



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### ADMINISTRATIVE

### POLICY AND PROCEDURE

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**SUBJECT:** NURSING PUBLICATIONS AND PRESENTATIONS

**Policy No.:** A560  
**Effective Date:** 08/1995  
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**Purpose of Procedure:** To define the mechanism by which Nursing Department employees receive assistance and approval for conference presentations and professional publication. It is also intended to facilitate staff involvement in such endeavors and ensure excellence in their execution.

**Policy:**

- The Nursing Department encourages the nursing staff to prepare materials for presentation and publication to the professional nursing and healthcare community.
- Resources are available within the department to assist individuals in preparing and obtaining approval of materials.
- All ideas for papers, poster presentations, or publications where an individual represents the Nursing Department of Rancho Los Amigos National Rehabilitation Center (RLANRC) and/or involves or mentions RLANRC, its patients and/or programs must first be discussed with and approved by the Nursing Leadership team regarding feasibility and direction.
- Any written material intended for outside publication/distribution, including abstracts, shall be reviewed by the leadership team. This policy also applies to material, which is written jointly with physicians, staff of other departments, or with community members.
- The proposed abstract/proposal shall be based upon evidence-based practice and represent current or emerging professional and RLANRC practice
- A proposed presentation which has an inter-professional focus shall be consistent with the practice of each discipline
- The employee understands and agrees that funding to attend and/or salaried time off to attend or present at the given conference or seminar is not assured and is dependent upon available budgetary resources
- Any requests for financial support for travel, lodging, and conference fees to present papers or poster must meet the requirements under the policy and procedure on TRAVEL AND TRAINING.

**PROCEDURE:**

1. Individuals wishing to present or publish to the professional community should seek initial review of their work by professional peers and or appropriate nursing committees.
2. The nursing leadership team provides feedback by reviewing abstracts and materials.
3. Any paper for outside presentation will be presented to Nursing Executive Council (NEC) for feedback and input.

**Key point:** Staff must follow guidelines for completing consent forms for photos/video/audio materials to be used in the presentation.

4. A copy of the final paper/ presentations will be submitted by the employee to the Nursing Administration for record keeping. Any audio-visual material, including, but not limited to, slides, photos, videos, audiotapes and posters, used in presentations remain in the department following the presentation for filing

**References:**

RLANRC Policy A204 Request for Approval of Travel and Training  
Nursing Policy A570 Travel and Training Reimbursement

**SUBJECT:** Nursing Publications and Presentations

**Policy No.:** A560

**Supersedes:** ALL

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08/95 – New  
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