

File Requirements for Activities

Materials required in your activity files (can be on separate or one form):

- ✓ Activity Title
- ✓ Location
- ✓ Type of Activity (live/enduring)
- ✓ Date Presented or Start and End Date (enduring)
- ✓ Description of Professional Practice Gap
- ✓ Educational Need that Underlies the Professional Practice Gap
- ✓ Description of Target Audience
- ✓ Desired Learning Outcomes
- ✓ Description of Evidence-Based Content with Supporting Reference or Resources
- ✓ Learner Engagement Strategies
- ✓ Criteria for Awarding Contact Hours
- ✓ Evaluation Method (evidence the change in k/s/p of learners was assessed)
 - Name and Credentials of Individuals in a Position to Control Content
 - Planners, presenters, faculty, authors, and/or content reviewers
 - Identify individual filling roles of Nurse Planner and content experts
- ✓ Demonstration of Identification, Mitigation and Disclosure of relevant financial relationships
- ✓ Evidence of Resolution Process for COI (if applicable)
- ✓ Number of Contact Hours to be Awarded and Method of Calculation
 - Keep a record of the number of contact hours earned by each participant.
 - If activity is longer than three hours, attach the agenda
 - Documentation of Completion and/or Certificate
 - Title and date of the activity
 - Name and address of provider of educational activity (Web is acceptable)
 - Number of contact hours awarded
 - Accreditation statement/approval statement
 - Participant name
- ✓ Commercial Support Documents
- ✓ Disclosures to Learners
 - Accreditation statement of provider awarding the hours
 - Criteria for awarding hours
 - Relevant Financial Relationships and mitigation (if applicable)
 - Commercial support (if applicable)
 - Expiration date (enduring only)
 - Joint Providership (if applicable)
 - Marketing materials, advertising agendas, and certificates of completion
 - Clearly indicate Provider awarding contact hours and responsible for adherence to ANCC criteria
- ✓ Summative Evaluation

Reviewed 02/2023