



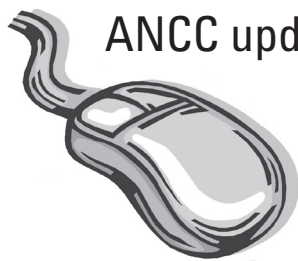
E D U C A T I O N S P O T L I G H T

A Newsletter for NYSNA Approved Provider Units

March 2009

Welcome to the first issue of the Education Spotlight.

With this newsletter we hope to provide a venue for communication and collaboration. We hope that you will offer feedback so that we can better meet the needs of the NYSNA Approved Provider Units. Please contact us. We hope that you will share with us what's been working for your Approved Provider Unit.



ANCC updates coming

Updates are on the way from the ANCC Commission on Accreditation. Once updates are available, we will post the information on www.nysna.org in the Continuing Education, Approval Process section. We

plan to offer live Approved Provider Unit workshops and an archived webinar on the website. Please check our website for further information.

The importance of educational design

Instructional objectives should be learner-oriented and the behavioral verbs need to be measurable, given the teaching methods described.

What do you think about this example?

Objective: Apply evidence-based best practices in the care of the pediatric oncology patient.

Teaching Methods: Electronic slides, lecture, group discussion, question and answer.

“Apply” is an application-level cognitive objective that cannot be measured using the teaching methods described. One option would be to revise the teaching methods to include case analysis, simulation, or role play, for example. Or, change the behavioral verb in the objective (“apply”) to something like “list,” “describe,” “compare,” or “appraise,” depending on the instructional goal. A full listing of instructional objectives and suggested behavioral verbs can be obtained from references on Bloom’s Taxonomy of Instructional Objectives.

NYSNA revising forms and processes

NYSNA will be revising some of its forms and processes. All of the revised forms and processes will be available on our website. Please check our website (www.nysna.org/ce/approval.html) for further information.

Continuing Education Approval Process

- Approval Submission Process
- Approval Application and Submission Form
- Year Calculation Form
- Refund and Approval Status
- Frequently Asked Questions (FAQ)
- NYSNA Approved Continuing Education Provider

The New York State Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

CE APPROVAL: NEW GUIDELINES, FORMS AND FEE UPDATES

March 2009
All applications submitted on or after June 1, 2009 will be subject to NYSNA's new fee structure. These applications should be completed on new forms which will be available for use on May 1. These changes will affect applications for single educational activities, as well as for approved Provider Units.

February 2009
ANCC guidelines updates will be coming soon. In addition to posting the updates here, the Council on Continuing Education, in association with NYSNA's Education, Practice and Research Staff will be conducting continuing education activities addressing these guidelines. Check back often for information and details.

For NYSNA approval and recognition as quality continuing education, certain standards and criteria must be met, and application process ensures the program's content meets these criteria.

Learn how to approved Provider Unit contact hours when making educational activities decisions, and explore what's behind the review process demonstrating a commitment to providing excellent programs. Because NYSNA is ANCC accredited, its approval is recognized in any state where the State Nurses Association (SNA) is accredited. This is important to sponsors who work in other states in several fields.

APPROVAL SUBMISSION PROCESS
Applications should be received eight (8) weeks prior to the presentation date of the activity. Late fees are assessed for applications received after the eight-week time frame. Applicants must allow three weeks prior to the presentation date to be accepted.

Download the appropriate application form below and complete the requested information. The required number of copies (3) of the appropriate application (pdf) must be submitted with the stated processing fee. Please note: Late fees listed on the application apply to applications received by NYSNA less than eight weeks prior to the presentation date. It does not "accelerate" the review process.

Applications must be mailed to NYSNA. We cannot accept continuing education applications online or via e-mail.

Private approved providers offering continuing education are responsible for carrying a copy of their annual report. Reports are due one year after the provider unit approval date. (reminders are mailed approximately an month prior) please mail reports to:

Education, Practice and Research
New York State Nurses Association
11 Canal Rd.
Lithton, NY 12116.

Approved Provider Unit statement

Please make sure that you are using the correct 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.

FAQs

Q: Can I, as a Provider Unit Nurse Planner, grant contact hours for a continuing nursing education (CNE) activity that other nurses in my own institution plan? These nurses are not in the Provider Unit.

A: No. Your role as a designated Provider Unit Nurse Planner is to be involved in the planning of the activity from the beginning. It is not to certify that other nurses planned an activity that meets the Approved Provider Unit criteria. Encourage nurses in your facility to contact you as soon as they decide to offer an activity for contact hours. Unless a Provider Unit Nurse Planner is involved from the begin

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spotlight

FAQ *(continued from front)*

ning, contact hours cannot be awarded. In the situation described, the Provider Unit Nurse Planner can work with the other nurses to develop an alternative educational activity that can be offered for contact hours.

Comments from the Council

The Council on Continuing Education, in addition to its advisory and consulting responsibilities to the NYSNA Board of Directors, reviews all Approved Provider Unit applications and all Annual Reports.

When putting together documentation for your Approved Provider Unit application, it is most helpful to carefully follow the sequence as it is presented in the handbook and on the application. Number each page after the packet is put together. Make sure biographical data/vested interests forms are included for all of the appropriate persons in each section (for example, place a duplicate biographical data/vested interests form for each planner when they are also planners for the individual educational activities).

Following the format allows for the council reviewers to readily find the information. This decreases the chances of materials being missed and expedites the entire process. If the reviewer can easily find the necessary materials, this may decrease the amount of follow-up and revisions you might have to do.



Margaret Hopkins,
Council on Continuing Education

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

New York State
NURSES
ASSOCIATION

Education, Practice & Research Program

11 Cornell Rd., Latham, NY 12110
Phone: 800-724-NYRN(6976), ext. 282
Fax: 518-782-9533
education@nysna.org • www.nysna.org

NYSNA Council on Continuing Education:

Marion Spector, *Chairperson*

Margaret Chase

Margaret Hopkins

Mintie Indar-Maraj

Ellen LaDieu

NYSNA Approver Unit Staff:

Renee Gecsed, *Director, EPR Program*

Sally Dreslin, *Associate Director, EPR Program*

Debra Grebert, *Administrative Assistant*

New York State Nurses Association

11 Cornell Rd.
Latham, NY 12110