

Massachusetts Association of Registered Nurses, Inc
Continuing Education Committee
Accredited Approver Unit
Policy Manual

Reviewed January, 2010

Operational Requirements for Accredited Approvers

Operational Requirements will be implemented by the MARN Approver Unit throughout the period of accreditation.

The MARN Approver Unit will:

1. Use ANCC Commission on Accreditation criteria to implement the approval process.
2. Maintain records for 6 years on all applications acted upon in a secure location. Confidentiality of records will be maintained. Records will include:
 - a. Application.
 - b. Documentation of the review process and action taken on each application.
 - c. Copy of the letter of notification of action taken.
 - d. Correspondence related to the application/activity.
3. Maintain timely communication with the ANCC Commission on Accreditation by providing at a minimum:
 - a. Required and/or requested reports.
 - b. Within 30 days, information about change in
 - 1) name, ownership, or structure of the organization,
 - 2) change in the nurse(s) responsible for the peer review approval process, or
 - 3) change in the name of the contact person.
 - c. Information about termination of accredited approver activities, within 30 days of the decision to terminate.
4. Use appropriate language as an accredited approver on all communications, marketing materials, etc.: **THE MASSACHUSETTS ASSOCIATION OF REGISTERED NURSES, INC. IS ACCREDITED AS AN APPROVER OF CONTINUING NURSING EDUCATION BY THE AMERICAN NURSES CREDENTIALING CENTER'S COMMISSION ON ACCREDITATION)**

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5. Implement the ANCC Commission on Accreditation system of awarding credit:
 - a. The appropriate measure of credit is the 60 minute contact hour.
 - b. A contact hour is 60 minutes of an organized learning activity, which is either a didactic or clinical experience.
 - c. The minimum number of contact hours to be awarded is 30 minutes (.5).
 - d. After the first contact hour, fractions or portions of the 60 minute hour should be calculated. For example, 120 minutes of learning experience equals 2.0 contact hours.
 - e. Welcome, introductions, breaks, and viewing of exhibits are not included in calculation of contact hours. Evaluation is considered part of the learning activity and may be included in calculation of contact hours.

6. Approve activities prior to their implementation. Retroactive approval will not be authorized in the ANCC accreditation system.

7. Approve but not provide continuing nursing education activities. When an organization is accredited as *both* an approver and a provider, activities related to both units, including record keeping and evaluation, must remain separate and distinct functions of each units.
Organizations accredited only as approvers who wish to award contact hour credit for continuing nursing education activities that they themselves provide may not approve their own activities. An application for activity approval must be submitted to another accredited approver.

8. Adhere to Approver Unit Criteria and Key Elements pages 45 and 46 of the 2009 manual.

Above information obtained from the ANCC/COA Manual for Accreditation as an Approver of Continuing Nursing Education. 2004-2005; pages 32-33; updated 1/1/07 with information from the ANCC Manual for Accreditation as an Approver or a Provider of Continuing Nursing Education, 2006 and updated 1/2010 with information from the ANCC Application Manual, Accreditation Program, 2009.

Business Practices: The MARN Approver Unit 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 in an ethical manner so that its obligations and commitment are met.

Nurse Peer Review Leader: Judy Sheehan

Signature of Nurse Peer Review

Leader _____

Date: