



## **SOP OF SNAI**

### **Introduction**

The student Nurses Association of India (SNAI) is an affiliated association of the student nurses under the umbrella of TNAI. The main purpose behind the establishment of SNAI was to uphold the dignity and to promote a team spirit among students with professional ethics.

### **Aims and Objectives**

1. To help the students to uphold the dignity of the profession.
2. To promote team spirit among students for common goal
3. To help the students to develop professional ethics.
4. To encourage the students to gain positive attitude towards the nursing profession.
5. To encourage the students to develop leadership quality and effective communication skills for overall development.
6. To encourage students to participate and compete in various events state, regional, and national conferences.

### **SNA Management**

At the unit level, the unit executive committee manages SNA affairs. It comprises of President (Principal of the Institution), SNA unit advisor ( Any Faculty), Vice President, Secretary, Treasurer and the conveners of various committees are student nurses elected by the students during their SNA General body meeting.

### **Preparing for Meetings**

- Be aware of meeting date and time.
- Meeting room setup
- Ensure the materials and equipments
- Arrange for refreshments

### **Conducting the Meeting**

- Start the meeting on time with welcome and introduction
- Follow the agenda and allocated time for each item



- Record meeting minutes, summarizing key points, decisions and action taken.
- Manage the discussions.

### **Meeting Conclusion**

- Summarize key points
- Assign responsibilities for action items
- Schedule the next meeting and set tentative date

### **Post Meeting Activities**

- Share the meeting minutes with all participants as soon as possible
- Follow up

### **Documentation**

- Keep records of meeting minutes, attendance for future reference.