College of Nurses of the Northwest Territories and Nunavut

Category: Newsletter

POLICY NAME	Submission Guidelines			POLICY NO.	N1
EFFECTIVE DATE	December 11, 2024	DATE OF LAST REVISION	January, 2022	VERSION NO.	3

APPLIES TO Apply group names to define applicable areas of staff.

Any/All submissions made to the newsletter

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board of Directors	2020	Creation	Executive Director
2	Board of Directors	January, 2022	Revision	Executive Director
3	Board of Directors	October 23, 2024	Format update	Executive Director, Megan Wood

PURPOSE

Describe to what and to whom this policy applies.

To provide details regarding submissions and publication of the CNNN Newsletter.

POLICY

(1) There are at minimum 3 publications of the CNNN newsletter online in the calendar year.

(2) Submissions can be sent directly to the CNNN office

(3) Submissions should be in an electronic format

(4) Original articles are invited for submission. The submission should include a brief biography of the author.

(5) The Executive Director or delegated staff reserves the right to edit all submissions.

(6) The Executive Director reserve the right to make final decisions on publication suitability.

PROCEDURES

CNNN will release a public call out for submissions in advance of the newsletter on an ad-hoc basis.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
N/A	N/A

CONDITIONS AND EXCEPTIONS

Describe exceptions here.

N/A

AUTHORITY AND ACCOUNTABILITY

Governed by NT Nursing Profession Act (2023) S.21(3), NU Nursing Profession Act (2023) S. 17(3) and CNNN Bylaw 15.

The Board of Directors has the authority to revise this Policy as required.

ROLE	RESPONSIBILITY
Executive Director	The Executive Director is accountable to the Board of Directors for the implementation of this policy and may delegate any related administrative tasks.