

Name of Policy: CNE Activity planning process Policy Number: 3364- 82-03 Approving Officer: Provost and Executive Vice President for Academic Affairs Responsible Agent: Dean, College of Nursing Scope: UT Faculty, Staff, Students and Joint Sponsors		 Revision date: February 1, 2017 Original effective date: February 1, 2012	
	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Specific planning processes and organizational criteria must be followed when presenting a American Nurses Credentialing Center (ANCC)/Ohio Nurses Association (ONA) continuing nursing education (CNE) Provider Unit activity as defined in the 2015 Provider Unit Manual. All activities must be planned and implemented with the full knowledge of the UT CNE Director.

(B) Purpose of policy

To ensure ANCC/ONA criteria, rules and requirements are adhered to throughout the planning, program implementation and evaluation process.

(C) Procedure

- (1) The nurse planner, content expert, planning committee, speaker, and the primary nurse planner decide on the topic area and type of activity is identified by the assessment process. The planning committee then collaborates with the nurse planner and the Director of CNE (Lead Nurse Planner).
- (2) Learning needs of the target audience are met according to educational level, professional specialty area, professional affiliation, and preferred method of learning. Interdisciplinary collaboration is incorporated as appropriate.
- (3) Planning committee members fulfill the required three roles: 1) knowledge of CE process (Nurse Planner); 2) representative of the target audience; and 3) content expertise. There must be at least two people on the planning committee; one person can fill one or more of these roles. If LPNs are expected in the target audience, an LPN is included on the planning committee.

- (4) Planning committee mutually formulated program purpose statement which is supported by the needs assessment, objectives and content.
- (5) Objectives are formulated and stated in behavioral terms that define the expected outcomes for the learner. For Category A and/or Independent study handouts, power point presentations are included with the documents to be submitted.
- (6) Content is reflective of the educational objectives and is individualized to the target audience considers the assumptions and principles known about adult learning. If the program content is intended for specialized groups of learners (non-certified Clinical Nurse Specialist-CNS; Ohio Advanced Practice Nurses; or Ohio certified dialysis technicians) a representative of these special nurse groups are on the planning committee.
- (7) Teaching and learning materials, resources and delivery methods are congruent with the objectives, content to be presented and time allotted for the activity based on the level and amount of content and number of participants is established.
- (8) A teaching strategy is determined and outline of the content is documented.
- (9) Speakers are asked to review, agree with, and sign a Terms and Conditions for speakers/Authors.
- (10) Contact hours are calculated based on the appropriate measure of 60-minute contact hour and calculated to the hundredths. The minimum number of contact hours to be awarded is 0.5 (30 minutes). Contact hour calculations for Independent Studies are determined in a logical and defensible manner consistent with the objectives, content, teaching/learning strategies, and target audience.
- (11) A method for evaluating the activity and obtaining learner feedback is established.
- (12) A method for verifying participation and successful completion of the program is established.
- (13) The Disclosure to Learners information is in written form and complete with a notice of requirements for successful completion, purpose/goals and objectives of the activity, conflict of interest or lack thereof, commercial support or sponsorship, non-endorsement of products, off label use, or complementary/therapeutic modalities when applicable.
- (14) The budget planning is sound and follows reasonable guidelines.
- (15) Physical space and additional equipment, audiovisual equipment needs, and handouts are established.

- (16) Agenda and schedule is created if the program is over 2 hours long.
- (17) Advertising and/or directions for an Independent Study material announcement is created. For Independent studies the expiration date of the activity is listed.
- (18) When an activity is co-provided a written agreement is established and signed stating the provider unit's responsibilities and co-provider responsibilities. The agreement is signed by the lead nurse planner and the co-provider.
- (19) When an activity has Commercial Support or Sponsorship a guidelines and agreement for Continuing Nursing Education and the Standards for Disclosure and Commercial Support/Sponsorship are clearly communicated and agreed on as evidenced by a signed Commercial Support or Sponsorship Agreement by appropriate representative of the entity.
- (20) Conflict of Interest Forms are electronically sent out to all nurse planners, committee members, content specialists, and speakers/presenters.
- (21) All nurse planners, content specialist, and speakers/presenters, complete Terms and Conditions for Speakers/Authors.
- (22) Appropriate ONA Documentation Form for Approved Provider Units is completed by the Nurse planner and submitted to the provider unit Director for review.

(D) The Director assumes the overall responsibility for affecting the planning process along with the planning committee, which includes a RN planner. The planning committee may also include speakers, authors and content experts.

- (1) All components of the activity are placed in the UT College of Nursing CNE z-drive electronic file by the Director or Nurse Planner, within 7-10 working days of receipt of the documentation.
- (2) The Director notifies the nurse planner, either by phone or e-mail when an activity has met criteria for presentation.

(E) The RN planner, planning committee, and Director of the CNE if serving as the RN nurse planner and/or is on the planning committee implement the educational activity as follows:

- (1) Date, time, and location of the CNE activity are determined based on the need and availability of the target audience and members of the Planning Committee.
- (2) Duties of the Planning Committee are coordinated prior to and during the activity per expertise of the Planning Committee member (i.e. set up of presentation needs of presenter, room arrangement, introduction of speakers, distribution of Disclosure to

- Learners, Registration and Evaluation forms, and distribution of certificate of completion at the end of the program.
- (3) Notification of Disclosure to Learners is given as a handout at the beginning of every CNE program delineating conflict of interest of any personal, professional, or financial.
 - (4) Learner's criteria for successful achievement of CNE activity are established and communicated to the target audience.
 - (5) Written evaluation and sign-in registration are provided for the CNE activity.
 - (6) Verification of completion of the activity is documented and available to the learner in the form of a Certificate of Completion.

(F) The nurse planners, members of the planning committee and the Director of the CNE (Primary/Lead Nurse Planner) are responsible for the evaluation process for the CNE activity after it is completed as follows: All CNE events are evaluated according to the established criteria required for the evaluation process.

- (1) The evaluation summary is compiled by the nurse planner. The evaluation process assesses if the objectives were achieved, the effectiveness of the presenter/faculty, how relevant was the program to the participants practice, overall rating of the activity, additional comments and suggestions for future programs.

The evaluation summary is shared with the Director and the Nurse Planner shares the results of the evaluative summary with the planning committee and the presenter/faculty. If the evaluation data indicates a valid need for changing any aspect of the educational activity

- (2) This is done through communication with the Director and documentation of proposed changes is placed in the CNE learning activity electronic file.

(G) Learners evaluate each and every program and record the results of meeting the objectives, teaching effectiveness, meeting the purpose of the program and relevance of the content was to their practice. Learners are given opportunity to make comments and suggestions about the program and suggestions for future program topics.

<p>Approved by:</p> <p><u>/s/</u></p> <p>Andrew T. Hsu, Ph.D.</p> <p>Provost and Executive Vice President for Academic Affairs</p> <p><u>February 7, 2017</u></p> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p>Senior Leadership Team Director, Continuing Nursing Education Dean, College of Nursing CNE Advisory Committee</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>Previous 2264-82-03, prior effective date February 1, 2012</i> <p>Initial effective date: February 1, 2012</p> <p>Review/Revision Date: February 1, 2017</p> <p>Next review date: February 1, 2020</p>
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