

WSNA CEARP Highlights

July 2008

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Draft 2009 ANCC GUIDELINES to be Released in July, 2008

WSNA CEARP has been notified that new ANCC criteria will be released sometime in July for review and comment. If you are interested in participating in the review, please contact Hilke Faber, Education Program Specialist with WSNA at hfaber@wsna.org or 206-575-7979, ex 3005.

In the mean time you are required to continue using the *current* application forms available at the WSNA website at www.wsna.org. These are the *only forms* that will be accepted for review and approval of continuing nursing education (CNE) activities by the WSNA CEARP. *Be sure you are using the most current Guidelines/forms as they are periodically updated.* Check the date on the cover page of that section.

Reminders about 2007 Changes

As you know, a number of changes were made in the ANCC criteria and processes with an increased focus on:

- evaluation and evidence-based accreditation decisions;
- accountability for ANCC and accredited organizations (*focus on capacity of organization to provide CNE*);
- cultivating programmatic excellence;
- increasing collaboration for interdisciplinary CE. (e.g. between medicine, pharmacy and nursing).

Overall, it appears that our applicants have successfully adapted to these changes. Be sure to regularly check the website for changes and use the most *current* application forms.



SOME FRIENDLY REMINDERS

Records must be maintained/kept on file for *six years* (formerly five years).

Conflict of Interest by commercial supporters, foundations, reviewers, planners and presenters must be fully disclosed. *All* planning committee members, presenters, and reviewers *must* sign a vested interest form. *Read section below and Guidelines for details.*

Bio Forms Require Complete Disclosure about any conflicts of interest.

Electronic Signature Permitted on Bio Forms

Must include: for Provider Units, the name and credentials of every person occupying a position on the organizational chart.



Designated Nurse Planner

must be identified and have a minimum of a baccalaureate in nursing. In some organizations there may be more than one designated nurse planner. *One nurse planner must be* selected/identified as the primary or lead nurse planner. Nurse planners may work for the Provider Unit as staff members, consultants or volunteers. Other nurse planners are not required to have a minimum of a baccalaureate.

Qualified Planners: Each activity is planned collaboratively by *at least* one designated nurse planner and one other planner. Each member of the planning group should represent *at least one* of the following areas:

- Target audience
- Relevant content expertise
- Responsibility for adherence to ANCC accreditation.

Nurse planners contribute oversight and are actively involved in both the planning and analysis of evaluation data of the CNE activity.

It is important that *each* nurse planner is kept knowledgeable about ANCC criteria.

If target audience is interdisciplinary, the planning committee must be interdisciplinary.

KEEP NURSE PLANNER AND REVIEWER ROLES SEPARATE

To maintain objectivity, the person who will be reviewing the educational designs for your Provider Unit and completing the criteria review check list, should not be involved in the planning or implementation of the educational activity.

Designated Nurse Planner –has a baccalaureate or higher degree in nursing. It appears that many Provider Units are managed by a non-nurse who is too often delegated the responsibilities of the Lead Nurse Planner as well as completing the application forms, etc. This is not acceptable.

PLEASE NOTE as a REMINDER:

Designated Nurse Planner is responsible for the following:

- * monitors and ensures ANCC/WSNA criteria are followed;
- * checks that application/forms are complete;
- * is involved in or is informed of each stage of the implementation process, from initial planning to making recommendations for changes based on evaluations;
- * sees that all required documents are filed and stored/accessible for *six* years;
- * signs attestation form;
- * keeps oversight responsibilities separate from those of the nurse responsible for reviewing the final documents.



Nurse Reviewer—may or may not be one of a pool of designated nurse planners; completes and signs a criteria form designed to indicate whether or not required criteria are met prior to the educational event; notifies appropriate persons if deficiencies need to be addressed; keeps review role separate from planning and implementing role.

Provider Unit Evaluation:

Describe:

- How goals for improvement have been addressed;
- What changes and progress have been made toward meeting these goals;
- What new goals for improvement have been identified.

Business Practices

The provider unit must attest that it adheres to all regional, state and national laws and regulations, and operates the business and management policies and procedures of its continuing nursing education program (as they relate to human resources, financial affairs and legal obligations) so that its obligations and commitments are met. This attestation must be signed by the administrator of the Provider Unit and noted in the application.

NOTE: Provider Units can *only* provide activities, not approve. Under the operational requirements, it further states that Provider Units can only provide activities in which at least one of the Unit’s nurse planners assumes an active role in the entire process from planning through evaluation.



Returning PROVIDER applicants are required to submit 3 copies of one completed activity with all the usual required information including learning objectives, bio forms, summary evaluations, promotional materials, certificate of completion. In addition, a list of all educational activities (title, dates presented, contact hours awarded) provided

during the three-year approval period must be submitted with the application.

The assigned CEARP reviewer will randomly select two additional activities from that list and notify the applicant to submit three copies of two additional completed activities with all the accompanying paperwork to WSNA within a week after notification by the reviewer. This should not present a hardship as it is assumed that all the appropriate information is being kept in the appropriate files and will merely need to be retrieved and duplicated. If for some reason, the deadline cannot be met, notify the reviewer.

Definition of “Conflict of Interest”

“When an individual has an opportunity to affect CNE content with products or services from a commercial interest with which s/he has a financial relationship. This includes an opportunity to affect content about specific agents/devices (NOT the class of agents/devices; NOT the whole disease class in which agents/devices used).”

Disclosures

If you haven’t already noticed, there is a greater emphasis on disclosure of the presence or *absence* of conflict of interest or commercial support. Learners can be informed of the presence or *absence* of such conflicts in a variety of ways:

- Announcement at the beginning of the session (which must be documented in writing) that it occurred by a representative of the faculty directed applicant who attended the event. *Announcer and writer cannot be the same person.*
- Information provided on advertising.
- Information provided in educational materials.
- Signs placed inside or outside of presentation room, or other method.

NOTE: notice must be given whether there is or is not the presence of conflict of interest or commercial support.

It is critical that the design and scientific objectivity of any educational activity is not influenced by any biases or pertinent financial relationships that may be held by planners, presenters, reviewers and commercial or foundation funding sources. *All presenters, planners and reviewers need to sign a disclosure statement at least annually* which includes information about any financial relationships with entities that may influence content presented in an educational activity. A disclosure of conflict by the nurse planner/reviewer must be done in the context of each activity. Therefore, the Provider Unit must have a mechanism in place to monitor potential bias. It must be demonstrated how bias was mitigated.

It is important that the bio forms of all staff, planners, reviewers, presenters are fully completed with the requested information including any possible conflict of interest.

In the event that any form of bias or conflict of interest does exist, this information must be disclosed to CNE participants **prior** to the presentation of the activity. This can be done in a variety of ways:

- Must be acknowledged in any promotional materials including brochures and/or other printed material for the activity;
- May be disclosed verbally to participants at the *beginning* of the CNE activity and *must be documented in writing*;
- Distribute a list of all planners/presenters with their relationships to participants;
- May sign a commercial support agreement if such support provided.
- It can be noted in the evaluation form, with a question to participants about their awareness of the vested interest and to rank

the speaker as to level of perceived objectivity or even when there is no conflict.

Use of Commercial Support

“*Commercial support*” includes financial or in-kind contributions given by a commercial interest such as co-sponsors or special grants; given with full knowledge and approval of the Provider. The Provider must make **ALL** decisions for how these funds are to be allocated.

Appropriate use of commercial support requires a written agreement documenting the terms of the support with signatures of all involved parties including the Provider, educational partner or co-provider as well as the commercial support entity.

The Provider must have written policies for direct payment of honoraria or reimbursement expenses; documentation detailing receipt and expenditure of commercial support; management of commercial promotion; control of content and format without commercial bias.

Note: A written agreement is not required of exhibitors who have had no role in the planning or presentation of the educational activity, and are located in a separate room.

Note: There are very specific guidelines regarding this issue located in *Appendix I* of the Guidelines.



BIO FORMS NEED TO BE MORE COMPLETE

Credentials and educational background are critical to confirm that the *designated nurse planner*, other planners, reviewers and presenters are qualified and meet the required

educational criteria. *Please define (or spell out) those less common credentials to clarify what they mean.* Bio forms for presenters must clearly inform us about their qualifications and experience with the target audience. This form has a separate space dedicated for the planner and/or presenter information.

NOTE: If there is conflict of interest by planners, reviewers, presenters, then it is important to note such conflict, both in the signed bio forms and the advertising materials.

NOTE: All learners must be informed prior to registration that in order to receive contact hours, participants must be present for 100% of the educational activity including question and answer period and any discussion that may result from the presentation.

Rounding “UP” of Contact Hours Not Permitted

The determination of an appropriate number of contact hours may not be reached by rounding up. This would imply that the learner attended more hours of CNE than s/he actually did. This is not permissible.

DO’s AND DON’T’s OF WRITING BEHAVIORAL OBJECTIVES

Writing behavioral objectives in measurable terms continues to be a significant challenge for many applicants. Please remember to check Appendix D in the Guidelines which explains what they are and offers a sample list of verbs to consider when writing objectives. This will help prevent needless delay in timely completion of applications.

Note: A behavioral objective contains *only one action verb* which describes the desired end behavior of the learning activity rather than the

learning process itself. It includes information about the level of performance that will be considered acceptable at the end of the activity. It is measurable in terms of observable behavior. *Do not use “learn”, “know” or “understand” - as they are not measurable behavioral objectives.*

REQUIRED WORDING FOR ADVERTISING MATERIALS & CERTIFICATES OF SUCCESSFUL COMPLETION

Promotional material includes any method of announcing an educational event. This may include a brochure, flyer, bulletin board announcement, newsletter, memo, email or web site. This material must be submitted with the application.

Promotional materials for approved Faculty Directed and Independent Study activities *must* include the following statement once the documentation form has been reviewed and if contact hours are being listed: ***“This continuing nursing education activity is approved by the Washington State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.”*** This same wording is to be used on the Certificate of Completion.

Note: The Certificate of Completion must have the physical address of the approved provider on it.



To publicize the learning activity *prior* to CEARP approval, the following language is required to indicate that the activity has not yet been approved: ***“Contact hours for this continuing nursing education activity has been submitted to WSNA, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. Please contact (name of applicant representative) at (sponsoring organization) for more information about contact hours.”***

To publicize the learning activity by an *approved* Provider Unit, the following language is required: ***“(Provider name) is an approved provider of continuing nursing education by the Washington State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.”*** (Same wording required for certificates of completion.)

Note: When there are multiple approvers (for other disciplines) listed on the promotional materials and on the certificate, *it is required that the ANCC required language remains on a separate line(s) from all other approvers. It is to stand alone.*

CONTACT HOUR EQUIVALENCIES

We still hear from applicants who substitute the terms CEUs or CMEs for contact hours. They are not the same. **The only accepted and official term for ANCC / WSNA approved continuing nursing education is “contact hour(s).”** Below is a list of the equivalent values you may see for other educational activities:

- 1 CEU = 10 contact hours
- 1 contact hour = 0.1 CEU
- 1 academic semester hour = 15 contact hours
- 1 academic quarter hour = 12.5 contact hours
- 1 CME = 60 minutes or 1 contact hour
- 1 clock hour = 60 minutes or 1 contact hour
- 1 contact hour = 60 minutes

YOU MUST NOTIFY WSNA WHEN...

As a condition of your approval, all applicants are required to notify WSNA by written correspondence or email, the following changes:

- 1) Your Designated Nurse Planner. All new Nurse Planners must complete and sign a Bio Form and Attestation Form agreeing to meet the criteria. These should be sent with the notice to WSNA;
- 2) In your organizational structure. (Your approval is for the organization listed as the applicant on your application and is **not transferable**);
- 3) A decision to discontinue the Provider Unit, Faculty Directed or Independent Study activity;
- 4) Whenever there is a telephone, e-mail, name or address change.

Applicants for approval of individual **Faculty Directed or Independent Study** activities must notify WSNA if there is a change in any of the elements of an approved course, such as in the presenter, objectives, content outline, or scheduled times. If these changes are significant, a new application is required.

WHAT ABOUT JOURNAL CLUBS?

There have been numerous inquiries regarding how to determine contact hours for the participant in a “journal club”? Here are some considerations:

- Do you want to give contact hours for meeting time or do you want to include the reading time also?
- If yes to the latter, how do you determine the average amount of time for the reading in advance?



- You would have to check that out for each article and include rationale in the documentation for each activity.
- One can consider this a faculty directed activity and factor in the reading and meeting time for each journal article.
- Just reading the article will not count for contact hours. It is the application of the purpose/objective of reading the article and how it applies to practice that counts. Therefore, the discussion of the application of the content is essential.

A journal club scenario could look like this:

A series of articles on a particular content area such as cardiac care would be pre-selected and discussed over a series of meetings; nurses would be asked to read each one prior to the meeting; then meet to discuss the application of the content of each particular article to their practice. Specific behavioral objectives would relate to the application of cardiac care content from the articles to their respective practice settings. An evaluation tool would be designed to assess outcomes based on the behavioral objectives for these sessions.

ADVERTISING YOUR EDUCATIONAL ACTIVITIES WITH WSNA

If you would like more than a listing of your workshop on the WSNA CNE calendar or website, or you did not submit your application to WSNA for approval, you can request the rates for paid advertising in *The Washington Nurse* by contacting the Business Agent, Deb Weston at WSNA, (206) 575-7979, ext. 3003 or at: www.wsna.org/pubrel/washington.nurse.asp

Providers - Be sure to notify WSNA of your planned courses and conferences. WSNA has no way of knowing anticipated activities unless you include WSNA on your mailing list. Be sure to put the WSNA CEARP staff on your

mailing list or send periodic e-mail announcements to hfaber@wsna.org and kmacleod@wsna.org. We need to know the title of your course, the date, the city, contact hours awarded, fee for RNs, a contact person and phone number or web site address. This information will also be placed on the WSNA website at no extra charge.

ADDITIONAL REMINDERS FOR ALL APPLICANTS

New and returning applicants must submit *three (3) complete, collated, typed, single-sided copies of the entire application* when you apply. Pages must be numbered. **DO NOT USE HEAVY BINDERS.** Include a table of contents to indicate where information may be found. A check with the correct amount must accompany your application or it will be held in the WSNA office until payment is received. This delays your review. **Do not** attach a purchase order request nor submit an invoice.

As these guidelines and forms are periodically updated, check that you are using the most current 2008 Guidelines and forms.

Returning Provider applicants need to submit three copies of the completed application to arrive at WSNA **at least 90 days** prior to the current expiration date. (WSNA always uses the last working date of the month. This date is reflected in your application number.)

See WSNA's Website for a list of Approved Providers www.wsna.org

CEARP REVIEWERS NEEDED!

The CEARP Committee is always recruiting for interested RNs to be considered for appointment to the CEARP Committee.

Functions of this Committee are to review and approve continuing nursing education activities, covering a range of topics, for approval of contact hours from a variety of applicants including hospitals, community colleges, universities and commercial entities.

Criteria for appointment include: previous experience in successfully planning continuing nursing education offerings (i.e., writing behavioral objectives, developing evaluations, designing content) for adult learners; member of WSNA; time to review about two applications a month; able to attend two Continuing Education Approval &

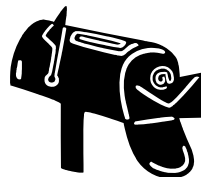
Recognition Program Committee meetings, and participate in two 1.5-hour teleconferences each year. Volunteer yourself and a friend. This experience provides a valuable needed service to nurses in Washington State. Your careful evaluation of applications will help assure that educational activities meet the standards set by ANCC for continuing nursing education.

P.S. Approved CEARP applicants are welcome to apply given your expertise in completing our applications.

Contact Hilke Faber
206-575-7979, ext. 3005 to learn more or
email hfaber@wsna.org.

"Frequently Asked Questions"

Another resource for answers regarding the accreditation process is the ANCC website:
<http://www.nursecredentialing.org/accred/FAQs.html>



CEARP WANTS TO HEAR FROM YOU!

We often hear through the grapevine that people are frustrated about our application forms, however, we never hear specifics. It would be more helpful to hear directly about these concerns with constructive suggestions on how we can make this process more user friendly.

Any suggestions on how to streamline the application process is welcome. Our goal is to develop forms and instructions that are easy to understand. We need you to help us find all the omissions and redundancies to make the forms consistent with each other and with the instructions. *Thank You!*

(206) 575-7979, ext. 3005 or hfaber@wsna.org