

PUGET SOUND CHAPTER-INS

Policy & Procedure: SCHOLARSHIP APPLICATION

Purpose: To promote professional excellence by supporting members' access to continuing education opportunities through attendance at INS national conferences.

POLICIES:

1. The Board of Directors will determine the amount of funds available each year following the Spring Seminar.
2. Membership in the Puget Sound Chapter of INS and the Infusion Nurses Society is required.
3. Awards are based on a point system and are contingent upon available Chapter funds.
4. Points may be collected over three years from Oct.1 of the first year to Sept 30th of the 3rd year.
5. Points earned will be recorded and verified on the Point System Documentation form.
6. A minimum of 50 points must be obtained before submitting to the Scholarship Committee.
7. An award will be given to an individual no more often than every three years.
8. A scholarship award will be applied to an INS conference registration fee only, at the Member early bird rate.
9. Applications for an award must be submitted with the appropriate documents to the Chapter by October 1. The recipients of an award will be notified by Nov.1st. The Awards will be announced on Infusion Nurses Day to the membership.
10. The applicant for the award must submit a statement signed by their Supervisor indicating that the recipient will be able to attend the selected conference.
11. Any recipient unable to attend the conference, is responsible for repaying the Chapter.
12. A copy of the convention Continuing Education Record will be submitted to the Chapter within 30 days of the conference with recorded credits earned.

13. Scholarships must be used within one year of receiving an award. Under extenuating circumstances, the time may be extended with the Board of Director's approval.

Procedure:

1. Applications for an award must be submitted with the appropriate documents to the Chapter by October 1. The recipient(s) of an award will be notified by Nov. 1st. The awards will be announced on Infusion Nurses Day to the membership.
2. At the time of application for the award, the member must submit a statement signed by their supervisor indicating that the recipient will be able to attend the selected conference.
3. Applications will be reviewed by the Board of Directors. Decisions of the Board of Directors will be final.
4. Registration will be paid by the Chapter Treasurer at the Member early bird rate.
5. Within thirty days of the conference, the recipient must submit to the Chapter a copy of the certificate or documentation of the contact hours earned.
6. Any recipient unable to attend the conference or provide documentation of attendance, is required to reimburse the chapter the full amount of the award.
7. The Chapter will not consider requests for scholarship funds after a conference has taken place.

Developed by: Policy & Procedure Committee: Sharon Horrigan, Chairman, Kenn Jones, Sharon Smith, Jackie Siegfried

Approved by: Puget Sound Chapter (INS) Board of Directors 7/23/2003

Tim Royer, RN, BSN, CRNI
President

