

UT Southwestern Medical Center
Accredited Provider Unit
APP Nurse Planner Orientation
Session 1

11.03.2022

Disclosure to Learners

UT Southwestern Medical Center is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

Requirements for successful completion:

- Attend the entire event
- Complete and submit the evaluation

Relevant Financial Relationships:

This is a non-clinical activity. Therefore, no relevant financial relationships with ineligible companies are needed for those involved with the ability to control the content of this activity.

Learning Outcome: After participating in this activity, 75% of the learners who complete the evaluation will self-report an increase in knowledge and intent to change nurse planner practice regarding the topic covered.

This activity provides 1.0 contact hour(s).

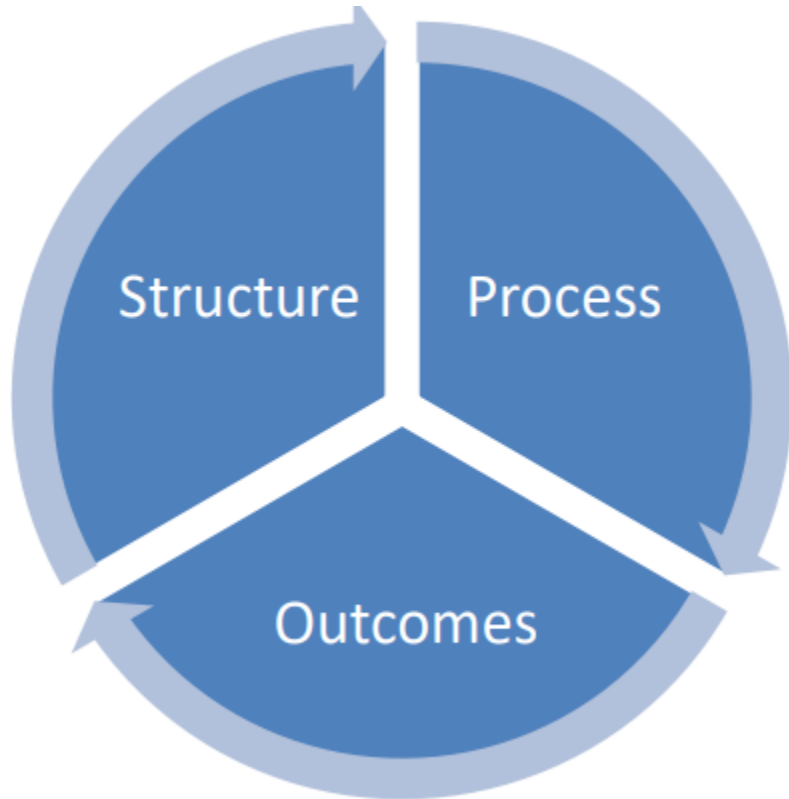
Questions

- What do you want to get out of this orientation?
- How many of you have done contact hour planning on your own either here or at another job?
- How many of you are confident you are following the most up to date ANCC criteria?

SECTION I

American Nurses Credentialing Center (ANCC)

ANCC Domains and Criteria



The accreditation criteria are organized by Domains.

Examples from each domain is used to show how we have meet the criterion for our re-accreditation application.

Nurse Planner activity examples help us to show our success or areas of improvement.

American Nurses Credentialing Center (ANCC)

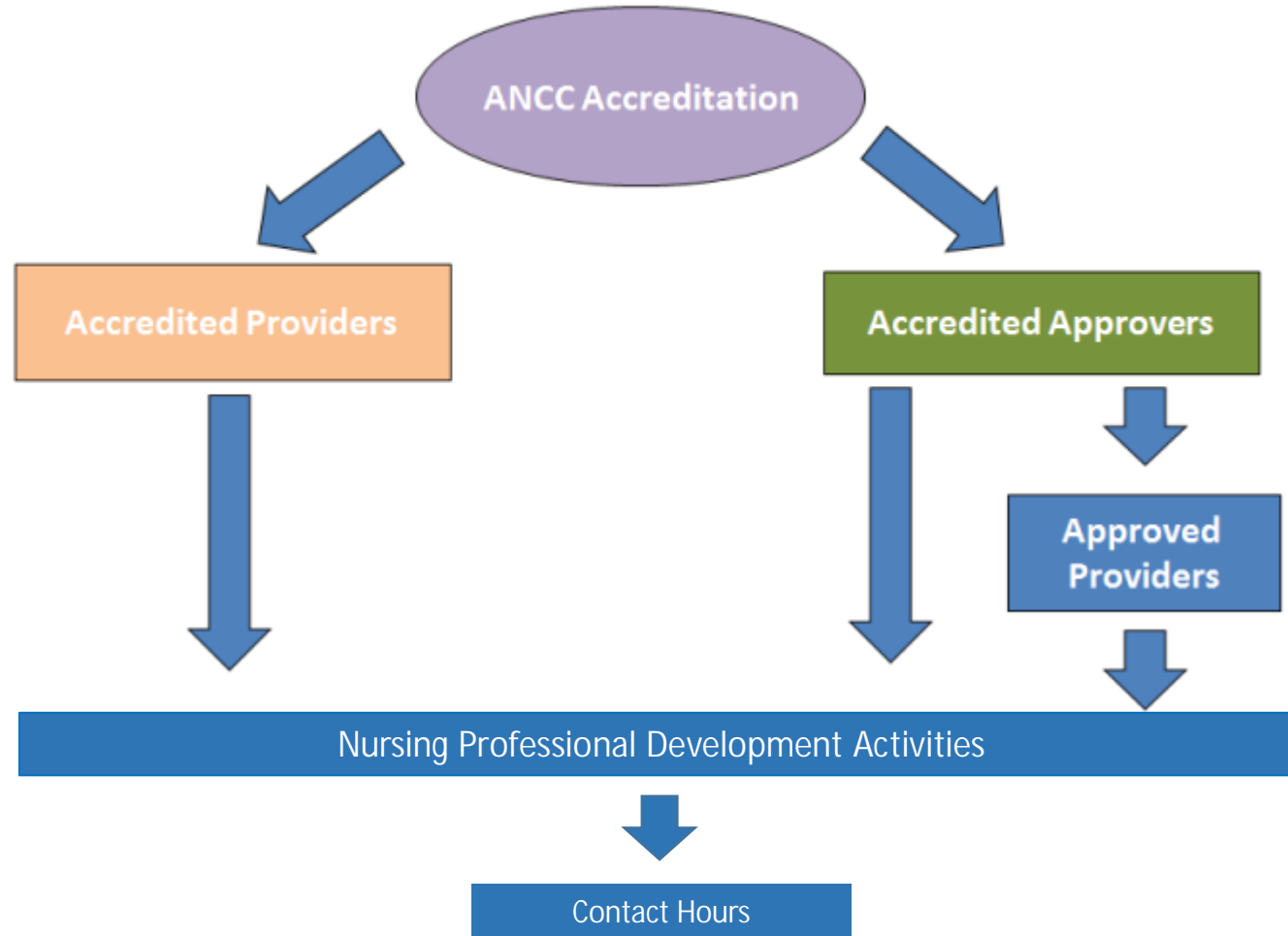
Domains:

- **Structural Capacity (structure domain)**
 - used to evaluate the infrastructure of an organization and its capacity to function as an accredited provider.
- **Educational Design Process (process domain)**
 - used to evaluate the quality of educational planning, implementation, and evaluation.
- **Quality Outcomes (outcome domain)**
 - used to evaluate the impact of NCPD on the professional practice of nursing and/or patient outcomes.

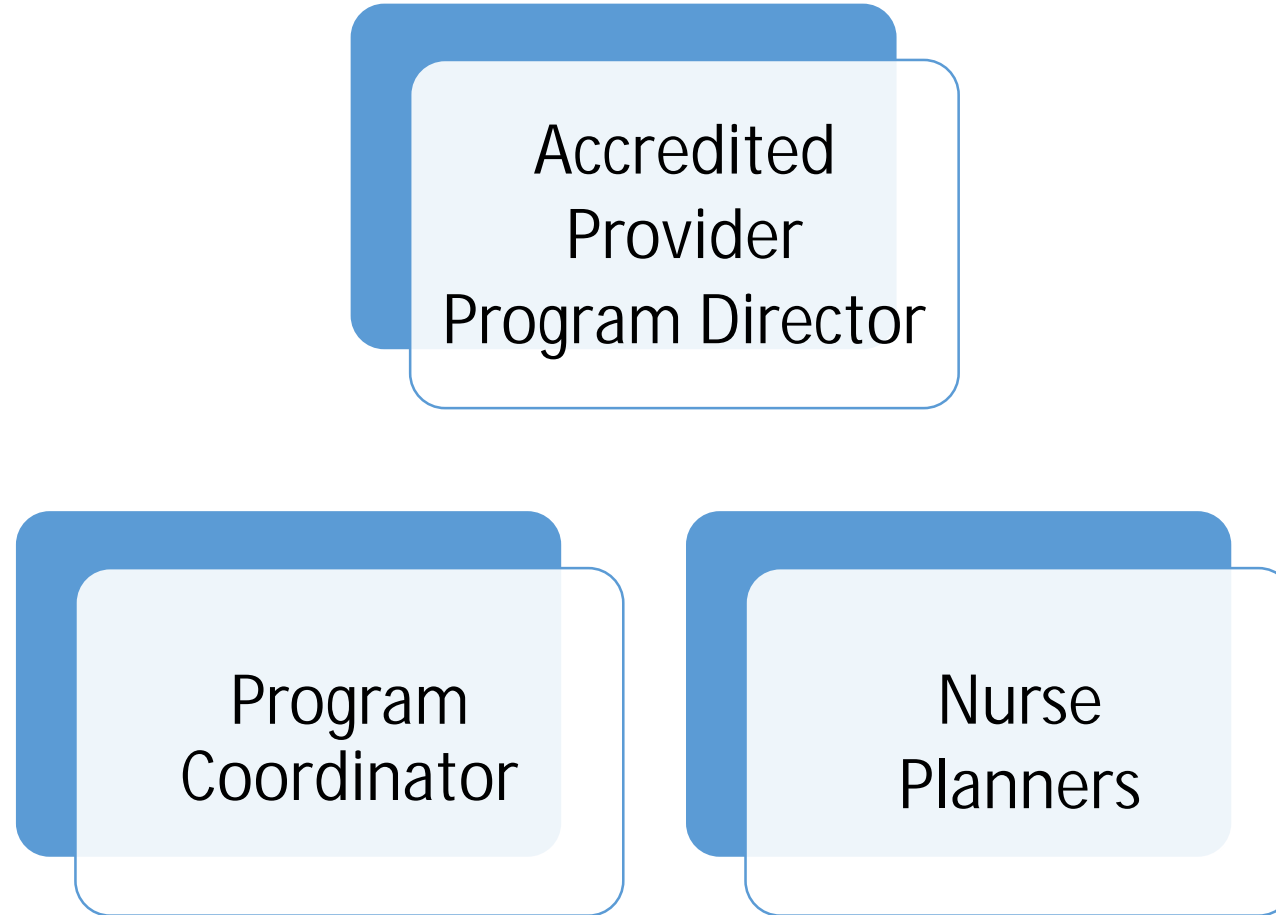
SECTION II

Accredited Provider Unit Structure

ANCC Accredited Provider vs Approver



UTSW Accredited Provider Unit Structure



Provider Unit

- Exists for the purpose of providing nursing continuing professional development (NCPD) formerly known as continuing nursing education (CNE) to registered nurses
- Accountable for all aspects of planning, implementing, and evaluating NCPD activities
- Awards contact hour credit to those activities that have been planned and implemented by a CEPD Nurse Planner with the required ANCC documentation

Provider Unit

- Goal: To achieve quality outcomes that are of value to learners, organizational leaders, and other stakeholders in the nursing continuing professional development process
- Consists of an Accredited Provider Program Director, Program Coordinator and CEPD Nurse Planner(s)
- At UTSW the Program Coordinator serves as a key support person who assists in carrying out required ANCC requirements and serves as a liaison for the Provider Unit

Accredited Provider Program Director

- Accountable for the oversight and operation of the Provider Unit
- Serves as the liaison between the ANCC Accreditation Program Office and the Nurse Planners and Program Coordinator
- Accountable to orient new Nurse Planners (NP)
- Responsible for ensuring NPs and Program Coordinator understand ANCC criteria and comply
- Responsible for setting the goals of the Provider Unit

Nurse Planner

- All NPD specialists of the CEPD team
- Guides the educational process; independent of but accountable to the APPD
- Actively involved in all aspects of planning, designing, implementing and evaluating the NCPD activity
- Acts as an educational consultant and facilitates Activity Planning Committee meetings
- Responsible for:
 - Using appropriate educational design principles
 - Critically analyzing gap and educational needs
 - Developing measurable outcomes
 - Completing ANCC required documentation
 - Measuring success

Program Coordinator

- Acts as a support person in the Provider unit
- Serves as a liaison for Contact Hour communications
- Requests and follows up for Relevant Financial Relationship (RFR) forms
- Builds and manages activities in EthosCE
- Creates
 - registration links
 - sign in QR codes
 - evaluations in EthosCE
 - evaluation QR codes
- Sends QR codes and provides RFR results to NP
- Pulls evaluation data and sends to NP

Program Coordinator

- Is unable to:
 - Accept Request Forms nor award credit for Activities
 - Complete/Review planning documents
 - Mitigate Conflict of Interests
 - Be a replacement for the Nurse Planner in planning meetings
 - Be the point person for content related questions

Planning Committee

- Consists of at least one CEPD Nurse Planner and a Content Expert
- If the CEPD Nurse Planner is also the content expert, another person needs to be on the planning committee
- Keep it small
- In charge of needs assessment prior to planning
- Partners with NP for design, development, implementation, and evaluation of activity
- Partners in completion of ANCC required forms
- Reviews Summative Evaluation results for any needed changes

Types of Activities

- Courses:
 - Activities that either happen only one time or recur multiple times
 - The content never changes
 - The speakers may change
 - Partner with the Planning Committee to ensure ANCC requirements and documentation is correct

Types of Activities

- Regularly Scheduled Series:
 - These activities are a group of lectures that happened normally on a scheduled basis (i.e., weekly, monthly, quarterly, etc.)
 - They are different from courses because the content changes each time
 - The speaker usually changes

Types of Activities

On-Demand/Enduring Activities:

- Recordings of live activities
 - Copy the live planning documents and edit for the on-demand activity and include date credit expires
- Course without a live activity
 - Treat as a course and obtain all the required documentation, the video in the correct format, the date the credit expires.

Wrap Up

- Discussion
- Questions
- Next Steps for Series
- Next Steps for receiving contact hours