

# WOC Nurse in Washington

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## Overview

The *WOC Nurse in Washington* program is a two-day event, scheduled for April 15-17, 2012. *WOC Nurse in Washington* has been developed by the WOCN® Society to educate and support our members in constructively engaging in legislative/regulatory and/or advocacy issues as well as the public policy process.

Scholarships will be awarded to active members of the WOCN® Society. Selection of qualified candidates will be made after careful review of the candidate's application and supporting data by members of the National Public Policy Committee.

**The scholarship covers the cost of lodging in Washington, D.C. as well as the cost of all meals starting on Monday. The applicant is responsible for roundtrip transportation costs to attend the workshop in Washington, D.C.**

(When making return travel arrangements on April 17<sup>th</sup>, please take into consideration that the workshop does not conclude until approximately 4:00 pm.)

Through study of specific written materials, participation in educational conference calls, and reflection on previous political experiences, participants will equip themselves to practice advancing the WOCN® Society agenda and rehearse specific WOCN® Society 'asks' prior to meeting with members of Congress and senior staff members. In concert with the Legislative Consultants representing the WOCN® Society, participants will meet with Congressional members, Senators, and staffers in pre-scheduled face-to-face meetings in the Congressional offices to express those 'asks.'

The *WOC Nurse in Washington* experience is designed as a value-added stand-alone annual initiative in support of the WOCN® Society's goal to influence federal and state laws impacting WOC practice. Participants will be equipped to deliver key WOCN® Society messages. This program will hopefully support the overall objective for the National Public Policy Committee as stated in the 2009 Strategic Plan, to "increase recognition of the value and role of WOC nurses to healthcare administrators/employers, payers and policy makers."

Our government relations representatives in Washington, D.C. will arrange the meetings between *WOC Nurse in Washington* experience participants and their respective members of Congress. These meetings will target:

- Newly elected members of Congress including nurses and other healthcare providers (approx a dozen new health care members within the first two years of their terms);
- Congressional Nursing Caucus;

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- Key Health Care Congressional Subcommittees: Ways and Means, Energy and Commerce;
- Health and Human Services (HHS) Appropriations;
- Key Senate Committees: Health, Education Labor and Pensions;
- Finance and Health and Human Services (HHS) Appropriations.

Also, If timing is appropriate, the *WOC Nurse in Washington* participants may also meet with the Leadership of Department of Health and Human Services (HHS as well as with HRSA, CMS, NIH/NINR, CDC, etc.).

Because *WOC Nurse in Washington* focuses on expressing the WOCN® Society agenda, it is a significant departure from the Nurse in Washington Internship (NIWI), which is sponsored by the Nursing Alliance. The education and training offered by *WOC Nurse in Washington* will be translatable to local, regional, and affiliate activity on behalf of the WOCN® Society, its members, and the patients they serve.

\*\*Continuing nursing education contact hours will be offered for this event.

Please note: Attached you will find the following: Applicant Eligibility Criteria & Checklist, Scholarship Application Form, and Letter of Recommendation Form. Please save all attachments to your files, complete the required information and submit via e-mail to Brooke Bilofsky at: [bbilofsky@ahint.com](mailto:bbilofsky@ahint.com), by **Friday, February 10, 2012**. *Detailed submission instructions are listed on the Application Checklist.*

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## Applicant Eligibility Criteria

1. Applicant must be an Active member of the WOCN® Society in good standing, holding current member status.
2. Applicant must have current or previous service on a committee within the WOCN® Society at the national, regional/affiliate level and/or is willing to serve/assist their region/affiliate in forming a committee that addresses public policy issues. In addition, experience with another professional/community organization public policy or advocacy work will be considered during the application process and should be noted.
3. Applicants must meet the following mandatory requirements for all *WOC Nurse in Washington* scholarship recipients:
  - a. Scholarship recipient is able and willing to travel to Washington, D.C. on Sunday, April 15, 2012 to attend the *WOC Nurse in Washington* workshop beginning 8:00 am, Monday, April 16, 2012 and concluding at approximately 4:00 pm, Tuesday, April 17, 2012.  
**The scholarship covers the cost of lodging in Washington, D.C. as well as the cost of all meals starting on Monday. The applicant is responsible for roundtrip transportation costs to attend the workshop in Washington, D.C.** (When making return travel arrangements on April 17<sup>th</sup>, please take into consideration that the workshop does not conclude until approximately 4:00 pm.)
  - b. Scholarship recipient prepares for the *WOC Nurse in Washington* experience by reviewing materials and participating in two scheduled conference calls (each call will be approximately one hour) to become familiar with the WOCN® Society legislative/regulatory and/or advocacy issues as well as the public policy process.
  - c. After the *WOC Nurse in Washington* experience the scholarship recipient agrees to:
    1. Communicate in writing with the members of Congress and their staff who were visited during the experience, thanking them for their time and attention.
    2. Write a brief article for the WOCNews and regional/affiliate newsletters AND/OR provide a presentation at regional meetings sharing *WOC Nurse in Washington* experiences.

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## Application Check List

### Application Deadline:

The completed application must be received by the WOCN® Society's National Office no later than **Friday, February 10, 2012**. Incomplete or late applications will not be considered. All information will be kept confidential.

### Directions for Preparing and Submitting the Application:

1. This checklist of *mandatory* components for submitting an application is provided for convenience in completing the application:
  - Completed, legible **Scholarship Application Form** with scholarship agreement and consent for name release signatures, electronic signature is acceptable. (attached in original e-mail)
  - Current Curriculum Vitae**
  - One **Letter of Recommendation Form** and corresponding letter (attached in original e-mail)  
*It is requested that the letter be written by someone who can attest to the applicants activity/service on a WOCN® committee or in the community and to their enthusiasm, willingness and ability to advocate on the behalf of the WOCN® Society's Board approved agenda.*
2. Electronic submission of the *WOC Nurse in Washington* scholarship application:
  - Submit the completed application/materials electronically, via e-mail to the WOCN® Society National Office no later than **February 10, 2012**. Completed applications must be sent to Brooke Bilofsky, *Meeting & Development Coordinator* ([bbilofsky@ahint.com](mailto:bbilofsky@ahint.com)). Accepted format is a Microsoft Word document sent as an e-mail attachment. *Please indicate in the subject line of e-mail and in the body of the e-mail that you are submitting a **WOC Nurse in Washington Scholarship Application**.*
  - Applicants can expect a written response via e-mail within two weeks of the application deadline.

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## Scholarship Application

### A. Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Emergency Contact Name & Number: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

WOCN® Society Current Member Number: \_\_\_\_\_

WOCN® Society Region/Affiliate: \_\_\_\_\_

Special Dietary Needs: \_\_\_\_\_

### B. Professional Activities Information:

1. List the names of committee(s) you have served on within the WOCN® Society:

Committee	Position	Dates of Service
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2. List the names of committee(s) you have served on for other professional/  
community organizations:

Committee	Position	Dates of Service
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### C. Scholarship Agreement:

Please read, complete and sign the scholarship agreement. Your signature indicates you have read and are willing to abide by all previously stated expectations.

**If awarded a scholarship, I agree to the following (*place a checkmark to indicate agreement*):**

- Travel to Washington D.C. on Sunday, April 15, 2012 to attend the *WOC Nurse in Washington* workshop beginning 8:00 am, Monday, April 16, 2012 and concluding at approximately 4:00 pm on Tuesday, April 17, 2012.
  
- Study materials and participate in two scheduled conference calls (each call will be approximately one hour), to prepare for the *WOC Nurse in Washington* experience and to become familiar with the WOCN® Society legislative/regulatory and/or advocacy issues as well as the public policy process.
  
- After the *WOC Nurse in Washington* experience:
  - A. Communicate in writing with members of Congress and their staff who were visited during the experience, thanking them for their time and attention.
  - B. Write a brief article for the *WOCNews* and regional/affiliate newsletters AND/OR provide a presentation at regional meetings sharing *WOC Nurse in Washington* experiences.
  
- I attest that if unable to attend the *WOC Nurse in Washington* program, Sunday, April 15, 2012 – Tuesday, April 17, 2012, I will notify Brooke Bilofsky at the WOCN® Society's National Office *immediately*, by e-mail: [bbilofsky@ahint.com](mailto:bbilofsky@ahint.com) or by phone: 856-380-6815.

I, \_\_\_\_\_, hereby agree to the policies established by the WOCN® Society for the *WOC Nurse in Washington* scholarship.

Signature (electronic signature acceptable): \_\_\_\_\_

Date: \_\_\_\_\_

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### D. Consent for Name Release

WOCN® Society may use your name during the *WOC Nurse in Washington* scholarship application process. This would include sharing your application with the National Public Policy Committee members for review. All information will be kept confidential.

I, \_\_\_\_\_, hereby give permission for the release of my name and address to determine my scholarship eligibility during the review process, and in the event I am awarded a *WOC Nurse in Washington* scholarship, my name may appear in the *WOCNews*, *WOCNow*, [www.wocn.org](http://www.wocn.org), press releases, social media outlets and other public venues.

Signature (electronic signature acceptable): \_\_\_\_\_

Date: \_\_\_\_\_

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## Letter of Recommendation Form

### A. Letter of Recommendation Form:

1. Name of Applicant: \_\_\_\_\_

The WOCN® Society is awarding scholarships for deserving individuals who have experience and/or an expressed interest in public policy/advocacy to attend a two day workshop in Washington D.C, April 15-17, 2012. The *WOC Nurse in Washington* program will provide education and an opportunity to meet with Congressional members, Senators and their staff. You have been identified as someone who can provide a letter of recommendation and support for the above mentioned applicant. Your appraisal will assist in determining the recipients for the scholarship. Please comment on the following:

1. The individual's activity/service on a WOCN® Society national or regional committee and/or in the community.
2. The individual's enthusiasm, willingness and ability to advocate on the behalf of the WOCN® Society's Board approved legislative/advocacy agenda.

### B. Appraiser's Information:

Appraiser Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Mobile/cell phone: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Please submit the completed *Letter of Recommendation form and your letter* via e-mail (accepted format is a Microsoft Word document sent as an e-mail attachment) to the applicant for inclusion with the applicant's *WOC Nurse in Washington* scholarship application packet that is to be received by the WOCN® Society's National Office by the **February 10, 2012** deadline.