



Standard Operating Procedure Process

Purpose

To outline a uniform approach for the development, format, review, approval and distribution process of MENA State Council Standard Operating Procedures consistent with National Emergency Nurses Association (ENA) Bylaws and Standard Procedures. Note: All Standard Procedures are subject to review and approval by the MENA State Council, Board of Directors and the membership of the MENA State Council.

Procedure

- The Board of Directors will determine the need for a specific Standard Operating Procedure, or revision-of an already an existing Procedure and will assign the appropriate person(s) to draft said procedure
- Any MENA member may recommend the need for a Standard Operating Procedure
- The author(s) of the Procedure will submit a written draft to the Board of Directors
- The Board of Directors will review and make available to the Mena State Council (as time allows) prior to the next regularly scheduled MENA State Council meeting
- Standard Operating Procedures will be reviewed and/or revised at the next regularly scheduled MENA State Council meeting
- Standard Operating Procedures will be reviewed and/or revised at the next regularly scheduled MENA State Council meeting
- A final draft of the Procedure will be distributed to the MENA State Council at least 30 days prior to the next regularly scheduled State Council meeting. A

motion to adopt the Procedure will be called for at that meeting. If adopted, it will become effective immediately unless a motion is made otherwise.

-Emergent need for a revision to a Standard Operating Procedure can be done at a MENA State Council meeting.

Approved January 2017