


<b>Carolinas Society for Healthcare Education and Training (CSHET)</b> 		<b>Policy: Cross Statements (Newsletter)</b>
<b>Originally Prepared by Vivian Jefferson</b>		<b>Approval: Executive Board</b>
<b>Policy Number: 03</b>		<b>Page 1 of 2</b>
<b>Original: 1/98</b>	<b>Reviewed: 11/09</b>	<b>Revised: 4/03, 4/07</b>

**Policy:**

Newsletters are distributed twice each year in February/March and September.

Three months prior to publication, send an email seeking articles for the newsletter.

Six weeks prior to publication prepare the newsletter.

Five weeks prior to publication send the articles to the Director at Large for formation of the newsletter.

The President will proof read and edit the final draft of the newsletter and give approval for print. (Usually 125 copies) by the Director at Large.

The Director at Large will be responsible for preparing and mailing the newsletter.

**Procedure:**

Gather information "along" as it comes to you. Sometimes there are more articles than needed, other times filler is needed.

- \* Contact the membership requesting information, articles, etc. about 3 months prior to publication of the newsletter.
- \* Place a flip chart pages at the conference where people can write new items. Authors may give permission to reprint articles they have submitted in other publication.
- \* Standing items for the newsletter:
  - \* **President's Message**
  - \* Column listing *CSHET Officers*, advertisement rates and editor's note
  - \* ***Carolina Happenings***: news items of personal and professional interest (what's happening in the departments / organizations as well as the professional and personal accomplishments of the membership.)
  - \* ***JCAHO Jangling***: a news column about recent JCAHO surveys at the organizations of members. Details of what surveyors are seeking and examples of compliance are shared in this column.
  - \* ***Patient Education***: anything for Health care educators whose primary focus is patient education.
  - \* ***Long Term Care***: a column to include if items are submitted from and/or for our educators in long term care
  - \* ***Conference Information***: upcoming conferences should always be highlighted in the newsletter.
  - \* New items published:

- \* CSHET Billie Routh Award (nomination form) comes from NC Director (Fall Newsletter)
- \* Candidates for Offices (Fall newsletter)
- \* Ballot for voting for new officers (Spring newsletter)
- \* Notice about dues (Fall newsletter)
- \* List of new members (Fall and Spring newsletter)
- \* Any other news items/articles written by or suggested by members
- \* Fillers such as quotes, short articles, etc.
- \* Articles from the editor if needed
- \* Changes in CSHET Constitution

Obtain one set of address labels

Proof read all items and make corrections. Organize all items into groups for each column

The newsletters are mailed to the Director-at-Large who mails one to each member. A newsletter is also sent to anyone placing advertisement. Extras are made available at the registration table at the conference.