**Individual Educational Activities Nurse Planner**

**Roles and Responsibilities**

***Nurse Planner:*** *The Nurse Planner (NP) is a Registered Nurse with a current / unrestricted nursing license and a bachelor’s or higher degree in nursing.*

**Responsibilities:**

1. Lead the process for the planning, provision, and evaluation of continuing nursing education and ensure that ANCC/PSNA criteria are being met
2. Assess professional practice gaps, identify needs that can be addressed through education, create a planning committee, develop program(s) based on best available evidence, provide the planned program, and evaluate whether learners achieved the desired outcome
3. Identify and resolve any conflicts of interest that may exist among all those in a position to control the program content (i.e., presenters/authors and planners)
4. Maintain the content integrity of the planned program
5. Ensure that content actively engages the learner in an appropriate manner
6. Create short-term outcomes related to the planned program(s) that measure for changes in knowledge, skill, and/or practice at the end of the program (long- term evaluations can also be used when appropriate)
7. Evaluate and use summative evaluation data to guide future delivery of the activity
8. Ensure that required documentation is completed and maintained for six years following the date of the program
9. Communicate with the PSNA Approver Unit Nurse Peer Review Leader regarding changes in the program’s speaker, content, or responsible party

Date Updated 7-15-2020