OADN Alpha Delta Nu Mission Statement: Recognize academic excellence among students pursuing an Associate Degree in Nursing, encouraging them to pursue advanced degrees in the field and actively participate in continuing education as a lifelong professional responsibility; essentially, it aims to highlight and celebrate outstanding Associate Degree Nursing students while promoting further education within the nursing profession.

OADN Alpha Delta Nu Goal: To promote scholarship and academic excellence in the profession of nursing, the Organization for Associate Degree Nursing (OADN), has established the Alpha Delta Nu Honor Society in 2012 and has made provisions for the establishment of Institutional Honor Society Chapters.

SRJC Chapter Established: Epsilon Phi

Faculty Advisors: Anita Maccinis

Chapter Officers: Helena Goodman (Co-President A)
Hollan Tracy (Co-President B)
Thea (Secretary)
Noah Miguel (Treasurer)

SRJC Epsilon Phi Nursing Honor Society Bylaws

I. **Required ICC Approval Each Semester to Maintain SRJC Club Status**
   A. Every semester, Epsilon Phi must attend the initial Inter-Club Council (ICC) and submit a form to reactivate club and stay as an established club on campus
      1. Meetings take place every Wednesday on campus
         a) ICC Information and Schedule:
            https://studentlife.santarosa.edu/icc
      2. Submission of form for reactivation:
         https://studentlife.santarosa.edu/club-activation
      3. Club recognition allows Epsilon Phi to have access to a formal club account, and to book rooms on campus
      4. Joshua Pinaula ICC Club Advisor
         a) jpinaula@santarosa.edu
   B. Apply for Ad Hoc status on activation form

1. If Epsilon Phi decides to not apply for Ad Hoc status, attendance at each Wednesday ICC meeting by a club representative is mandatory to maintain club status and benefits
2. Ad Hoc status allows for Epsilon Phi to have to attend each Wednesday, while allowing access to club account, and to book rooms on campus, but will not allow Epsilon Phi to vote on ICC club matters and will not allow access to ICC funds

C. Attendance by chapter representative at first meeting
1. Club representative (Co-president) verbalizes club name and information for approval
2. After verbal presentation, ICC will place vote and grant club status

II. Provisional Membership Into Epsilon Phi & Application Process

A. Associate Degree Nursing Students who are enrolled in their <u>second year of the program</u> (C and D semesters)
B. Invitation to join Epsilon Phi requires an overall <u>GPA of 3.0 or better</u>, and earned grade of <u>B or better in each nursing class</u>
1. Maintained membership in Epsilon Phi and for formal induction into Alpha Delta Nu requires members to maintain a GPA of 3.0 and a grade of B or better all 4 semesters
2. A C letter grade, even if after having joined and paid, will lead to them being dropped from the club
3. Must not have previous failures in any nursing class

C. Recognition as an upstanding student in the program. Students shall have demonstrated conduct on campus and the clinical areas that reflect integrity and professionalism.
D. Application and $20 fee in their C or D semester
1. After submission of application and fee, applications will be reviewed by Chapter Supervisor and student will be notified of acceptance
   a) Fees may be submitted via club Venmo or PayPal
   b) Following acceptance into Chapter, members will receive member Pin for honorary recognition and to be worn on badge at clinical

E. **Application Deadline:** Applications open until second month of D semester
1. Groups and research topic must be ready for approval at <u>the second meeting of second month of the semester</u>, in order for them to continue with their research projects

III. Membership and Formal Induction Into Alpha Delta Nu

A. Following compilation of theory in NR75D
B. Completed all 4 semester with an overall GPA of 3.0 or better, and letter grade of a B or better
C. Maintaining good standing and behavior within the program
D. Completion of capstone project and presentation in D semester
1. After completion of booth, D students given Honor Cords that may be worn at Pinning Ceremony and certificate of completion

IV. Requirements for Capstone Projects and Presentations

A. Members choose a group of 3-4 students for research project
B. Each project group will choose a research topic and PICO question
    1. Once chosen, group member names and topic idea must be emailed to faculty advisor prior to second meeting (before formal proposal)
    2. Project Topics/Ideas
        a) Health and Related Topic Presentations
            (1) Disease, advancements in care, etc.
        b) Health Promotion/Wellness
            (1) Vaccinations, Narcan administration, mental health, hand-washing/teeth brushing to kids, etc.
        c) Promotion of Advanced Education in Nursing
            (1) Promoting further roles/certifications in the nursing profession, advancements beyond BSN, ect.
C. Present proposed project topic and initial plan to Dr. Magee and faculty for approval
    1. Done at second meeting in semester
    2. C students may present projects for early approval in their C semester
D. Conduct own research and literature review
    1. If any group plans to conduct research on campus via anonymous surveys administered to students, they must complete the following request to the Institutional Review Board at the SRJC.
        a) This needs to be done <u>more than 30 days in advance of the event or administration of the survey</u>
        b) **https://research.santarosa.edu/institutional-review-board-irb**
        c) IRB approval also applies to institutions outside the SRJC
    2. Tools or brochures used in research must be patented
E. Create project board and project presentation
F. Presentation of capstone project at Induction Ceremony and Research Presentations at end of the semester
    1. <u>All group members must present </u>and present <u>in person</u> for project recognition and formal induction into Alpha Delta Nu
    2. D students may also present their research projects at the Petaluma Student Research Conference hosted by the SRJC in the Spring. This provides students with the opportunity to present their research at a professional conference.

V.   Outline of Poster Board Objectives and Requirements
A. Title and Group Information
    1. Includes a title that captures attention and reflects the focus of research
    2. List of the names of all group members involved in the project
B. Logos Placement
    1. Placement of SRJC logo in the upper left corner and the Epsilon Phi logo in the upper right corner
C. Poster Layout (Columns from Left to Right)
    1. Research Question

    a) Presentation of research question using the PICO format

  2. Research Background

    a) Provides an overview of the background and significance of your research topic

  3. Objectives

    a) Clearly states the objectives of research and how they directly correlate to the PICO question

  4. Methods

    a) Describes the methods used for data collection, such as surveys, literature reviews, or other approaches

  5. Conclusions

    a) Summarizes the results and findings from research, including surveys or literature reviews.

D. Additional Content (Optional)

  1. Can include supplemental resources, suggestions for future research, and recommended resources related to research topic

E. References

  1. Lists all references in APA format, ensuring proper citation of sources used in your research

F. Acknowledgements (if applicable)

  1. Includes acknowledgements if there are individuals or organizations wished to be recognized for their contributions to the project

VI. Induction Ceremony and Capstone Project Presentations

A. D students to present capstone projects at ceremony, followed by formal induction into Alpha Delta Nu

  1. D students given Honor Cords and certificates

    a) Coords handed by Faculty Supervisor and certificates handed by students on C Committee

B. Formation of C Planning Committee

  1. Induction Ceremony organized by C students under the direction of Co-president B

    a) Committee of C students formed at the first meeting to help organize the ceremony (food, decorations, budget, layout, etc.)

    b) C Committee in charge of reading names on certificates of D students

VII. Chapter Attendance and Guidelines

A. Both C and D chapter members are required to attend monthly meetings (D students' responsibility to stay on top of research projects. C students expected to provide feedback on D student project progress, and prepare to formulate groups and ideas for their own research project. Also responsibility of all members to follow requirements and understand commitment of participation in Epsilon Phi Chapter and role as an honor student and representative of chapter)

1. Monthly meeting dates are pre-determined by faculty advisor and officer team at beginning of semester, following the schedule of both C and D semester students to ensure no contraindication
2. Meetings dates provided at first meeting to all chapter members, including Induction Ceremony date
3. Chapter members allowed to miss only one meeting date. Failure to attend remaining dates, or missing more than one meeting, will result in that student being dropped from Epsilon Phi.
4. All group members must be present during project approval. Failure of attendance of said group member will result in their dropping from the chapter (applies to D students presenting their project for approval; C students may propose again in their D semester)

B. All D group members must attend the capstone project presentation in person.
1. Failure to attend will result in that individuals drop from Epsilon Phi Chapter and they will not be formally inducted into Alpha Delta Nu.

VIII. **SRJC College and and Career Fair (Spring of each year)**

A. Each March/April Epsilon Phi works in collaboration with the Certified Nursing Assist Program (CNA) to put together the College and Career Fair to provide opportunity for healthcare students to learn about colleges/programs and different career pathways
1. Tiffany Lundqvist (tlundqvist@santarosa.edu) is the director of the CNA program
   a) Point of contact while planning the event in the Spring semester, including finding a date for the event and reaching out to colleges and hospitals
2. Link with a contact sheet for both hospitals and colleges: https://docs.google.com/spreadsheets/d/1-U_84iZ9W76_n7AQNSUgVLNCjyv1htTh_tk3XZD-N2M/edit?usp=sharing
3. Creation of floor plan and flyer

B. Both C and D chapter members are responsible for volunteering and set-up of the SRJC College and Career Fair in the Spring of each year.
1. Creation of C&C Fair bingo card to encourage students to visit multiple booths
2. Link for the volunteer sign-up sheet: https://docs.google.com/spreadsheets/d/1OKafhxcZefAkZ5nF8aw85m0bVz4gId7SWuRzk-s6mnw/edit?usp=sharing

IX. **Chapter Outreach/Recruitment**

A. Outreach to B and C students at end of semester (December/May) to recruit new members
B. Coordinate with B and C semester instructors to find time to present during B/C lecture times.
C. Officers present during B/c lectures
1. Presentation of Epsilon Phi, requirements, application process, introduction of new officer positions.

        2.   Provide printed applications.

    D. Faculty advisor to assist in reaching out to B/C students interested in joining Epsilon Phi (with the understanding that officers may not be able to present to all 4 classes at the end of the semester)

X.   Semester Meeting Break-down

    A. Faculty advisor acquires both C schedules and D schedule to help determine meeting dates that work with chapter members

        1. Faculty advisor and officer team pre-determine meeting dates for each month (Aug-Dec//Jan-May) that accommodate both cohorts.

            a) These dates are presented at the first chapter meeting to all members.

            b) **Spring semester takes into account the date for the C&C fair**.

    B. First Meeting (Sept/Feb)

        1. Chapter Introduction, review of club rules and responsibilities, in person vote for new officers, examples of types of capstone projects

        2. Formulation of project group and topic idea/project proposal

        3. Project groups and topic ideas emailed to the faculty advisor 1 week before the second meeting.

        4. Formulation of C planning committee.

    C. Second meeting (Oct//Mar)

        1. Verbal proposal of group project for approval by Dr. Magee and faculty.

        2. Groups work toward IRB approval and literature reviews.

        3. Reminder of library resources/printing resources for tri-fold poster, poster guidelines shared.

            a) Poster guidelines: https://docs.google.com/document/d/1brlC9b3mM3FNA56jX5yo5wZTpt9h7fJcniF-QGWAx_w/edit?usp=sharing

            b) Logos: https://docs.google.com/document/d/1yITkA3WT15Phyb_dXPqkTYIowfG8VZanrKd9C4lRziQ/edit?usp=sharing

            c) Tri-fold poster and printing services

                (1) Office Depot–<u>direct</u> printing <u>onto</u> 36x48 tri fold poster

                    (a) Create template

                    (b) 1-2 weeks to process and deliver

                (2) Staples–same day printing

                    (a) Create template (make sure template is in landscape mode)

                    (b) Print template on 36x48 poster

                    (c) Cut/laminate and glue on 36x48 tri-fold poster

                    (d) https://www.staples.com/services/printing/?cid=ps:gs:dot:b:txt:pms&gad_source=1&gclid=CjwKCAiAjKu6BhAMEiwAx4UsAiefpArwAdyzaeOUal3JcH1zJ18W9LABtCl5_klmU3lk65gbaNl0wRoCkswQAvD_BwE

(e) Recommend calling printing services for assistance

    D. Third meeting (Nov//Apr)
1. Project groups update club members on where they are at in their project
2. Feedback provided by members
3. Continue to work on projects, prepare for project presentations.

    E. Forth meeting (Dec/May)
1. Induction Ceremony and Project Board Presentations
2. D students present their projects and are inducted into Alpha Delta Nu.

    F. B Outreach (Dec/May)
1. Outreach to B students at the end of semester.
2. Reach out to B instructors to coordinate a time to present Epsilon Phi to incoming C students.

XI. Nomination and Voting (Each Semester)

A. Goals
1. To uphold the values the ADN faculty are implementing throughout the extracurricular nursing clubs.
2. To encourage new candidates to attain positions of leadership, especially those who do not currently hold other roles.
3. To support integration between D and C semester students.

B. Nomination–Open in Dec/May (after B/C semester outreach)
1. Open end of semester (Dec/May) to incoming C and D
    a) Co-president A–incoming D
    b) Co-president B–incoming C
    c) Secretary–incoming C and D
    d) Treasurer–incoming C and D
2. Each Semester **co-president B transfers to co-president A position**
    a) Allows for easier transition of roles and responsibilities at the start of each semester
3. Nomination of officer NOT already in leadership position (ie. SNA, class representative, etc.)
4. Present google form during B outreach
5. Send out google form to incoming D chapter members.
6. **Nomination closure:** Before the first meeting in Sept/Feb

C. Voting–First meeting in Sept/Feb
1. Voting at beginning of first meeting through google form
2. Club members MUST be present in person at first meeting to vote
3. At end of meeting, winning officers introduced

XII. Officer Roles and Responsibilities

A. All club decisions and chapter announcements must be taken under advisement of the chapter Faculty Advisor
B. Chapter decisions follow hierarchy to ensure proper communication (ie. co-president discusses chapter matters and makes decision with officer team, co-president point of communication with faculty advisor on these matters)
C. Officer Positions

1. Co-President A (D student)
   a) Ensure ICC membership each semester
   b) Help coordinate College & Career Fair
   c) Ensure that nomination/voting process is followed out (even if that means carrying on treasurer responsibility of creating google form if a new treasurer still must be elected)
   d) Book rooms for meetings
      (1) https://events.santarosa.edu/event-application
   e) Create slide presentations for each meeting
   f) Support colleagues in determining which projects they want to do, provide ideas, answer questions about Capstone Projects
      (1) Providing resources
         (a) Library resources
         (b) Poster outline/guidelines
         (c) Printing resources
      (2) Ensuring timely IRB form submission and approval
   g) Coordinate with faculty advisor in determining meeting dates
2. Co-president B (C student)
   a) Ensures ICC membership each semester
   b) Help coordinate College & Career Fair
   c) Serve as chair of C-planning committee
      (1) Facilitate communication between faculty advisor and C-planning committee for induction ceremony
         (a) Budget
         (b) Booking room
         (c) Creating flyer
         (d) Setting up and breaking down
         (e) Food at event includes First Right to Refuse through school cafeteria
   d) Coordinate with faculty advisor to reach out to all semester cohorts about Induction Ceremony/Project Presentations
   e) Serve as chair of B recruitment
      (1) Reach out to B instructors
      (2) Schedule times to present to B students
3. Secretary
   a) Track attendance and membership
   b) Collaborate closely with treasurer regarding membership
   c) Record meeting minutes for both club and officer meetings
   d) Record meeting notes for both club and officer meetings
      (1) Capture key discussion and dates
   e) Fill out meeting minutes form during each meeting and send to faculty advisor
   f) Creation of google forms for attendance, nominations, voting, ect.
4. Treasurer

        a) Resubmit club activation form each semester
            (1) https://studentlife.santarosa.edu/club-activation
        b) Responsible for all club account activities and transfers
            (1) Melissa Garcia Cowan Advisor for Club Accounts
                (a) clubaccounts@santarosa.edu
        c) Collect all club receipts
        d) Ensure timely reimbursement
        e) Responsible for reaching out to members and ensuring payment
        f) Collaborate closely with secretary regarding membership

5. Faculty Advisor
        a) Supervises all club decisions and meetings
        b) Ordering pins and cords each semester, in coordination with the treasurer

Topics For Discussion:

- Anonymous nomination and voting process
- Early C project approval???
- Service projects and community outreach (volunteering)
- Invitation of alumni to Induction Ceremony and Capstone Project Presentations
- Other (optional and further) forms capstone project presentations
  - On campus research presentation events hosted by other programs
  - Group creates an event for health promotion
- Supervisor in charge of acquiring C and D schedules