



2009 Bi-State Stroke Consortium Guidelines

Mission Statement:

Facilitate clinical stroke education and improve patient outcomes through collegiality and collaboration.

Purpose of Consortium:

To provide evidence-based educational opportunities in the care of stroke patients for all members of the Bi-State Stroke Consortium.

1. Participating institutions must agree to plan and provide one, four hour continuing education program annually, which is free to all consortium members and all EMS personnel. The institution must provide continuing nursing education credit and agree to incur all costs associated with the provision of the program. A fee, to be determined by the institution, may be charged to non-consortium members. Supporting industries are not required to provide CE programs but are still entitled to full benefits.
2. Planning Committee Members of the Bi-State Stroke Consortium will regularly and or actively participate in either the monthly planning meetings or Consortium correspondence; participate in the planning and execution of Consortium presentations as well as the annual Stroke Symposium. "Regular and active" terms indicate that a representative attends at least 6 meetings in a calendar year and/or responds positively to group email requests. This group is facilitated by the American Stroke Association and all members will exercise confidentiality.
3. CONFIDENTIALITY: At no time will members use information shared within the scope of this collaborative to harm, threaten, or discredit another organization (including non-members). Improved patient outcomes and treatment and systems of care throughout the region is paramount. Failure to comply with this confidentiality clause may result in the exclusion of either the member and/or organization from the Bi-State Stroke Consortium. The email list serve will be confined to those organizations who sign the letter of commitment by March 1, 2009 or within 30 days upon joining.
4. One Participating Planning Committee Member of the Bi-State Stroke Consortium is allowed to attend the annual Stroke Symposium at no charge. Subsequent active planning members from an organization may attend at a reduced rate which will cover the cost of meals.
5. Program content is determined by institution needs assessment and education plan.
6. All program content will adhere to the Brain Attack Coalition Guidelines or evidence- based practice.
7. A brochure describing course content, objectives, outline, location, and registration form will be sent via electronic mail to all Planning Committee members approximately six weeks prior to the program. Planning Committee members will distribute to staff at their institution. The event announcement will include the following:
 - a. The Bi-State Stroke Consortium clip art image (seen above) will serve as the logo for the consortium and will appear on all brochures.
 - b. Promotional brochures or day of event hand outs must promote the 12th Annual Stroke Symposium in Fall 2009. Stroke Symposium registrations will include appropriate registration fees as this is a non-Consortium event – even though it is planned by the same committee.
 - c. All Stroke Consortium registration forms (pre-event and walk-in) must capture organizational affiliation

8. Pre-registration is required and space may be limited by the provider on a first come first serve and/or space available basis. All cancellations require 48 hour notice prior to the program.
9. The sponsoring agency reserves the right to cancel and reschedule the program at their discretion provided 6 weeks notice is given to Consortium leadership.
10. Planning Committee Members are encouraged to attend monthly Consortium presentations to provide completion of the "Attending Member Evaluation" form and to be of assistance to the institution's coordinator. It is recommended that each member email the site coordinator to inform them of their attendance as in most cases, registration is captured by the CE department and the coordinator is unaware of who has registered.
11. Planning Committee Members will represent the Consortium and its activities to their organizations
12. Vendor/pharmaceutical support will be up to each institution's availability/cost to determine support/participation - vendors/pharma who are interested need to contact the monthly site coordinator for further details.
13. A summary of the program evaluations will be provided to the Planning Committee which will include total attendance number, attendance by organization, CE evaluation summary, and Bi-State Stroke Consortium Survey.
14. A separate Bi-State Stroke Consortium program survey will be used in 2009 for Consortium attendees
15. A toolkit will be distributed to all Planning Committee Members to assist them with their presentation and data collection

_____ (organization name) agrees to provide a representative from our organization to participate as a committee member of the Bi-State Stroke Consortium during 2009 and will adhere to the above guidelines.

Signature

Date

Printed name