



WOCN[®] Wound, Ostomy, and
Contenance Nurses Society[®]

POLICY & PROCEDURE MANUAL



This document contains Table of Contents only for the WOCN® Society's Policy & Procedure Manual. If you would like to view a specific Board-approved policy and/or procedure, please complete the online document request form:

<https://bit.ly/2gnlZYE>

Your request will be reviewed by National Office staff and response will be provided within 48 hours of submission.

Thank you for your interest and cooperation.

WOCN SOCIETY'S POLICY AND PROCEDURE MANUAL

Table of Contents

INTRODUCTION	1
WOCN Policy and Procedure Manual.....	1
SECTION 1—GENERAL INFORMATION	2
Section 1.1: Philosophy	2
Section 1.2: Code of Ethics	3
Section 1.3: WOCN Society Endorsement of the American Nurses Association's (ANA) Code of Ethics	4
Section 1.4: American Nurses Association (ANA) Position Statement for the Order of Credentials for the Professional Nurse.....	5
Section 1.5: Mission Statement	6
Section 1.6: Values Statement	7
Section 1.7: Goals	8
Section 1.8: Scope of Practice Statement.....	9
Section 1.9: Bylaws	10
Section 1.10: Updating Bylaws	20
Section 1.11: Name/Logo and Stationery	21
Section 1.12: Membership.....	22
Section 1.13: Organization Liaisons	24
Section 1.14: Evaluation of Contracts and Agreements.....	25
Section 1.15: Travel and Reimbursement Policy	26
Section 1.16: Credit Card Policy.....	28
Section 1.17: WOCN Society's Social Media Policy.....	29
SECTION 2—BOARD OF DIRECTORS	31
Section 2.1.a: President	31
Section 2.1.b: President's Reception	32
Section 2.1.c: President's Recognition Award	33
Section 2.1.d: Presidential Service Award	34
Section 2.1.e: President's Sentiments and Gifts	35
Section 2.1.f: President's Honorarium	36
Section 2.2: President-Elect	37
Section 2.3: Secretary	38

Section 2.4:	Treasurer	39
Section 2.5:	Immediate Past President	40
Section 2.6:	Directors	41
Section 2.7:	Board Meetings	42
Section 2.8:	Attendance of National WOCN Representatives (Board of Directors' Members) at Regional or Affiliate Meetings.....	43
Section 2.9:	Board and Committee Chair Orientation	44
Section 2.10.a:	Conflict-of-Interest/Disclosure Statement	45
Section 2.10.b:	Conflict-of-Interest/Disclosure.....	47
Section 2.10.c:	Conflict-of-Interest Disclosure Form	49
Section 2.11:	Strategic Planning Session (SPS).....	50
Section 2.12.a:	Policy Governing Commercial Participation on Website	51
Section 2.12.b:	Policy Governing Content on Website	52
Section 2.13:	<i>Future is Bright Award</i>	53
SECTION 3—	COMMITTEE/TASK FORCE INFORMATION	55
Section 3.1.a:	Standing Committee Information.....	55
Section 3.1.b:	Special Task Forces	57
Section 3.1.c:	Policy on Committee Contributions	58
Section 3.2:	Lead Nurse Planner and Nurse Planner	59
Section 3.3:	Special Projects Coordinator	62
Section 3.4:	Accreditation Committee.....	63
Section 3.5:	Development Committee	65
Section 3.6:	Education Committee	68
Section 3.7:	Finance Committee.....	70
Section 3.8:	Forum Moderator Committee	72
Section 3.9:	Membership Committee.....	73
Section 3.10:	National Conference Planning Committee (NCPC)	74
Section 3.11	Conflict-of-Interest Disclosure Policy for WOCN Educational Activities	78
Section 3.12.a:	Public Policy and Advocacy Coordinator	84
Section 3.12.b:	Managing Requests for Sign-On and/or Endorsement by the WOCN Society and General Public Policy/Advocacy Communications	85
Section 3.12.c:	Public Policy and Advocacy (PPA) Procedure: Request for Sign-on/Endorsement by the WOCN Society	86

Section 3.13:	Leadership Development Committee	87
Section 3.14:	Board Profile Worksheet	89
Section 3.15:	WOC Extender Advisory Committee	90
Section 3.16:	Scholarship Committee	92
Section 3.17:	Policy for Developing WOCN Documents	95
Section 3.18:	Policy for Requesting Permission to Reuse WOCN Society Copyrighted Materials	96
SECTION 4—SUPPORT STRUCTURE		97
Section 4.1.a:	National Office	97
Section 4.1.b:	Membership List	98
Section 4.1.c:	Mailing Lists	99
Section 4.1.d:	National Office Financial Responsibilities	101
Section 4.2.a:	Investment Policy Statement	103
Section 4.2.b:	Operating Fund	107
Section 4.2.c:	Short-Term Reserve Fund	108
Section 4.2.d:	Long Term Reserve Fund	109
Section 4.2.e:	WOCN Foundation	111
Section 4.2.f:	Investments	113
Section 4.3:	Document Retention Policy	115
Section 4.4:	Whistleblower Policy	117
Section 4.5:	Accreditation of Wound, Ostomy, and Continence Nursing Education Programs (WOCNEPs)	120
Section 4.6:	<i>Journal of Wound, Ostomy and Continence Nursing (JWOCN)</i>	122
Section 4.7.a:	WOCN Society Policy for WOCN Society Regions/Affiliates	124
Section 4.7.b:	Wound, Ostomy and Continence Nurses Society Region/Affiliate Charter Agreement	125
Section 4.7.c:	Region/Affiliate Operating Guidelines (Bylaws)	128
SECTION 5—FOUNDATION		134
Section 5.1:	WOCN Society Foundation	134
APPENDICES		135
Appendix A:	Request for Reimbursement Form	135
Appendix B:	WOCN Society Foundation Bylaws	136
Appendix C:	Ad Hoc Committees/Task Force Activities Form	142

Appendix D:	Guideline for Developing WOCN Society Clinical Documents.....	143
Appendix E:	Sample Peer Reviewer’s Response Form.....	161
Appendix F:	Copyright Permission Request.....	162
Appendix G:	Committee/Task Force Document Submission Checklist.....	163
Appendix H:	Algorithm for WOCN Society Document Development and Review.....	166
Appendix I:	Sample Template for Fact Sheets.....	167
Appendix J:	Sample Template for White Papers.....	168
Appendix K:	Sample Template for Clinical Resource Guides.....	169
Appendix L:	Sample Template for Position Papers.....	170
Appendix M:	Sample Template for Best Practice Documents.....	171
Appendix N:	Table for Extracting Data for Wound Clinical Practice Guidelines.....	172
Appendix O:	Classification of Recommendations: Benefit/Effectiveness versus Harm (Hirsch et al., 2006; WOCN, 2016).....	173
Appendix P:	Quality of Evidence Ratings for Strength of Evidence for Recommendations in the Guidelines (Andrews et al., 2013; Balshem, et al., 2011; Eckel et al., 2014).....	174
Appendix Q:	How to Write an APA Style Reference Even When Information is Missing...	175
Appendix R:	Executive Summary Guide.....	176
Appendix S:	Legislative Action Papers.....	178
Appendix T:	Permission Request Form to Reuse WOCN Society Copyrighted Materials.....	179