

Guidelines for CMSNE Brown Bag Educational Presentations

PART 1 CMSNE PURPOSE/HOST RESPONSIBILITIES

This guideline has been established in order to clarify responsibilities of chapter, speaker, and requesting host employer/organization regarding CMSNE Brown Bag Educational Presentations.

The purpose of CMSNE Brown Bag Educational Presentations is to provide quality onsite educational opportunities for Case Managers at their worksite during lunchtime. Providing onsite educational programs to Case Management Departments allows CMSNE the opportunity to personally visit organizations and distribute CMSA/CMSNE materials. CMSNE explores opportunities to provide education programs to members or employer/organizations within the chapter's geographic coverage area. Programs are coordinated and scheduled through the CMSNE office by the Executive Director.

Brown Bag Educational Presentations may be discontinued at the discretion of CMSNE at any time during the calendar year. Discontinuance may be related to, but not limited to lack of interest in the program, subject matter, evaluation results, or speaker availability.

CMSNE support of this programming includes:

1. Program development by CMSNE and presented by CMSNE members and/or identified qualified speakers
2. Coordination of CMSNE members interested in presenting an approved original program at multiple sites.
3. Coordination, presentation, supervision, and or monitoring of presentations prepared and accredited by professional organizations, vendors, selected professional speakers, or CMSNE/CMSA sponsors.

The requesting host employer/organization agrees to the following:

1. Guarantee a minimum of 10 employees, in attendance.
2. Provide a meeting room conducive to learning
3. Provide seating for individuals from outside the host employer/organization, who may wish to attend, but do not have ability to host a meeting. The number of additional seats may be set by the host employer/organization.
4. Allow CMSA/CMSNE membership and program materials to be displayed at the event.
5. If required, provide AV equipment.
6. Luncheon/refreshments are the responsibility of the host employer/organization or individual participant.

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PART 2 PROGRAM

1. CMSA/CMSNE pre-approved programs may be selected by the Executive Board for this venue.
2. Presentations prepared and accredited by professional organizations, speakers, or sponsors may be utilized if chosen/approved by the CMSNE Executive Board. These presentations will be monitored by a CMSNE representative and full disclosure to the host employer/organization will be made prior to scheduling.
3. CMSNE invites member program submissions. Proposals are submitted to CMSNE, within a specified timeframe, for review by a panel appointed by the President. Each submission is reviewed for content, quality of information, speaker qualification and timeliness of information.
4. CMSNE accepts submissions from members in good standing. Each submission must include the member's CV/resume, a program title, a purpose statement, three to four measurable objectives, program content outline and a timeframe for presentation.
5. Following review of a submission, CMSNE notifies the speaker of the panels' decision/recommendations regarding utilization for programming.
6. When presentations are accepted by the review panel, the speaker agrees to the following:
 - a. Provide the program at least two times during the calendar year, based on scheduling availability.
 - b. Convey to the program attendees, that the views expressed in the presentation are those of the speaker and not of CMSA or CMSNE.
 - c. Complete and return a W-9 form to the chapter office.
 - d. Understand that they are a consultant, independent of the CMSA/CMSNE and are solely responsible for taxes associated with the income from any honorariums received. Speakers may opt to defer the receipt of an honorarium and apply it to CMSNE Scholarship Fund if desired.
 - e. Collect and return sign-in sheets and completed evaluations to the chapter office.
 - f. Include recognition of CMSA/CMSNE and the benefits of membership at the beginning of their presentation.
7. If the speaker agrees to the above items, the CMSNE chapter will provide the following:
 - a. An honorarium based on guidelines established by CMSNE policy. (Policy #15-96)
 - b. Expenses related to travel, reimbursed according to the chapter's guideline for submission of expenses.
 - c. Hourly travel reimbursement at a rate of \$25.00 per hour.
8. If required, CMSNE applies for continuing education units for each program. Continuing Education Units for RN and CCM must be provided; additional approvals will be considered based on subject matter and participant practice focus.

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9. The chapter owns all continuing education approvals. The speaker must obtain permission from the chapter to present the program outside of CMSNE prior to scheduling. Only CMSNE may provide continuing education unit certificates of attendance for such “owned” programs. An administrative fee to cover printing and related expenses may be charged for this service.
10. CMSNE coordinates scheduling of presentations with the speaker based on their availability. CMSNE provides program documentation (i.e. registration form, sign-in sheet, evaluations, handouts, continuing education certificates.) CMSA/CMSNE provides membership materials, newsletters, and event literature for display at the event.
11. If speaker is a non-CMSNE member, the chapter will provide a monitor for onsite program coordination, this individual will be reimbursed a nominal fee plus travels expenses. If CMSNE member is employed by host employer/organization it will be assumed that they will monitor the program and no reimbursement will be made.
12. CMSNE attempts to provide reasonable public notification of the date, time, and location of the educational event.
13. CMSNE provides one complimentary Brown Bag Education Presentation per host employer/organization site per year. Additional presentations may be negotiated and an administrative fee applied.