

**Approved Provider Self-Study**

**Approved Provider Applicant Demographics**

**Name of Agency/Business:**

**Date application completed:**

**Approval Number if a Renewing Approved Provider:**

**Primary Nurse Planner Name and Credentials**

**(including highest nursing degree):**

**Primary Nurse Planner Email:**

**Primary Nurse Planner Phone:**

**Primary Contact Name and Credentials:**

**Primary Contact Phone:**

**Primary Contact Email:**

**Agency/Business Address:**

**Agency/Business Website:**

**Organization type:**

**Approved Provider Organizational Overview (OO)**

The Organizational Overview (OO) is an essential component of the application process that provides a context for understanding the Approved Provider Unit/organization. The applicant must submit the following documents and/or narratives:

OO1. Executive Statement/High Level Summary

* Submit an executive statement and/or high-level strategic summary of the Provider Unit (E.G., Overall description on how the provider unit functions, the mission of the provider unit as it relates to its NCPD/CNE offerings, including the impact the provider unit has on the organization and its learners). (1000-word limit).

Description:

OO2. Role Description

* a. Submit a list including names and credentials, positions, and titles of the Primary Nurse Planner and other Nurse Planners (if any) in the Provider Unit.

*Note: include the highest nursing degree for each individual.*

List:

* b. Submit position descriptions for the Primary Nurse Planner and Nurse Planners (if any) in the Provider Unit.

*Note: this description must include the ANCC criteria related to the role the Nurse Planners.*

Position Descriptions:

Primary Nurse Planner:

Nurse Planner(s):

**Approved Provider Criterion 1: Structural Capacity (SC)**

The structural capacity of an Approved Provider focuses on commitment, accountability, and leadership of the Provider Unit. The narratives and examples should demonstrate the Primary Nurse Planner’s commitment to learners needs, accountability for ensuring that Nurse Planners are oriented and trained, and leadership of the Provider Unit throughout the development of professional development activities.

**Each narrative must include a description and a specific example that demonstrates how the criterion is operationalized within the Provider Unit.**

**Describe and, using an example, demonstrate the following:**

SC1. The Primary Nurse Planner’s commitment to learner needs, including how Provider Unit processes are revised based on aggregate data, which may include but are not limited to individual educational activity evaluation results, stakeholder feedback (staff, volunteers), and learner/customer feedback.

*Note: aggregate data refers to combining data from multiple evaluations or sources, not one individual activity.*

Process Description:

Specific Example:

**Describe and, using an example, demonstrate the following:**

SC2. How the Primary Nurse Planner ensures that all Nurse Planners of the Provider Unit are appropriately oriented and trained to implement and adhere to the ANCC accreditation criteria. *Note: please include all components of training, including orientation, monitoring for adherence, and updating NPs when there are changes to the ANCC criteria.*

Process Description:

Specific Example:

**Describe and, using an example, demonstrate the following:**

SC3. How the Primary Nurse Planner/Nurse Planner provides direction and guidance to individuals involved in planning, implementing, and evaluating CNE activities in compliance with ANCC accreditation criteria.

 *Note: this criterion refers to other members of the planning committee, or others involved with the activities, not including the Nurse Planners, such as presenters, content experts, and professional development assistants.*

Process Description:

Specific Example:

**Approved Provider Criterion 2: Educational Design Process (EDP)**

The Educational Design Process focuses on the assessment, planning, design, and evaluation of educational activities. Narratives and examples should demonstrate how the Provider Unit assesses learner needs, plans activities that are free from conflicts of interest, incorporates best available evidence, and effectively evaluates and modifies activities based on learner feedback.

**Each narrative must include a description and a specific example that demonstrates how the criterion is operationalized within the Provider Unit.**

Examples for the narrative component of the provider application (EDP 1-7) may be chosen from but are not limited to those contained in the three activity files. Evidence must demonstrate how the Provider Unit complies with each criterion.

**Describe and, using an example, demonstrate the following:**

EDP1. The process used to identify a problem in practice or an opportunity for improvement (professional practice gap).

*Note: the response should include how the Nurse Planner analyzes resources/data to identify a gap.*

Process Description:

Specific Example:

**Describe and, using an example, demonstrate the following:**

EDP2. How the Nurse Planner identifies the underlying educational needs (knowledge, skills, and/or practice) that contribute to the professional practice gap.

*Note: identification of the type of educational ensures that the activity design is appropriate to meet the learner needs.*

Process Description:

Specific Example:

**Describe and, using an example, demonstrate the following:**

EDP3. How the Nurse Planner identifies, and measures change in knowledge, skills, and/or practice of the target audience that are expected to occur as a result of participation in the educational activity.

*Note: the response should focus on how evaluation methods are selected to determine if desired learning outcomes were met.*

Process Description:

Specific Example:

**Describe and, using an example, demonstrate the following:**

EDP4. The process used for identification, mitigation and disclosure of relevant financial relationships of all individuals in a position to control content of the continuing education activity.

 *Note: this response should specify the process used, or the plans to use this process if needed, regardless of whether the Provider Unit has worked with ineligible companies*.

Process Description:

Specific Example:

**Describe and, using an example, demonstrate the following:**

EDP5. How the content of the educational activity is developed based on best available current

 evidence (e.g., clinical guidelines, peer-reviewed journals, experts in the field) to foster achievement of desired outcomes

 *Note: demonstrate how content is determined, and how meaningful resources are selected to achieve activity outcomes.*

Process Description:

Specific Example:

**Describe and, using an example, demonstrate the following:**

EDP6. How strategies to promote learning and actively engage learners are incorporated into

educational activities

*Note: This criterion focuses on keeping learners involved in the educational activity.*

Process Description:

Specific Example:

**Describe and, using an example, demonstrate the following:**

EDP7. How the summative evaluation data for an educational activity are used to analyze the

outcomes of that activity and guide future activities

*Note: this criterion focuses on not just collecting data, but evaluating data to determine whether outcomes were met, and how to guide future activities*

Process Description:

Specific Example:

**Approved Provider Criterion 3: Quality Outcomes (QO)**

The Quality Outcomes section focuses on the overall effectiveness of the Provider Unit in analyzing its structural, processes, and outcomes, to continuously improve quality of the educational activities and contribute to the strategic goals of the organization in which the Provider Unit operates.

**Describe the following:**

QO1. The process used for evaluating the overall effectiveness of the Provider Unit in carrying out its work as a provider of continuing nursing education (CNE).

 *Note: This criterion refers to the goals and evaluation plan of overall Provider Unit, not one activity. Describe how the Provider Unit uses data and resources to measure overall goals.*

Process Description:

QO2a. Identify at least one quality outcome the provider unit has established and worked to achieve over the past twelve months to improve provider unit operations. Identify the metrics used to measure success in achieving that outcome.

*Note:* *The outcome should relate to the overall provider unit, not one activity, and be written in*

*measurable terms. A one-sentence outcome is acceptable.*

Outcome:

QO2b. Using one of the quality outcomes identified in QO2a, explain how the most recent evaluation process (QO1) resulted in the development and/or improvement of an identified outcome for provider unit operations, including how that outcome was measured and analyzed.

 *Note:* *Include a discussion of how/why the outcome was identified during the overall evaluation process; strategies identified to achieve the goal; how the outcome was measured; and whether or not it was achieved.*

Specific Example:

**Describe and, using an example, demonstrate the following:**

QO3a. Identify at least one quality outcome the provider unit has established and worked to achieve over the past twelve months to improve the professional development of nurses. Identify the metrics used to measure success in achieving that outcome.

 *Note:* *The outcome should relate to the professional development of nurses, and be written in measurable terms. The criterion related to the people, not operations or activities. A one-sentence outcome is acceptable*

Outcome:

QO3b. Using one of the outcomes identified in QO3a, explain how the most recent evaluation process (QO1) resulted in the development and/or improvement of an identified outcome to improve the professional development of nurses, including how that outcome was measured and analyzed.

 *Note:* *Include a discussion of how/why the outcome was identified during the overall evaluation process; strategies identified to achieve the goal; how the outcome was measured; and whether or not it was achieved.*

Specific Example: