GPC – AACN CRITICAL CARE CONSORTIUM
LETTER OF AGREEMENT

This agreement will become effective upon receipt of this signed letter of agreement and will continue until June 30, 2017. The member may terminate this agreement with 90 days written notice to the Consortium’s Members.

The following member agrees to participate in the GPC-AACN Critical Care Consortium.

As a member organization, we are willing to provide to the following:

1. Provide services to the program to maintain a point/participation ratio equal to other Consortium Members.
2. Active Consortium Member participant. (Please see the following pages which describe the program and services in greater detail)

_____________________________________________________________________________________

Institution

_____________________________________________________________________________________

Nursing Executive Officer

_____________________________________________________________________________________

Date

Return by July 31, 2015 to:
Greater Portland Chapter-AACN
P.O. Box 2063
Beaverton, OR 97075
Fax (503) 336-1297
CONSORTIUM GOALS:
2. Access to quality critical care education for the nursing community.
3. A reduction of duplicate efforts in critical care courses.
4. An increased pool of clinical experts to present at the critical care courses.
5. A reduced cost to members for critical care education.
6. Contact hours for participants.

MEMBERSHIP:
The initial one-time fee for participating members to join the Consortium is $495.00. This fee is to defray any cost that the Consortium may incur in the setup and maintenance of the educational program. The fee is also used to determine membership and voting rights. Each member will have one vote when deciding matters of Consortium regulation. Membership will be effective on receipt of a signed agreement and the initial fee.

The fiscal year of the Consortium is July 1st – June 30th. To continue membership in the Consortium, the Letter of Agreement will be renewed every two years. Participation in the Consortium requires that the member is willing to provide services to keep the point/participant ratio equivalent to others in the Consortium. The point/participant ratio is a measure of a member workload to sponsored participants and used to evenly distribute the work and cost of the program. A member may use their point/participant ratio for affiliated institutions as long as their ratio remains equivalent to others. A running ratio will be kept as long as membership is maintained.
GREATER PORTLAND AREA CRITICAL CARE CONSORTIUM:

Organizational Chart for the Consortium Committee Voting Membership

- Adventist Medical Center 1997 – Present (1 Vote)
- Kaiser Permanente Health System 1997 – Present (1 Vote)
- Legacy Health System 1997 – Present (2 Votes)
- Oregon Health & Science Center 1997 – Present (1 Vote)
- PeaceHealth Southwest Medical Center 2005 – Present (1 Vote)
- Portland Veterans Medical Center 1997 – Present (1 Vote)
- Providence Health System 1997 – Present (2 Votes)
- Salem Health System 2001 – Present (1 Vote)
- Providence Health System 1997 – Present (1 Vote)

The GPC-AACN Critical Care Consortium provides a standardized, evidence-based approach to basic critical care nursing education. Consortium presenters are regionally and nationally recognized critical Care experts. The Consortium offers its members the ability to send as many participants as needed without the need to provide all the coordination and educational expertise required for each course. Consortium members’ participation and time commitment can increase or decrease based on the number of participants attending, yet always requires less work than if the member were providing the course on their own. This cost-effective educational strategy has provided a sound critical care knowledge base for nurses entering into critical care practice since 1997. The GPC-AACN Consortium has offered 58 courses with an average of 45 participants. The course range is 25-71 participants for over 2600 nurses completing the course.

CONSORTIUM’S POINT SYSTEM:

The point system and program budget are based upon the following:

1. Approximate hours of lecture per day: 7.5 hours (over 40 hours for the six-day program).
2. Lecturer’s fee: $50.00 per hour, four hours paid for one hour of lecture, 10 points/hour lectured.
3. Dollar value per point: $20.00
4. Handouts limited to 10 pages per hour. No copyrighted material duplicated unless permission obtained by the speaker and a copy of the permit given to the Course Coordinator. If the speaker fails to turn in their handout materials on the specified date, it will be the speaker’s responsibility to provide copies.
5. Copy charges: $0.08 per page.
6. Contracted GPC Clerical Assistants: $21.00/hour
TOTAL POINTS FOR ONE SIX-DAY PROGRAM

**Budget Example:**

<table>
<thead>
<tr>
<th>Program Service:</th>
<th>Points Per Day</th>
<th>Points Per Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Site, contact person, &amp; 0.33 points per participant</td>
<td>20 + (0.33 x attendees)</td>
<td>219 points</td>
</tr>
<tr>
<td>(Example: 20 points + (0.33 x 50) + 16.5 = 36.5 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Site for snow dates</td>
<td>5 points per day for holding</td>
<td>219 points</td>
</tr>
<tr>
<td>• Day Coordinator</td>
<td>20 points</td>
<td>20 points</td>
</tr>
<tr>
<td>• Speaker (10 points/lecture hour, 7.5 hrs/day)</td>
<td>75 points</td>
<td>450 points</td>
</tr>
<tr>
<td>• Course Coordinator</td>
<td>200 points</td>
<td>200 points</td>
</tr>
<tr>
<td>• Syllabus Coordinator</td>
<td>100 points</td>
<td>100 points</td>
</tr>
<tr>
<td>• Evaluation Coordinator (all six days)</td>
<td>10 points</td>
<td>10 points</td>
</tr>
<tr>
<td>• CNE Application Coordinator (33.3 points/course or 100 points/year)</td>
<td>33.3 points</td>
<td>33.3 points</td>
</tr>
<tr>
<td>• Printing/Loading Flash drives for attendees</td>
<td>2 points/flash drive</td>
<td>100 points</td>
</tr>
</tbody>
</table>

- Designated facility to purchase flash drives
- As a change in 2015 to be more fiscally responsible, we will have the facility purchase flash drives at approximately $4.00/drive (50 x $4.00 = $200.00/course)
  - 3 hours to load drives ($150.00)
  - Printing evaluations (6 days x 50 attendees x $0.08/page = $24.00/course)
- Creating the pdf documents for the flash drives
  - About 27 presentations / Introduction materials / Schedule / Evaluations
  - Maintaining presentations on web

**Total: 1332.3 points or $20,260.00/course**

**GPC Activities:**

**Budget Example:**

Actual GPC expenses are presented to the Consortium after each program. Expenses are approved before monies are transferred from the Consortium’s account to the GPC’s account.

Program Work GPC Assistants 47 hours per course ($21.00/hour x 47 hours = $987.00)

- Manage & print final attendance roster
- Create & print out Sign-in & Sigh-out sheets
- On-site registration 1-4 hours
- Fax attendance sheets to Consortium Members
- Compile evaluations & email “Thank You Letters” to speakers
- Flyer: Update and mail
  - 2 sided (flyer + cover) 162 Addresses (324 pages) approximately $80.00 Postage + Printer fee: $178 (2-sided print, address, half-fold and double tab)
- CNE certificates to printer (amount varies with course attendance 40 – 60/day x 6 days for a totals of $85.00 – $100.00)

**Total GPC per course: $358.00 + $987.00 = $1345.00**
Additional Points not directly related to program:

- Convener for Consortium: 50 points per year*
- Recorder for Consortium: 30 points per year*
- Content Committee (meets at least biannually): 10 points per course revision
- Additional points may be awarded at the discretion of the Consortium Members for extra work performed. (The Advanced Preceptor Conference, for example)
- Additional points as listed above are awarded at the end of the calendar year or upon the completion of the activity at the conclusion of the next course.

DEFINITION OF PROGRAM SERVICES:
(Please see job descriptions for a complete list of activities)

1. **Course Coordinator:** Invites speakers based on members’ point/participation ratio, recommendations, and past speaker evaluations. Distributes course schedules and lecture objectives to speakers. Oversees the smooth implementation of the entire course.

2. **Site Coordinator:** Determined by the Consortium Members. Arranges rooms, provides audiovisual equipment, morning beverages, and serves as contact person.

3. **Day Coordinator:** Determined by the Consortium Members. Checks in participants, introduces speakers and keeps the program on schedule.

4. **Syllabus Coordinator:** Determined by the Consortium Members. Collects speakers’ presentations. Prepares a course syllabus, which includes formatting and uploading presentations to flash drives and delivering them to the Day 1 Site Coordinator.

5. **Continuing Nursing Education (CNE) Application Coordinator:** Determined by the Consortium Members. Prepares and sends program CNE to AACN for approval. Obtains a registration list from the GPC Clerical Assistant. Maintains application materials on file. Issues certificates of completion and maintains completed records in coordination with the GPC Clerical Assistants.

6. **Course Evaluation Coordinator:** Determined by the Consortium Members. Ensures that the GPC Clerical Assistant collates program and instructor evaluations. Sends feedback to Consortium Members and speakers.

CONSORTIUM STRUCTURE:

1. Meets regularly. Sets meeting frequency, dates, and times, as needed.
2. Selects a Recorder and Convener from among members.
3. Determines the frequency of programs based on recommendations of the membership.
4. Implements changes needed for Consortium’s operations based on the vote of the membership.
5. Each membership gets one vote. One representative can place both votes for an organization (or system) with two memberships.
6. Consortium decisions are based on a consensus, if possible. If an agreement is not reached by consensus, the decision will be determined by a majority of the members present. The convener will determine if the issue should be tabled until the following meeting, should the full membership not be in attendance in person or by phone.
7. Determines if action should be taken when a member consistently does not maintain a point/participation ratio comparable to others in the Consortium or consistently does not perform the work to the Consortium’s satisfaction.
8. Receives and evaluates applications for membership in the Consortium.
Content Committee:
1. Appointed and meets as needed.
2. Consists of 2-4 representatives from the membership selected by the Consortium Members. The committee meets only for the length of time needed to make the content revisions.

Committee Recorder:
1. Takes minutes at all meetings.
2. Types and disseminates minutes of meeting to each member before the next scheduled meeting.

Committee Convener:
1. Prepares the agenda.
2. Focuses attention to mutually agreed upon agenda items and facilitates consensus. Maintains current mailing list of Consortium Members. Maintains records of the Consortium’s minutes.
3. Provides introductory information to new representatives and members of the consortium.
4. Obtains the Consortium Letter of Agreement from participating members and revises based on necessary changes with approval from the committee.

PROGRAM POINTS and PAYMENT STRUCTURE:
A point/participant ratio is the total points a member has earned over the total number of sponsored individuals. The ratio is maintained from program-to-program and year-to-year. Sponsored participants attending 4-6 days are counted as 1; sponsored participants attending 1-3 days are counted as 0.5.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost per course for sponsored Consortium member</td>
<td>$250.00</td>
</tr>
<tr>
<td>Cost per day for sponsored Consortium member</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cost per course for GPC member, non-sponsored</td>
<td>$350.00</td>
</tr>
<tr>
<td>Cost per day for GPC member, non-sponsored</td>
<td>$75.00</td>
</tr>
<tr>
<td>Cost per course for non-Consortium member</td>
<td>$425.00</td>
</tr>
<tr>
<td>Cost per day for non-Consortium member</td>
<td>$75.00</td>
</tr>
<tr>
<td>Cost per course for student with critical care rotation</td>
<td>$150.00</td>
</tr>
<tr>
<td>Cost per day for student with critical care rotation</td>
<td>$75.00</td>
</tr>
</tbody>
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Payment of Course Tuition:
Any non-Consortium participant who has not remitted payment by the first day of the course will be requested to do so by the GPC-AACN Assistant on site during DAY 1 of the program. If payment cannot be made at the time, the participant will be informed that they must submit it IN FULL by DAY 3.

- If the GPC-AACN office has not received payment by Friday of the week preceding DAY 3, the GPC-AACN Assistant will inform the Course Coordinator. The Course Coordinator will inform the DAY 3 Site Coordinator of the need to collect payment from the participant.
- If the participant attends DAY 3 unprepared to make payment, and the Course Coordinator has not approved extenuating circumstances, then the participant will be asked to leave by the Site Coordinator.
  - Extenuating circumstances or situations should be referred to the Course Coordinator for his or her consideration. The Course Coordinator has the authority to act on behalf of the Consortium and render decisions related to non-payment on a case-by-case basis.
FINANCIAL STRUCTURE:
The Greater Portland Chapter of AACN will provide a separate account and financial records for the Consortium. All initial fees and registration monies will be deposited in the Consortium’s account. The GPC-AACN Treasurer will pay designated expenses from the account.

There are spaces in each course open for community enrollment, depending on availability. Individuals from non-Consortium Member facilities or non-sponsored individuals may enroll in these spaces for a fee, as determined by the Consortium members. *(This is outlined under “PROGRAM POINTS and PAYMENT STRUCTURE”)*

The Consortium will ensure that the Greater Portland Chapter of AACN will not incur a loss on the programs and possibly receive a small monetary contribution for its active role in sponsoring the Consortium. Profits will stay in the Consortium account for future programs and will be used at the discretion of the Consortium. If registration fees are not available, the members will reassign the GPC services to participating members to keep the program from attributing costs to the GPC-AACN.

COURSE CANCELLATION:
The Consortium Committee reserves the right to cancel a scheduled course due to low enrollment. Consortium members will be notified of cancellation at least 4 weeks prior to the beginning of a scheduled course. The minimum number of program participants is 20 enrollees.

*End of Document*