



PNAVA Policies and Procedures

Newsletter Policy

Policy Number: 6.1 Reviewed: 1/2022 Revised: 1/2022 EB Reviewed & Approved: 03/2022 Original Date: 10/1995
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PURPOSE

Establish guidelines for publication of “The Filipino Nurse” newsletter.

POLICY

1. The **Filipino Nurse** is the official newsletter of PNAVA intended for the accurate information and documentation of activities of the association.
2. Advertisements and Solicitation are acceptable provided that the advertisements support the mission and objectives of the association.

PROCEDURE

1. The newsletter shall be published twice a year and distributed electronically. A hard copy can be provided upon request.
2. The newsletter shall include the following:
 - a. The “Seal of PNAVA” with the title of “The Filipino Nurse” on the front cover.
 - b. The President’s message.
 - c. The Editorial Corner
 - d. List of PNAVA Executive Board Officers, Advisory Board, Committee Chairs and Co-Chairs
 - e. Recognition of New Members
 - f. Nursing Focus with clinical, administrative and community topics.
 - g. Who’s who featuring a member of PNAVA.
 - h. Other relevant news of interest.
3. Each committee chair can submit article (s) on committee activities.
4. Any member can submit original article relevant to chapter activity.
5. Each article should include the author’s name and credentials.
6. The editor reserves the right to review, edit, or reject articles.
7. Pictures submitted shall be the property of PNAVA.



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REFERENCE (S)

ATTACHMENT(S)

1. Revision History



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Attachment 1: Revision History

Original Author: Lucy Laeser
President: Venus Tomaneng, 1995
Reviewed: 2017 P&P Committee
President: 2017-2018 Hilo Laxa
Reviewed: 10/2021 P&P Committee
President: 2020-2022 Catherine Paler