



periOperative Registered Nurses Association of the Philippines, Inc
 (ORNAP) (formerly Operating Room Nurses Association of the Philippines)
 Lot 24, Block 4 Brahms St. Ideal Subdivision, Commonwealth Fairview, Quezon City

Email Add: mailornap@yahoo.com
 Website: www.ornap.org

BEST PERFORMING CHAPTER SELF ASSESSMENT FORM

Instruction:

- The evaluation shall cover the fiscal year July 01, 2021 to June 30, 2022.
- The Secretary shall:
 - Accomplish completely this form.
 - Tick YES or NO, whichever is appropriate, if measures are accomplished or not.
 - Write relevant comments (e.g submitted, etc) in the Remarks column
 - State the names of documents to be submitted in the row provided for
 - Submit this Form to the Chair of ARC, in digital or paper format, together with the documents and other proofs of accomplishment, on or before _____
 - Provide a copy of the accomplished Form to the assigned Chapter Coordinator.
- The supporting documents and proofs of accomplishment to be submitted may include but not limited to the following – Minutes of Meeting, Treasurer Report, Accomplishment Report, Certificates/ Citations.

	CRITERIA AND MEASURES	Accomplished		Remarks
		Yes	No	
1.	Effective management and operations of Chapter			
	MEASURES			
	a) Submit Monthly Reports (Minutes and Treasurers Report) seven(7) working days after Board of Directors meeting			
	b) Manage the budget, funds and use of income and expenditures efficiently.			
	c) Conduct the local Annual Convention and election in organize manner.			
	Documents - Minutes of Meeting , Treasurers' Report , Communication letters , NOMELEC Report with attest from National President , National Chapter Coordinator report , Endorsement Checklist, Summary Evaluation form,, ACSM with Election Evaluation result			
2	Expanding membership			
	Measures			
	a) Increase in membership from previous fiscal year			
	b) Remits the Membership Share			
	Documents - Minutes of Meeting, Treasurers' Report, Communication letters, Deposit Slip, Membership Data Base.			
3.	Harmonious relationship among ORNAP community, members and other professional organizations.			
	Measures			
	a) Conduct community and professional organizations. e.g Joint seminar workshop, fund raising activities, charity events , medical missions, building linkages among other chapters (attendance in local conventions and other activities, sharing of best practices, mentoring and capacity building).			
	Documents - Minutes of Meeting , Treasurer's Report, Certificate / Citation/ Recognition, MOA/MOU, photographs, video recording			



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CRITERIA AND MEASURES		Accomplished		Remarks
		Yes	No	
4.	Exemplary achievements and best practices adopted for the improvement of profession, services and benefits to its members			
	MEASURES			
	a) Lead a scientific innovative programs, best practices and undertakings in terms of service, education and CQI research, education and training			
	b) Formulate and adopt Policies			
	c) Integrate and implement relevant and current research and CQI findings in the formulation and revision of perioperative nursing practice. (improvement rate)			
	Documents - Minutes of Meeting , Communication letters, Certificate / Citation/ Recognition, MOA/MOU, Photographs, Video Recording, Manuscript, Authorship			
5.	Relevant and quality CPD programs			
	Measures			
	a) Comply and meet the criteria for CPD units.Programs with CPD units granted (seminars and local convention)			
	b) Conduct regular workshops and updates			
	Documents - Minutes of Meeting, Treasurers’ Report, Communication letters, Programme and invitation, Certification/ Accreditation No. of Program Approved by CPD Council, Certificate of Attendance, Photographs/ video recording, Evaluation form			
6.	Strong & active participation with ORNAP national sponsored projects and activities.			
	Measures			
	a) Attend management and leadership Summit			
	b) Attend in the ACSM/ Periop Nurses Week-			

	CRITERIA AND MEASURES	Accomplished		Remarks
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		Yes	No	
	c) Participate in CQI / Research Entries and Contests			
	d) Comply in the submission of documentary requirements (eg.Hospital zoning) within seven (7) working days after notice.			
	Documents - Minutes of Meeting , Treasurers' Report , Communication letters, Certificate / Citation/ Recognition, MOA/MOU, Photographs, Video Recording, Manuscript, Authorship			
7.	Meaningful involvement in socio-civic activities in the community			
	Measures			
	a) Organize, monitor, and sustain socio-civic programs and projects			
	b) Adopt a community / institution			
	c) Collaborate with partner community / agencies/ NGO and/ GO			
	Documents - Minutes of Meeting , Communication letters, Certificate / Citation/ Recognition, MOA/MOU, Photographs, Video Recording, Accomplishment Report			

Prepared and submitted by:

Signature over printed name, date signed
Chapter Secretary

Attested by:

Signature over printed name, date signed
Chapter President