

Explanation of Criteria for Providers

Continuing Nursing Education is designed to improve the professional practice of nursing and to positively impact patient, system, and/or population outcomes. Individual education activities must be effectively planned, implemented, and evaluated according to educational standards and adult learning principles. Approved Providers must ensure that their documentation of individual education is inclusive and complete.

Within an accreditation framework, the following principles of high-quality educational design are employed.

In order to award contact hours for CNE activities that you provide, the following criteria must be met:

The activity must:

- Address a professional practice gap (change in standard of care, problem in practice, or opportunity for improvement)
 - *The gap must be described by identifying the present state the desired state and then the gap. You must also identify if the gap is based in knowledge, skill or practice. **This information is put on the planning grid.***
- Incorporate the **active** involvement of a Nurse Planner in the planning process. The nurse planner must have an unencumbered license to practice and have a Bachelor degree or higher in nursing.
 - *A biographical summary must be included for the nurse planner. This summary must address the expertise in educational planning for the np. **This information must be included on the biographical form included in the activity documentation.***
 - *The planning committee must also have a content expert as a member and a biographical summary must indicate the reason this person has been included on the planning committee and the expertise of this member. **This information must be included on the biographical form included in the activity documentation.***
- Have analyzed the educational need(s) (knowledge, skills, and/or practices) of registered nurses and/or healthcare team members that underlie the problem or opportunity (why the problem or opportunity exists)
 - *The educational need should be based upon best evidence; this can include current literature, changes in practice guidelines, expert opinion, and available data. **This evidence is to be included within the activity documentation.***
- Identify the learning outcome(s) to be achieved by learners participating in the activity
 - ***A description of the anticipated learning outcome must be included in the activity documentation. This is the learning goal and is learner based.***

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- Use strategies that engage the learner in the educational activity and are congruent with the educational needs and desired learning outcome(s)
 - The type of gap identified (skill, knowledge or practice) will guide the teaching strategies. ***The teaching strategies and are to be listed on the planning grid in the far right hand column.***
- Provide content based on evidence-based practice or best-available evidence
 - *This can include current literature, changes in practice guidelines, expert opinion, available data, government publication etc. **The material should be current (five years or less) and a reference list included as part of the planning table/grid.***
- Evaluate achievement of learning outcome(s)
 - The program must be evaluated to determine if the intended learning outcome was met. This evaluation can take many forms, but must be documented in some manner. ***A summary of these evaluations should be compiled each time the activity is offered (or at least annually for enduring materials) along with a tally of the number of attendees must be maintained with the activity documentation.***
- Have been planned independently from the influence of commercial interest organizations.
 - The ***nurse planner*** is responsible for ensuring commercial interest does not influence the activity by following the criteria guidelines:

Commercial Interest must be identified and evaluated

The Nurse Planner is responsible for ensuring that all individuals who have the ability to control or influence the content of an educational activity disclose all relevant relationships with any commercial interest, including, but not limited to, members of the Planning Committee, speakers, presenters, authors, and/or content reviewers. Relationships with commercial interest organizations are considered relevant if they exist within the past 12 months. Relationships of the individual's spouse/partner may be considered relevant and must be reported, evaluated, and resolved.

- Employees of commercial interest organizations are not permitted to serve as planners, speakers, presenters, authors, and/or content reviewers if the content of the educational activity is related to the products or services of the commercial interest organization.
- Employees of commercial interest organizations are permitted to serve as planners, speakers, presenters, authors, and/or content reviewers if the content of the educational activity is NOT related to the products of the commercial interest organization.

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- Individuals who have nonemployee relationships with commercial interest organizations are permitted to serve as planners, speakers, presenters, authors, and/or content reviewers as long as the Provider has implemented a mechanism to identify, resolve, and disclose the relationship as outlined in these standards.

Commercial Support:

Commercial Interest Organizations may provide monetary funding or other support (Commercial Support) for continuing nursing educational activities in accordance with the following fundamental principles:

1. Commercial Support must not influence the planning, development, content, implementation, or evaluation of an educational activity; AND
2. Receipt of Commercial Support must be disclosed to learners.

Commercial Support may be used to pay for all or part of an educational activity and for expenses directly related to the educational activity, including, but not limited to, travel, honoraria, food, support for learner attendance, and location expenses. Commercial Support may be used to support more than one educational activity at the same time or multiple activities over a period of time.

Commercial Support is:

- Financial Support – money supplied by a Commercial Interest Organization to be used by a Provider for expenses related to the educational activity. Financial support may be provided as an unrestricted grant, educational grant, donation, or scholarship.
- “In-Kind” Support – materials, space, or other nonmonetary resources or services used by a Provider to conduct an educational activity, which may include, but are not limited to, human resources, marketing services, physical space, equipment such as audiovisual materials, and teaching tools (for example, anatomic models).

Ensuring Content Integrity of an Educational Activity in the Presence of Commercial Support:

Commercial Interest Organizations providing commercial support for continuing educational activities may not influence or participate in the planning, implementation, or evaluation of an educational activity. All of the following requirements to ensure content integrity must be satisfied by the Provider when commercial support is accepted.

1. The commercial interest organization and accredited provider must have a written agreement setting forth the terms of the relationship and the support that will be provided. The written agreement will also reflect the requirements set forth

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in items 2-4, below. **The written agreement for provider units kept on file with the activity materials, be maintained by the nurse planner and be available for audit as requested.**

2. All payments for expenses related to the educational activity must be made by the Provider. The Provider must keep a record of all payments made using Commercial Support funding. Commercial Support funds may only be used to support expenses directly related to the educational activity.
3. The Provider is responsible for maintaining an accounting of expenses related to Commercial Support.
4. A Commercial Interest Organization may not jointly provide educational activities.

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Awarding Contact Hours:

Contact hours are determined in a logical and defensible manner. Contact hours are awarded to participants for those portions of the educational activity devoted to the learning experience and time spent evaluating the activity. One contact hour = 60 minutes. If rounding is desired in the calculation of contact hours, the Provider must round down to the nearest 1/10th or 1/100th (e.g., 2.758 should be 2.75 or 2.7, not 2.8). Educational activities may also be conducted asynchronously and contact hours awarded at the conclusion of the activities.

Time frames must match and support the contact hour calculation for live activities. Evidence may include, but is not limited to, agenda for the activity, outline of content to be delivered in the activity, and/or other marketing materials. Time for breaks and meals should be clearly delineated and not included in total contact hours awarded. For enduring materials such as print, electronic, web-based, etc., the method for calculating the contact hours must be identified. The method may include, but is not limited to, a pilot study, historical data, or complexity of content.

Contact hours may not be awarded retroactively except in the case of a pilot study. Participants in a pilot study assist in determining the length of time required for completing an educational activity in order to calculate the number of contact hours to award. :

The official Approved Provider statement must be related to learners prior to the start of each educational activity and on each certificate of completion. The official Approval statement must be displayed clearly to the learner and worded according to the most current criteria. When referring to contact hours, the term “accredited contact hours” should never be used—contact hours are awarded.

Certificate or Documentation of Completion:

A certificate or documentation of completion must be awarded to a participant who successfully completes the requirements for the individual education activity.

The certificate or document must include:

- Title and date of the educational activity;
- Name and address of the provider unit (web address acceptable);
- Number of contact hours awarded;
- Approval statement; and
- Participant name.

The Certificate or documentation does not need to include:

- Signature of the Nurse Planner

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Required Disclosures

Learners must receive required information prior to the start of an educational activity. In live and enduring activities, required information must be provided (be visible) to the learner prior to start of the educational content.

Required information must be made to the participants prior to the start of the educational activity.

Required information for learners includes:

- Approval statement of provider responsible for educational activity
- Notice of requirements to receive contact hours: Learners are informed of the criteria that will be used to award contact hours, which may include, but are not limited to:
 - Actual time spent in the educational activity
 - Required attendance time at activity (e.g., 100% of activity, or miss no more than 10 minutes of activity)
 - Successful completion of post-test (e.g., attendee must score X% or higher)
 - Completed evaluation form
 - Return demonstration
- Presence or absence of conflicts of interest for all individuals in a position to control content of the educational activity.
 - For individuals in a position to control content who have a relevant relationship with a commercial interest organization (conflict of interest is present), the following required information must be provided to learners:
 - Name of individual
 - Name of commercial interest
 - Nature of the relationship the individual has with the commercial interest
 - For individuals in a position to control content who do not have a relevant relationship with a commercial interest organization, the activity Provider must inform learners that no conflict of interest exists.
- Additional required information, if applicable, includes:
 - Commercial support: Learners must be informed if a commercial interest organization has provided financial or in-kind support for the educational activity.
 - Expiration of enduring materials: Educational activities provided through an enduring format (e.g., print, electronic, web-based) are required to include an expiration date documenting how long contact hours will be awarded.
 - Joint Providership: Learners must be informed of the Provider of the educational activity and all other organizations that participated in jointly planning the activity.

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Requirement documentation for each educational activity provided:

1. Educational Planning Form (utilize current form dated 6.14 for now)
2. Attachments:
 - a. The Biographical information for the nurse planner and the content expert planning the program.
 - b. A COI for the nurse planner and the content expert and any additional planning committee members and for all the speakers/presenters. A summary sheet is acceptable as long as the presence or absence of conflict is described for each person and a resolution is identified where there is COI. The nurse planner must sign off on this and someone other than the nurse planner must review and sign off on the nurse planner COI.
 - c. Commercial Support agreement if applicable
 - d. Sample certificate with correct approval statement
 - e. Planning table / grid with reference list and contact hour calculation (utilize new grid available at anamass-au.org)
 - f. Copy of disclosures
 - g. Summative evaluation
 - h. Copy of marketing material