

CRITERION	A	U	N/A	COMMENTS
c. If part of a multi-focused organization, submit an additional depiction that identifies the provider unit's lines of authority and structural location within the total organization				
II. Educational Design				
1. Assessment of learner needs				
a. Describe the process of activity planning, including the needs assessment				
b. Determination of target audience				
c. Development of objectives, content, and teaching-learning strategies in response to the needs assessment				
2. Qualified planners				
a. Each educational activity is planned collaboratively by at least one designed nurse planner. (Lead Nurse Planner must have a baccalaureate in nursing.) List nurse planner(s) with signed Attachment A.				
b. List other planner(s) as Context Expert or Target Audience Representative with signed Attachment A				
c. Describe the role(s) played by the provider unit's designated nurse planner(s) and any additional key personnel or groups involved in the process of ensuring the quality of educational activities				
d. Describe how all designated nurse planners are kept up-to-date on the requirements for adhering to ANCC accreditation standards				
3. Effective design principles				
3 Samples of CE Activities				
a. An identified purpose and explicit educational objectives for the learner				
b. Content congruent to the activity's purpose and educational objectives				
c. Teaching and learning strategies congruent to the activity's objectives and content				
d. Criteria for judging successful completion				
e. A method determined for verifying participants				

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4. Contact hour credits a. Identify and provide supporting documentation of the number and calculation of contact hours awarded for the activity. Beginning 1/1/07, use 60 minutes = 1 contact hour for new activities planned. Activities planned before 1/1/07, use 50 min. = 1 contact hour.				
b. Identify type of contact hour on the verification form (50-minute or 60-minute contact hour)				
5. Activity evaluation a. Describe the method, which includes learner input, used to evaluate the effectiveness of each educational activity.				
b. Submit a copy of the evaluation tool				
6. *Accreditation statements a. All communications, marketing materials, and other documents that refer to the provider's ANCC-accredited status contain the official accreditation statement: <i>"{Name of Approved Provider} is an approved provider of continuing nursing education by the Mississippi Nurses Foundation, Inc., an accredited approver by the American Nurses Credentialing Center's Commission of Accreditation."</i>				
b. Submit copies of the promotional materials developed for the activities				
7. Documentation of completion Participants receive written verification of their successful completion of an activity, which includes, at a minimum: <ol style="list-style-type: none"> a. The name of the participant learner b. The name and address of the provider unit c. The title and date of the educational activity d. *Official ANCC accreditation statement e. The number of contact hours awarded (50-min or 60-min contact hour) 				

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8. Commercial support guidelines				
a. Describe any commercial support or exhibits related to the educational activity				
b. Describe how content integrity is maintained for educational activity that receives commercial support				
c. Submit a copy of the commercial support agreement				
9. Conflict of interest guidelines				
a. Submit a signed copy of conflict of interest disclosure statements from planners and presenters (Attachment A)				
b. Describe the process for identification and handling of conflict of interest for individuals involved in the peer review and application process				
10. Disclosures are provided to activity participants (Submit copies of documents or describe the methods used such as brochure, letter, or agenda) including:				
a. Notice of requirement for successful completion				
b. Conflict of interest				
c. Commercial support				
d. Non-endorsement of products				
e. Off-label use				
11. Co-Providershops				
a. Describe how the lead provider unit responsibilities are assigned and maintained for a co-provided activity				
b. Submit a copy of co-providership agreement to include:				
1. Determination of the educational objectives and content				
2. Selection of the content specialist, planners, and activity presenters				
3. The awarding of contact hours				
4. Record-keeping procedures				
5. Evaluation methods				

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<p>12. Record-keeping Describe how specific documentation for each educational activity provided is consistently collected and stored in a secure and confidential manner for a period of six (6) years including:</p> <p>a. Planning</p> <ul style="list-style-type: none"> • Description of target audience • The method and findings of the needs assessment • Names and titles, and expertise of the activity planners and presenters • Conflict of interest disclosure statements from planners and presenters • Purpose, objectives, and content • Instructional strategies, delivery methods, learner feedback mechanisms, and resources to be used • Methods or process used to verify participation • Notice to learners identifying how successful completion will be measured • Marketing and promotional materials • Division of responsibilities among co-providers, if any • Means of ensuring content integrity with commercial support, if any 				
<p>b. Implementation:</p> <ul style="list-style-type: none"> • Title, location, and date of the educational activity • All evaluation tools used, including a summative evaluation • Participant names and addresses • Sample certificate of completion 				
<p>III. Unit Outcomes Evaluation 1. Provider unit evaluation process a. Describe the plan for implementing the provider's unit overall evaluation process to include: a. administrative and operational procedures</p>				

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b. array of educational offerings, including those offered on a repeated basis for which participant input and evaluation data can be collected and analyzed over time				
c. outcomes/goals and results				
d. progress toward goals for improvement				
2. Provider unit evaluation participants Describe how nurse planner(s), other collaborating planners (content specialists and target audience representatives), activity presenters, learners, and additional staff participate in the evaluation process.				
3. Provider unit evaluation results a. Describe how results of the overall program evaluation process have been used to confirm, expand and improve the provider unit's operation				
b. Describe how evaluation is conducted over time for activities offered on a repeated basis and how it contributes to the continuous improvement of those activities				
4. Provider unit goals for improvement Describe how the provider unit's goals for improvement over the period of accreditation have been addressed, what changes and progress have been made toward meeting those goals, and what new goals for improvement have been identified.				
IV. Unit Operations 1. Resources a. Submit position descriptions and biographical data for nurse planners and other key personnel involved in providing continuing nursing education or the overall administration of the unit				
b. Describe the material resources that support the functions of the provider unit				
c. Describe the provider unit's current sources of financial support and projections for how financial support will be sustained throughout the period of accreditation. (Do not submit detailed budget reports.)				

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2. Business practices a. Describe the business and management operations and policies and procedures that ensure the organization's ability to meet all regulatory, financial, human resource, and legal obligations				
b. Describe how ANA's (2000) " <i>Scope and Standards of Practice for Nursing Professional Development</i> " is incorporated in the business practices				

ACTION	DATE	COMMENTS FOR NOTIFICATION REVIEW FORM
Approved	_____	_____ _____
Approved Pending	_____	_____ _____
Deferred	_____	_____ _____

Signature of Reviewer

Date