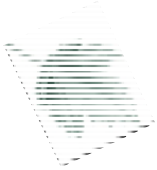




## The Canadian Association of Critical Care Nurses



## Awards Criteria

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# PHILIPS

### CACCN “*Chapter of the Year*” Award

The **CACCN “*Chapter of the Year*” Award** is presented to recognize the effort, contributions and dedication of a CACCN Chapter in carrying out the purposes and goals of the association.

The Chapter of the Year criteria is founded on the CACCN Mission Statement and recognizes the activities of the Chapter with specific emphasis on service to members and promotion of the specialty of Critical Care Nursing including, but not limited to, publications, presentations, and certification activities.

Note: this award application process is complimentary to the Annual Chapter Report. We recommend completion of the Annual Chapter Report prior to proceeding with calculating the Chapter of the Year score.

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#### **Award Funds Available Fiscal 2016-2017 only**

**\$ 1,000.00 First Place sponsored by Philips Canada**

**\$ 500.00 Second Place sponsored by Draeger Medical  
Canada**

**Recognition plaque**

#### **Submission Deadline**

**May 31 annually**

#### **Application Process:**

**Mandatory submission for all Chapters**

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## Criteria for the Award Program

- Eligible Chapter activities for the period of April 1 to March 31 each year.
- The chapter awarded the most points will be the successful recipient of the Chapter of the Year Award.
- In the case of a tie, CACCN BOD will determine the final recipient of the award.
- The successful chapter will be announced at Chapter Connections Day.
- Plaque and check will be presented at the annual awards ceremony at Dynamics by the Chapter of the Year recipients for the previous year

## Conditions for the Award Program

- All chapters of CACCN are eligible for Chapter of the Year Award.
- Chapters who have not submitted their Annual report and quarterly financials by the required deadline quarterly/annually to National office will not be eligible for the award
- Chapters will be responsible for ensuring that National Office receives all required documentation to be considered for the award.
- Points will be awarded for only chapter activities that have been validated with supporting documentation.
- The successful Chapter will be announced at the annual CACCN Awards Ceremony and in CACCN publications.
- *All Chapter reports / and individual chapter scores will be available for review at Chapter Connections Day/Dynamics.*

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## Points System

Points are accumulated in each of six activity categories;

Section	Category
1	Member Education
2	Promotion of Critical Care Specialty
3	New Member Recruitment
4	Sustained Membership
5	Academic activity
6	Certification activity

## Instructions:

1. Complete the Chapter Annual Report
  2. Gather validation documents for each of the categories of activities in the past year
  3. Calculate scores for sections 1 thru 6
  4. Add section scores for total Chapter of the Year score
  5. Submit the application with documentation to CACCN National Office by May 31 annually
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## Section Instructions

### Section 1: Member Education

- Any educational event coordinated and hosted by the local chapter is eligible.
- The total numbers of hours for an educational session are considered (excluding meals breaks and social events).
- Concurrent sessions are not cumulatively totaled It is presumed that the session participants would be split between the concurrent session therefore hours of education for participant is not altered.
  - For example: an eight-hour educational day that includes 6 concurrent sessions would be counted as eight hours for a total of 6 CL hours.
- Please contact CACCN head office if your delivery model is different than reflected in this section.
- **Suggested validation documents:**
  - Brochure, advertising or pamphlet
  - Copy of agenda (including hours of education)
  - Attendee numbers
  - Evaluation forms or report from each event

### Formula:

- *To create the member education score, the total number of hours of education hours provided in the year is divided by the total number of Chapter members, this number is then multiplied by 1000 in order to establish a score which is not dependent on the size of the individual chapter.*

$$\frac{\text{Total hours of education offered in the year}}{\text{Total number of Chapter members}} \times 1000 = \text{member education}$$

### Example:

#### **Chapter A**

- Donation after Cardiac Death educational meeting – 3 hours
- Total Chapter Membership number 26
- 3 hours divided by 26 members = 0.115 multiplied by 1000 = 115
- therefore the membership education innovation score is 115

#### **Chapter B**

- Neuro education and bioethics education session offered  
Total education hours – 28 hours
- Membership number 310
- Formula: 28 hours divided by 310 members = 0.090 multiplied by 1000 = 90
- therefore the member membership education score is 90

### Section 2: Promotion of Critical Care Specialty

- Total hours of any public or community service event coordinated and hosted by the local chapter is eligible.

- Concurrent sessions are calculated as per Member Education hours. For example: an eight hour event that includes 6 concurrent sessions would be counted as eight hours.
- Eligible event must be clearly indicated as sponsored/hosted by CACCN. Event examples: participating in blood pressure clinics, teaching CPR to the public, participation in health fairs.

- **Validation documents:**

- Documents to identify event as CACCN sponsored
  - For example, submitting a letter from the receiving group or a picture of the event, etc.

- **Formula:**

- *To create the Promotion of Critical Care Specialty score, the total number of hours of promotional event hours provided in the year is divided by the total number of Chapter members, this number is then multiplied by 1000 in order to establish a score which is not dependent on the size of the individual chapter .*

Total hours of events offered

**Total number of chapter members x 1000 = Promotion of Critical Care Specialty**

**Chapter A**

- Total specialty promotion hours – 4 hours
- Membership number 38
- Formula: 4 hours divided by 38 members = 0.105 multiplied by 1000 = 105
- Therefore the **Promotion of Critical Care Specialty** score is 105

**Chapter B**

- Total specialty promotion hours – 2 hours
- Membership number 110
- Formula: 2 hours divided by 110 members = 0.018 multiplied by 1000 = 18
- Therefore the **Promotion of Critical Care Specialty** score is 18

**Section 3: New Member Recruitment**

- Calculated based on the percentage of new members recruited up to March 31<sup>st</sup> of the award year.
- Any member with a membership lapse of 12 months or more will be considered a new member
  - i.e. a membership expires April 2011 and is renewed February 2012. This member would be considered a **renewing** member as 10 months has passed since the membership expired.
  - i.e. a membership expires April 2011 and is renewed June 2012. This member would be considered a new member due to the lapse in membership of 14 months.
- Use the Membership Recruitment/Retention spreadsheet from the CACCN national office to obtain the number of new members

## Formula:

- To create the recruitment score, the total number of recruited members is divided by the total number of chapter members as of March 31<sup>st</sup> of the award year. This number is then multiplied by 100 to give you the percentage of new members. The points awarded are noted on the chart based on the percentage of new members.

$$\frac{\text{Total new members}}{\text{Total number of chapter members}} \times 100 = \text{percentage of new members}$$

Percentage	Points	Percentage	Points
01 – 10 %	10	51 – 60 %	60
11 – 20 %	20	61 – 70 %	70
21 – 30 %	30	71 – 80 %	80
31 – 40 %	40	81 – 90 %	90
41 – 50 %	50	91 – 100 %	100

### Chapter A

- Total number of new members 23
- Total number of chapter members 110
- Formula: 23 new members divided by 110 members = 0.209 multiplied by 100 = 20.9 % - rounded up to 21%
- 21% corresponds with the 21-30% level on the chart therefore 30 points will be awarded.

### Chapter B

- Total number of new members – 12
- Total number of chapter members 38
- Formula: 12 new members divided by 38 members = 0.315 multiplied by 100 = 31.5 % - rounded up to 32%
- 32% corresponds with the 31-40% level therefore 40 points will be awarded.

## Section 4: Sustained Members

- Calculated based on the percentage of renewing members up to March 31<sup>st</sup> of the award year.
- Any member with a membership lapse of less than 12 months or more will be considered a renewed member
  - i.e. a membership expired April 2013 and is renewed February 2014. This member would be considered a **renewing** member as the renewal is within 12 months of the expiry.
  - i.e. a membership expires April 2013 and is renewed June 2014. This member would be considered a new member as the “renewal” is over 12 months of the expiry.
- Use the Membership Recruitment/Retention spreadsheet from the CACCN national office to obtain the number of new members

## Formula:

- To create the sustained members score, the total number of renewed members is divided by the total number of chapter members as of March 31<sup>st</sup> of the award year. This number is then multiplied by 100 to give you the percentage of sustained members. The points awarded are noted on the chart based on the percentage of new members.

$$\frac{\text{Total new members}}{\text{Total number of chapter members}} \times 100 = \text{percentage of new members}$$

Percentage	Points	Percentage	Points
01 – 10 %	5	51 – 60 %	30
11 – 20 %	10	61 – 70 %	35
21 – 30 %	15	71 – 80 %	40
31 – 40 %	20	81 – 90 %	45
41 – 50 %	25	91 – 100 %	50

## Example:

### Chapter A

- Chapter A renewed 47 members this past year
- They have 250 total chapter members
- 70 divided by 250 = 0.28 multiplied by 100 = 28%
- 28 % corresponds with the 21-30% category therefore 15 points are awarded

## Section 5: Academic Activity

- This section accounts for the activity of each chapter related to contribution to the science and specialty of critical care nursing. This can include publications and presentations in local, national and international journals, and presentation delivered by chapter members.
- Participation in national position statements, standards work and other committees is also scored.

## Formula

### Publications

- Points will be calculated for chapter members who have contributed articles to:
  - The chapter newsletter
  - Dynamics, Journal of the Canadian Association of Critical Care Nurses (excluding the Summer Abstract Journal)
  - Any other peer reviewed journal where the author is affiliated with CACCN
- Chapters are responsible for providing:
  - list of member contributions, together with a copy of the chapter newsletter
  - list of member contributions to the journal or publication (full reference)

**Each article = 25 points**

## Presentations

- Points will be calculated for chapter members who have contributed presentations at local, provincial and national CACCN activities.
- Points will be awarded only once for the presentation, regardless of the number of times/venues, at which it is presented.
- Chapters are responsible for providing:
  - list of member contributions, together with a copy of the brochure or flyer listing the chapter member as a presenter.

**Each Presentation = 25 points**

## Committee work

- Points will be calculated for chapter members who have contributed to committee work on behalf of CACCN at the local, provincial and national CACCN activities.
- Points will be awarded only once for each members on each committee, regardless of the number of meetings or level of participation of the member.
- Chapters are responsible for providing: list of member contributions.

### Total points from all three areas:

#### Example

##### Chapter A

- An article was published by a member in the chapter's newsletter = 25 points
- One article from a chapter member was published in Dynamics = 25 points
- One chapter member presented at the local education day = 25 points
- 3 members presented separate presentations at a Dynamics conference = 75 points

**Total points      150**

## Section 6: Critical Care Certification – CNCC(C) and CNCC(P)

- Points will be calculated for chapter members who have successfully completed and/or renewed the CNA Certification Examination in the award year
- Validation of certification status of submitted members will be obtained via the Canadian Nurses Association

### Formula initial Certification

- *To create the certification score, the total number of certified members of th chapter in the award year is divided by the total number of chapter members, this number is then multiplied by 100 to give you the percentage of certified members. Multiply this number by 10 to give you the number of points awarded*

**$$\frac{\text{Number of members certified/renewed}}{\text{Total number of chapter members}} \times 100 = \text{Percentage}$$**

- 10 points for each percentage of the total number of chapter members who are new certifications in the award year.

**Percentage x 10 = certification points**

**Example**

***Chapter A***

- Initial certification = 3 members  
250 chapter members
- 3 divided by 250 = 0.012 multiplied by 100 = 1.2%
- multiplied by 10 = 12 points

**Formula Renewal Certification**

- *To create the renewal certification score, the total number of renewed certification of the chapter in the award year is divided by the total number of chapter members, this number is then multiplied by 100 to give you the percentage of certified members. Multiply this number by 5 to give you the number of points awarded*

**Number of members renewed**  
**Total number of chapter members X 100 = Percentage**

- 5 points for each percentage of the total number of chapter members who are new certifications in the award year.

**Percentage x 5 = certification points**

**Example**

***Chapter A***

- Renewed certification = 11 members
- 250 chapter members
- 11 divided by 250 = 0.044 multiplied by 100 = 4.4%
- multiplied by 5 = 22 points
- Add initial certification total with renewal total for points awarded in certification category
- Initial certification points + renewal certification points= total certification score for chapter
- Example Chapter A - 12 + 22= 34 certification points

**Submission:** Tally the points from all categories on the Calculation form, complete the Application form and forward all to National Office with supporting documentation.