



ADMINISTRATIVE POLICIES AND PROCEDURES

These policies and procedures serve to provide guidance for the Board of Directors and the Executive Director and staff for decision-making in leading and managing the Washington Center for Nursing.

At all times the WCN shall operate in accordance with applicable local, state, and federal regulations.

DESCRIPTION:

WCN is a private, not-for-profit 501c3 corporation operating in the State of Washington as the state nursing workforce center. Incorporated July 2, 2003, it was created by the Washington Nursing Leadership Council to oversee implementation of the Washington State Strategic Plan for Nursing and to meet the mission of “ensuring that there is an adequate supply of appropriately prepared nurses to care for the citizens of the state of Washington.”

WCN does not discriminate in employment or provision of services to clients, prospective clients, or its customers on the basis of race, color, national origin, religion, sex, age, sexual orientation, marital status, physical or mental disability, veteran status, or any other basis prohibited by federal, state, or local law.

WCN serves as the locus of information, consultation, and facilitation concerning nursing resources in Washington.

WCN is governed by a Board of Directors composed of nurses from a wide range of practice settings in healthcare across the state. An Executive Director reports to the President and the members of the Board and is accountable for the work of WCN as directed by the Board.

WCN is part of a growing national network of Centers for Nursing, each of which also is focused on addressing nursing workforce issues. As such, WCN has access to data, information and expertise that can assist leaders in WA in addressing recruitment, retention, education, and workplace issues for nurses.

CONFIDENTIALITY OF INFORMATION

WCN at all times shall maintain confidentiality, except as required by law, regarding its employees, Directors, and donors. All Directors, employees and volunteers shall abide by this policy at all times. As a private corporation, all materials are considered confidential unless otherwise identified. Documents involving strategic planning, business planning, personnel files, legal consultation, security information, executive session information, donor information (in conformity with all laws) and budgets are considered confidential.

Violation of this policy may be the basis of removal from the Board of Directors by the Board, discipline up to and including termination of any WCN employee, or termination of any relationship between a volunteer or contractor and WCN.

COMPETITIVE CONTRACTING

To ensure that WCN shepherds its financial resources most effectively and meets its mission, all contracts for legal assistance, financial assistance, marketing services and materials and other services for which WCN must formally contract will be put out to bid every five years.

The Executive Director to manage the process of identifying selection criteria, selecting companies to receive an RFP, reviewing received proposals and making a recommendation to the Board of Directors regarding selection of a company/vendor to provide the specific service. The Board's Conflict of Interest Policy requires that any current member actively engaged in or having ownership or deriving financial benefit from a contractor must clearly identify that conflict at the beginning of a bidding process.

Unless a service or product is sole-source, no less than three (3) bids for a service or product will be obtained when it is for other than day-to-day operational items.

Selection criteria must include at least:

- ❖ Years in business
- ❖ Current client references that are positive
- ❖ Experience working with Non-profit organizations
- ❖ Experience working with healthcare organizations
- ❖ Demonstrated cost competitiveness in services and products
- ❖ Demonstrated excellence in customer service performance
- ❖ Financial stability of the organization
- ❖ Non-discrimination in its own policies and dealings

CONFLICTS OF INTEREST

Each Board member shall sign, annually, a Conflict of Interest statement, documenting any organizations with which he/she has a relationship or where any related party transaction may occur in WCN business transactions. For purposes of decision-making, a member shall recuse himself/herself from discussion and decision-making where an identified conflict of interest exists.

CONFIDENTIALITY OF INFORMATION:

Except where required by law, all financial information remains confidential and is the sole property of WCN.

Information regarding individual and organizational contributions to WCN is confidential and will be held as such. The Officers of the Board and the Finance/Development Committees shall have access to this detailed information for the purpose of identifying potential donors but for no other reason. WCN utilizes the “Donor Bill of Rights” (attached) in its management of donor information.

All donors will receive written acknowledgment of their donation by mail, verifying the specific donation and providing WCN Tax ID number.

REQUESTS FOR EXECUTIVE DIRECTOR PARTICIPATION

Recognizing that the role of the Executive Director (E.D.) is to manage the business of WCN, under the direction of the Board of Directors, requests for participation in task forces, workshops, programs, committees, or initiatives may be evaluated and agreed upon/declined by the ED. He/she will use the following guidelines for that decision-making, will consult with the President of the Board, and will keep the other Officers and Directors apprised of such commitments on a regular basis.

Requests that are supported will reflect work that:

- ❖ coincides with or supports the goals of the WCN
- ❖ provides positive visibility for WCN
- ❖ provides the opportunity to secure funding for WCN
- ❖ provides the opportunity to create new partnerships or strengthen existing ones
- ❖ provides learning & growth experiences for the ED
- ❖ meets all legal and regulatory requirements governing WCN
- ❖ does not compromise the ED’s ability to meet existing commitments and general WCN responsibilities
- ❖ provides reimbursement for travel/lodging/meal expenses incurred whenever possible
- ❖ provides an honorarium for the ED’s work whenever possible

Honoraria in addition to the described reimbursement will be deposited into the WCN “unrestricted” account for any work done on behalf of WCN.

WCN DOCUMENTS AND MATERIALS

Content of all materials, written, oral, or electronic, relative to WCN is ultimately the responsibility of the Board of Directors, which may delegate the creation, maintenance, revision, and distribution of such materials to the Executive Director or its members and other experts.

Board of Director members are provided with WCN business cards solely for their use in meetings and communications on behalf of the organization.

All WCN correspondence is issued from the WCN office unless otherwise directed by the Officers.

All original legal documents pertaining to WCN are retained in a secure area of the WCN office. WCN adheres to all Federal, state, and local laws and regulations pertaining to the use, retention, copying, distribution, and handling of these documents. Records will be retained for no less than six (6) years. Tax returns (990) will be retained indefinitely.

Any record destroyed, according to regulations governing such records, will be shredded and disposed of using a "Confidential" service.