

PSNA APPROVED PROVIDER CRITERIA AND GUIDELINES

The awarding of Approved Provider status is the means by which Pennsylvania State Nurses Association (PSNA), an accredited approver of nursing continuing professional development by the American Nurses Credentialing Center's (ANCC) Commission on Accreditation (COA), grants recognition to an Approved Provider Unit that has met the established standards for providing nursing continuing professional development (NCPD) activities.

The Approved Provider Unit must be administratively and operationally responsible for coordinating all aspects of nursing continuing professional development – assessing education need, planning, implementing, and evaluating continuing nursing education activities – provided by the organization.

First time applicants must have been operating as a provider unit (implementing the required criteria) for at least six (6) months prior to submitting an Approved Provider Unit application.

Organizations ineligible to become an Approved Provider Unit. The following two (2) types of organizations are ineligible for approval as an Approved Provider Unit.

- a. Commercial Interest is any entity either producing, marketing, re-selling, or distributing healthcare goods or services consumed by, or used on, patients or that is owned or controlled by an entity that produces, markets, re-sells, or distributes healthcare goods or services consumed by, or used on, patients.
- b. Multi-Regional Provider is an organization that targeted/marketed greater than 50% of their education activities provided in the previous calendar year to Registered Nurses in multiple regions based on the US Department of Health and Human Services (DHHS) Regions. Activities offered over the internet could be considered to be targeted/marketed in multiple regions. PSNA falls within region 3

Approved Provider applications are accepted **three (3) times per year** – March, July, and November 1st. Eligibility/Intent to Apply or Reapply Notification is due six (6) months prior to the application cycle with self-study and activity files due on the 1st day of the cycle.

**Nurse Planner:* The Nurse Planner is responsible for adhering to ANCC/PSNA criteria in the provision of continuing nursing education. The Nurse Planner must be a Registered Nurse with a valid current RN license and a baccalaureate or higher degree in nursing.

First-time Provider Unit applicants: Application to become an Approved Provider Unit is permitted once the following milestones have been accomplished.

- a. The CNE provider unit applying has been operational a minimum of six (6) months.
- b. The applicant has met eligibility criteria – i.e., it is not either a commercial interest or a multi-regional provider.

Renewing Provider Unit applicants: Approved Provider status is granted for a **three-year period**. Approved Providers are approved to offer nursing continuing professional development activities during this three-year period. The Provider Unit will need to submit Eligibility/Intent to Apply or

Reapply Notification to PSNA six (6) months prior to the approved provider unit expiration. Approved Provider Unit must be in good standing with PSNA CNE Approver and maintain provider unit criteria in order to renew status. Approved Providers must also have their activity reporting updated in NARS prior to submission of the self-study.

Required Documentation to Submit for Approved Provider Unit Review:

Eligibility/Intent to Apply or Reapply (6 months prior to renewal of Approved Provider Unit expiration date; 3 months prior to initial application)

- Eligibility/Intent to Apply or Reapply form
- Approved Provider Application Payment

Self-Study and Activity Files: The application must be sent electronically by email to apply@psna.org. The electronic submission should include individual pdf's that reflect the application/self-study and three (3) sample activities for a total of 4 pdf files. They should be bookmarked and labeled as described in next section:

- Self-Study addressing the 13 criteria as operationally providing nursing continuing professional development (**1 pdf document**)
 - Self-study must be typed directly on the form. To facilitate review, adding extra space to the application section is the preferred method along with examples, graphics (i.e. organizational chart), and sample forms. A **table of contents** may be included with the application at the beginning if appendices are utilized. Each page of the application, the appendices and the education activities, should be **numbered in sequence**.
- Activity files (**3 pdf documents**): Submit three (3) education activities files that have been provided using ANCC CNE Primary criteria during the previous 12 months. Sample activities should be reflective of the types of activities your Approved Provider Unit has provided in the past 12 months. One of the purposes of the activity samples is to demonstrate the Approved Provider Unit's ability to plan, implement, and evaluate education activities based on the most current ANCC/PSNA criteria.
 - ANCC criteria and the definition of and criteria for continuing nursing education as established by Pennsylvania State Board of Nursing (PSBN).
 - Sample activities may be either Provider-Directed (live) or Learner-Paced activities (enduring).
 - If the applicant implements both types of education activities, one of each type must be submitted.
 - If applicant has jointly provided an activity in the past 12 months, include a joint provided activity as a sample activity.
 - If applicant has received commercial support and/or sponsorship in the past 12 months, include a commercially supported and/or sponsored activity as a sample activity.

Approved Provider Unit Review Process Outline

- Upon receipt of the self-study and activity files, the PSNA Director of Professional Development conducts a quantitative review of all files to ensure that required documents are in place and validates primary and nurse planner(s) credentials. Applicants may be asked to submit missing documents or to have a conference with the PSNA Director of Professional Development to discuss application next steps.
- Nurse Peer Review team (2-member preferably) conducts an assessment of the applicant's documentation. Each member independently evaluates the application and submits peer reviews to the PSNA Director of Professional Development. The PSNA Director of Professional Development reviews assessment and contacts applicant to request additional materials, as necessary, based upon peer reviews.
- A decision will be made by the PSNA Director of Professional Development – approved, denied, or pending.
 - Approved: Approved Provider Unit status is granted for a **three-year period**. Progress reports to improve deficiencies in provider unit processes may be requested. Approved Providers are approved to offer nursing continuing professional development activities during this three-year period. NCPD activities may not be offered beyond the expiration date of the Approved Provider status.
 - Denial: Applicant may be denied based on results of assessment and further clarification by PSNA Director of Professional Development. Other issues such as inability to maintain criteria and missing a Primary Nurse Planner in place can affect status and revoke approved provider status.
 - Pending: Further evidence may be requested to comply with criteria prior to approval given.

Approval as an Approved Provider is recognition of an Approved Provider Unit's capacity to award contact hours for nursing continuing professional activities, planned, implemented and evaluated by the Approved Provider Unit. The Approved Provider Unit may offer an unlimited number of education activities during the period of approval.

Approved Provider Units may repeat previously provided activities during the new Approved Provider cycle. Activities should be reviewed as appropriate for content with clinical content reviewed every two (2) year minimally, to ensure currency of information and reflect current PSNA and ANCC COA criteria.

Should Approved Provider status **expire**, all activities offered under that Approved Provider will cease to be available for the awarding of contact hours without approval through PSNA.

APPROVED PROVIDER APPLICATION SUBMISSION CRITERIA

Approved Provider applications are accepted three times a year and are due to apply@psna.org by 5:00 pm on March 1, July 1 or November 1 for review. Contact the PSNA Director of Professional Development if submission of any documents will be late and to discuss late fees.

Applicants are required to submit the Eligibility/Intent to Apply or Reapply form three months before submission of your self-study.

Timelines for submission of required documentation and fees for approval of providers units are as follows:

Designated Cycles* (Renewal Expiration date)	Eligibility/Intent to Apply or Reapply Submission Deadline (6 months)	Self-study and Activity Files (3) and Fee Submission Deadline (3 months)
March 1	September 1	November 1
July 1	January 1	March 1
November 1	May 1	July 1

*We will transition to this schedule with each upcoming renewal.

Application Contents

The application should contain 4 pdf files as noted below (specific criteria are described in an upcoming section):

File 1- Self-Study (1 pdf)

- Cover page (optional)
- Table of Contents with page numbers (optional)
- Organization Overview (OO)
 - OO1a Executive Statement/Summary
 - OO2a List of Primary Nurse Planner (PNP) and other Nurse Planners (NP) (if any)
 - OO2b Position Descriptions for Primary Nurse Planner and Nurse Planners (if any)
- Structural Capacity (SC)
 - SC1 – PNP commitment to learners’ needs
 - SC2 – PNP orients/trains NPs on implementing and adhering to ANCC accreditation criteria
 - SC3 – PNP/NP guides and directs compliance with criteria
- Educational Design Process Criteria
 - EDP1 – Identification of Problem
 - EDP2 – Underlying gap in knowledge, skills, and/or practice
 - EDP3 – Identifies and Measures change in knowledge, skills, and/or practice

- EDP4 – Ensure disclosure of individuals in control of content
- EDP5 – Content current, best-available evidence
- EDP6 – Learner engagement strategies
- EDP7 – Summative evaluation analyzed outcomes and guided for future activities
- Quality Outcomes
 - QO1 – Process evaluating APU overall effectiveness
 - QO2a – Quality outcome established to improve provider unit operations
 - QO2b – Evaluation process resulting in development/improvement of outcome in QO2a
 - QO3a - Quality outcome established to improve professional development of nurses
 - QO3b – Evaluation process resulting in development/improvement of outcome in QO3a

File 2 - Activity 1

File 3 - Activity 2

File 4 - Activity 3

The Activity Files should be submitted according to the criteria on the activity file template.

It is highly encouraged that you establish a process for proofreading your application prior to forwarding it to PSNA, monitoring for typographical errors, grammatical errors, etc.

Approval Period: The approval period for an Approved Provider Unit is three (3) years.

Fee: Always check the web page and include the payment fee with your application

Approved Provider Application Guidelines Intent to Apply Eligibility Verification

Applicants are required to submit the Eligibility/Intent to Apply or Reapply form three months before submission of your self-study.

Section One includes Demographic Data and information on name of the applicant/organization and organizational type. The Primary Nurse Planner demographics and credentials are to be provided, as evidence of compliance with the education level and responsibilities required of an approved provider.

The **Primary Nurse Planner** must be a Registered Nurse with both a current, valid, unencumbered license and a baccalaureate or higher degree in nursing. The Primary Nurse Planner is ultimately responsible and accountable for the Approved Provider Unit's compliance with ANCC/PSNA criteria.

The Primary Nurse Planner will be held responsible and accountable for the information contained within the "Approved Provider Application Criteria and Guidelines" document. Therefore, it is highly encouraged that the Primary Nurse Planner review the criteria and guidelines prior to beginning the application process and refer back to them as needed.

It is imperative that the Provider Unit's Primary Nurse Planner know where to find the most current guidelines related to developing, implementing and evaluating CNE activities within the Provider Unit and to adhering to Provider Unit guidelines.

Section Two requires information on Nurse Planners for the applicant (if applicable). These questions are related to ensuring the Provider Unit has the required personnel with the appropriate.

The **Nurse Planner** must be a Registered Nurse with both a current, valid, unencumbered license and a baccalaureate or higher degree in nursing and must be actively involved in the planning, implementing, and evaluating of education activities. The Nurse Planner is ultimately responsible and accountable for the education activity and compliance of ANCC criteria at the activity level.

Section Three assesses that the provider unit provides education within the states of Region 3 - District of Columbia, Delaware, Maryland, Pennsylvania, Virginia and West Virginia. If more than 50% of activities are provided outside of Region 3, the organization may be ineligible for accredited provider unit (multi-regional provider).

Multi-Regional Providers are any organization that promotes/markets/advertises/targets more than 50% of their education activities in the past calendar year to Registered Nurses in multiple regions based on the Department of Health and Human Services regions (i.e., outside of region 3 and its contiguous states).

Section Four assesses that the applying organization has had ANCC accreditation/PSNA approver

criteria in operation in providing nursing continuing professional development for a minimum of 6 months. Provider unit self-study will be a narrative of how the provider operates now and not in the future if approval provider status is granted. This does not require that the provider unit has been awarding contact hours for its educational interventions.

Within those 6 months of operation, the provider unit will attest that it has planned, developed, implemented, and evaluated 3 separate and distinct educational activities according to ANCC criteria. These activity files will be submitted along with the self-study to show evidence of the provider unit operations as a provider of nursing continuing professional development.

Section Five assess organizational eligibility in regard to the ANCC's definition of a commercial interest. A commercial interest is defined by ANCC as any entity either producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients; or that is owned or controlled by an entity that produces, markets, resells, or distributes health care goods or services consumed by, or used on patients.

If you have any questions about whether your organization is eligible, please contact the PSNA Director of Professional Development at apply@psna.org

Section Six further assesses organizations that do not identify as an exempt organization in Section Five. Additional questions are asked in order to assess eligibility. If either question is answered as "yes" contact the PSNA Director of Professional Development at apply@psna.org to further assess eligibility as a provider of nursing continuing professional development.

Section Seven attests understanding that the organization has been in operation for 6 months and meets all eligibility requirements. The Approved Provider Unit also attest that they will implement the operational requirements throughout the three-year period of approval. The Primary Nurse Planner signs the Statement of Understanding and submits the completed document to apply@psna.org

APPROVED PROVIDER APPLICATION GUIDELINES

PROVIDER SELF-STUDY

The self-study is a narrative description of the provider unit and its operations in providing nursing continuing professional development. Narratives should be clear and provide a “story” of the provider unit functions and structure. Descriptions of the criteria provided here are based upon the current criteria from ANCC as of August 2019 and included recently streamlined criteria.

Approved Provider Organizational Overview:

The Organizational Overview (OO) is an essential component of the application process that provides a context for understanding the Approved Provider Unit/organization. The applicant must submit the following documents and/or narratives:

Structural Capacity

OO1. Demographics

Submit an executive statement and/or high-level strategic summary of the Provider Unit (E.G., Overall description on how the provider unit functions, the mission of the provider unit as it relates to its NCPD offerings, including the impact the provider unit has on the organization and its learners). (1000-word limit).

OO2. Lines of Authority and Administrative Support

- a. Submit a list including names and credentials, positions, and titles of the Primary Nurse Planner and other Nurse Planners (if any) in the Provider Unit.
- b. Submit position descriptions for the Primary Nurse Planner and Nurse Planners (if any) in the Provider Unit.

Approved Provider Criterion 1: Structural Capacity (SC)

The capacity of an Approved Provider is demonstrated by commitment, identification of and responsiveness to learner needs, continual engagement in improving outcomes, accountability, leadership, and resources. Applicants will write narrative statements that address each of the criteria under Commitment, Accountability, and Leadership to illustrate how structural capacity is operationalized.

Each narrative must include a specific example that illustrates how the criterion is operationalized within the Provider Unit.

Commitment. The Primary Nurse Planner demonstrates commitment to ensuring RNs' learning needs are met by evaluating Provider Unit processes in response to data that may include but is not limited to aggregate individual educational activity evaluation results, stakeholder feedback (staff, volunteers), and learner/customer feedback.

Describe and, using an example, demonstrate the following:

SC1. The Primary Nurse Planner's commitment to learner needs, including how Provider Unit processes are revised based on aggregate data, which may include but are not limited to individual educational activity evaluation results, stakeholder feedback (staff, volunteers), and learner/customer feedback.

Accountability. The Primary Nurse Planner is accountable for ensuring that all Nurse Planners in the Provider Unit adhere to the ANCC accreditation criteria.

Describe and, using an example, demonstrate the following:

SC2. How the Primary Nurse Planner ensures that all Nurse Planners of the Provider Unit are appropriately oriented and trained to implement and adhere to the ANCC accreditation criteria.

Leadership. The Primary Nurse Planner demonstrates leadership of the Provider Unit through direction and guidance given to individuals involved in the process of assessing, planning, implementing, and evaluating continuing nursing education (CNE) activities in adherence with ANCC accreditation criteria.

Describe and, using an example, demonstrate the following:

SC3. How the Primary Nurse Planner/Nurse Planner provides direction and guidance to individuals involved in planning, implementing, and evaluating CNE activities in compliance with ANCC accreditation criteria.

Approved Provider Criterion 2: Educational Design Process (EDP)

The Provider Unit has a clearly defined process for assessing needs as the basis for planning, implementing, and evaluating NCPD. NCPD activities are designed, planned, implemented, and evaluated in accordance with adult learning principles, professional education standards, and ethics.

Each narrative must include a specific example that illustrates how the criterion is operationalized within the Provider Unit.

Examples for the narrative component of the provider application (EDP 1-7) may be chosen from but are not limited to those contained in the three activity files. Evidence must demonstrate how the Approved Provider Unit complies with each criterion.

Assessment of Learning Needs. NCPD activities are developed in response to, and with consideration for, the unique educational needs of the target audience.

Describe and, using an example, demonstrate the following:

EDP1. The process used to identify a problem in practice or an opportunity for improvement (professional practice gap).

EDP2. How the Nurse Planner identifies the underlying educational needs (knowledge, skills, and/or practice(s)) that contribute to the professional practice gap(s) (PPG).

Describe and, using an example, demonstrate the following:

EDP3. How the Nurse Planner identifies, and measures change in knowledge, skills, and/or practice of the target audience that are expected to occur as a result of participation in the educational activity.

Planning. Planning for each educational activity must be independent from the influence of commercial interest organizations.

Describe and, using an example, demonstrate the following:

EDP4. The process used to identify, mitigate, and disclose all relevant financial relationships for all individuals in a position to control educational content.

Design Principles. The educational design process incorporates best-available evidence and appropriate teaching methods.

EDP5. How the content of the educational activity is developed based on best available current evidence (e.g., clinical guidelines, peer-reviewed journals, experts in the field) to foster achievement of desired outcomes

Describe and, using an example, demonstrate the following:

EDP6. How strategies to promote learning and actively engage learners are incorporated into educational activities

Evaluation. A clearly defined method that includes learner input is used to evaluate the effectiveness of each educational activity. Results from the activity evaluation are used to guide future activities.

EDP7. How the summative evaluation data for an educational activity are used to analyze the outcomes of that activity and guide future activities.

Approved Provider Criterion 3: Quality Outcomes (QO)

The Provider Unit engages in an ongoing evaluation process to analyze its overall effectiveness in fulfilling its goals and operational requirements to provide quality NCPD.

Each narrative must include a specific example that illustrates how the criterion is operationalized within the Provider Unit.

Provider Unit Evaluation Process. The Provider Unit must evaluate the effectiveness of its overall functioning as a Provider Unit.

Describe and, using an example, demonstrate the following:

- QO1. The process used for evaluating the overall effectiveness of the Provider Unit in carrying out its work as a provider of nursing continuing professional development (NCPD).
- QO2. a. Identify at least one quality outcome the provider unit has established and worked to achieve over the past twelve months to improve provider unit operations. Identify the metrics used to measure success in achieving that outcome.
- QO2. b. Using one of the quality outcomes identified in QO2a, explain how the most recent evaluation process (QO1) resulted in the development and/or improvement of an identified outcome for provider unit operations, including how that outcome was measured and analyzed.

Describe and, using an example, demonstrate the following:

- QO3. a. Identify at least one quality outcome the provider unit has established and worked to achieve over the past twelve months to improve the professional development of nurses. Identify the metrics used to measure success in achieving that outcome.
- QO3. b. Using one of the outcomes identified in QO3a, explain how the most recent evaluation process (QO1) resulted in the development and/or improvement of an identified outcome to improve the professional development of nurses, including how that outcome was measured and analyzed.

Three (3) Education Activities Files:

The Provider Unit applicant must provide three (3) examples of nursing continuing professional development activities implemented within the **previous 6-12-month period**. Activity files must include the following:

- Title and location of activity
- Type of activity format: Live or Enduring
- Date live activity presented or, for ongoing enduring activities, date first offered and subsequent review dates.

- Description of professional practice gap
- Evidence that validates 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 used
- Criteria for awarding of contact hour
- Description of evaluation method (Evidence that change in knowledge, skills, &/or practices of target audiences was assessed)
- Names and credentials of all individuals in a position to control content (planners, presenters, faculty, authors, &/or content reviewers) must identify who fills the roles of Nurse Planner and content experts
- Conflict of interest documentation from all individuals in a position to control content (planners, presenters, faculty, authors, &/or content reviewers)
 - Name of individual
 - Past 12 months
 - Spouse/significant other
 - Individual providing the information is provided a definition of a commercial interest organization
- Evidence of a resolution of process, if applicable
- Number of contact hours awarded for activity & method of calculation (Note: Provider must keep a record of the number of contact hours earned by each participant. If the activity is longer than 3 hours, agenda was provided for the entire activity.)
- Documentation of completion &/or certificate must include:
 - Title and date of the educational activity
 - Name and address of provider of the educational activity (web address acceptable)
 - Number of contact hours awarded
 - Accreditation statement
 - Participant name
- Commercial Support Agreement with signature and date (if applicable)
 - Name of the Commercial Interest Organization (CIO)
 - Name of the Provider
 - Complete description of all the CS provided, including both financial and in-kind support
 - Statement that the CIO will not participate in planning, developing, implementing or evaluating the educational activity
 - Statement that the CIO will not recruit learners from the education activity for any purpose

- Description of how the CS must be used by the Provider (unrestricted use &/or restricted use)
- Signature of a duly authorized representative of the CIO with the authority to enter the binding contracts on behalf of the CIO
- Signature of a duly authorized representative of the Provider with the authority to enter the binding contracts on behalf of the Provider
- Date on which the written agreement was signed
- Evidence of required information provided to the learners:
 - Accreditation statement of provider awarding contact hours
 - Criteria for awarding contact hours
 - Presence or of conflicts of interest for all individuals in a position to control content (planning committee, presenters, faculty, authors, &/or content reviewers)
 - Commercial support (if applicable)
 - Expiration date (enduring material only)
 - Joint Providership (if applicable)
- Materials associated with this activity (marketing materials, advertising agendas, and certificates of completion) must clearly indicate the Provider awarding contact hours and responsible for adherence to the ANCC criteria
- Summative evaluation

*Providers must maintain records of all participants receiving contact hours for six (6) years.

Fees

Fees are to be submitted with the application materials. The Pennsylvania State Nurses Association reserves the right to change fees at any time without notice. Fees can be paid online with the application submission. Contact the Pennsylvania State Nurses Association (apply@psna.org) if you prefer to pay fees through check or money order. See the complete fee structure at www.psna.org.

Voluntary Termination

Approved Providers may voluntarily terminate their approval at any time. Approved Providers that elect to terminate accreditation must notify PSNA by email to apply@psna.org, at least thirty days in advance.

The written notice of voluntary termination must contain:

- The effective date of voluntary termination (which must be at least thirty days after the date that appears on the written notice)
- The reason for voluntary termination

On the date on which voluntary termination is effective, the organization must cease:

- Offering contact hours

- Referring to itself in any way as an Approved Provider
- Using an Approval Statement

Approved Providers that voluntarily terminate accreditation in good standing with PSNA may reapply at any time.

Suspension or Revocation

An organization may be placed on probation or its accreditation may be suspended and/or revoked as a result of:

- Violation of any federal, state, or local laws or regulations that affect the organization's ability to adhere to ANCC accreditation criteria
- Failure to maintain compliance with accreditation criteria
- ANCC investigation and verification of written complaints or charges by consumers or others
- Refusal to comply with an ANCC investigation
- Misrepresentation
- Misuse of the ANCC approval statement
- Misuse of ANCC or PSNA intellectual property, including but not limited to trademarks, trade names, and logos.

Suspended or revoked organizations must immediately cease:

- Offering contact hours
- Referring to themselves in any way as an Approved Provider of NCPD

The Accredited Approver Program Director will notify the Approved Provider Unit in writing of probation, suspension, or revocation of accreditation. Suspended organizations may apply for reinstatement within 120 days of the suspension date. To apply for reinstatement of approval, the Approved Provider must submit documentation demonstrating violation correction and the applicable reinstatement fee. Reinstatement may be granted if the suspended organization adequately demonstrates that it will fully adhere to the ANCC Accreditation Program criteria and requisites upon reinstatement. Approved Providers that have been reinstated may be required to submit progress reports and may be assessed progress report fees. Suspended organizations that fail to apply for reinstatement within 120 days shall have their accreditation revoked. If an Approved Provider believes that suspension or revocation is improper, the organization may submit an appeal in writing. Please contact the PSNA Director of Professional Development for further information regarding the appeal process

Glossary (Defined by ANCC)

Accredited Approver Program Director (AAPD): A RN who holds a current, unrestricted nursing license (or international equivalent) and a graduate degree, with either the baccalaureate or graduate degree in nursing (or international equivalent), who has the authority within the organization to evaluate adherence to the ANCC Primary Accreditation Program criteria in the approval of NCPD.

Commercial Support: This is financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of an educational activity. Commercial support must not

influence the planning, content, implementation, or evaluation of any learning activity and must be disclosed to the learners.

Contact Hour: A unit of measurement that describes 60 minutes of an organized learning activity. One contact hour = 60 minutes.

Content Expert: An individual with documented qualifications demonstrating education and/or experience in a particular subject matter.

Content Reviewer: An individual selected to evaluate an educational activity during the planning process or after it has been planned but prior to delivery to learners for quality of content, bias, and any other aspects of the activity that may require evaluation.

Enduring Material: A non-live educational activity that lasts over time. Examples of enduring materials include programmed texts, audiotapes, videotapes, monographs, computer-assisted learning materials, and other electronic media that are used alone or with printed or written materials. Enduring materials can also be delivered via the Internet. The learning experience by the nurse can take place at any time and in any place rather than only at one time or in one place.

Gap Analysis: The method of identifying the difference between current knowledge, skills, and/or practices and the desired best practices.

Ineligible Company: Any company whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

In-Kind Support: Non-monetary support (e.g., marketing assistance, meeting room, event registration assistance) provided by the giver to the taker. (In the accreditation community, the “taker” is the provider of NCPD.)

Joint-Providership: Planning, developing, and implementing an educational activity by two or more organizations or agencies.

Jointly Provided Activities: Educational activities planned, developed, and implemented collaboratively by two or more organizations or agencies.

Multi-Focused Organization (MFO): As defined by ANCC, the AU always functions within a larger organization, and the larger organization is defined as an MFO. The applicant applying for accreditation is the **AU**. The MFO is not the applicant. Therefore, all criteria that pertain to the applicant are demonstrated by the functions of the Primary Nurse Planner and the Nurse Planners of the AU.

Nursing Continuing Professional Development (NCPD): An educational activity that adds to a nurse’s education to maintain and develop clinical and professional skills and knowledge in accordance with guidelines set forth by ANCC.

Nurse Peer Reviewer (NPR): A RN who holds a current, unrestricted license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent) who is

actively involved in evaluating each Approved Provider or Individual Activity Applicant to evaluate adherence to the ANCC criteria.

Nurse Planner (NP): A RN who holds a current, unrestricted nursing license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent) who is actively involved in all aspects of planning, implementation, and evaluation of each NCPD activity. The NP is responsible for ensuring that appropriate educational design principles are used and processes are consistent with the requirements of the ANCC Primary Accreditation Program.

Outcome: The impact of structure and process on the organization as an approver and the value/benefit to nursing professional development. Also applies to AU assessment of an approved provider.

Outcome Measurement: The process of observing, describing, and quantifying the predefined indicator(s) of performance after an intervention designed to impact the indicator.

Planning Committee: At least two individuals responsible for planning each educational activity; one individual must be a NP and one individual must have appropriate subject matter expertise (content expert).

Position Description (AU): Description of the functions specific to the roles of Primary Nurse Planners and Nurse Planners that relate to the AU.

Position Description (Approved Provider Unit): Description of the functions specific to the roles of PNP and NPs (if any) that relate to the Approved Provider Unit.

Primary Nurse Planner (PNP): A RN who holds a current, unrestricted nursing license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent), and who has the authority within an Approved Provider Unit to ensure adherence to the ANCC Accredited Approver Unit and Accreditation Program criteria in the provision of NCPD.

Process: For Approved Providers, process is the development, delivery, and evaluation of NCPD activities. For Accredited Approvers, process is the evaluation of providers of NCPD and/or individual NCPD activities.

Provider Unit: Comprises the members of an organization who support the delivery of continuing nursing education activities.

Relevant Financial Relationship: Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options MUST be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies MUST be disclosed by the principal or named investigator even if that individuals' institution reviews the research grant and manages the funds.

References

The information contained within this document is based upon the 2015 ANCC Primary Accreditation Approver Application Manual (2015) published by the American Nurses Credentialing Center's Commission on Accreditation (ANCC COA) and Revised criteria 1.0 published August 2019. Some of the information is excerpted from the ANCC NCPD Accredited Provider Policy and Operations Manual (2023).