



Academy of ARIN Fellows Program (AARIN) Procedure Manual



Preface

To All ARIN Members:

The Association for Radiologic & Imaging Nursing (ARIN) honors the dedication and talent of our founding members. In 1981, under the direction of Charlotte Godwin, RN, a group of 34 radiology RNs, including Joanna Po MSN, RN-BC, CNS, FAARIN, from across the United States combined their knowledge and skill to form the American Radiologic Nurses Association (ARNA), currently known as ARIN. Throughout the past 40 years, many of our colleagues performed and continue to perform at a high level as leaders and educators while carrying out their main role as radiology nurses.

From 2016 through 2018, several conversations discussed the formation of a Fellows Group. In 2016, Kathleen Gross and then ARIN President Mary Sousa, spoke about the concept of forming a Fellows group for ARIN. This conversation expanded during the 2017 ARIN Annual Convention (Washington, DC) to include Evelyn Wempe, DNP, ARNP, MBA, ACNP-BC, AOCNP, CRN, ARIN President, Karen Green MHA, BSN, RN, CRN, FAARIN and Greg Laukhuf, ND, MS, RN, NE-BC, CRN, FAARIN discussed the development of a past president's committee and the potential of creating a Fellows Program to recognize ARIN members who have contributed their time, knowledge, and hard work to make ARIN what we are today. Both the Past Presidents Committee (2017) and Fellows Program (2019) have come to fruition.

The Fellows Program was established in 2019 and in March 2020 our initial members were selected. Kathleen A. Gross, MSN, BS, RN, MEDSURG-BC, CRN, FAARIN, Greg Laukhuf, ND, MS, RN, NE-BC, CRN, FAARIN and Karen L. Green, MHA, BSN, RN, CRN, FAARIN, became honorary members and established the process for membership as a Fellow in the Academy of the Association for Radiologic & Imaging Nursing (FAARIN).

What follows in this manual describes the Committee's duties and responsibilities and the application process for potential Fellows. This is ARIN's way of acknowledging and honoring our members who, like Charlotte Godwin, are dedicated to this organization by their previous, current, and future actions to move ARIN to the next level and beyond!



Contents

I. Committee on Fellows	4
A. General Information	4
B. Responsibilities of Committee Members	6
C. Responsibilities of ARIN Management Company	8
D. Qualifications for the Applicant.....	9
II. Application Process	11
A. Application Preparation and Activity Documentation	11
B. Application, Part A, ARIN Activities	12
C. Application, Part B, Other Professional Contributions	12
D. Miscellaneous Information	14



Overview of the Academy of the Association for Radiologic & Imaging Nursing (A-ARIN)

The Association for Radiologic and Imaging Nursing (ARIN) is dedicated to providing radiology nurses with knowledge and resources to deliver safe quality patient care in the imaging environment (Mission statement, 2014-2016). Four pillars support this mission: Education, Membership Growth and Value Creation, Body of Knowledge, and Networking.

Throughout the years many ARIN registered nurse members and officers have served the organization in an exemplary fashion (leadership, service, clinical practice excellence, education, research, etc.). Their continued dedication and perseverance helped ARIN meet the mission statement and vision whether at the local chapter, ARIN committee level or ARIN Board of Directors (BOD) or executive level.

I. Committee on Fellowship

A. General Information

The honorary designation of Fellow is bestowed upon Association for Radiologic and Imaging Nursing (ARIN) members who have made outstanding contributions to the profession of radiologic nursing. This title was initiated within ARIN to recognize and honor members who are/were dedicated to the organization and contributed unselfishly to the profession. The first class of ARIN members will be elevated to Fellow status in 2020. Each Fellow has demonstrated commitment to the advancement of the profession at the local, chapter, national or international levels.

Members of the Academy of the Association of Radiology & Imaging Nursing (AARIN) shall be designated Fellows. The designation FAARIN should be used following the last credential per the American Nurses Association order of credential listing. Example, Cathy CAT-Scan, MBA, APRN-BC, CRN, FAARIN; Dennis Diagnostic, BSN, RN-BC, CRN, CEN, FAARIN.

The Academy of ARIN will operate in accordance with the direction of the ARIN Board of Directors (ARIN BODs). The Academy duties include supporting the ARIN BODs and/or committee chairs (e.g. submit ideas for programs or services, review the policies and procedures of the association/provide feedback, and assist with efforts to recruit new leadership nominations for ARIN BODs). The Academy should submit pertinent information for publication in the association's publications. The Academy serves as a limitless, rich resource to ARIN due to the dedication of its members.



The Academy of ARIN is a standing committee of ARIN. Applicants follow the process outlined in this manual for inclusion. The initial ARIN Fellowship members are appointed by the president and are responsible to the ARIN Board of Directors. The Committee shall consist of three fellows with one appointed as Chairperson for purposes of leading the Academy and serving as liaison with the ARIN BOD. FSC appointment is for a three-year period. Membership on the FSC is not time limited. It is recommended the Chairperson be a senior member of the Academy.

The Academy of ARIN shall be composed of Fellows, and Posthumous Fellows.

1. Fellows - active ARIN members who meet the qualifications for eligibility as defined by the Academy Committee and who are granted admission by the ARIN Board of Directors.
2. Posthumous Fellows - deceased individuals who previously met the criteria for active membership and involvement and who made a substantial contribution to ARNA/ARIN for Academy membership.

For the **initial** appointment to the ARIN Fellowship Selection Committee, the following will occur:

- Committee members (3) will be selected by the sitting ARIN President. Terms will be set as one, two, and three - year commitments, with the individual serving the three-year term to serve as Chairperson. (Chairperson serves as liaison to the ARIN Board of Directors.)
- Certified Radiology Nurse (CRN) or equivalent professional certification required (CRN preferred)

To apply to be a Fellow, a candidate must submit a completed application verified and sponsored by an Academy member. A processing fee is also required. The application can be downloaded from this manual or may be obtained through the scholarship portal on the ARIN website. Once submitted the application is forwarded to the members of the Fellows Selection Committee for evaluation. Upon completion of a thorough review for compliance with the established criteria, the Committee extends a recommendation to the ARIN Board of Directors for candidate approval. Candidates not meeting the criteria on their initial attempt may reapply (see Selection Process II later in manual).



B. Responsibilities of Committee Members

1. Chairperson (and Academy Leader for start; subject to change as Academy grows)

- Assigns and disseminates to committee members all charges received from the president.
- Provides applicants with a list of potential sponsors, if requested.
- Reviews and discusses applications with the committee to arrive at consensus on each applicant.
- Confirms each applicant has received unanimous selection committee confirmation for elevation or non-elevation based on the point evaluation scale and application guidelines.
- Notifies the (Academy Leader) and ARIN president of applicants recommended for elevation or non-elevation. Specific area(s) of noncompliance must be noted for applicants recommended for non-elevation. This report is confidential and is only made available to the committee members and the ARIN Board and applicant.
- Submit required reports of committee activity to the ARIN Board of Directors and committee members.
- Coordinates any information to be published.
- Assists the ARIN staff with verifying valid contact information for Fellows or other information specific to current Fellows.
- Forwards information to ARIN historian.
- Presides over Fellows meetings.
- Compiles agenda and chairs Fellows meeting at ARIN Annual Business meeting.
- Conducts Fellows Elevation Ceremony at ARIN Annual Business meeting along with the ARIN president.

2. ARIN Fellowship Selection Committee Members

- Completes all assigned charges. (Evaluates applications for Fellowship using the point evaluation scale and guidelines. Results forwarded to the Chairperson by specified deadline.)
- (If acting as a sponsor of an applicant, this committee member will be excused from evaluating the application of the individual he or she is sponsoring. In these cases, the third selection committee member vote will be cast by the immediate past president.)
- Completes an applicant evaluation for each applicant.
- Performs other relevant activities as requested by the chairman.
- Archives all applications after the ARIN Board of Directors' decision is announced.



- Evaluate all recommended revisions to the Academy of ARIN Fellows Program (AARIN) Procedure Manual. Those recommendations may include revisions to the application, evaluation procedures, evaluation point scale and guidelines.
- The manual is subject to approval by the ARIN Board of Directors.

There shall be a four-phase review schedule for updates to the Procedure Manual as follows:

- Phase One: Gather information and feedback on Fellows Procedure Manual. Timeframe to be determined (TBD).
- Phase Two: Committee makes recommendations for updating the Fellows Procedure Manual. Timeframe TBD.
- Phase Three: Committee submits recommended updates to the ARIN Board of Directors for approval. Timeframe TBD.
- Phase Four: Approved changes are implemented. Timeframe will be timely to allow implementation in time for year two of applications.

This initial review process has occurred with this version (2021). Note that this process will continue to be reviewed and updated on a periodic basis. Timeframe to be determined.

3. Sponsor

- Individual sponsorship is limited to one applicant per year.
Obtains a copy of the current Academy of ARIN Fellows Program (AARIN) Procedure Manual to become familiar with the application and guidelines. Only current applications will be evaluated. Outdated applications will be returned unevaluated.
- Knows the nominee well enough to defend/verify the nominee's application, if requested.
- Completes an applicant Sponsor Form and submits Sponsor Statement (250 - 500 words).
- Highlights the special contributions of the applicant in the attestation statement.
- Indicates contact information, including name, credentials, title/position, and institution email address, and phone number.
- Assists the applicant with assembling required documentation. If questions arise, the sponsor should contact the chair of the FSC or the ARIN Management staff.
- Verifies applicant's information by initialing or signing all activity areas.
- Signs the application as sponsor.



- Assists the applicant with preparing the biographical sketch and obtaining career-related photograph to be used during the Fellows elevation ceremony. This information will also be posted in the Fellows section of the ARIN website.

C. ARIN Management Company Staff

- Creates an Academy of ARIN Fellows Program (AARIN) website area, including payment option area. Academy Mission/Vision, name of Chairperson, Committee members, Application/Appendices (using automated systems as much as possible).
- Sends an E-blast to the membership re: *Nominations now open for Fellowship in the Academy of ARIN.* (per timeline presented by Academy Fellowship Committee)
- Assist all applicants (nominees) and sponsors with the application process, i.e. how to obtain application, pay fee and post application.
- Forward applications and supporting documents to the FSC Chair and committee members by the following workday, maintaining the original for files.
- Send an acknowledgement to the sponsor and applicant that the application and fee were received.
- Provide copies of all necessary documents for evaluating the applications to members of the Fellows committee.
- Determine, with the Chair of the FSC, the deadline for returning completed evaluations to the chairperson.
- Provide applicant with ARIN Member Profile and list of ARIN activities or needs if requested.
- Request applicants provide a biographical sketch, passport style photograph one career related photograph. (The FSC may edit the biographical sketch for publication in ARIN Annual Business Meeting program).
- Assist the FSC in sending letters of acceptance and rejection following ARIN Board approval. (Acceptance letters to be signed by the FSC Chair, Academy Leader and the ARIN President; Rejection letters to be signed by the FSC Chair).
- Send acceptance letters to applicants and sponsors of elevation following ARIN Board approval.
- Send rejection letters to applicants *NOT* accepted for elevation to Fellow and include the specific areas of concern.
- Notify FSC of the individuals to be elevated during the ARIN Annual Business Meeting after approval by the ARIN Board, the time and date of the annual Fellows Meeting during the annual conference, time and date of the new Fellows ceremony and send each an RSVP form to plan attendance at the ARIN Annual Business Meeting.



- Coordinate the preparation of the Fellow's medallion pin and certificate with ARIN Fellows Committee.
- Provide a quality certificate suitable for framing to all new Academy Fellows.
- Assist with process for Induction Ceremony; arrange for group photo of inductees at the time of the Business Meeting.
- Announce (press release) the formation of the ARIN Fellows Academy to the Alliance, other e.g. *NursingPlus* and the ARIN newsletter (Academy Chairperson to author press release with ARIN President).
- Announce new members in the *Journal of Radiology Nursing* in the Association news pages or as part of the article on the annual meeting.
- Arrange for a meeting room/space for the Academy members during the ARIN Annual Meeting dates, preferable the first or second day of the meeting.
- Communicate Academy news to the ARIN newsletter editor (instituting the Academy formation, new members, etc.)
- Post new inductees' photos and short bio (name, credentials, institution, city, state, country and most notable contribution to ARIN in 2 -3 sentences on the Academy area on the ARIN website.
- Assist with dissemination of information to Fellows Chairperson.
- Assist with correspondence needed by the selection committee.
- Assist the ARIN Historian with all selection committee matters.
- Assist in arranging conference calls for selection committee.
- Verify status of all Fellows active ARIN membership on a yearly basis (prior to annual meeting).

D. QUALIFICATIONS FOR THE APPLICANT:

- Membership in ARIN in good standing for at least 5 years.
- Membership in good standing with their local board(s) of nursing (or equivalent per country of origin).
- Notable outstanding contributions toward enhancing radiology nursing (local, state, national, or international levels). Evidence examples include outstanding contributions over a period of time and with a measurable impact, honors or awards received as a radiology nurse, research or service, etc.
- Have a BSN, minimum, or Master's degree (other, advanced degree), preferred
- Certified Radiology Nurse (CRN) or equivalent professional certification required (CRN preferred)
- Adheres to the American Nurses Association (ANA) Code of Ethics. See <https://www.nursingworld.org>.



II. Application Process (S-S-R-N: Self-Assessment, Submission, Review, and Notification)

The application should be professional in appearance and neatly organized. Only required information will be considered. All information provided will remain confidential. Application documents will NOT be returned and remain the property of ARIN and are retained/archived in accordance with the ARIN Record Retention Guidelines.

The applicant should include all their demographic information in the cover letter, including full name and credentials*, email address, mailing address, title/position, institution, phone numbers for home/cell and work.

* [See Editorial by K. Gross, June 2017 Vol. 36(2) pages 67 – 69. Note: All issues of the *Journal of Radiology Nursing (JRN)* are available to ARIN members. To view this information use ARIN login at www.arinursing.org and choose from menu at top of page, right).

The personal statement should reflect an accurate assessment of one's accomplishments and clearly identify achievements. The applicant's personal statement should describe their contribution that has been noted by peers and **state what the long-term value of this contribution** has been to ARIN and/or radiology nursing. The applicant should state how this contribution(s) has brought about enhanced practice, leadership, education, research or other to the specialty of radiology nursing.

The applicant agrees to use their strength, knowledge and passion to promote the mission of ARIN as defined by the strategic plan and be willing to commit to one yearly project for the advancement of ARIN. This could include availability for mentoring, committee work, advisory capacity, writing, other. Be as specific as possible.

The following outlines the process for submitting application for ARIN Fellow:

- Obtain a current ARIN Fellows Program Procedure Manual and application. Failure to use the current application will result in application being denied.
- Send completed application and all verifying documentation to the sponsor no later than (date to be determined) for review.
- Send completed application to the ARIN office with \$50.00 non-refundable processing fee. Please make check payable to: ARIN. The application must be received by the ARIN office no later than (date TBD) to be considered for the following year. Either the applicant or sponsor may send the completed application. It is suggested the application be e-mailed to the ARIN office with delivery confirmation requested.

Revised 2020-06-2; 2021-12-14



- Acknowledgement of receipt of application by ARIN staff will be sent to the applicant and sponsor.
- FSC will thoroughly review each application in a confidential manner, sharing information only with other committee members when the committee meets to select new members. FSC member should excuse his/herself from the discussion and a decision if they believe there could be a conflict of interest in their decision, e.g. co-worker. In this event, the immediate past president will serve as the alternate to the FSC.
- After reviewing all applications individually, the FSC members will meet by conference call at a mutually agreeable time as set by the Chair. All applications should be graded:
 - “meets nomination criteria”,
 - “questionable meets criteria”,
 - “does not meet criteria” prior to the call.

Applications will then be assessed individually during the call. The FSC may require an additional conference call to finalize any decisions, e.g. any clarification needed about application. If necessary, date of this call will be determined during the initial call.

- Nominees are notified in a timely manner so that they can arrange to attend the annual ARIN Business Meeting/Induction Ceremony.
- If the candidate has made an unsuccessful attempt at the application, the individual can apply again the following year. If the candidate does not meet the requirements on this attempt, a waiting period of at least two (2) years should follow before another application can be made.
- There is no set percent of number of applications to be accepted or denied. **Admission to the Academy is a privilege that reflects the highest service to ARIN and contributions to radiologic and imaging nursing.**

A. Application Preparation and Activity Documentation

- Every item on the application must have appropriate documentation and be verified by the sponsor, whose signature attests to its authenticity. A copy of the application is available in Appendix A.
- The application must:
 - i) Be submitted exactly as formatted. Any reformatting or change to the application will result in the application to be denied.
 - ii) Each service or activity must appear in the application to be evaluated.
 - iii) A completed application must be submitted online.

Revised 2020-06-2; 2021-12-14



- iv) In the completed application, documentation should follow the page in which points are claimed.
- v) Documentation may require highlighting or other identification of the area (Section A, B, and number) to which it applies.

B. Application, Part A, ARIN Activities

- Verification of all ARIN activities can be accomplished with the ARIN Member Profile, letters of appointment from the ARIN president, or by ARIN Management staff. If an activity is not listed in the ARIN Member Profile, other ARIN documentation can be used.
- Speaker activities can be verified with the flyer listing, thank you letter or conference directory. If a lecture is not listed, submitting a copy of the program in which the lecture, length of the presentation, location, date and time are noted is acceptable.

C. Application, Part B, Other Professional Contributions

- Verification of all Part B activities involving service to an affiliate can be by letter or e-mail documenting the activities. The documentation can be from any officer in the affiliate; all activities can appear in one document.
- If points are claimed for service to an external organization or ARIN Chapter, a letter from that organization or a listing in the ARIN Member Profile serves as verification.
- Point verification for authoring peer-reviewed articles, radiologic science related textbooks or editing a radiologic science related textbook must include a copy of the first page of the article and a copy of the cover of the publication. The documentation must show the author position, name of article and include the name and issue of the publication.
- Degree verification may be a copy of the degree or a letter or e-mail from the institution stating the date the degree was granted. Employment verification also can be a letter or e-mail from the employer.
- Points for certifications can be documented by current registration card or certificate from the certifying agency.
 - i) Points may be received for additional recognized national certification from a recognized certifying body.
 - ii) Miscellaneous Information



Induction Ceremony

An Induction Ceremony to recognize new FAARIN members will take place during the ARIN Annual Business meeting. This marks the beginning of their Fellow appointment. All new Fellows will be given a certificate of achievement and pin. New Fellows will be seated together at a table close to the front for ceremony purpose logistics.

The ARIN President and the Chair of the Academy will assist in the ceremony that will be conducted with respect for the title and sincere appreciation for the work done to advance radiology nursing. **Appropriate business or business casual attire** is requested for the Business Meeting and Induction Ceremony. A group photo of inductees will be taken.

An announcement of the Academy's Induction Ceremony and a list of the persons awarded the Fellows designation should be placed in the annual meeting program* and association newsletter, *Inside View* per the FSC Chair. A short bio (2-3 sentences) of each Fellow should be included in the annual meeting program and *Inside View*.

*Each year the annual meeting program should list all Fellows (bios of only the new inductees will be included).

ARIN staff will communicate names (and credentials) of new inductees to the Editor/Publisher of *JRN* for listing on *NursingPlus* (Elsevier platform). (See previous comment on list within the ARIN pages of the journal versus announcement in article on annual meeting.)

The ARIN President/designee will notify the appropriate person(s) at **The Alliance** in a press release/email.

The ARIN national office should maintain a **Directory of ARIN Fellows** on the Academy's page that will be included on the ARIN website www.arinursing.org. This listing should include complete name, credentials, city, state, country and year/site of induction. A 2-3 sentence summary of the Fellow's work will be included.