as Master Faculty of the INRC (“the Work”). It is Faculty’s intent that the Work become the property of ARIN and that ARIN own all intellectual property rights, including without limitation the copyright, in and to such Work. ARIN shall have the right to obtain and hold in its name rights of copyright, copyright registrations and any similar protection that may be available in the Work. Faculty agrees to execute any further transfers, assignments, or other documents, as may be requested by ARIN or its designees from time to time, that may be necessary to facilitate the transfer of copyright in the Work from him/her to ARIN.

The term “Work” shall include Faculty’s notes, drafts, memoranda, final drafts and proofs, work sheets, graphic designs, and charts and any and all other documents related to Work and created as a result of work or activities on behalf of ARIN hereunder.

Faculty warrants that, with respect to Work he/she himself/herself creates, he/she is and will be the sole owner and creator of the Work and of such rights in and to the Work that the Work is original and not in the public domain, that the Work does not violate or infringe upon any existing copyright or other intellectual property right, that he/she has not previously assigned to another any rights assigned herein, and that he/she has full power to make this assignment.

Faculty acknowledges and agrees that the assignment is a transfer to ARIN to full ownership in and to the Work, including without limitations all rights to edit, reproduce, distribute, perform, transmit and display the Work, and the right to create derivative works therefrom, via any means, known or unknown, currently existing or developed or discovered in the future, including without limitation in digital format over the world wide web, on CD-ROM or otherwise.

10. **Representations and Warranties:** ARIN warrants that it owns the INRC and has full power and authority to enter into this Agreement. ARIN agrees to defend, indemnify and hold Faculty harmless from and against any claims, losses, or damages (“Claims”), including but not limited to reasonable attorney’s fees, arising out of the publication of the INRC, except Claims arising directly or indirectly from the negligence or willful misconduct of Faculty or from any breach by Faculty of any warranty made herein of any obligation of Editor or from herein.

11. **Amendment and Waiver:** The Agreement may be altered, amended, or terminated at any time by mutual written consent of Faculty and ARIN. The failure of either party to require the performance of any term of this Agreement or the waiver by either party of any breach under this Agreement shall not prevent a subsequent enforcement of such term, nor be deemed a waiver of any subsequent breach.
12. **Termination:** The Agreement shall expire in accordance with Section 1 of this Agreement. This Agreement may also be terminated upon an uncured material breach of any term of this Agreement. In the event of a material breach, the non-breaching party must give the breaching party written notice of the nature of the breach, by certified mail, return receipt requested, and 30 days within which to cure the breach. If the breach is not cured within the 30-day period, the Agreement shall terminate at the end of the 30-day period. Either party may also terminate this Agreement for any reason upon 90 days written notice to the other party.
13. **Governing Law/Forum:** The validity and effect of this Agreement and the rights and obligations of the parties hereto shall be construed and determined in accordance with the laws of the State of Virginia, without regard to its choice of law principles. Any legal action, suit or proceeding arising out of or relating to this Agreement or the breach thereof shall be instituted in a court of competent jurisdiction in the State of Virginia, and each party hereby consents and submits to the personal jurisdiction of such court, waives any objection to venue in such court and consents to service of process by registered or certified mail, return receipt requested, at the last known address of such party.
14. **Entire Agreement:** This Agreement, together with its referenced attachments, constitutes the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, and communications between the parties dealing with such subject matter.
15. **Binding Effect:** This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and assigns; provided, however, that Faculty may not assign or transfer his/her rights or obligations without the prior written consent of ARIN. No modifications of this Agreement shall be valid unless written and signed by both parties.
16. **Notice:** Any notice required or permitted hereunder shall be communicated by overnight courier or electronic mail addressed to the parties as follows:

Bruce Boulter, ARIN Executive Director  
Boulter Management Company  
2201 Cooperative Way, Suite 600  
Herndon, VA 20171  
[Bruce.Boulter@arinursing.org](mailto:Bruce.Boulter@arinursing.org)

If to Faculty:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In witness whereof, the parties have signed this Agreement on the dates indicated below, to be retroactively effective on the date first above written.

ASSOCIATION FOR RADIOLOGIC & IMAGING NURSING, INC.

By: \_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Master Faculty, Inset name

Date: \_\_\_\_\_

# **Policy and Operational Guidelines: MASTER FACULTY ORIENTATION**

## **Orientation**

The Instructor shall complete an orientation that includes the following:

- Observation of a certification preparation course offered at the ARIN convention or by a sponsoring party.
- ARIN will reimburse/pay for travel expenses as per policy.
- Orienteer will be compensated as follows:
  - First orientation session – No honorarium
  - Second orientation session – 25% honorarium (\$500.00)
  - Third orientation session – 50% honorarium (\$1,000.00)
- Review of the Course syllabus and audiovisual material provided.
- ARIN will permit each new faculty member the opportunity to observe two (2) separate course classes.
- Faculty is expected to present a portion of the course at the second observation class.
- Master all sections of the Course syllabus within 3 months.
- Communication with an assigned mentor.

## **Proprietary Information**

The materials included in the Imaging Nurse Review Course are proprietary and are copyrighted by the Association for Radiological & Imaging Nursing (ARIN). These materials include, but are not limited to, the following:

- |                     |                                 |
|---------------------|---------------------------------|
| • Syllabus          | Reference/Resource List         |
| • Practice Test     | Transparencies/Power Point      |
| • Evaluation Form   | Small Group Activity Worksheets |
| • Contact Hour Form |                                 |

By signing this Agreement, the Instructor agrees to use the materials provided for teaching the Course only for official ARIN Imaging Nurse Review Course instruction.

## **Scheduling for a Course**

ARIN shall schedule faculty for presentation of the Imaging Nurse Review Course in collaboration with the Instructor and considering instructors' proximity to the Course site, sponsor request, and Instructors' requests. Being accepted as a potential Instructor does not guarantee that each Instructor will be scheduled to serve as faculty for an Imaging Nurse Review Course.

Class size of 50 or less will be taught by one faculty member and a class size of 51 or more will have two faculty teachers.

## **Honoraria/Expenses**

ARIN shall pay the Instructor an honorarium of \$1,000.00 per day for instruction of a two-day Imaging Nurse Review Course. ARIN will pay or reimburse faculty for travel and lodging per the ARIN Travel

Reimbursement policy. In addition, faculty will be reimbursed for meals and transfer fees between airport and hotel and/or hotel and course site. In the event that the course is canceled, no payment shall be due the Instructor.

### **Evaluation Process**

Master Faculty will complete a checklist of activities completed during Orientation.

Master Faculty will be evaluated at the end of orientation and on a yearly basis. Evaluation process will be conducted by the ARIN Board Member Liaison to the INRC.

## Policy and Operational Guidelines: MASTER FACULTY EVALUATION

Please review each statement below and conduct a self-assessment as instructed. The following Lickert Scale will be used:

**Strongly Agree = 4; Agree = 3; Disagree = 2; Strongly Disagree = 1**

**N/A = not applicable to this role OR individual does not have sufficient knowledge of behavior to offer a judgment.**

Evaluation Statement	4	3	2	1	N/A
1. Individual displays the vision required to move the ARIN Master Faculty forward over the 3 years of current contract.					
2. Individual fully understands, supports, and incorporates ARIN Mission, Vision, and Core Values into his/her role as Journal Editor.					
3. Master Faculty oversees the identification and selection of Master Faculty candidates to be presented to the ARIN BOD for approval and appointment.					
4. Master Faculty maintains the Review Courses' high quality while operating within the established budget.					
5. Master Faculty identifies topics, solicits and develops relationship with potential teachers, and maintains a professional presentation for each class.					
6. Master Faculty collaborates with BOD in all aspects related to classes and recommends changes as needed.					
7. Master Faculty monitors class content, in order to assure that it is accurate, and complete and that it enhances and expands the knowledge of the professionals who take the class.					
8. Master Faculty provides a written report to the Board recapping the class events for each face-to-face Board meeting and as necessary.					
9. Master Faculty evaluates appropriate recommendations for change and direction from the BOD.					
10. Master Faculty follows the ARIN Code of Conduct.					
11. Master Faculty has reviewed and discloses any real or perceived Conflict of Interest to the Board for review and decision.					
12. Master Faculty performs at the highest level of their position (via the Position Description) within the Organization					

**Please answer the following questions and provide examples to support your statement.**

1. In what areas does the individual excel?
2. Please describe areas to improve.
3. What are the individual's best qualities as a member of this organization?

## Policy and Operational Guidelines: MASTER FACULTY INTERVIEW QUESTIONS

1. ARIN member                                yes                                no
  2. Current CRN                                yes                                no
  3. Minimum 5 yrs. in Rad. nursing        yes                                no
  4. How long have you worked in radiology and what is your background in nursing?
  5. Previous Nat. presentations              yes                                no                                when? \_\_\_\_\_
- Follow up: if you have not presented at a National convention, what is your experience with public speaking?
6. What brought you to ARIN and what are your goals with the organization and your work goals at your hospital?
  7. Why do you want to be a part of the master faculty for review course?
  8. What is your strongest radiology area background? \_\_\_\_\_
  9. What is your weakest? \_\_\_\_\_
  10. Can you give a lecture on an area you are not comfortable with?    Yes     no  
    a. Comments-
  11. Can you physically handle the rigors of travel and a two- day class?
  12. What is the longest course you have taught by yourself?
  13. What would you do if the AV doesn't work and you can't see your notes?
  14. How do you deal with questions when you don't know the answer?
  15. Do you travel independently and are you comfortable doing so and navigating around in an unfamiliar city?
  16. Every class is made up of many types of individuals: nurses, Rad Techs, experienced, newbies, with many types of personalities. Who would present the biggest challenge to you personally? Why?
  17. Tell us about a teaching experience with a patient or co-worker that you feel was successful. Do you have an example of an unsuccessful experience?
  18. What do you feel is your greatest strength in relating to other healthcare professionals?
  19. How would your co-workers describe you as a team member? As a leader?
  20. Every class has the opportunity to give feedback on the Master Faculty; how do you deal with negative feedback?

**Revised: April 13, 2015**



# **Policy and Operational Guidelines: Nurse Planners**

## **I. Purpose**

The Nurse Planners are responsible, in conjunction with the ARIN Director of Education, for assuring that ARIN-sponsored continuing education activities comply with current American Nurses Credentialing Center's (ANCC) Commission on Accreditation criteria.

## **II. Qualifications**

- A. Minimum of a baccalaureate degree in nursing
- B. Hold a current, valid license as a registered nurse.
- C. Experience with the assessment, planning implementation and evaluation of continuing education activities
- D. Knowledge of and experience with adult learning principles
- E. Expertise in Radiology Nursing, CRN preferred

## **III. Operational Guidelines**

### **A. General responsibilities**

- 1. Participate in and ensure the ANCC accreditation criteria are met in regards to the assessment, planning, implementation and evaluation of all continue education events offered for ARIN membership.
- 2. Serve as resource and /or content expert when asked
- 3. Complete an Approved Provider Activity Form as part of the activity planning process
- 4. Collaborate with AMC staff to ensure the Approved Provider Activity Form and supporting documents are submitted and appropriate record keeping is maintained

### **B. Specific duties**

- 1. Primary Nurse Planner for ARIN sponsored education
  - a. In conjunction with the ARIN Director of Education, assumes responsibility for overall functions for all continuing nursing education activities and the ensuring other nurse planners are appropriately trained and up-to-date on accreditation requirements.
  - b. Serve as an active member of the planning committee and webinar committee from initiation to completion of ARIN sponsored educational activities
- 2. Nurse Planner for ARIN sponsored education
  - a. Serve as an active member of the planning committee and/or webinar committee from initiation to completion of ARIN sponsored educational activities
  - b. Accountable to Primary Nurse Planner and ARIN Director of Education

### 3. Nurse Planner for JRN directed learning

- a. Write the questions for the JRN directed learning opportunities for selected articles, preferred attendance at a CNET course
- b. Accountable to Primary Nurse Planner and ARIN Director of Education

### C. Terms and Conditions

1. Two (2) year term
2. Appointed by ARIN President

## **Part III**

### **Financial Procedures**

Financial Procedures

Investment Policy

Travel Expense Reimbursement

Convention Honoraria and Expenses

# **Policy and Operational Guidelines: FINANCIAL PROCEDURES**

## **I. Purpose**

- A. The Association Management Company (AMC) will work with the ARIN Treasurer and President to carry out the financial business of the association.

## **II. Qualifications**

- A. Member of AMC

## **III. Operational Guidelines**

- A. A savings account shall be established with for reserve funds.
- B. A checking account for ARIN shall be established.
  - 1. The Treasurer, President, and Association Management President (AMC President) shall be authorized to write checks on the checking account.
  - 2. The Chief Operating Officer (COO) of the management company shall also be authorized to write checks on the checking account in the event of an emergency. Check.
- C. The AMC President shall be authorized to transfer funds from the checking account to the reserve account and from the reserve account to the checking account.
  - 1. The COO and/or the AMC President shall make recommendations to the Treasurer about investments for ARIN.
  - 2. The AMC President shall be authorized to sign checks in amounts up to \$1000.00. In the event that an invoice to be paid exceeds \$1000.00 and time is of the essence, the AMC President may be authorized by the Treasurer or President to write a check for the entire amount. The AMC President is authorized to pay the monthly management fee via check or electronically without prior authorization; invoices for direct expenses that exceed \$1000.00, however, must be approved by the Treasurer before payment. Authorization for check signing can be obtained via telephone, fax, or e-mail.
  - 3. The AMC President shall be authorized to sign checks in amounts up to \$2000.00 for the honorarium for ARIN Master Faculty to present the ARIN Imaging Nurse Review Course; this is for ARIN sponsored courses and institutionally contracted Imaging Nurse Review Courses.
  - 4. The AMC President shall provide monthly transaction and summary reports to the Treasurer, President, President-Elect and Executive Director.
    - 1. The Executive Director will include information on ARIN reserve accounts on all quarterly financial reports to the Board.
    - 2. The Treasurer shall provide quarterly financial reports to the Board.

3. The Executive Director and accountant, in collaboration with the Treasurer, shall prepare an annual budget for approval by the Board.
4. The AMC President or AMC Director of Finance shall arrange for taxes to be filed.

# **Policy and Operational Guidelines: ARIN INVESTMENT POLICY**

## **I. Purpose**

This investment policy statement (IPS) is designed to provide guidance for the professional management of the identified investable assets of The Association for Radiologic and Imaging Nursing (ARIN). By utilizing this document, ARIN will provide guidance for the investment process while also ensuring continual monitoring of both the investment portfolio and the firm providing the investment management services. At the direction of the Board of Directors (BOD) of ARIN, this IPS can be reviewed and updated at any time.

ARIN is a not-for-profit organization established to support its membership. As the indirect steward of the assets of its members, BOD of ARIN has a responsibility to wisely and prudently invest its money for the good of the organization. The money may be allocated for use in both the short term as well as the long term. It is important to ARIN that the selected investment management firm has access to a nationally known firm with which to provide such services as custody, access to the markets, research etc.

## **II. Qualifications**

The designated funds will be invested with care, prudence and skill to both minimize principal risk and to provide a reasonable yield.

- A. Investment Performance: Investment of the designated funds should be selected to provide a rate of return above customary bank savings rates. While some capital appreciation may result from the investment allocation, the primary objective of the investments is to earn a rate of interest above customary money market rates.
- B. Guidelines and Asset Allocation: The investment of the funds shall vary from time to time in response to changes in the economy and prospects for maximizing return on the assets. At least 75% of the funds will be invested in fixed income investments. Cash and cash equivalents will be considered a component of the fixed income allocation. No more than 10% of the portfolio will be allocated to any one specific security.
- C. Payout: The BOD of ARIN will determine if and when payouts will be made from the designated funds.

## **III. Operational Guidelines**

This plan will incorporate both investment objectives and appropriate risk parameters, such as diversification of securities and maturity time frames for fixed income. The plan will incorporate the selection of managed portfolios in the form of mutual funds and/or the possible selection of individual securities, to include but not necessarily be limited to bonds, bond funds, stocks, stock mutual funds and Exchange Traded Funds.

- A. Overall Portfolio Objectives: The primary objective of the portfolio is to invest the assets in an income focused allocation in order to improve the yield of the portfolio. This investment is to be done in a manner that incorporates the goal of improving portfolio yield and mitigates risk, particularly interest rate risk.

- B. **Cash Flow Considerations:** There are currently no specific cash flow considerations for the portfolio. If ARIN requires a payout from the portfolio, the funds will be made available. Review of cash flow requirements will be incorporated into each annual review of the portfolio.
- C. **Discussion of Risk:** There are numerous risks to be aware of when constructing an investment portfolio. Some risks will require greater vigilance depending on the composition of the portfolio. The following are generally identified risks:
1. **Risk of Capital:** This is the risk that based on market performance; your investments will be worth more or less than when the initial investment was made.
  2. **Risk of Inflation:** This is the risk that inflation will erode the real value of the portfolio. Inflation risk is closely tied to Risk of Purchasing Power.
  3. **Risk of Purchasing Power:** This is the risk that the ability of the portfolio to acquire goods and services will diminish with the corresponding appreciation of prices. In other words, if the goal of the portfolio is to be positioned to acquire goods and services in the future, will that ability be compromised by not being able to grow accordingly.
  4. **Interest Rate Risk:** This is the risk for fixed income portfolios that the movement of interest rates will adversely affect the value of a fixed income portfolio. A basic economic characteristic is that when interest rates rise, the value of a bond portfolio falls and vice versa. This risk is of particular note to the investment objectives for ARIN.
  5. **Market Risk:** This is the general risk of market events impacting the value of a given portfolio.
  6. **Liquidity Risk:** This is the risk that a given investment may not have immediate liquidity.
  7. **Diversification Risk:** This is the risk that too much of a given portfolio is subject to the performance of a single or small number of large positions in a portfolio.
- D. **Investment Time Horizon:** Investment time horizon can have a significant impact on the overall performance of a portfolio, particularly one with an equity orientation. In general, a longer term time horizon (one of at least five (5) or more years) has a significantly better possibility of appreciating in value.
- E. **Liquidity:** Liquidity is the ability to convert investment assets to cash in a short period of time.
- F. **Tax Considerations:** Given the fixed income orientation of the proposed portfolio, tax issues should be minimal. Due to ARIN's 501(c)6 status when payouts are made the organization is not taxed on the capital gains from the portfolio.
- G. **Asset Constraints:** Please note the follow asset constraints for ARIN:
1. 100% of the portfolio can be invested in U.S Government backed securities.
  2. Up to 80% of the portfolio can invested in Investment-Grade Municipal and Corporate bonds.
  3. No money can be invested directly in individual bonds that are less than investment grade.
  4. No money may be invested in commodities, commodity futures, alternative investments, or any non-registered securities.
  5. No money may be invested in individual stocks with a share price of \$2 or less.

- H. Asset Allocation: Given the primary goal of increasing the yield on the portfolio, the portfolio will consist of between 75-100% fixed income. The remaining can be allocated to equity with maximum equity exposure being 25%. Any yield above initial capital investment plus inflation can be, but is not mandated to be, invested in more aggressive qualifying investment opportunities with the approval from the BOD of ARIN.
- I. Portfolio Monitoring: The ARIN Board of Directors will be provided with an in depth report from the investment firm at least once a year. At this time the ARIN Board of Directors will review the portfolio, directly, with the investment firm to go over any changes to the portfolio or policy. The portfolio will be monitored on an ongoing basis and changes can be made more frequently if needed. Constant communication is encouraged if markets or change in investment objective warrant such additional communications.
- J. Role of the Treasurer: The ARIN Treasurer will provide monthly statements along with the financial report. The Treasurer will work directly with staff and be the liaison between ARIN's financial advisor and the Board of Directors. While this investment policy will be the guide for future investment decisions, it will be the Treasurer who gives an official portfolio change requests to the financial advisor. The Treasurer will arrange for a detailed annual report of ARIN's investments to the Board of Directors.



# **Policy and Operational Guidelines: TRAVEL EXPENSE REIMBURSEMENT**

## **I. Purpose**

Reimbursement is provided for authorized expenses incurred in performance of ARIN responsibilities. Expenses are authorized as provided in the current budget. Any unbudgeted expenses require prior approval of the Board of Directors, the Executive Committee, or Executive Director.

ARIN will reimburse certain expenses incurred for Board members or other members attending and contributing to Board meetings, the annual convention, or other formally approved meeting at the request of the Board of Directors. All Board members will be reimbursed travel and lodging for all face-to-face Board of Directors meetings and approved educational conferences they attend.

## **II. Qualification**

All Board members or other members that attend and contribute to Board meetings, the Annual Convention, or other formally approved meeting at the request of the Board.

## **III. Operational Guidelines**

- A. Requests for reimbursement should be submitted to the appropriate staff member within one (1) week following each meeting or incurrence of expenses.
  - 1. Expense reports should be emailed to the online billing account [arinbills@bill.com](mailto:arinbills@bill.com)
  - 2. Expenses should be submitted on the "Expense Report" form
  - 3. Receipts are required for all expenses in excess of \$25.00.
  - 4. Properly submitted expense reimbursement requests will be processed within seven (7) working days.
  - 5. All requests for reimbursement not received within three (3) months of the date of expense (or date of meeting, whichever is later) will not be paid by ARIN.
- B. Request for Travel Advance
  - 1. Travel advances are available for members of the Board of Directors and ARIN staff, if needed. Travel advances should be requested in advance by completing a "request for check" form.
  - 2. Following the completion of a trip, all cash advances should be reconciled within one (1) month by submitting a completed "Expense Report" with all required documentation.
  - 3. Any amount refundable must be attached to the "Expense Report" in the form of a personal check. DO NOT ATTACH CASH!
- C. Reimbursement Expenses
  - 1. Air Travel
    - a. Airfare tickets should be purchased at least 14 days in advance of the travel date to receive the best rates. Tickets purchased less than 14 days in advance must be approved by the President or Treasurer.
    - b. Travel arrangements should be made by the individual volunteer, board member or staff member. All volunteers can request the assistance of staff to find the

- lowest possible fare and to receive authorization for a flight that may be priced above the 14-day advance purchase price.
  - c. Any changes in travel that cause an increase in travel expenses will be the responsibility of the individual unless otherwise approved by the Board of Directors. Every effort should be made to obtain the most cost-effective transportation arrangements possible.
  - d. International Board members will be reimbursed for airfare to attend the Spring Convention. The maximum reimbursement rate will be double the highest 14-day advance purchase price of a US based board member flight.
- 2. Ground Transportation
  - a. Reimbursement is made for the most appropriate means of ground transportation to and from the airport at the point of origin and at the destination.
- 3. Use of Personal Auto
  - a. Reimbursement is made for authorized use of a personal car on a per mile basis. The per mile rate is established annually based on IRS guidelines.
  - b. Reimbursement is made for a rental car only if it would be the most economical method of transportation and prior authorization has been obtained.
  - c. When travel by personal rental car is authorized as the most appropriate means of travel, all necessary expenses are reimbursed. When travel by personal or rental car for personal reasons is authorized although air transportation is available, the mileage allowance and other expenses are reimbursed only up to the cost of the applicable airfare.
  - d. Tolls and parking while conducting ARIN affairs are reimbursable expenses. Discretion should be used in determining low cost parking arrangements at airports, hotels, etc., when planning extended travel.
- 4. Lodging
  - a. Lodging expenses are reimbursable as approved on the authorization form. When necessary, due to travel, time or distance, reimbursement is authorized for the preceding night.
  - b. Frequently, lodging at a facility will be prearranged. If the traveler elects to stay at another facility, reimbursement, including any additional local transportation costs, is made only up to the rate charged by the original facility.
  - c. ARIN will pay for in room internet connection for Board members needing to access e-mails for professional reasons while on ARIN business when complimentary internet service is not available in the room. Board members will submit for hotel invoice with internet charges for reimbursement.
- 5. Meals
  - a. ARIN will pay per diem expenses for approved travel at the rate of \$50.00 per day upon the submission of receipts. Please note, if meals are provided during your participation you will not be reimbursed for those meal times. ARIN will not pay for alcoholic beverages as per diem or at ARIN paid Board meals unless it is included in the program.
  - b. Meals purchased for others are reimbursable only for those persons for whom ARIN has responsibility for such expenses.
  - c. Receipts are required for all meal expenditures in excess of \$25.00, and submitted with expense report.

## 6. Miscellaneous Expenses

- a. In the event of an unusual incident, valet/laundry would be considered appropriate and reimbursable.
- b. Generally, non-food hotel/shop charges would be considered personal and not eligible for reimbursement. Personal expenses should not be billed directly to ARIN whenever possible, nor should they be presented on the expense report unless they have been billed to the association. Personal expenses billed to ARIN are reimbursable to ARIN at the time the expense report is submitted. (Please note: in-room movies are not reimbursable)
- c. The Treasurer will be asked to decide any disputes. If the dispute is with the Treasurer, the President will make the decision.

## Policy and Operational Guidelines: EXPENSES & HONORARIA REIMBURSEMENTS

Position	Registration Fees	Lodging	Air & Ground Transportation	Honoraria	Meals Per Diem	Internet
Current & Incoming Board Member	X Convention	X	X		\$50.00 Unless Provided	X Unless Provided
Approved Representation	As Required	X	X		\$50.00 Unless Provided	X Unless Provided
Invited Speaker	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable \$50.00 Unless Provided	
Program Planning Committee Chair & Co-Chair for Educational Meetings	X	X Double Occupancy	X			
Member of Planning Committee for Educational Meetings	X					
<i>Journal of Radiology Nursing and Vision</i> Editors	X Convention	4 Nights Double Occupancy	X			
<i>Imaging Nurse Review Course</i> Master Faculty		2 nights Double Occupancy	Airfare Only	\$2000.00 (\$1000.00 Per Day to be Split by Presenters)	\$50.00 Unless Provided \$10.00 – B \$15.00 – L \$25.00 – D	
<i>Imaging Nurse Review Course</i> Orienteer		2 Nights Double Occupancy	Airfare Only	Per Master Faculty Policy 1 <sup>st</sup> – None 2 <sup>nd</sup> – \$500.00 3 <sup>rd</sup> - \$1000.00	\$50.00 Unless Provided \$10.00 – B \$15.00 – L \$25.00 – D	

## **Part IV**

### **Nominations and Elections**

Timeline for Development of National Ballot

Solicitation of Candidates for National Office

Evaluation of Candidates for National Office

Evaluation of Candidates for National Office Form

Voting Process for National Election

National Ballot Preparation

Notification of Election Results

# **Policy and Operational Guidelines: TIMELINE FOR DEVELOPMENT OF NATIONAL BALLOT**

## **I. Purpose**

To provide a suggested timeline for solicitation and election of candidates to national office.

## **II. Timeline**

March	Board of Directors and Leadership Development Committee members in attendance at the annual conference will actively solicit and identify potential candidates for national elections.
May	Open Call for Nominations
July 15	Close Call for Nominations
September 1	If extension is necessary, final extension date
September	Committee preparation, review and submission of the National Ballot to the board
October 1-15	National Ballot open to membership
October 15-31	Notification of candidates

# **Policy and Operational Guidelines: SOLICITATION OF CANDIDATES FOR NATIONAL OFFICE**

## **I. Purpose**

To provide a process for candidate selection to place on a voting ballot. Candidates for nomination to the Board of Directors and the Leadership Development Committee will be solicited from the ARIN active membership.

## **II. Qualifications**

Candidates will have been a member of ARIN for a minimum of one (1) year prior to being considered for placement on the ballot.

## **III. Operational Guidelines**

- A. The Leadership Development Committee will seek candidates from the active and lifetime membership using the newsletter, Board of Directors, chapter presidents, and committee chairs.
- B. In order to determine interest in Board and/or Leadership Development Committee service there will be a Call for Nominations sent annually to every active and lifetime member. See timeline in timelines and forms section (part VII).
- C. ARIN active and lifetime members may nominate themselves and/or fellow active members to run for the position of President-Elect, Secretary, Treasurer, Board Member, or Leadership Development Committee member by:
  - 1. Validating the nominee's willingness to serve.
  - 2. Completing, signing, and submitting a Call for Nominations from the National Office.
  - 3. Providing verification of RN state licensure.

# **Policy and Operational Guidelines: EVALUATION OF CANDIDATES FOR NATIONAL OFFICE**

## **I. Purpose**

The Leadership Development Committee will select a final slate of candidates for the National Election Ballot through a process of assessment that is consistent with the criteria and requirements set forth.

## **II. Qualifications**

No individual will be considered unless the criteria and requirements are met as set forth in this policy, and the completed candidate packet is received by the designated deadline

## **III. Operational Guidelines**

- A. Screening potential candidates is a responsibility of the Leadership Development Committee. The decision to place a candidate on the ballot is based on cumulative materials received by the Committee with no one factor deemed conclusive.
- B. To ensure uniformity and objectivity in the candidate selection process, the Leadership Development Committee will confirm applicant has met the following standards prior to proceeding with the evaluation of application:
  - 1. All components of a completed application present: Nomination Form and copy of curriculum vitae/resume
  - 2. Verification of RN state licensure completed
  - 3. Confirmed consecutive membership in ARIN (minimum one-year requirement)
  - 4. Confirmed CRN certified, noting expiration date
  - 5. Two letters of recommendation present
  - 6. Confirmed by member of the Leadership Development Committee willingness to serve and commit the necessary time and resources to serve effectively
- C. Nominees will be contacted by a member of the Leadership Development Committee to clarify information that could cause disqualification.
- D. The Leadership Development Committee will evaluate candidates use evaluation tool (Exhibit IV.A) utilizing the following criteria:
  - 1. The nominee is actively engaged in and/or has special knowledge related to radiology nursing.
  - 2. The nominee possesses qualifications to serve in this position as indicated in the biographical data form, candidate statement, and/or curriculum vitae.
  - 3. The application demonstrates the candidate is able and willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated.
  - 4. Nominee demonstrates leadership and is a role model for excellence in radiology & imaging nursing.
  - 5. The applicant's application reflects a career trajectory demonstrating progressive responsibility and professionalism.



- D. A candidate will run for only one (1) position per election year. A candidate nominated for more than one (1) position will be contacted by a member of the Leadership Development Committee and asked to select the position that he/she would like to pursue.
- E. A candidate shall not be a member of the Leadership Development Committee; a sitting Leadership Development Committee member cannot resign from the Committee in order to become a candidate once an election cycle has opened.
- F. In cases of a nominee's potential conflict of interest, the issue will be resolved by the Board of Directors.

## EVALUATION OF CANDIDATES FOR NATIONAL OFFICE FORM

Applicant Name/code number: \_\_\_\_\_ Position applied for: \_\_\_\_\_

☐ All components of a completed application present: Nomination Form and copy of curriculum vitae/resume

☐ Verification of RN state licensure completed

☐ Confirmed member of ARIN since \_\_\_\_\_ (minimum one-year requirement)

☐ Confirmed CRN certified, expires \_\_\_\_\_

☐ Past involvement in ARIN \_\_\_\_\_

☐ Two letters of recommendation present

☐ Confirmed willingness to serve (conversation initiated by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_)

Criteria	Disagree	Somewhat agree	Agree	Strongly Agree
The nominee is actively engaged in and/or has special knowledge related to radiology nursing.	0	1	2	3
The nominee possesses qualifications to serve in this position as indicated in the biographical data form, candidate statement, and/or curriculum vitae.	0	1	2	3
The application demonstrates the candidate is able and willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated.	0	1	2	3
Nominee demonstrates leadership and is a role model for excellence in radiology & imaging nursing.	0	1	2	3
The applicant's application reflects a career trajectory demonstrating progressive responsibility and professionalism.	0	1	2	3
Follow up conversation required for clarification of the following items:	0	1	2	3

**Comments:**

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# **Policy and Operational Guidelines: VOTING PROCESS FOR NATIONAL ELECTION**

## **I. Purpose**

To provide a consistent process for electing members to leadership positions in ARIN.

## **II. Qualifications**

Each ARIN active member is entitled to vote on the candidates of his/her choice for the Board of Directors and Leadership Development Committee.

## **III. Operational Guidelines**

- A. The ballot will be posted for an electronic vote in accordance with the approved timeline.
- B. The candidate receiving the highest number of votes will be elected.
- C. Tie votes will be broken by the drawing of lots; staff will notify the Director of Leadership when there is a tie and work out the process of drawing lots.
- D. A write-in candidate receiving a majority of votes for a position must meet requirements to serve as stipulated in the ARIN bylaws and policies and procedure. Within 10 days of notification of results, the candidate will submit required documents. The Leadership Development Committee will confirm applicant has met the following standards
  - 6. All components of a completed application present: Nomination Form and copy of curriculum vitae/resume
  - 7. Verification of RN state licensure completed
  - 8. Confirmed consecutive membership in ARIN (minimum one-year requirement)
  - 9. Confirmed CRN certified, noting expiration date
  - 10. Two letters of recommendation present
  - 11. Confirmed by member of the Leadership Development Committee willingness to serve and commit the necessary time and resources to serve effectively
- E. The failure of the write-in candidate to meet the above standards by the stipulated deadline will result in the candidate being deemed ineligible for installation.
- F. In the event the write-in candidate is deemed ineligible for installation, the candidate may petition the Board of Directors for review of the Leadership Development Committee's decision. The petition must be filed with the President and postmarked within ten (10) days following receipt of the decision of the Leadership Development Committee. The Board of Directors may alter the decision of the Leadership Development Committee only upon determination that the action of the Nominating Committee was arbitrary, unreasonable, or capricious. The Board of Directors shall make its decision within ten (10) days of the filing of the petition.
- G. In the event the write-in candidate is deemed ineligible for installation, the candidate receiving the second highest number of votes for that position will serve.

## **Policy and Operational Guidelines: NATIONAL BALLOT PREPARATION**

### **I. Purpose**

To provide a consistent method for preparation of National Ballot.

### **II. Qualifications**

The Leadership Development Committee will oversee the election of National Officers, Directors, and the Leadership Development Committee members.

### **III. Operational Guidelines**

- A. The Leadership Development Committee will prepare the National Ballot of candidates for election of National Officers, Directors, and the Leadership Development Committee.
- B. The Leadership Development Committee will select the following numbers of candidates for elected positions:
  - 1. Officers: a minimum of one (1) candidate for each position with space for one (1) write-in candidate.
  - 2. Board Members: a minimum of one (1) candidate with space for one (1) write-in candidates.
  - 3. Leadership Development Committee: a minimum of one (1) candidate with space for one (1) write-in candidate.
- C. The Leadership Development Committee will submit the National Ballot to the Board of Directors for review.
- D. The election materials will include the following:
  - 1. A document with the Candidates' statements, biographical information, and photograph for each candidate.
  - 2. A ballot of the slate of candidates with the space for one (1) write-in candidate per position on ballot.

# **Policy and Operational Guidelines: Notification of Election Results**

## **I. Purpose**

To provide a consistent process for notifying candidates of election results.

## **II. Qualifications**

The Director of Leadership will notify the appropriate individuals of the election results.

## **III. Operational Guidelines:**

### **A. The Director of Leadership shall:**

1. Notify the Board of Directors and the Executive Director of the election results once the results are official.
2. Notify those candidates elected to the Board of Directors and/or Leadership Development Committee within one week after the election results are tabulated.
3. Notification should be a personal phone call to each elected officer/committee member to offer congratulations and answer any questions posed.
4. Notify Staff to send the appropriate congratulatory letter to the individual. This email may be electronically sent.
5. Notify those individuals not elected to inform them of the results and also to offer support to consider being a candidate for office in the future.
6. Notify Staff to send letter of regret to those individuals not elected. This letter may be electronically sent.
7. Notify the Editor of Vision of the election results:
  - a. Compose a 'Notice of Elections' to the membership to include:
  - b. Congratulations to the newly elected Board Members.
  - c. Congratulations to the newly elected Leadership Development Committee member.
  - d. Results should be communicated via email to the Editor of *Vision* and Staff working directly with the Newsletter to ensure publication in the January edition.

## **Part V**

### **Awards and Scholarships**

Awards and scholarships timeline

Awards Summary and Requirements

Selection Process

- Radiology Nurse of the Year

  - Radiology Nurse of the Year Evaluation

  - Radiology Nurse of the Year Notification Letter

  - Radiology Nurse of the Year Regret Letter

- Charlotte Godwin Scholarship

  - Charlotte Godwin Scholarship Evaluation

  - Charlotte Godwin Scholarship Notification Letter

  - Charlotte Godwin Scholarship Regret Letter

- Dorothy Budnek Scholarship

  - Dorothy Budnek Scholarship Evaluation

  - Dorothy Budnek Scholarship Notification Letter

  - Dorothy Budnek Scholarship Regret Letter

- Helen Malenock Award

  - Helen Malenock Evaluation

  - Helen Malenock Notification Letter

  - Helen Malenock Regret Letter

- CRN Exam Scholarship Award

  - CRN Exam Scholarship Award Evaluation

  - CRN Exam Scholarship Notification Letter

  - CRN Exam Scholarship Regret Letter

- Chapter Award

  - Chapter Award Evaluation

  - Chapter Award Notification Letter

  - Chapter Award Regret Letter

# Policy and Operational Guidelines: ARIN Awards and Scholarships Timeline

## I. Purpose

To provide an overview of duties and timelines for annual awards and scholarships.

## II. Timeline

August

Leadership Development Committee will utilize all options to encourage nominations for awards and scholarships, including but not limited to:

- Invite Chapter Leaders and Committee Chairs to distribute the information
- E-blasts
- Board of Director notification
- ARIN list server

October 15

Award and Scholarship Applications due at National Office. See appendix for application.

November 1-15

Leadership Development Committee meets to review the applications and make the selection of recipient(s) of each award.

November 15-30

Notify Board of the Award and Scholarship recipients.

Notify all applicants of the outcome of the selection process via email and the information about when the award/scholarship will be presented.

March

Develop information on Awards and Scholarships for distribution at ARIN Convention

# Policy and Operational Guidelines: Summary of Awards and Scholarships

## I. Purpose

To provide an overview of the available awards and scholarships with criteria for each

## II. Awards and Scholarships

Award	Description	Qualifications
<b>Chapter Award</b>	This award is given to the chapter that demonstrates best practices to promote the vision and goals of ARIN. It highlights professional member relationships with ARIN, the individual chapter group, and the community.	<b>Eligibility Requirements:</b> <ul style="list-style-type: none"> <li>The chapter must be officially chartered by the ARIN Board of Directors</li> <li>The chapter must be in compliance with all chapter obligations, and in good standing with the ARIN National Office. Chapter obligations include, but are not limited to, annual report, financial report, and updated copy of bylaws all submitted to National Office</li> <li>The chapter must submit a complete application by the stated deadline</li> </ul> <b>Submission Requirements</b> <ul style="list-style-type: none"> <li>Chapter Award Application</li> <li>Supporting documentation</li> </ul>
<b>CRN Exam Scholarship Award</b>	This is awarded to a member who wishes to sit for the CRN exam. The scholarship covers the registration fee.	<b>Eligibility Requirements</b> <ul style="list-style-type: none"> <li>Must be an active member of ARIN for at least two years</li> <li>Must possess a current nursing license</li> <li>Must meet minimum requirements to sit for exam</li> </ul> <b>Submission Requirements</b> <ul style="list-style-type: none"> <li>Completed Application</li> <li>Verified current nursing license</li> </ul>
<b>Radiology Nurse of the Year Award</b>	<p>Awarded to a candidate who demonstrates excellence in leadership, mentorship, and ongoing professional development.</p> <p>The Radiology Nurse of the Year Award recipient will be recognized at the ARIN Annual Convention as well as acknowledged in the newsletter and on the ARIN website. The recipient will be presented with a plaque, a one-year complimentary membership, an ARIN</p>	<b>Eligibility Requirement</b> <ul style="list-style-type: none"> <li>Must be an active member of ARIN for a minimum of three years</li> <li>Must be a registered nurse practicing in radiology</li> <li>Must possess a current nursing license</li> <li>Must be nominated by an active ARIN member; self-nominations are welcome</li> </ul> <b>Criteria for Selection:</b> <ol style="list-style-type: none"> <li>Seen as a leader by his/her peers through participation in ARIN activities at the national and/or local level</li> <li>Adherence to standards of practice appropriate to radiology nursing</li> </ol>



	pin, and a letter of recognition for the recipient's professional portfolio.	<p>3. Evidence of ongoing education (formal or informal) relevant to radiology nursing</p> <p>4. Advocates for quality patient care</p> <p>5. Demonstrates leadership and is a role model for excellence in radiology nursing</p> <p><b>Submission Requirements</b></p> <ul style="list-style-type: none"> <li>• Completed application</li> <li>• Nominee's curriculum vitae or resume</li> <li>• Verification current nursing license</li> <li>• Two letters of recommendation, one from nominee's manager or supervisor</li> </ul>
<b>Dorothy Budnek Memorial Scholarship</b>	This award provides a current member with a cash award to further professional nursing development through education. This award is in memory of Dot Budnek, who started her career as a radiology technologist. She recognized the importance of the nurse's presence and expertise in the imaging environment. This award honors the continuing education student who wishes to further his or her nursing career.	<p><b>Eligibility Requirement</b></p> <ul style="list-style-type: none"> <li>• Must be an active member of ARIN for at least three years</li> <li>• Must possess a current nursing license</li> <li>• Must be enrolled in an approved academic program</li> </ul> <p><b>Submission Requirements</b></p> <ul style="list-style-type: none"> <li>• Completed Application</li> <li>• A statement of purpose of how these funds would be utilized in furthering or enhancing your educational goal</li> <li>• Two letters of recommendation. One should be from faculty who can attest to the potential for successful completion of the nursing program and future contribution to the field of radiology nursing</li> <li>• A transcript or recent report card from the current educational institution with a minimum of a 2.5 overall grade point average.</li> </ul>
<b>Helen Malenock Award</b>	This award provides a 1-year ARIN membership to a nurse who wishes to become a member to enhance his or her career in radiology and imaging nursing.	<p><b>Eligibility requirements</b></p> <ul style="list-style-type: none"> <li>• Must currently work as a radiological nurse</li> <li>• Must possess a current nursing license</li> </ul> <p><b>Submission Requirements</b></p> <ul style="list-style-type: none"> <li>• Completed Application</li> <li>• Verification of current nursing license</li> </ul>
<b>Charlotte Godwin Scholarship</b>	This award is named for ARIN's first President, awards a complimentary registration to the annual meeting. The recipient also receives a cash scholarship of \$200.00 to defray the expense of attending the meeting	<p><b>Eligibility requirements</b></p> <ul style="list-style-type: none"> <li>• Must be an active member of ARIN for at least three years</li> <li>• Must possess a current nursing license</li> </ul> <p><b>Submission Requirements</b></p> <ul style="list-style-type: none"> <li>• Completed Application</li> <li>• Copy of your current nursing license</li> </ul>

## Policy and Operational Guidelines: Certificates and Plaques

**Purpose:** To define certificate and plaque distribution

### Certificates and Plaque Summary

Award	Certificate	Plaque	Pin
Chapter Award	X	X	
CRN Exam Scholarship Award	X		
Radiology Nurse of the Year Award	X	X	X
Dorothy Budnek Memorial Scholarship	X		
Helen Malenock Award	X		
Charlotte Godwin Scholarship	X		

## Policy and Operational Guidelines: Radiology Nurse of the Year Evaluation

Applicant Name/Code number: \_\_\_\_\_ Total # of Points: \_\_\_\_\_

### Requirements

- |  |   |
|--|---|
| <input type="checkbox"/> Completed Application                               | <input type="checkbox"/> Currently works as Radiology nurse |
| <input type="checkbox"/> Copy of current nursing license                     | <input type="checkbox"/> Copy of curriculum vitae or resume |
| <input type="checkbox"/> Active member of ARIN for a minimum of three year   |   |
| <input type="checkbox"/> Two letters of recommendation                       |   |
| <input type="checkbox"/> Letter of recommendation from Supervisor or manager |   |

Criteria				
Nominee has demonstrated a commitment to ARIN.	<b>0</b> Member for 3 years	<b>1</b> Member for 4-5 years	<b>2</b> Member for 6-7 years	<b>3</b> Member for 8 or more years
Nominee is seen as a leader by his/her peers through participation in ARIN activities at the national level.	<b>0</b> disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Nominee is seen as a leader by his/her peers through participation in ARIN activities at the local level.	<b>0</b> disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Nominee adheres to standards of practice appropriate for radiology & imaging nursing as evidenced by nomination materials.	<b>0</b> disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Nominee engages in ongoing educational activities relative to radiology & imaging nursing.	<b>0</b> disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Nominee advocates for quality patient care as evidenced by nomination materials.	<b>0</b> disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Nominee demonstrates leadership and is a role model for excellence in radiology & imaging nursing.	<b>0</b> disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree

**Comments:**

## Policy and Operational Guidelines: Radiology Nurse of the Year Notification Letter

Date

Recipient

Dear \_\_\_\_\_:

It is my pleasure to notify you that you have been selected as the recipient of the 20\_\_ Association for Radiologic and Imaging Nursing (ARIN) Radiology Nurse of the Year Award. Established in 2006, this award is presented to an ARIN member in recognition of outstanding radiology nursing practice as demonstrated through leadership, mentorship, and ongoing professional development. This is the highest award given by ARIN.

Your membership has been extended one year, through MONTH, YEAR. In addition, your achievement will be recognized during the ARIN 20\_\_ Convention at the Annual Business and Membership Meeting and Presidential Address, on DATE/TIME. Please E-mail CONTACT at E-mail ADDRESS, or call 866-486-2762, to confirm your attendance.

I commend you for your outstanding contributions and commitment to the advancement of radiology nursing, and thank you for your contributions to ARIN.

Warm Regards,

---

President

Cc: PERSON WHO WROTE THE NOMINATING LETTER

## Policy and Operational Guidelines: Radiology Nurse of the Year Regret Letter

Date

Recipient

Dear \_\_\_\_\_:

On behalf of the Association for Radiologic & Imaging Nursing (ARIN) I want to congratulate you on your nomination for the 20\_\_ Radiology Nurse of the Year Award. While I regret to inform you that another nominee was selected as this year's recipient, I wanted you to know that your excellent work is recognized and valued by INDIVIDUAL WHO NOMINATED CANDIDATE.

Congratulations on your nomination and thank you for your contributions to radiologic & imaging nursing. Please contact me through the National Office if you have any questions or concerns.

Warm Regards,

\_\_\_\_\_  
President

cc: PERSON WHO NOMINATED THE CANDIDATE

## Policy and Operational Guidelines: Charlotte Godwin Scholarship Evaluation

**Applicant Name/code number:** \_\_\_\_\_ **Total # of Points:** \_\_\_\_\_

### Requirements:

- ☐ Completed Application ☐ Active member for three years  
☐ Copy of current nursing license.

Criteria				
How long has the applicant been a member of ARIN?	1 3 years	2 4 years	3 5 years	4 >6 years
Is the applicant currently employed in radiological nursing?	0 - No	N/A	N/A	2 - Yes
The applicant has contributed to radiological nursing.	0 disagree	1 somewhat agree	2 agree	3 strongly agree
Is the applicant a member of a local ARIN chapter?	0 - No	N/A	N/A	2 - Yes
Is the applicant on his/her local chapter executive Board or on a local chapter committee?	0 - No	N/A	N/A	2 - Yes
The applicant has contributed to ARIN at the national level.	0 disagree	1 somewhat agree	2 agree	3 strongly agree
The applicant's reasons for applying for the scholarship are clearly stated.	0 disagree	1 somewhat agree	2 agree	3 strongly agree
The applicant's plan for sharing his/her experience with others is clearly outlined.	0 disagree	1 somewhat agree	2 agree	3 strongly agree

### Comments:

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## **Policy and Operational Guidelines: Charlotte Godwin Scholarship Notification Letter**

Date

Recipient Info

Dear \_\_\_\_\_:

Congratulations! You were selected to receive the Association for Radiologic & Imaging Nursing (ARIN) 20\_\_ Charlotte Godwin Scholarship. I am pleased to notify you that you will receive a complimentary registration to attend the ARIN Annual Convention in 20\_\_ or 20\_\_. You will also receive a check for \$200.00 to defray convention expenses, once you have registered for the meeting of your choice.

The Charlotte Godwin Scholarship was established by the ARIN Board of Directors to provide assistance for ARIN members to attend the annual ARIN Convention. I am confident that your professional development will be enhanced through your attendance and that you will take away from the convention a wealth of information to share with your coworkers and contacts when you return home.

When you have confirmed which educational meeting you will attend please notify \_\_\_\_\_, at email \_\_\_\_\_, or toll free at 866-486-2762, for instructions for registering and when to expect to receive the check.

Warm Regards,

\_\_\_\_\_  
President

## Policy and Operational Guidelines: Charlotte Godwin Scholarship Regret Letter

Date

Recipient

Dear \_\_\_\_\_:

Thank you for applying for the Association for Radiologic & Imaging Nursing (ARIN) 20\_\_ Charlotte Godwin Scholarship. I regret to inform you that another recipient was selected for this award. While you were not selected to receive the scholarship, ARIN is delighted that you are interested in attending the ARIN Annual Convention and/or Fall Symposium. I hope you will be able to make other arrangements to participate in this very valuable educational experience.

If you have any questions or concerns, feel free to contact me through the ARIN National Office.

Warm Regards,

\_\_\_\_\_  
President



## Policy and Operational Guidelines: Dorothy Budnek Memorial Scholarship Evaluation

**Applicant Name/code number:** \_\_\_\_\_ **Total # of Points:** \_\_\_\_\_

### Requirements

- |  |   |
|--|---|
| <input type="checkbox"/> Completed Application           | <input type="checkbox"/> Currently works as Radiology nurse             |
| <input type="checkbox"/> Copy of current nursing license | <input type="checkbox"/> Member of ARIN > 3 years                       |
| <input type="checkbox"/> Enrolled in accredited program  | <input type="checkbox"/> Grade transcript                               |
| <input type="checkbox"/> Statement of fund use           | <input type="checkbox"/> 1 Faculty and 1 other letter of recommendation |

Criteria	# of Points	# of Points	# of Points	# of Points
Education Goals Clearly identified and relevant to radiology nursing.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Statement of purpose for requesting the scholarship and how these funds would be utilized in furthering or enhancing educational goal is relevant to radiology nursing	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Letter of recommendation from faculty attests to the potential for successful completion of the nursing program and future contribution to the field of radiology nursing.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Second letter of recommendation is appropriate and speaks to applicants qualifications as a radiology nurse	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Transcript from the current educational institution attests to a minimum of a 2.5 overall grade point average.	<b>0</b> - No	N/A	N/A	<b>2</b> - Yes
ARIN Involvement is evidenced by (please list and give 2 points for each listed item): 1. 2. 3.	N/A	N/A	N/A	<b>2</b> - points per Evidence of ARIN Involvement _____ # of points
Radiology Involvement outside of ARIN activities: (1 point per identified activity): 1. 2. 3.	N/A	N/A	N/A	<b>1</b> - point per Evidence of ARIN Involvement _____ # of points

**Comments:**

## Policy and Operational Guidelines: Dorothy Budnek Memorial Scholarship Notification Letter

Date \_\_\_\_\_

Recipient \_\_\_\_\_

Dear \_\_\_\_\_:

Congratulations! You have been selected to receive the Association for Radiologic and Imaging Nursing (ARIN) 20\_\_ Dorothy Budnek Memorial Scholarship. The Dorothy Budnek Memorial Scholarship was established to provide financial assistance to ARIN members who have returned to school to advance their nursing education. ARIN is delighted to be able to provide you with this scholarship in Dorothy's memory.

Please provide the information requested below and fax/mail this page back to the ARIN National Office. Once we have this information, a check will be issued in the amount of \$600.00 to be used to defray your graduate program education expenses.

Best wishes for continued success while you work towards your professional and educational goals.

Warm Regards,

\_\_\_\_\_  
President

Payee: Recipient

Sign to Verify \_\_\_\_\_

Payee's Tax ID or Social Security Number \_\_\_\_\_

## **Policy and Operational Guidelines: Dorothy Budnek Memorial Scholarship Regret Letter**

Date

Recipient

Dear \_\_\_\_\_:

Thank you for applying for the Association for Radiologic & Imaging Nursing (ARIN) 20\_\_ Dorothy Budnek Memorial Scholarship. I regret to inform you that another recipient was selected for this award. While you were not selected to receive the scholarship, ARIN is delighted that you are interested in advancing your nursing education and invite you to submit for the Scholarship again next year if you continue to meet the eligibility criteria.

Best wishes for continued success while you work towards your professional and educational goals. If you have any questions or concerns, feel free to contact me through the ARIN National Office.

Warm Regards,

\_\_\_\_\_  
President

## Policy and Operational Guidelines: Helen Malenock Award Evaluation

Applicant Name/code number: \_\_\_\_\_ Total # of Points: \_\_\_\_\_

### Requirements

- ☐ Completed Application ☐ Currently works as Radiology nurse  
☐ Copy of current nursing license

Criteria	# Points	# Points	# Points	# Points
Currently Employed in Radiology Nursing?	0 - No	N/A	N/A	2 - Yes
Currently Employed in Radiology Nursing Full Time?	0 - No	N/A	N/A	2 - Yes
<b>If not</b> currently employed in Radiology Nursing full time, how many hours per week?	N/A	1- less than 15 per week	2 – 15-24 hours per week	3 – 25-39 hours per week
How long has applicant worked in radiology nursing.	1-less than one year	2 1-5 years	3 5 years	4- more than 6 years
Summary of why applicant wants to be considered for the award is relevant to radiology nursing.	0 Disagree	1 somewhat agree	2 agree	3 strongly agree
Short term goals are clearly identified and relevant to radiology nursing.	0 Disagree	1 somewhat agree	2 agree	3 strongly agree
Long term goals are clearly identified and relevant to radiology nursing.	0 Disagree	1 somewhat agree	2 agree	3 strongly agree

### Comments:

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## Policy and Operational Guidelines: Helen Malenock Award Notification Letter

Date \_\_\_\_\_

Recipient \_\_\_\_\_

Dear \_\_\_\_\_:

Congratulations! You have been selected to receive the Association for Radiologic and Imaging Nursing (ARIN) 20\_\_ Helen Malenock Award. As the recipient of this award you will receive a complimentary membership in ARIN for one year. In the payment section of the enclosed brochure, please write the following: Helen Malenock Award recipient. I have also included a second copy of this letter to be signed and returned with your membership application.

ARIN was founded in 1981 as the professional organization representing nurses who practice in diagnostic and therapeutic imaging environments. These nurses provide, promote, and maintain continuity of quality patient care to imaging environments such as general diagnostic, neuro/cardiovascular, interventional, ultrasonography, computerized tomography, nuclear medicine, magnetic resonance, and radiation oncology. I trust you will find your membership to be a valuable part of your ongoing professional development.

Warm Regards,

\_\_\_\_\_  
President

I accept the 20\_\_ Helen Malenock Award of a complimentary membership.

Signature \_\_\_\_\_

Enclosure: Membership Brochure

## Policy and Operational Guidelines: Helen Malenock Award Regret Letter

Date

Recipient

Dear \_\_\_\_\_:

Thank you for applying for the Association for Radiologic and Imaging Nursing (ARIN) 20\_\_ Helen Malenock Award. While you were not selected to receive this year's award, ARIN is delighted that you are interested in membership in ARIN.

ARIN was founded in 1981 as the professional organization representing nurses who practice in diagnostic and therapeutic imaging environments. These nurses provide, promote, and maintain continuity of quality patient care to imaging environments such as general diagnostic, neuro/cardiovascular, interventional, ultrasonography, computerized tomography, nuclear medicine, magnetic resonance, and radiation oncology.

Recognizing that you have chosen to work in radiology nursing, I encourage you to consider joining ARIN on your own or submitting your application again next year for the award. A membership application is enclosed for your consideration. If you have any questions or concerns, feel free to contact me through the ARIN National Office.

Warm Regards,

\_\_\_\_\_  
President

Enclosure: Membership Brochure

## Policy and Operational Guidelines: Certified Radiology Nurse Scholarship Award Evaluation

**Applicant Name/code number:** \_\_\_\_\_ **Total # of Points:** \_\_\_\_\_

### Requirements

- ☐ Completed Application
 ☐ Active member for 2 years  
☐ Copy of current nursing license.
 ☐ Meets Exam requirements

Criteria	# Points	# Points	# Points	# Points
Currently Employed in Radiology Nursing?	0 - No	N/A	N/A	2 - Yes
Has applicant ever sat for CRN Exam?	0 - No	N/A	N/A	2 - Yes
Has applicant ever held a national ARIN office or served as committee chair at national level?	0 - No	N/A	N/A	2 - Yes
Is applicant currently a member of a National ARIN Committee?	0 - No	N/A	N/A	2 - Yes
Has applicant held an ARIN Chapter office or chaired a local committee?	0 - No	N/A	N/A	2 - Yes
Does applicant have financial support for the exam?	0 - No	N/A	N/A	2 - Yes
Will applicant use personal/vacation time to take the CRN Exam?	0 - No	N/A	N/A	2 - Yes
Short term goals are clearly identified and relevant to radiology nursing.	0 Disagree	1 somewhat agree	2 agree	3 strongly agree
Long term goals are clearly identified and relevant to radiology nursing.	0 Disagree	1 somewhat agree	2 agree	3 strongly agree

**Comments:**

## Policy and Operational Guidelines: Certified Radiology Nurse Scholarship Award Notification Letter

Date \_\_\_\_\_

Recipient \_\_\_\_\_

Dear \_\_\_\_\_:

Congratulations! You were selected to receive the Association for Radiologic and Imaging Nursing (ARIN) 20\_\_ Certified Radiology Nurse (CRN) Exam Scholarship. As the recipient, you are entitled to receive a complimentary registration for the CRN Exam. Please sign the bottom of this letter and return a copy when you submit your completed application for the CRN Exam. Please note, if there are any additional fees, e.g., late fee, due at time of submission, you will be responsible for the additional amount. The CRN guidelines and application can be downloaded at [www.arinursing.org](http://www.arinursing.org)

Thanks for all you do to foster the growth of nurses who advance the standard of care in the imaging environment. The CRN Exam Scholarship was established by the ARIN Board of Directors to provide assistance to ARIN members who are seeking to become certified radiology nurses. We applaud you for your dedication to our specialty and wish you the best as you sit for the CRN Exam!

Warm Regards,

\_\_\_\_\_  
President

Payee:           NAME & CONTACT INFO

Sign to Verify Acceptance of  
Scholarship\_\_\_\_\_

Payee's Tax ID or Social Security  
Number\_\_\_\_\_



## Policy and Operational Guidelines: Certified Radiology Nurse Scholarship Award Regret Letter

Date

Recipient

Dear \_\_\_\_\_:

Thank you for applying for the Association for Radiologic and Imaging Nursing (ARIN) 20\_\_ Certified Radiology Nurse Scholarship Award. While you were not selected to receive this year's award, ARIN is delighted that you are a member and interested in ARIN.

ARIN was founded in 1981 as the professional organization representing nurses who practice in diagnostic and therapeutic imaging environments. These nurses provide, promote, and maintain continuity of quality patient care to imaging environments such as general diagnostic, neuro/cardiovascular, interventional, ultrasonography, computerized tomography, nuclear medicine, magnetic resonance, and radiation oncology.

Recognizing that you have chosen to work in radiology nursing, I encourage you to consider submitting your application again next year for the award. If you have any questions or concerns, feel free to contact me through the ARIN National Office.

Warm Regards,

\_\_\_\_\_  
President

## Policy and Operational Guidelines: Nursing Chapter Award Evaluation

Applicant Name or code number: \_\_\_\_\_ Total # of Points: \_\_\_\_\_

### Requirements

- ☐ Completed Application
- ☐ The chapter must be officially chartered by the ARIN Board of Directors.
- ☐ The chapter must be in compliance with all chapter obligations, and in good standing with the ARIN National Office.

Criteria				
The chapter board members play an active role within the chapter.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
The chapter encourages national membership.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Rate the chapter's contributions to radiological nursing.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
There has been an increase in membership within the chapter.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
The chapter is well represented during the National ARIN Convention and other National ARIN activities.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Rate the chapter's contributions to ARIN at the national level.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
Rate the chapter's reasons for applying for the award.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree
The chapter keeps an overall active status with ARIN.	<b>0</b> Disagree	<b>1</b> somewhat agree	<b>2</b> agree	<b>3</b> strongly agree

## Policy and Operational Guidelines: Nursing Chapter Award Notification Letter

Date:

Recipient

Dear \_\_\_\_\_:

It is my great privilege to notify you that the CHAPTER NAME of the Association for Radiologic & Imaging Nursing has been selected as the recipient of the 20\_\_ Chapter of the Year Award. It takes dedication on the part of each chapter member to achieve such an honor. Your chapter is to be commended for your enthusiasm, hard work, and resolve.

The Chapter of the Year Award will be presented at the ARIN 20\_\_ Convention during the Annual Business & Membership Meeting and Presidential Address, on DATE/TIME. Please e-mail CONTACT at EMAIL ADDRESS, or call 866-486-2762, to let us know who will be attending to accept the Award.

Congratulations on achieving this honor. It is chapters such as yours that set the standard for ARIN chapters everywhere. Please contact me through the National Office if you have any questions.

Warm Regards,

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President

## Policy and Operational Guidelines: Nursing Chapter Award Regret Letter

Date

Recipient

Dear \_\_\_\_\_:

On behalf of the Association for Radiologic & Imaging Nursing (ARIN) Board of Directors, and the Awards Committee, I would like to thank you and the members of the CHAPTER of the Association for Radiologic & Imaging Nursing, for applying for the 20\_\_ ARIN Chapter Award. Identifying only one award recipient was a tough decision for the Committee. I regret that the CHAPTER NAME was not selected to receive the Award.

Your application certainly provides a wonderful overview of the great work being done by the Chapter and I encourage you to submit an application for the Award next year. If you have any questions or concerns, feel free to contact me through the ARIN National Office.

Warm Regards,

\_\_\_\_\_  
President

# Part VI

## Journal

Editor Position Description

Editorial Board Member Position Description

Roles and Responsibilities for ARIN Board, and National Office Staff in Regards  
to the *Journal of Radiology Nursing*

# **Policy and Operational Guidelines: EDITOR POSITION DESCRIPTION FOR RADIOLOGY NURSING**

## **I. Purpose**

Provide a policy and operational guideline for the Journal of Radiology Nursing Editor Position.

## **II. Qualifications**

- A. Registered professional nurse. Master's degree preferred.
- B. Demonstrates experience performing editorial functions.
- C. Demonstrates radiologic and/or imaging nursing practice experience.
- D. Demonstrates project management; coordination through peer review; manuscript solicitation and follow up; schedule adherence.
- E. Current ARIN membership for a minimum of one (1) year prior to submitting application is required.

## **III. Operational Guidelines**

### **A. General Responsibilities**

- 1. The Editor is responsible to the ARIN Board for the editorial direction of the *Journal of Radiology Nursing* that is consistent with the mission, core value and goals of the association.
- 2. The Editor will attend the annual ARIN convention. The Editor will be provided a complimentary registration, travel and accommodations (double occupancy) for four (4) nights to attend the one (1) annual educational event.
- 3. The Editor may attend or participate in activities designated for Nurse Journal Editors upon approval of the Board of Directors. The Editor will be reimbursed for the conference registration, travel and accommodations up to a maximum amount of \$2000.00.

### **B. Specific Duties**

- 1. Formulates an annual editorial plan (i.e., goals for the year and ideas for meeting the goals) and submits it to the ARIN Board for approval.
- 2. Works with the Editorial Board to achieve an annual editorial plan.
- 3. Prepares and submits a report of progress toward that year's editorial plan to the Board, prior to each face-to-face Board meeting.

4. Defines editorial procedures, as necessary, within the framework of stated publication objectives.
5. Maintains regular communication with the Board, National Office staff, Editorial Board, and authors throughout the publication year.
6. Reviews position descriptions for the Editorial Board and submits proposed changes to the Board for approval.
7. Identifies candidates for Editorial Board positions based upon stated qualifications and recommends candidates for Board approval.
8. Creates an orientation process for newly appointed Editorial Board members.
9. Reviews the performance of the Editorial Board annually.
10. Establishes date and agenda for Editorial Board meetings.
11. Evaluates publication regularly for compliance with the Editorial plan.
12. Gives evaluation reports to the Board at least annually.
13. Works within the budget approved by the Board.

#### C. Production Tasks

1. Develops ongoing plans and procedures for manuscript solicitation.
2. Develops guidelines for manuscript evaluation, media review, follow-up peer review, and special features.
3. Selects edited manuscripts for publication.
4. Adheres to the established schedule.
5. Designates in which issue an accepted manuscript is to appear and notifies Publisher according to the production schedule.
6. Submits text materials and appropriate illustrations, in acceptable form, to the Publisher according to the established schedule.

7. Submits technically accurate manuscripts including narrative content, tables, figures, references, and legible corrections.
8. Collaborates with the Publisher staff regarding publication format, cover design, average number of pages per issue, type size, and style.
9. Coordinates with the Publisher staff to establish production schedules for publication and special features.
10. Collaborates with the Publisher to establish procedures for production processes.
11. Collaborates with Publisher staff to establish the ratio of paid advertisements in the *JRN*.
12. Reviews the *JRN* galleys.
13. Evaluates production processes and recommends changes to the Publisher as necessary.
14. Reviews new advertisements for approval or disapproval.
15. Reports to ARIN Board.
16. Contract is 3-years in length.
17. Eligible for renewal.



# **Policy and Operational Guidelines: EDITORIAL BOARD MEMBER POSITION DESCRIPTION FOR *JOURNAL OF RADIOLOGY NURSING***

## **I. Purpose**

Provide a policy and operational guideline for the *Journal of Radiology Nursing* Editorial Board Member Position.

## **II. Qualifications**

### **A. Editorial Board Member-RN**

1. Registered professional nurse.
2. Radiologic/imaging nursing practice experience in areas of education, practice, administration, or research sufficient to develop considerable expertise in the area.
3. Documented scholarly writing ability as evidenced by publication in a peer-reviewed journal, within the last five (5) years, preferable.
4. ARIN membership for a minimum of one (1) year.

### **B. Editorial Board Member-Non-RN Member-at-Large**

1. Interested in ARIN Mission
2. Healthcare provider (e.g. physician, technologist, physicist, educator, pharmacist, etc.), other relevant professional (attorney, faculty, administrator, etc.), or public member.
3. Documented scholarly writing ability as evidenced by publication, preferably in a peer-reviewed journal, within the last five (5) years.

## **III. Operational Guidelines**

### **A. General Responsibilities**

1. Editorial Board members are responsible for editorial review of manuscripts for publication in the *JRN* and for assisting the editor(s) as assigned.

### **B. Specific Duties**

1. Reviews and provides constructive comments for the author edits regarding content, accuracy, relevancy, and format of manuscripts within the defined procedure and framework (Elsevier Editorial System-EES/EVISE).
2. Maintains confidentiality during manuscript review and to editor's decision to accept/revise/reject for publication and forward.

3. Completes all work within established production time lines as stated on the invitation to review a manuscript.
4. Attends Editorial Board meetings (or attends by conference call if unable to attend in person).
5. Communicates any issues (e.g. delays, problems, etc.) in a timely manner with the editor.
6. Performs other duties as assigned by the editor (e.g. promotes *JRN*, recruits authors, mentors new authors, and submits manuscripts).
7. Reports to *Journal of Radiology Nursing* editor.
8. Contract is for one (1) year, renewable annually (without application). When the person is rotated off the editorial board or resigns, the person will be eligible for a position after one (1) year and if the new application is accepted/approved by the ARIN Board of Directors.

# **Policy and Operational Guidelines: ROLES AND RESPONSIBILITIES FOR THE ARIN BOARD OF DIRECTORS AND NATIONAL OFFICE STAFF IN REGARDS TO THE *JOURNAL OF RADIOLOGY NURSING (JRN)***

## **I. Purpose**

To provide and outline the roles and responsibilities for the ARIN Board, Editors, Editorial Board, and AMC Office Staff in the running of the Journal of Radiology Nursing.

## **II. Qualifications**

- A. ARIN Board
- B. JRN Editor
- C. JRN Editorial Board
- D. AMC Office Staff

## **III. Operational Guidelines**

### **A. ARIN Board of Directors**

1. Provides direction for and governs all aspects of publishing the *JRN*.
2. Establishes criteria for and appoints Editor.
3. Establishes criteria for and appoints Editorial Board annually.
4. Approves all contractual activities.
5. Establishes and maintains budget and fiscal procedures for the *JRN* and Editor.
6. Approves the *JRN* budget.
7. Evaluates publishing activities at least annually.
8. Handles any unresolved publication problems.
9. Actively promotes article submission through professional contacts.

### **B. Editor**

1. Adheres to established schedule.
2. Designates in which issue an accepted manuscript is to appear and notifies ARIN National Office according to production schedule.
3. Submits technically accurate manuscripts including narrative content, tables, figures, references, and legible corrections.

4. Collaborates with National Office staff to decide on cover design, general format, type size, and styles.
5. Collaborates with National Office staff to decide on average number of pages as part of the budgeting process approved by the ARIN Board.
6. Collaborates with National Office staff to establish ratio of paid advertisements in the *JRN*.
7. Collaborates with Editorial Board to develop editorial plan for the year.
8. Presents plan to National Office staff and ARIN Board.
9. Submits reports to the ARIN Board as requested.
10. Maintains open lines of communication with National Office staff and Board throughout publication year.
11. Performs duties as specified by position description, policy, and contract and is accountable to the ARIN Board.

C. Editorial Board

1. Collaborates with Editor to develop editorial plan for the year.
2. Performs duties as specified by position description and policy and is accountable to the Editor.

D. National Office Staff

1. Receives notification of manuscript submissions and distributes to Editor an Editorial Board according to guidelines established by Editor.
2. Communicates with authors as directed.
3. Submits accepted manuscripts for publication as directed by the Editor.
4. Maintains open lines of communication with Editor throughout publication year.
5. Performs duties as specified by established guidelines and is accountable to the ARIN Board through the Executive Director.
6. Distributes production schedule to Editor, Editorial Board, and ARIN Board.
7. Collaborates with Editor and Publisher to decide on cover design, general format, type size, and styles.
8. Collaborates with Editor to decide on average number of pages.
9. Communicates with Publisher on policies and issues related to the *JRN*.

## **Part VII**

### **Policy and Operational Guidelines**

Communication Flow Policy

ARIN Records Retention Policy

Board of Directors Conflict of Interest Policy

Board of Directors Whistleblower Policy

Board of Directors Code of Conduct Policy

# **Policy and Operational Guidelines: COMMUNICATION FLOW POLICY**

## **I. Purpose**

The policy outlines the flow and method of communication between ARIN members, the ARIN board, and the association management company (AMC).

## **II. Qualifications**

- A. ARIN Board of Directors
- B. ARIN Members
- C. AMC

## **III. Operational Guidelines**

### **A. Board Communication**

1. Communication E-mail by Board.
  - a. The list of all committees and liaisons is posted on the website in the membership section. It is updated in the first quarter, yearly, by the President-Elect.
  - b. All committee reports are submitted to the President, Executive Committee and ARIN Board of Directors (BOD) by the committee liaisons.
  - c. Reports are submitted by liaisons within seven (7) days of the meeting.
  - d. Reports submitted are forwarded by the Executive Director (ED) to the management company for posting on the ARIN website.
2. Committee liaisons are responsible for a yearly update of committee policy and operational guidelines. Suggestions are to be included in the report from the committee.
3. All financial communications are sent to the Treasurer, ED, President, and President-Elect.
4. Communication to the BOD from the Executive Committee, President, or ED that require an answer must be responded to within five (5) business days. If an answer is not received from a board member, this is interpreted as support for the communication.
5. BOD and committee meeting reminders will be sent out prior to meeting dates, using e-mail, by the management company.

6. Committee minutes, board documents, and conference call information can be found under the membership section of the ARIN website.

## B. Association Communication

1. Service Standards: In order to provide superior member service, the AMC maintains the following standard for member and leader communication:
  - a. Mail: Mail is opened and distributed on the same day it is delivered.
  - b. E-Mail: E-mail is checked at a minimum of twice a day while staff is in the office and not attending meetings. E-mail received during normal business hours should be responded to within 48 hours.
  - c. Telephone: Telephones should be answered by no later than the fourth ring. If the original staff extension is unavailable after three (3) rings, the phone line will automatically transfer to another staff member. Phone calls missed during business hours will be returned the same day.
  - d. Voice Mail: 24-hour voice mail messaging is provided between the hours of 5:00 p.m. and 8:30 a.m. Phones automatically revert to night settings. Clients and members do not like to receive an automated attendant when calling. Individual voicemail messages must be customized when staff is out for more than one business day and should specify the date when calls will be returned.
  - e. Written Communication: Any correspondence, publication, booklet, meeting notice, blast e-mail, or other communication which is prepared by AMC staff and distributed to the entire membership of a client, should be proofed by a second staff member for accuracy, grammar, sentence structure, content, print quality, link checks, and spelling. If a volunteer committee has been involved in the composition and review of the communication, additional staff input is not required.

## C. Member Communication

1. E-blast – Yearly communication to membership through e-blasts is maintained on the following schedule:
  - a. E-blast for each major Federal Holiday (As deemed appropriate by the BOD)
  - b. E-blast for National Nurses Week (first week in May)
  - c. E-Blast for Certified Nurse Day, March 19<sup>th</sup>
  - d. E-Blast for Radiology Nurse Day, April 12<sup>th</sup>.
  - e. E-Blast to advertise all Webinars (follow Webinar procedure)

- f. Convention E-blast to thank conference attendees
  - g. Convention E-Blast sent six (6) months prior to the convention to advertise, then every three (3) weeks until convention
  - h. January and July E-Blast to advertise membership
  - i. E-blast to advertise certification (sent two months prior to each testing session)
  - j. September and March E-blast to advertise publications and classes
  - k. Marketing Memos to membership as needed by the Executive Committee
2. Membership communicates through “info@arinursing” on the ARIN website.
  3. New Members receive a welcome letter from the association.
  4. Renewing members receive a letter from the association thanking them for their renewal and outlining current member benefits.
  5. The ARIN President submits a quarterly letter to Vision to share association updates or healthcare trends with membership.
  6. Articles submitted for Vision will be emailed directly to [vision@arinursing.org](mailto:vision@arinursing.org)
  7. Deadlines for communication of specific topics for Vision will be maintained according to the following schedule:

Deadline	Publication Date	Topic
February 10	March	1-Announce winners of awards and scholarships 2-Announce winners of national election 3-Leadership piece
April 10	May	1-Call for nominations for open board position
June 10	July	1-Repeat call for nominations
August 10	Sept	1-Announce awards and scholarship
October 10	November	1-Repeat call for awards and scholarship
December 10	January	1-No specific topic noted

8. BOD members, liaisons or ED submit quarterly articles to Vision to update membership on committee activities.

**Revised: July 27, 2015**



# **Policy and Operational Guidelines: ASSOCIATION FOR RADIOLOGICAL AND IMAGING NURSING (ARIN) RECORDS RETENTION POLICY**

## **I. Purpose**

In order to effectively and efficiently manage its business records, ARIN maintains documents needed for business, legal or regulatory purposes, and establishes procedures for regularly reviewing and discarding those documents that are not required to be maintained.

## **II. Qualifications**

All ARIN policies, records, procedures, minutes, communications and guidelines.

## **III. Operational Guidelines**

### **A. General Retention Guidelines**

1. All drafts or markup copies are to be discarded on completion of the final document, unless there is a legitimate business purpose to maintain drafts or markups for a longer period of time. The same policy applies to notes and work papers unless the note or work paper is an integral part of a retained record or essential backup to a retained record.
2. Records such as notes, memoranda, letters, reports, computer disks and tapes maintained in individual computers or any other offsite location are subject to, and are managed by these guidelines.
3. Non-records are maintained for as long as administratively needed, and the retention schedules do not apply. Non-records may be discarded when the business use has terminated.
4. Discretion should be used in determining whether to generate or retain transitory messages in the nature of notes of unofficial meetings, telephone conversations, or other personal notes. If generated, such records should be routinely discarded when they are no longer useful
5. Preliminary working papers and superseded drafts, particularly after subsequent versions are finalized, should be discarded, unless there is a legitimate business purpose to maintain drafts for a longer period of time. Email that contains no substantive data, such as invitations to lunch and responses to such, should be routinely discarded.
6. Archival records, historical materials and artifacts of historical significance produced or procured by ARIN is the private property of ARIN and are not discarded, transferred or otherwise disposed of without consultation and approval from the ARIN BOD, except as provided by State or Federal law or ARIN Policy.
7. The AMC serves as the custodial agent, housing and preserving access to archival records, historic materials, and artifacts of historical significance.

8. Archival records, historical materials and artifacts of historical significance are sent to AMC when the ARIN BOD determines that the records are to be maintained in Archives.
9. Archival records, historical materials and artifacts of historical significance may be made available for specific needs, research and scholarly purposes.
10. All documents or records containing confidential, privileged, proprietary or trade secret information are discarded in a manner so that the information contained in them is no longer readable or retrievable and otherwise complies with any applicable regulations. For example, paper documents are to be shredded by an ARIN BOD approved vendor.
11. Retention periods may be lengthened and discard dates suspended because of legal requirements or prudent business practices pursuant to a “Legal Hold Order.”
12. When litigation or investigations occur, Legal Counsel ARIN notifies the ARIN President and directs that the relevant categories of documents be labeled for retention until further notice.
13. Before discarding any documents that have been subject to a “Legal Hold Order,” the Legal Counsel ARIN should be contacted to determine whether the legal hold is still in effect or if the documents may be discarded. If a release of a Legal Hold Order has been received, documents may be destroyed in compliance with this policy’s terms.
14. Individual ARIN users are responsible for retaining email as required for business, legal or regulatory reasons, by selectively moving the specific emails to the email archive system, saving the emails to files or printing and filing the hard copy so that the documents are retained in accordance with the records retention schedule.
15. On an annual basis, individual ARIN users are required to conduct a review of their work-related documents, including those kept on personal computers, personal devices or elsewhere, for compliance with this policy and the records retention schedule.

## Definitions

### 1. Records:

Recorded information, regardless of medium or characteristic that can be retrieved at any time. Records includes all original and non-identical copies of documents, any papers, forms, correspondence, books, reproductions, cards, maps, photographs, blueprints, sound or video recordings, microfilm, visual aids, information on a computer, computer-generated materials (including tapes, backup tapes, CDs, disks, backup disks, diskettes and backup diskettes), or other documents (regardless of form) created or used to transmit or store information. Drafts or markups are not included (see below).

A. Entity business records include, but are not limited to, letterhead correspondence, legal opinions, real estate documents, directives and policies, official meeting minutes, personnel records, benefit programs, purchasing requisitions and invoices, accounts payable and receivable documents, tax documents, reimbursement documents, completed and signed forms, contracts, insurance documents, general ledgers, audit reports and financial reports.

### 2. Email communications:

Electronic Mail (“email”) means any message composed, sent or received by any person on the ARIN mail systems and any attachments to such messages. Email communications, messages and documents are similar to paper documents and may be considered medical, business or other types of records that are subject to this policy. If a paper document must be retained in accordance with the ARIN schedule, an email message of the same content must be retained for the same length of time.

### 3. Non-records:

Non-records material includes identical duplicate copies of correspondence, duplicate copies of records used for short-term reference purposes, blank forms, stocks of publications, magazines, publications from professional organizations, newspapers, public telephone directories, and transitory messages used primarily for the informal communication of information.

Transitory messages do not set policy, establish guidelines or procedures certify a transaction, or become a receipt. Transitory messages may include, but are not limited to, email messages with short-lived and/or no administrative or substantive value, voice mail, pages, self-sticking notes, and telephone messages.

## **Policy and Operational Guidelines: ASSOCIATION FOR RADIOLOGICAL AND IMAGING NURSING BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY**

As a leader of the Association for Radiologic & Imaging Nursing (ARIN) I affirm that:

I will act in the best interests of ARIN regarding my fiduciary responsibility to the Association. I will fully disclose any conflict of interest to the Board of Directors of ARIN.

In the event of a conflict of interest, I will not discuss, vote, or otherwise be involved in consideration of the matter.

I agree not to take advantage of any corporate opportunity available to ARIN of which I become aware as a result of my position with the Association.

I agree to cooperate fully in the event of an investigation of a potential breach of this Policy.

I am aware that this statement will be available to any member on request.

**Signed:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## **Policy and Operational Guidelines: ASSOCIATION FOR RADIOLOGICAL AND IMAGING NURSING BOARD OF DIRECTORS' WHISTLEBLOWER POLICY**

The Association for Radiologic & Imaging Nursing (ARIN) has a responsibility for the stewardship of its resources. In addition to complying with the law, it is the policy of the Association to promote ethical practices and ethical treatment of its members and staff. Instances of known or suspected misuse of ARIN resources or other improper activities should be reported and appropriately investigated.

Members, directors and staff have a responsibility to each other and to the Association to maintain an environment in which (i) problems are reported and addressed immediately, and (ii) those who make such reports are protected from retaliation.

ARIN endorses and utilizes internal controls and operating procedures intended to prevent and detect improper activities.

The objective of the ARIN Whistleblower Policy is to establish policies and procedures for:

- a. The submission of concerns regarding questionable financial statement or other disclosures, accounting, internal accounting or disclosure controls or auditing matters by ARIN directors, members or staff on a confidential and anonymous basis.
- b. The receipt, retention, and treatment of complaints received by ARIN regarding accounting, internal controls or auditing matters.
- c. The protection of directors, members and staff who report concerns from retaliatory actions.

### **Procedure for Raising a Concern**

1. The ARIN Board of Directors shall promptly forward to the Executive Committee any complaints it receives regarding financial statement disclosures, accounting, internal accounting or disclosure controls or auditing matters, or disclosure violations. Any complaint will first be evaluated to determine whether it falls within the scope of this Policy. If it does not, it will be forwarded to the Association's General Counsel to handle in a manner in which he or she deems appropriate.

2 Any member of ARIN staff or member of ARIN may submit, on either a confidential, anonymous basis or a non-confidential, non-anonymous basis, any good faith concerns regarding financial statement or other disclosure, accounting, internal accounting or disclosure controls, or auditing matters to the Association's General Counsel:

C. Michael Deese, Esq.  
Howe & Hutton, Ltd.  
1901 Pennsylvania Ave. NW, Suite 1007  
Washington, DC 20006  
Phone: 202-466-7252  
Email: cmd@howehutton.com

The General Counsel shall forward complaints or concerns determined to be within the scope of this Policy to the Executive Committee.

3. Following the receipt of a complaint or concerns within the scope of this Policy, the Executive Committee will investigate each matter reported and recommend corrective or disciplinary actions to the Board of Directors. The status of all pending complaints will be reviewed at each regularly scheduled Executive Committee meeting.

4. The Executive Committee may enlist committee members, staff, and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial statement disclosures, disclosure concerns or violations, accounting, internal accounting controls, or auditing matters. In conducting any investigation and to the extent possible consistent with the need to conduct an adequate review of any complaint or concern, the Executive Committee shall use reasonable efforts to attempt to protect the confidentiality and anonymity of the complainant.

5. ARIN does not permit retaliation of any kind against staff or members for complaints submitted hereunder that are made in good faith. Should the identity of any person making a complaint or reporting a concern hereunder become known, the Executive Committee shall monitor any disciplinary action against such person. Additionally, no staff person or member shall be adversely affected because the staff person or member refuses to carry out a directive which, in fact, constitutes corporate fraud or is a violation of state or federal law. A complaint determined not to have been made in good faith shall be deemed a serious breach of the complainant's ethical obligations to ARIN.

6. The Executive Committee shall retain as a part of its records, for a period of not less than seven (7) years, all such complaints or concerns, together with the proceedings of the Committee with respect thereto. All such records will be treated as confidential information.

Signed:

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## **Policy and Operational Guidelines: ASSOCIATION FOR RADIOLOGICAL IMAGING NURSING CODE OF CONDUCT**

Board members will have the opportunity for input into the decision making process, the opportunity to vote on issues, and the duty to make certain the governance process is fair and representative of the membership.

Board members will present a united front on issues once a vote is taken. The Board speaks with one voice.

Board members will bring issues to the Board and remain open minded throughout the discussion of the issues.

Board members will strive to establish and maintain dignified and honorable relationships with those with whom they serve (other Board members), individual members, staff members, and other stakeholders of the Association.

Board members will not make commitments on behalf of the Association.

Board members will not abuse their position of authority as leaders of the Association.

Board members will engage in ethical, businesslike, and lawful conduct and observe appropriate decorum when carrying out the business of the Association.

Board members will be committed to the interests of membership.

Board members will respect the confidentiality appropriate to issues of a sensitive nature.

Board members will not endanger the Association's public image or credibility, particularly in ways that would hinder the accomplishment of its Mission.

Board members shall not, in the performance of official duties, by words or conduct, manifest bias or prejudice based upon sex, race, national origin, religion, sexual orientation, marital status, disability, age, or socioeconomic status.

Signed:

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



## **Part VIII**

# **ARIN Position Statements and Clinical Practice Guidelines**

Introduction, Purpose, and Definitions

Style

Format

ARIN Position Statements and Clinical Practice Guidelines Review, Revision and Dissemination

## **Policy and Operational Guidelines: INTRODUCTION, PURPOSE, AND DEFINITIONS**

### **I. Purpose**

To provide a guideline for the Position Statement and Clinical Practice Guidelines Revisions. Task Force (Task Force) and define the terms associated with this Task Force purpose.

### **II. Qualifications**

Healthcare professionals working in, or interacting with, the radiologic & imaging departments

### **III. Operational Guidelines**

#### **A. Task Force goals are:**

1. Review the current ARIN Position Statements and Clinical Practice Guidelines.
2. Update each as deemed appropriate and present to the Board for approval.
3. Make recommendations to the Board to retire such as no longer relevant.
4. Provide recommendations to the Board for new statements/guidelines to be developed.
5. Respond to Board's request for further review of existing or need for additional statements/guidelines.
6. Review appropriate literature and resources to establish best practice for radiologic and imaging nursing in the form of statements/guidelines.
7. Set up a process for annual review and schedule for review/revision/retirement of existing statements/guidelines.

#### **B. Definitions**

1. Position Statement: A position statement is ARIN's response to specific practice concerns. It is an explanation and recommendation that reflects ARIN's stance on the subject. To develop a position statement there will be a thorough review of literature, discussion with content experts where appropriate and a consideration of any evidence based practice that is integral to the topic being considered.
2. A clinical practice guideline is ARIN's recommendation for specific nursing care or information to assist with health care decision-making in specific clinical circumstances.

## **Policy and Operational Guidelines: STYLE**

### **I. Purpose**

To provide a consistent and uniform look to all ARIN position statements and clinical practice guidelines. All ARIN position statements and clinical practice guidelines will have a common professional look.

### **II. Qualifications**

All ARIN boards, committees and task forces

### **III. Operational Guidelines**

- A. The official ARIN logo and ARIN name, address, telephone number, and Website will be included in the same format on all position statements and clinical practice guidelines.
- B. The font and typesetting will be uniform for all ARIN position statements and clinical practice guidelines.
  1. Font should be 12 pt. Times New Roman
  2. Title should be bold 14 pt. Times New Roman
  3. All policies need should follow the same format
    - a. Roman Numeral I – Purpose (bolded)
    - b. Roman Numeral II – Qualifications (bolded)
    - c. Roman Numeral III – Operational Guidelines (bolded)
    - d. Further breakdown of the outline should include: A, B, C, then 1, 2, 3, then a., b., c. etc.
    - e. Each guideline should include I. Purpose II. Qualifications III. Operational Guidelines
    - f. Refer to existing policies for this format (Revised 2014)
- C. The recommended length for ARIN position statements and clinical practice guidelines will be from 1-3 pages.
- D. The style will be succinct and easy to read and understand following above item 3 d.
- E. ARIN position statements and clinical practice guidelines will include clearly labeled section headers.
- F. The Task Force Chairperson ensures that the style criteria are met for all ARIN position statements and clinical practice guidelines prior to Board review and approval.

## **Policy and Operational Guidelines: FORMAT**

### **I. Purpose**

To provide a consistent, uniform, and standardized format for all position statements and clinical practice guidelines.

### **II. Qualifications**

Healthcare professionals working in, or interacting with, the radiologic & imaging departments

### **III. Operational Guidelines**

- A. The title of the position statement will be identified in the heading.
  - 1. The following sections will be identified and labeled with headers:
    - a. Introduction/Problem Statement
    - b. Rationale and Supporting Information
    - c. ARIN's Position and/or Recommendation
    - d. References and Other Resources
  - 2. Other sections may be identified as necessary during the development of a position statement or clinical practice guideline for that particular subject and may be included in the final formatting to be approved by the Board.
- B. The following ending footnotes will be included on all position statements or clinical practice guideline:
  - 2. Initial development date
  - 3. Developing authors and/or committee/task force
    - a. Author/Authors: (name[s])
    - b. Reviewed by: (name[s])
  - 4. All review and revision dates
    - a. Approved by the Board: (date)
    - b. Revised: (name[s] and date)
    - c. Revisions approved by the Board: (date)
    - d. The ARIN name, address, telephone numbers, email address, and website will be included in the same format on the last page of all ARIN position statements.
- C. The Board will charge ARIN members directly, or through a Committee/Task Force, with developing position statements and/or clinical practice guidelines using the identified format.

# **Policy and Operational Guidelines: ARIN POSITION STATEMENTS AND CLINICAL PRACTICE GUIDELINES REVIEW, REVISION AND DISSEMINATION**

## **I. Purpose**

To provide a process for review, revision and dissemination of ARIN position statements and clinical practice guidelines

## **II. Qualifications**

Healthcare Professionals working in, or interacting with, the radiologic & imaging departments

## **III. Operational Guidelines**

- A. Review and revision of each position statement and clinical practice guideline should occur after three years or at which time the practice in radiology nursing deems change necessary.
- B. The Task Force will review and determine if a subject matter expert is needed and/or if original author should be contacted to make revisions.
- C. Revisions should be completed within as short amount of time as possible to ensure timely revisions.
- D. Position statements and clinical practice guidelines will be posted on the website.
- E. Notice of newly developed and revised position statements and clinical practice guidelines will be included in *Vision*.
- F. Newly developed and revised position statements will be printed or referenced in the news section of the *Journal of Radiology Nursing (JRN)* as deemed appropriate by the Task Force and the *JRN* editor.
- G. Newly developed and revised position statements and clinical practice guidelines will be sent to the members of the Nursing Organizations Alliance (The Alliance) for endorsement.
- H. A press release will be issued to other organizations to announce all new ARIN position statements and clinical practice guidelines.
- I. The National Office will ensure that the following organization should receive all ARIN position statements with a request for endorsement: American Nurses Association (ANA), American Healthcare Radiology Administrators (AHRA), Society of Interventional Radiology (SIR), Radiological Society of North America (RSNA), and American College of Radiology.

- J. (ACR), Nursing Organizations Alliance (The Alliance), Association of Vascular and Interventional Radiographers (AVIR), and American Society of Radiologic Technologists (ASRT).

# **Part IX**

## **Website**

Posting Links on the ARIN Website

## **Policy and Operational Guideline: POSTING LINKS ON THE ARIN WEBSITE**

### **I. Purpose**

The ARIN website will contain web links to resources that have been determined to be appropriate and beneficial to members and other professionals looking for resources to advance the standard of care in the imaging department.

### **II. Qualifications**

Website Editor or Volunteer Designates

### **III. Operational Guidelines**

- A. Recommendations to place resource links on the website may be submitted to the National Office or the ARIN Website Editor.
- B. Determination to place a resource link on the ARIN website may be made by the ARIN Website Editor using the following criteria:
  - 1. Links to websites shall be provided to those organizations with which ARIN has entered a partnering arrangement that mutually benefits both organizations.
  - 2. Links to websites may be provided to sources that are deemed valuable for the professional growth and improvement of ARIN members and other professionals working in the radiologic/imaging arena.
  - 3. The Website Editor may seek the advice of the ARIN Website Committee and ARIN staff prior to authorizing a link if there is any question as to its appropriateness.
    - a. Deviation from this policy will occur if the link is to be a site that involves advertising or financial matters. In such cases, approval for the link must be made by the ARIN Board.
    - b. Staff will work with the Website Editor and Committee to ensure all ARIN website links are functional, current, and appropriate.



## **Part X**

### **Committee and Task Force Guidelines**

Task Force Volunteer Agreement

Chapters Committee

Clinical Practice Research Committee

Leadership Committee Policy

Leadership Committee Evaluation

Marketing Committee Policy

Program Planning Committee Policy

Program Planning Committee Agreement

Public Policy Committee Policy

Social Media Committee Policy

Strategic Partnership Committee Policy

Webinar Committee Policy

Website Committee Policy

International Chapters Committee Representative

## **Policy and Operational Guidelines: TASK FORCE VOLUNTEER AGREEMENT**

### **I. Purpose**

To provide a volunteer agreement for the Position Statement/Clinical Practice Guideline Revisions Task Force (Task Force)

### **II. Qualifications**

Volunteer assigned to the Task Force

### **III. Operational Guidelines**

#### **VOLUNTEER AGREEMENT**

As a member of the Position Statement/Clinical Practice Guidelines Revisions Task Force, I agree to the following volunteer expectations during my appointment to the Task Force:

- Review current ARIN position statements and clinical practice guidelines.
- Update position statements and clinical practice guidelines as deemed appropriate and present to the ARIN Board for approval.
- Make a recommendation to the Board to retire or revise position statements and/or clinical practice guidelines as appropriate.
- Provide recommendations to the Board for new position statements and/or clinical practice guidelines to be developed.
- Set up a process for annual review of position statements and clinical practice guidelines.
- Participate in 80% of Task Force meetings.

I understand that if I am unable to fulfill these duties, ARIN may ask me to serve in a different capacity.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form by: (date)

To National Office at: -----

## **Policy and Operational Guidelines: ARIN CHAPTERS COMMITTEE**

### **I. Purpose**

To support the growth and development of ARIN Chapters by providing guidance from established chapters and offering a forum for idea sharing between chapters and ARIN National.

### **II. Qualifications**

- A. The committee consists of a core group: an appointed Chair, a Board liaison, an International Member representative, and one current Chapter President or assigned representative from a Chapter in good standing. Participation from other Chapter Presidents and/or representatives is encouraged, but not mandatory. A staff contact will assist the Committee as needed.
- B. Chapters Committee Chair:
  - 1. Knowledge
    - a. Current radiology or imaging nursing experience in practice, education, administration or research.
    - b. ARIN membership in good standing.
    - c. CRN preferred

### **III. Operational Guidelines**

- A. Chapter Committee Duties
  - 1. Oversee chapter compliance requirements.
  - 2. Assist with the identification and formation of new chapters.
  - 3. Mentor new chapters and chapter leaders.
  - 4. Respond to the direction of the ARIN Board of Directors and make recommendations for Board action.
- B. Committee Chair Duties
  - 1. Work with National Office Staff to set the agenda for each call or meeting.
  - 2. Determine when to cancel a scheduled meeting or convene an unscheduled meeting.
  - 3. Preside over all meetings and conference calls.
  - 4. Delegate tasks to committee members.
  - 5. Provide reports to the Board as required.
  - 6. Submit annual reports to the membership in conjunction with the annual convention.
  - 7. Approve correspondence sent on behalf of the committee.

# **Policy and Operational Guidelines: CLINICAL PRACTICE/RESEARCH COMMITTEE POLICY**

## **I. Purpose**

The Clinical Practice/Research Committee provides structure and guidance to the ARIN position statements and clinical practice guidelines. In addition, provides the structure for a research trajectory within ARIN and outside interests.

## **II. Qualifications**

- A. The committee consists of one to two co-chairs, taskforce members as necessary, a Board liaison, with oversight by the ARIN President. An AMC staff contact will assist the Committee as needed.
- B. The chair or chairs will be ARIN members in good standing.
- C. The chair or chairs will have a minimum of a Master's degree and CRN, with a doctoral degree, PhD or DNP preferred.
- D. The chair or chairs will serve a minimum of one-year commitment with approval by the ARIN President.
- E. One chair will be over the practice arm of the committee and one chair will be over the research arm of the committee.

## **III. Operational Guidelines**

- A. The committee will review the current policies surrounding position statements and clinical practice guidelines
  - 1. Definitions:
    - a. Position Statement: A position statement is ARIN's response to specific practice concerns. It is an explanation and recommendation that reflects ARIN's stance on the subject. To develop a position statement there will be a thorough review of literature, discussion with content experts where appropriate and a consideration of any evidence based practice that is integral to the topic being considered.
    - b. Clinical Practice Guideline: A clinical practice guideline is ARIN's recommendation for specific nursing care or information to assist with health care decision-making in specific clinical circumstances

- B.** The committee will review the established format for the position statements and clinical practice guidelines on a biennial basis. The format will be revised as necessary to ensure an accessible and current format is maintained.
- C.** The committee will review the current position statements and clinical practice guidelines (CPG) for relevance on a biennial basis. Policies will be revised or retired as needed.
- D.** Annually, the committee will bring to the Board of Directors a proposed action plan for the upcoming year.
- This plan will include recommendations for new clinical practice guidelines and position statements with priority indicated.
  - A list of existing policies and CPGs that will be reviewed in the upcoming year will be presented.
  - With BOD approval, the committee will utilize the accepted action plan to guide their work.
  - Upon accomplishment of proposed action plan, ARIN President to allocate travel plan each year based on costs and ARIN financials for one co-chair to attend convention.
- E.** The committee will solicit content experts and task force members as needed to build the clinical practice guidelines and position statements.
- F.** The committee will bring all revised and new CPGs and position statements to the Board for approval.
- G.** The committee will present one webinar per year on new clinical practice guideline or position statement.
- H.** The Committee Chair(s) will have an ongoing slot in annual convention for presentation to the membership new/revised CPGs and position statements.
- I.** The committee will develop the policy and research priorities for ARIN research.

## **Policy and Operational Guidelines: ARIN LEADERSHIP COMMITTEE POLICY**

### **I. Purpose**

The Leadership Development Committee provides structure and guidance to the planning of the yearly elections and selection of awardees for the yearly scholarships. They spearhead educational programs to develop leadership within the organization.

### **II. Qualifications**

The Director of Leadership serves as chair and Board liaison. A staff contact will assist the Committee as needed.

The committee will consist of the Chair, the President, President-Elect, Immediate Past President, the Executive Director, and four elected committee members.

Committee members will be elected to the committee for a two-year term. Every election cycle, two positions will be posted.

### **III. Operational Guidelines**

**A.** The committee conducts elections according to the election timeline in the policy and procedure manual.

**B.** The committee conducts scholarship award selection according to the selection timeline in the policy and procedure manual.

## Policy and Operational Guidelines: LEADERSHIP COMMITTEE EVALUATION

Applicant Name/code number: \_\_\_\_\_

Requirements

- |  |  |
|--|--|
| <input type="checkbox"/> Completed Nomination Form<br><input type="checkbox"/> Verification of RN State Licensure<br><input type="checkbox"/> Active member of ARIN for a minimum of one year<br><input type="checkbox"/> Past involvement in ARIN | <input type="checkbox"/> Currently works within Radiology<br><input type="checkbox"/> Copy of curriculum vitae or resume<br><input type="checkbox"/> CRN certified |
|--|--|
- ☐ Two letters of recommendation \_\_\_\_\_  
☐ Confirmed willingness to serve (conversation initiated by \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_)

Criteria	Disagree	Somewhat Agree	Agree	Strongly Agree
The nominee is actively engaged in and/or has special knowledge related to radiology nursing.	0	1	2	3
The nominee possesses qualifications to serve in this position as indicated in the biographical data form, candidate statement, and/or curriculum vitae.	0	1	2	3
The application demonstrates the candidate is able and willing to commit the necessary time and resources to serve effectively in the position for which he/she is nominated.	0	1	2	3
Nominee demonstrates leadership and is a role model for excellence in radiology & imaging nursing.	0	1	2	3
The applicant's application reflects a career trajectory demonstrating progressive responsibility and professionalism.	0	1	2	3
Follow up conversation required for clarification of the following items:	0	1	2	3

**Comments:**

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## **Policy and Operational Guidelines: MARKETING COMMITTEE POLICY**

### **I. Purpose**

A sound marketing policy is the foundation for the financial stability of the Association for Radiologic and Imaging Nursing (ARIN). This policy outlines the marketing of ARIN, ARIN products and educational materials.

### **II. Qualifications**

- A. ARIN Board of Directors
- B. Association Management Company

### **III. Operational Guidelines**

#### **A. Board Marketing**

- 1. Plans for marketing items are brought by liaisons to the board.
- 2. The BOD approves the plan, price points and marketing timeline.
- 3. The executive committee reserves the right to set marketing plans and report to the BOD the plans and outcomes.

#### **B. Association Marketing**

- 1. The management association assists with marketing at the direction of the board (See management policy)

#### **C. Membership marketing**

- 1. E-blast – marketing to membership through e-blasts is maintained on the following schedule:
  - a. E-Blast to advertise all Webinars (Follow Webinar procedure)
  - b. Convention E-blast to Thank conference attendees
  - c. Convention E-Blast sent 6 months prior to the convention to advertise then every 3 weeks until convention
  - d. January and July E-Blast to advertise membership
  - e. February E-blast to advertise certification
  - f. September and March E-blast to advertise publications and classes
  - g. Marketing Memos to membership as needed by the executive Committee to advertise special promotions for membership drives and educational materials.
- 2. The online store for member materials is housed on the ARIN website and is open to members and non-members.
- 3. ARIN social media should be employed as another option for sharing materials with membership.

#### **D. International Marketing**

- 1. Marketing overseas can be difficult and time consuming.
- 2. Cost effective inroads can be started by making contact with the following organizations through their management company. A copy of the core with ordering information and ARIN membership brochure can be handed out at their symposia.
  - a. Global Embolization Symposium and Technologies (GEST)
  - b. Cardiovascular and Interventional Radiological Society of Europe (CIRSE)



#### E. Strategic Partnerships

1. Strategic partnerships are one method for ARIN to market the organization while raising program funds.
2. See ARIN Strategic partnership plan.

## **Policy and Operational Guidelines: PROGRAM PLANNING COMMITTEE POLICY**

### **I. Purpose**

The Program Planning Committee provides structure and guidance to the planning of the yearly conference event by vetting educational proposals and arranging the sequence of the conference.

### **II. Qualifications**

The committee consists of an appointed Chair, Board liaison, with oversight by the Director of Education. A staff contact will assist the Committee as needed.

### **III. Operational Guidelines**

- A. Each year the committee will send the Chair or designate to the site visit for the annual convention to occur in the following year.
- B. Each year the committee will send the Chair to the annual convention with travel and registration covered.
- C. Committee members in good standing may attend annual convention with registration fees waived.
- D. The committee will solicit submissions for the presentations and posters for the next convention.
- E. After receiving submissions, the committee will review manuscripts with a standardized scoring tool and select manuscripts with the highest value, and educational merit for the convention attendees.
- F. Acceptance and regret letters will be sent to the applicants by the Management Company.
- G. The manuscripts will be arranged in primary and secondary slots for the conference in a draft schedule format until finalized for convention.
- H. During convention, committee members will serve as room moderators assisting in introductions and any other room issues.



## Program Planning Committee Volunteer Agreement

As a member of the ARIN Program Planning Committee, I agree to the following volunteer expectations during my appointment:

1. Participate in planned conference calls with at least 80% attendance.
2. Review all submitted abstracts of presentations and posters.
3. Provide abstract feedback by designated deadline.
4. If attending the Annual Spring Convention, be onsite and available to assist committee for duration of the conference.
5. Act as moderator for conference sessions as needed.
6. Complete assigned duties or tasks as directed by Committee Chair.
7. Communicate, in advance, with the Committee Chair if unable to participate in conference calls or complete assigned duties or tasks.
8. Serve a two (2) year term on the committee.
9. Respect the confidentiality appropriate to discussions of a sensitive nature.

I understand that if I am unable to fulfill these duties, ARIN may ask me to serve in a different capacity and/or rescind my conference registration at any time.

---

Printed Name

---

Email Address

---

Signature

---

Date

Return this form by \_\_\_\_\_:

E-mail: Liz Boulter  
liz.boulter@arinursing.org  
Fax: 850-484-8762

## **Policy and Operational Guideline: ARIN PUBLIC POLICY COMMITTEE**

### **I. Purpose**

To support the growth and development of ARIN in the Public Policy arena by becoming involved in legislative issues through relationships with ANA, ACR, the communitynursing.org website and other.

### **II. Qualifications**

- A. The committee consists of an appointed Chair, two at-large voting members, and a Board liaison. A staff contact will assist the Committee as needed.
- B. Public Policy Chair
  - 1. Knowledge
    - a. Current radiology or imaging nursing experience in practice, education, administration, and/or research.
    - b. ARIN membership in good standing.
    - c. CRN preferred.
- C. At-Large Public Policy Committee Members
  - 1. Knowledge
    - a. Current radiology or imaging nursing experience in practice, education, administration, and/or research.
    - b. ARIN membership in good standing.
    - c. CRN preferred.

### **III. Operational Guidelines**

- A. Involve the ANA, ACR, and thecommunitynursing.org in legislative development and be an advocate for radiology nursing by reviewing policies and making recommendations.
- B. Development of public policy expertise and enhance public policy debate by using social media involving ARIN in legislative issues and advocacy.
- C. Enhance the effectiveness of ARIN and radiology nursing by working with policy makers and other organizations to strengthen the public profile of ARIN and radiology nurses by educating policy makers on issues where our expertise can be brought to bear.
- D. Duties of Public Policy Chair
  - 1. Work with National Office Staff to set the agenda for each call or meeting.
  - 2. Determine when to cancel a scheduled meeting or convene an unscheduled meeting.
  - 3. Preside over all meetings and conference calls.
  - 4. Delegate tasks to committee members.
  - 5. Provide reports to the Board as required.
  - 6. Submit annual reports to the membership in conjunction with the annual convention.
- E. Duties of At Large Committee Member
  - 1. Participate in all meetings and conference calls.
  - 2. Participate in committee voting.
  - 3. Complete tasks as assigned by committee.
- F. The Board Liaison will perform the following duties.
  - 1. Sit in on all meetings and calls as a non-voting member.

2. Report committee activities and bring committee recommendations to the Board.
  3. Relay board charges and feedback to the committee.
  4. In the event that a Chair resigns, Liaison will make recommendation for potential candidate to take the position.
- G. AMC Staff will perform the following duties:
1. Staff meetings as necessary
  2. Moderate meetings in the absence of the Chair
  3. Record minutes upon request
  4. Report committee activities and bring committee recommendations to the Board in the Board Liaison's absence
  5. Relay Board charges and feedback to the committee in the Board Liaison's absence
  6. Coordinate the distribution of agenda, minutes, and supporting materials to the Chair and to the committee members
  7. Maintain the roster of committee members
  8. Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members
  9. Draft and mail correspondence on behalf of the committee
  10. Complete committee tasks and follow-up as requested by the committee
- G. Committees will meet via conference call and may meet in person at the Annual Education Meeting. A schedule of meeting dates and times will be established by the committee members and will be distributed to all participants. The Public Policy Committee need not meet if there is no business to conduct. The committee chair will determine if a call is to be cancelled.
- H. All committee agendas will follow the following format
1. Call to Order; Welcome; Introductions (if applicable)
  2. Review of Minutes and Meeting Agenda
  3. Old Business
  4. New Business
  5. Identification of Agenda Items for Next Call
  6. Confirmation of Date/Time of Next Call
  7. Adjournment
- I. Each committee member, including the Board Liaison, will receive a packet of meeting materials no later than three business days before each scheduled call. Meeting/call materials are a shared responsibility of the AMC staff and committee members. In the event that a committee member has not received a packet of meeting information on the 2nd business day before a scheduled call, he/she should follow up with staff until communication occurs. Staff will respond by sending the materials in the most efficient manner available.
- J. The meeting materials will include the following:
1. Agenda
  2. Minutes of previous call
  3. Updated roster (if applicable)

4. Other relevant meeting materials (e.g., proposed surveys, compilation of survey results, proposed position papers)
- L. National Office Staff will record minutes for all conference calls and meetings. Minutes will be sent to the committee within five business days after the day of the call. Meeting Minutes will be reviewed during the next scheduled committee call and approved by the majority of voting members present at the meeting.

# **Policy and Operational Guidelines: SOCIAL MEDIA COMMITTEE POLICY**

## **I. Purpose**

- A. To support the growth and development of ARIN in the Social Media arena
- B. The development of social media sites to enhance ARIN's visibility globally in the healthcare arena
- C. Market ARIN as the "go to" organization for radiology nursing
- D. Maintain current information on social media sites
- E. Monitor the social media sites to ensure that the social media guidelines are followed.

## **II. Qualifications**

- A. The committee consists of an appointed Chair, two at-large voting members, and a Board liaison. A staff contact will assist the Committee as needed.
- B. Qualifications of Social Media Chair:
  - 1. Knowledge
    - a. Current radiology or imaging nursing experience in practice, education, administration, and/or research
    - b. ARIN membership in good standing
    - c. CRN preferred
- C. Qualifications of At-Large Social Media Committee Members:
  - 1. Knowledge
    - a. Current radiology or imaging nursing experience in practice, education, administration, and/or research
    - b. ARIN membership in good standing
    - c. CRN preferred

## **IV. Operational Guidelines**

- A. Social Media Chair will perform the following duties:
  - 1. Work with National Office Staff to set the agenda for each call or meeting.
  - 2. Determine when to cancel a scheduled meeting or convene an unscheduled meeting.
  - 3. Preside over all meetings and conference calls.
  - 4. Delegate tasks to committee members.
  - 5. Provide reports to the Board as required.
  - 6. Submit annual reports to the membership in conjunction with the annual convention.
  - 7. Approve correspondence sent on behalf of the committee
- B. At-Large Committee Members will perform the following duties:
  - 1. Participate in all meetings and conference calls.
  - 2. Participate in committee voting.
  - 3. Complete tasks as assigned by committee Chair.

## **Policy and Operational Guidelines: STRATEGIC PARTNERSHIP COMMITTEE POLICY**

### **I. Purpose**

Support for ARIN programs is vital to meeting the needs of the organization. The Strategic Partnership Committee provides a process for raising additional funds for the implementation and maintenance of special projects.

### **II. Qualifications**

The committee consists of a Board liaison, and volunteers from the membership. A staff contact will assist the Committee as needed.

### **III. Operational Guidelines**

- A.** The group will solicit strategic partnerships from corporate sponsors to support ARIN initiatives
- B.** Sponsorship comes in several levels of service based on what a sponsor wishes to support.



## **Policy and Operational Guidelines: WEBINAR COMMITTEE POLICY**

### **I. Purpose**

Radiology education is one of the components of the ARIN strategic plan. The webinar Committee provides structure and guidance to the planning and hosting of educational webinars.

### **II. Qualifications**

The committee consists of a Board liaison and volunteers, with oversight by the Director of Education. A staff contact will assist the Committee as needed.

### **III. Operational Guidelines**

- A. A chapter or member meets and decides to host a webinar.
- B. The chapter or member sends an e-mail with their proposal to present a webinar to Ari nursing.com. The ARIN Association Management Company (AMC) office forwards the proposal e-mail to the ARIN webinar committee.
- C. The webinar committee chairs contact the presenters to obtain subject matter, presentation day/time and the speaker's biography information.
- D. The chairs forward the information found in Item C to the to the webinar committee for paperwork completion.
- E. The Arin webinar chairs develop the presentation's objectives in conjunction with the speaker. The object these are forwarded to the speaker for approval or denial.
- F. The AMC will develop the application for the Continuing Education provider. The Continuing Education application is submitted and reviewed by the ARIN Board of Director for education (BOD Education).
- G. The AMC advertises the webinar to the membership on the following schedule: one (1) E-blast sent four weeks prior to the webinar, two (2) E-blasts sent three weeks prior to webinar, two (2) E-blasts sent two weeks prior to webinar, and one (1) e-blast sent one week prior to the webinar.
- H. Webinar attendees will sign up for the presentation via OneHub and Go-To-Meeting platforms. The AMC will send a participation link to each attendee. Attendance is logged in the members ARIN profile online.

- I. The AMC will contact the speaker two weeks prior to the webinar confirming that the application is sent, addressing speaker concerns and confirming the presentation date and time. The presentation can be hosted in an office or an auditorium based on chapter circumstances. This should be discussed at this time so preparations can be made. The AMC will contact the speaker one week prior to webinar presentation to perform a practice run, and check for reverb the speaker might produce. It is important that the exact computer and room for the presentation day be used.
- J. The day of the webinar speaker should sign on 30 min. before the presentation starts.
- K. The speaker presents.
- L. The AMC processes the webinar for archiving.
- M. The AMC sends a link to the program participants with the evaluation link and instructions for printing the contact hour certificate.
- N. This is a valuable tool for chapters sponsoring the webinar to raise membership. If a chapter is offering the webinar free to individuals for joining a chapter, the chapter is responsible for sending the invitations and the list of members attending free to the AMC.

## **Policy and Operational Guidelines: WEBSITE COMMITTEE POLICY**

### **I. Purpose**

The Website Committee provides structure, guidance and updating to the ARIN website by vetting educational proposals.

### **II. Qualifications**

The committee consists of an editor, Board liaison, and volunteer members with oversight by the ARIN board.

### **III. Operational Guidelines**

- A.** The website editor is charged with holding monthly meetings
- B.** Minutes are taken and sent in a six (6)-month report to the Board.
- C.** The editor is responsible for maintain and adding materials to the website.

## **Policy and Operational Guidelines: INTERNATIONAL COMMITTEE CHAPTERS REPRESENTATIVE**

### **I. Purpose**

To support the growth and development of ARIN Chapters by providing guidance from established chapters and offering a forum for idea sharing between chapters and ARIN National.

### **II. Qualifications**

#### **A. International Committees Chapters Representative**

1. Knowledge
  - a. Current radiology or imaging nursing experience in practice, education, administration, or research
  - b. ARIN membership in good standing.
  - c. CRN preferred

#### **B. Chapter President /Representative**

1. Knowledge
  - a. Current radiology or imaging nursing experience in practice, education, administration, or research.
  - b. ARIN membership in good standing.
  - c. CRN preferred
  - d. The President or Assigned Representative of an ARIN Chapter in Good Standing with ARIN National Membership.

### **III. Operational Guidelines**

#### **A. International Committee Chapters Representative Duties**

1. Participate in all meetings and conference calls.
2. Participate in committee voting.
3. Complete tasks as assigned by committee chair.

#### **B. Chapter President/Representative Duties**

1. Participate in all meetings and conference calls.
2. Participate in committee voting.
3. Complete tasks as assigned by committee Chair, including but not limited to the writing and submission of their chapter news and events for the quarterly newsletter, Vision.

#### **D. The Board Liaison duties**

1. Sit in on all meetings and calls as a non-voting member.
2. Report committee activities and bring committee recommendations to the Board.
3. Relay Board charges and feedback to the committee.
4. In the event that a Chair resigns, Liaison will make recommendation for potential candidate to take the position.

#### **E. Association Management Staff duties:**

1. Schedule staff meetings as necessary

2. Moderate meetings in the absence of the Chair.
  3. Record minutes upon request.
  4. Report committee activities and bring committee recommendations to the Board in the Board Liaison's absence.
  5. Relay Board charges and feedback to the committee in the Board Liaison's absence.
  6. Coordinate the distribution of agenda, minutes, and supporting materials to the Chair and the committee members.
  7. Maintain the roster of committee members.
  8. Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members.
  9. Draft and mail correspondence on behalf of the committee.
  10. Complete committee tasks and follow-up as requested by the committee.
- F. Committees will meet via conference call and may meet in person at the Annual Education Meeting. A schedule of meeting dates and times will be established by the committee members and will be distributed to all participants. The Chapters Committee need not meet if there is no business to conduct. The committee chair will determine if a call is to be cancelled. Meeting attendance is strongly encouraged. Members should be present for a minimum of 80% of the yearly meetings.
- G. All committee agendas will follow the following format:
1. Call to Order; Welcome; Introductions (if applicable)
  2. Review of Minutes and Meeting Agenda
  3. Old Business
  4. New Business
  5. Identification of Agenda Items for Next Call
  6. Confirmation of Date/Time of Next Call
  7. Adjournment
- H. Each committee member, including the Board Liaison, will receive a packet of meeting materials no later than three business days before each scheduled call. Meeting/call materials are a shared responsibility of the AMC staff and committee members. In the event that a committee member has not received a packet of meeting information on the 2nd business day before a scheduled call, he/she should follow up with staff until communication occurs. Staff will respond by sending the materials in the most efficient manner available.
- I. The meeting materials will include the following:
1. Agenda
  2. Minutes of previous call
  3. Updated roster (if applicable)
  4. Other relevant meeting materials (e.g., award nomination packets, proposed surveys, compilation of survey results, proposed position papers)
- J. National Office Staff will record minutes for all conference calls and meetings. Minutes will be sent to the committee within five business days after the day of the call. Meeting Minutes will be reviewed during the next scheduled committee call and approved by the majority of voting members present at the meeting.

# **Part XI**

## **Timelines and Forms**

Report to Board of Directors Form

Reimbursement Request Form and General Voucher Board Member / Committee

Performance Appraisal: Professional Management Association

Performance Appraisal: Association Management Association Evaluation



## Association for Radiologic & Imaging Nursing Report to Board of Directors

**Date:**

**From:**

**Committee/ Work Group/Liaison Role/Staff Role:**

**Need Board Action:** \_\_\_\_\_ **Information Only:** \_\_\_\_\_

**Date of Last Action or Meeting (as applies):**

**Summary of Activities since last report:**

**Additional Comments:**

**Is there a Financial Impact to the Association:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If yes, explain justification:**

**Anticipated vacancies? (List vacancies or N/A)**

**If yes, describe plan to recruit for these positions:**

**Describe your active succession plan for roles within your committee (include chair, co-chair, and membership):**

**Name members of your committee who have leadership potential.**

**List members of your committee since last report and their term of service. This information will be updated to ARIN stars and the member will receive annual letter of appreciation.**

Name	Role on committee	Start date	End date (or current)

Revised: January 23-24, 2016





**ARIN**  
**2201 Cooperative Way, Suite 600, H**  
**Travel Expense Rep**

Traveler's Name:		Address:	
Travel Dates:	From: <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	To: <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	
Destination:			
Purpose of Trip:			

TRANSPORTATION				
Air Fare	Airline:			
Car Rental	Agency:			
Personal Auto	Miles:		X	0.600
Taxi				
Shuttle				
Airport Parking				
Other				

LODGING	Location	Arrival Date

MEALS			
Dates	Location	Breakfast	Lunch

<i><b>OTHER EXPENSES</b></i>	<b>Description</b>
Registration Fee	
Phone calls	

[illegible]Page | 173

## **Policy and Operational Guidelines: Performance Appraisal Association Management Company**

### **I. Purpose**

- A. The Association for Radiological & Imaging Nursing conducts a yearly evaluation of its Association Management Company (AMC) to ensure that ARIN is receiving extraordinary services from its AMC team.
- B. It is crucial that the Strategic Plan remains at the forefront of ARIN activities. This Plan was developed as an active and fluent document dedicated to improve and expand ARIN services to the profession of radiologic and imaging nursing and our members.
- C. As a member of the ARIN Board of Directors, it is your fiduciary responsibility to ensure that the partnership created between ARIN and the AMC results in the betterment and improvement of services to the Association and ultimately our membership.
- D. Please complete the attached AMC Performance Appraisal. In doing so, it is crucial that the events of the past 12 months be considered as a whole and not focused on one specific event.

### **II. Qualifications**

Association Management Company

### **III. Operational Guidelines**

- A. The Performance Appraisal consists of three (3) sections:
  - 1. a series of statements that require a rating based on Lickert Scale;
  - 2. an opportunity to provide written feedback based on a series of statements;
  - 3. an opportunity to free text your support for positive actions and identify opportunities for improving services.
- B. Results of this Appraisal will be compiled by the Executive Director. Comments and suggestions will be grouped together in the appropriate category.



## Policy and Operational Guidelines: PERFORMANCE APPRAISAL ASSOCIATION MANAGEMENT COMPANY EVALUATION

**Company Name:** \_\_\_\_\_

**Please circle the number that most closely matches your assessment.**

**Strongly Disagree = 1; Disagree = 2; Agree = 3; Strongly Agree = 4**

Staff members are proactive, professional, and responsive to the needs of the association	1	2	3	4	n/a
Staff members are aware of and informed about ARIN's Mission and Strategic Plan.	1	2	3	4	n/a
AMC communication to BOD is timely, relevant, detailed and transparent.					n/a
Staff members are engaged in committee activities.					n/a
Staff members identify opportunities to maintain and increase Membership.	1	2	3	4	n/a
Financial activities are handled with a high degree of integrity and professionalism	1	2	3	4	n/a
Financial reports are timely and accurate	1	2	3	4	n/a
Financial reports are useable and easy to read	1	2	3	4	n/a
Conferences and meetings are well planned and executed	1	2	3	4	n/a
Meeting planning staff investigate ways to manage expenses and add value	1	2	3	4	n/a
Publications staff supports Editors by offering insight and opportunity for communicating ARIN activity and developing innovative educational material both written and virtual.	1	2	3	4	n/a
Correspondence to members and leaders is timely and informative.	1	2	3	4	n/a
Follow-up to board and committee meetings is timely and accurate	1	2	3	4	n/a
The website is attractive, up to date, and user friendly	1	2	3	4	n/a
Staff is proficient in the use and application of current and emerging technologies	1	2	3	4	n/a
AMC staff suggests and negotiate agreements for goods/services to benefit ARIN.	1	2	3	4	n/a

Please identify two activities for which Professional Management Associates met or exceeded your performance expectations in 20\_\_\_\_-20\_\_\_\_.

Please identify two activities for which Professional Management Associates did not meet your performance expectations in 20\_\_\_\_-20\_\_\_\_.

Please provide two recommendations to improve AMC service to ARIN in 20\_\_ - 20\_\_\_\_.

Additional comments:

Thank you again for your time in completing this performance appraisal.