

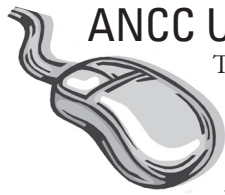


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A Newsletter for NYSNA Approved Provider Units

April 2009

Welcome to the April issue of the Education Spotlight. Please continue to offer us feedback through our User Survey (<http://www.nysna.org/ce/approval.html>) or by e-mailing us at the address below. We look forward to hearing from you.



ANCC Updates

The 2009 ANCC Accreditation Application Manual was released on March 25, 2009. The updates will not go into

effect until August 1, 2009. The NYSNA Council on Continuing Education has begun planning the process of communicating the updates to the Approved Provider Units. Workshops will be offered in your area to inform you of relevant updates, and we also hope to create an archived webinar for you to access on the NYSNA website. We are in the process of adding the information regarding the ANCC updates to our website. Please keep alert for further information.

FAQs

Q: What is co-sponsorship?

A: Co-sponsorship, now referred to as co-providership, is when two or more organizations collaboratively plan, develop, and implement an educational activity. It is not related to commercial sponsorship or support. If an activity is co-provided, there must be a Co-providership Agreement that identifies the Approved Provider Unit as responsible for the determination of educational objectives and content, selection of the planners and presenters, the awarding of contact hours, record keeping, and evaluation of the educational activity. The agreement should be signed by all of the collaborators. If the collaborators include more than one Approved Provider Unit, the unit that retains the *primary* responsibility for the elements listed above, is considered the provider and the other unit(s) are referred to as co-providers.

NYSNA Revisions

NYSNA is revising some of its forms and processes. Our fees will be increasing a small amount (the fees have not changed since 2005) and some of the timeframes for submitting materials will be changing. All of the revised forms and processes will be available on our website (<http://www.nysna.org/ce/approval.html>). For the month of May, there will be two versions of the Approved Provider Unit application and of the Annual Report. One version is to be used for materials that will be submitted through May 31, 2009 and the other version is to be used for materials that will be submitted on or after June 1, 2009.

Please remember to download the most current forms from the website instead of working off of older forms that are saved on your hard drive. Note that there will also be changes to the Biographical Data/Vested Interests forms and Single Educational Activity documentation that are incorporated in the Approved Provider Unit application.

The NYSNA *Guide to Approval of Continuing Nursing Education Activities* is now available in electronic form only. You may access it for free from the Continuing Education/approval process website (<http://www.nysna.org/ce/approval.html>). Changes have been made from the hard copy version that you may have purchased, and the 2009 ANCC updates will be incorporated on an ongoing basis. We will indicate when revisions have been made to the electronic *Guide*.

Please keep alert for further information.

Approved Provider Unit Documentation

Please make sure that you have created your own educational activity documentation that reflects your status as an Approved Provider Unit. You should not be using the NYSNA applications for your Approved Provider Unit's individual educational activities.

Approved Provider Units do not "accept applications" or "approve" contact hours for activities; you may "review documentation" or "award" contact hours. You may edit the NYSNA Educational Activity Application to create your own documentation forms, but please ensure that your Provider Unit name is on it instead of the New York State Nurses Association, that any references to "submitting applications" and "approving contact hours" have been deleted, as well as fee schedules and any other criteria that are outside the role of an Approved Provider.

Don't forget to use the most current accreditation statement on your materials. The statement should be worded as follows:

[Name of Approved Provider] is an approved provider of continuing nursing education by the New York State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

The statement should be separated from all other statements, including those referring to contact hours or approval codes, by a line space.

The Importance of Educational Design

The content is related to the learner objectives and each objective should have a corresponding content outline. The content outline needs to be more than a restatement of the objective. It should be an outline of the material that will actually be covered in the session that will enable the learners to achieve their objectives.

Comments from the Council—

What You Need to Know About Annual Reports But Were Afraid to Ask:

When should the Annual report be submitted?

Annual Reports are due one year from the date of approval as a Provider Unit and/or one year from the date of the last Annual Report.

For example, if your approval date is through May 15, 2011, then an Annual Report would be due on May 15, 2009 and again on May 15, 2010.

Note: All annual reports submitted on or after June 1, 2009 will now be subject to a \$75 processing fee.

What forms are needed for the Annual Report?

To make sure you have the most updated forms, download them from the NYSNA Continuing Education/approval process website (<http://www.nysna.org/ce/approval.html>).

What are the basic supporting documents that should be submitted with the Annual Report?

- Biographical Data Form and Position Description for any **new** personnel in your Approved Provider Unit since the last report.
- A sample **brochure/flyer**, summary of participant **evaluations** and a **sample certificate** of attendance for three (3) educational programs presented during the past year. If the Provider Unit conducted any co-provided educational activities during that time, then one of the three samples must be of a co-provided program. In that case, a copy of the **Co-providership Agreement** must also be submitted.
- Operational Requirements Attestation Form, signed by any **new** planners or administrators added to the Approved Provider Unit.
- Completed Provider Unit Self-Assessment Summary
- **List of all educational programs offered for contact hours in the past year** since Provider Unit approval, or since the last Annual Report.

How far in advance of the due date should the Annual Report be submitted?

You will receive an e-mail notice three months before the Annual Report is due, providing you with the due date. Please submit the report by the date indicated so it is available for the Council on Continuing Education to review at its quarterly meetings.

What are some of the common problems noted by the Council on Continuing Education in reviewing Annual Reports?

By far, the **most common problem** is an incorrect approval statement on the flyer/brochure and certificate of attendance. The correct wording is: [Provider Unit Name] is an approved provider of continuing nursing education by the New York State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Another problem frequently encountered is evaluation forms missing the question: "Was the program fair, balanced and free of commercial bias?"

What can I do to prepare now for my next Annual Report?

- Check your approval date to note when your next Annual Report is due.
- Review the certificates and evaluation forms currently in use to make sure they have the correct wording.
- Go to the NYSNA website to review the most current forms.



Still have questions?

Contact us at Education@nysna.org

Marion Spector,
*Chairperson Council on
Continuing Education*

E D U C A T I O N
s p o t l i g h t

SAVE THE DATE:

July 31, 2009

8:30 am - 4:30 pm

NYSNA Conference Center Latham, NY

*"The NLN Preparation Course for
Certification as a Nurse Educator"*

SPEAKER: Linda Turchin, MSN, RN, CNE

[www.nln.org/facultydevelopment/
workshopsandconf.htm](http://www.nln.org/facultydevelopment/workshopsandconf.htm)

NYSNA Council on Continuing Education:

Marion Spector, *Chairperson*

Margaret Chase

Margaret Hopkins

Mintie Indar-Maraj

Ellen LaDieu

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Renee Gecsed, *Director, EPR Program*

Sally Dreslin, *Associate Director, EPR Program*

Debra Grebert, *Administrative Assistant*

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