Nursing Continuing Education Contact Hours Plan

Clinical Staff Education
University of Utah Hospitals and Clinics Standard

PURPOSE:

A. Promote the importance of continuing education for nurses and provide the means to support professional certification and continuing education for nursing staff.
B. Establish a process for the evaluation of educational activities consistent with the standards established by the American Nurses Credentialing Center (ANCC) and the Utah Nurses Association (UNA).
C. Define the process for approval of continuing education contact hours through University of Utah Hospitals and Clinics.

DEFINITIONS:

A. Biographical Data: Documentation of a person’s qualifications as a planner or presenter. These qualifications show relevance to the specific class or program with respect to their education, professional achievements, and credentials.
B. Contact Hour: a unit of measurement that describes 60 minutes of an organized learning activity.
C. Provider Directed Activity: A professional learning experience designed to augment the knowledge, skills, and attitudes of nurses and therefore enrich the nurses’ contributions to quality health care and their pursuit of professional career goals.
D. Learner Directed Activity: A Learner Directed Activity is designed for completion by the learner independently at the learner's own pace and at a time of the learner's choice. The Provider designs the educational activity and determines the amount of credit to be awarded.
E. Conflict of Interest: An individual must disclose any financial relationship with an entity with a commercial interest.
F. Co-Sponsorship: Planning, developing, and implementing an educational activity by two or more organizations or agencies.
G. Financial Relationship: Those relationships where the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee honoraria, ownership interest, or other financial benefit.
H. Nurse Planner: The nurse planner must be a registered nurse and hold a baccalaureate or graduate degree in nursing.

PLAN:

A. The approval of educational activities is supported by University of Utah Hospitals and Clinics leadership. It supports the institution’s mission of providing leadership in Clinical Education.
   1. ANCC’s (American Nurses Credentialing Center) and UNA’s (Utah Nurse’s Association) educational design criteria must be used to plan and implement all continuing education activities.
      a. Continuing education activities are developed in response to and with consideration of the unique educational needs of the target audience.
      b. Each educational activity is planned collaboratively by at least one designated nurse planner and one other person. The Nurse Planner must be an RN with a Baccalaureate
or higher degree in nursing. The planning group will represent the relevant content expertise, the target audience and responsibility for adherence to ANCC and UNA criteria.

c. Evaluation of the effectiveness of each educational activity will include learner input.

d. Each program application will include:
   i. Title of educational activity
   ii. Identification of target audience
   iii. Method used to determine need for the educational activity
   iv. Overall program goal/purpose
   v. Application of adult learning principles
   vi. Appropriate ANCC/UNA language is used on all communications, marketing materials and certificates of attendance.
   vii. Completed Biographical Data Form for each planning committee member and presenter. This form includes a signature to the conflict of interest statement. This signature may be written or electronic.
   viii. Completed Presenter Participation Form for each presenter on Documentation Form.
   ix. Copy of brochure or typed program outline for multi-class offerings as appropriate.
   This program will include a time frame for evaluation (30 minutes is recommended)
   x. Copy of evaluation form including the question: “Did you perceive any financial conflict of interest or commercial bias related to this presentation that was not previously disclosed?”
   xi. Copy of Certificate of Completion Wording on this certificate must be precise and comply with ANCC/UNA requirements.
   xii. Copy of written agreement of co-sponsorship if applicable.

e. For each program the planner will submit to Clinical Staff Education a completed roster, number of contact hours awarded and summary of evaluations within 2 weeks after completion of the program. The Nurse Planner will include an overall summary of the evaluations including feedback given to all presenters, and how this information will be used in planning for future presentations.

2. The logo of the Utah Nurses Association (UNA) and the University of Utah Hospitals and Clinics logo will appear on all brochures and certificates of educational activities providing contact hours.

3. If an educational activity is being co-provided by two or more organizations, a written co-providership agreement is included which identifies responsibility for objectives, content, selection of presenters / content specialists, awarding of contact hours, administration of budget, record keeping and evaluation.
   a. An approved provider may co-provide activities with another organization.
   b. Contact hours are awarded by the approved provider
   c. Approval requests from other organizations will be referred to a UNA approval unit.

B. Records will be stored in the Clinical Staff Education office. They will be secured in a locked file cabinet. Access will be limited to Clinical Staff Education staff. Records will be stored for a 6 year period. Records will include:
   1. Title of educational activity
   2. Number of contact hours awarded
3. Name and title of person administratively responsible for producing the educational activity (Bio form and position description)
4. Names and titles of members of the planning committee and each presenter / author. (Bio form and position statement)
5. The Biographical Data Form and position description which will include a signed conflict of interest statement whether or not the conflict of interest exists. This signature may be written or electronic.
6. Description of target audience
7. Method used to determine need for the educational activity
8. Starting and ending dates
9. Roster of participants and number of contact hours awarded
10. Purpose / goals
11. Objectives, content, time frame, teaching methods and methods used to evaluate the educational activity (Provider Directed Activity, Learner Directed Activity)
12. Summary of participants' evaluations. Each evaluation form will include the question: “Did you perceive any financial conflict of interest or commercial bias related to this presentation that was not previously disclosed?”
13. Sample of certificate of participation and successful completion
14. Co-providership agreement if applicable.

C. Successful completion of the educational activity is acknowledged by presentation of a certificate to the participant. Participation will be verified by the participant’s signature on the roster and return of evaluation tools. Successful completion will be verified by attendance at the entire activity, a written post-test, a self-reported level of objectives achievement, return demonstration and/or discussion with presenters.

D. Funds from a commercial source should be in the form of an educational grant to the provider of the education activity and must be acknowledged in printed materials using ANCC/UNA appropriate language. A sample of the printed materials must be submitted with the application.

E. When commercial products are displayed, participants will be advised that approved status as a provider refers only to its continuing education activities and does not imply University Health Care, ANCC or UNA endorsement of the commercial products. Application must include process for conveying this information.

F. Education activities that present research conducted by commercial companies will be designed and presented with scientific objectivity. Precise ANCC/UNA appropriate language must be used to convey this information. Include this information in the application.

G. To maintain provider status, UNA will be notified of any University Health Care organizational/provider changes.

H. The Chief Human Resources Officer is administratively responsible for the University of Utah Hospitals and Clinics continuing nursing education activities.

I. The Registered Nurse Planner has a baccalaureate or higher degree in nursing. This person is responsible for the planning, development, implementation and evaluation of the provider’s continuing education activities in nursing. He/she may organize a peer committee to review and approve continuing education applications. Each peer committee member will be a Registered Nurse with a baccalaureate or higher degree in nursing.

J. Material and Financial resources will be provided through the Clinical Staff Education Department budget with administrative support from the Chief Human Resources Officer.

K. An annual evaluation of the continuing education activities will be completed by the Clinical Staff Education Manager or designee. This evaluation will include a review of the policy and procedure, budget planning and record keeping for continuing education contact hours. Evaluation content will be used to:

1. Give speaker feedback
2. Make recommendations for course content changes or modifications
3. Plan future programs

L. Those wishing to apply for contact hours for an educational activity will follow the outlined process:
   1. Contact Clinical Staff Education and ask a peer review committee member to participate in the planning of an educational program.
   2. Complete the Provider Directed Activity or Learner Directed Activity Application form as appropriate for the program being presented.
   3. Send the completed form to Clinical Staff Education Manager at least 30 days prior to date of program offering. No post-dated applications will be accepted.
   4. When approved, a file number will be assigned. This file number should be visible on the roster of attendees, Contact Hour Certificate and on the evaluation form.
   5. The Certificate of Completion will contain:
      a. Title and date of the educational activity if a Provider Directed Activity; title and date of completion of the educational activity if Learner Directed Activity.
      b. Successful completion of the educational activity
      c. Number of contact hours awarded
      d. The University Care Provider # and the University Health Care File #.
      e. Name and address of University of Utah Hospitals and Clinics
      f. The UNA logo and the University of Utah Hospitals and Clinics logo
      g. The following official accreditation statement of approval: “University Health Care is an Approved Provider of Continuing Nursing Education by the Utah Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.”
   6. Within two weeks of the completion of the educational program, a roster of attendees and an evaluation summary must be submitted to the Clinical Staff Education Manager. Include the process for sharing evaluation information with the speakers and how the evaluations will be used for future programs.

M. Approved applications will be good for 2 years.
   1. If content is changed, a new application must be submitted
   2. If speakers are changed, a Biographical Data Form and Presenter Participation form must be submitted for each new speaker to be added to the original application

N. Contact hours are awarded to participants for attending all of the program or presentation: Contact hours may be awarded for attending portions of the presentation and are calculated based on the time frames attended.

O. Clinical Staff Education Department responsibilities:
   1. Assign a peer review member to participate in the planning of each educational offering requesting contact hour approval
   2. Review and approve all educational offerings
      a. Ensure that planning and development of educational activities are consistent with ANCC requirements and UNA standards
      b. Ensure that there is at least one RN on the planning committee that has a minimum of a baccalaureate or higher degree in nursing.
      c. Calculate and assign contact hours.
         i. 60 minutes of organized learning activity equals one contact hour.
         ii. Fractions of a 60 minute hour will also be calculated (i.e. 105 min. equals 1.75 contact hours.)
         iii. Breaks and meal times are not included in contact hour calculations
      d. Ensure that the Certificate of Completion includes the appropriate language and content as listed in L-5.
3. Provide financial support for obtaining and maintaining Provider status through UNA and provide adequate staff support and resources for the continuing education program.
4. Notify UNA of any organizational/provider changes at University Health Care.
5. Maintain annual listings of all approved applications
6. All components of University Health Care continuing education activities are evaluated annually (in January for the previous calendar year). The following will be evaluated:
   a. Review the Contact Hours Application Policy and Procedure and update as needed.
   b. Maintain a list of the continuing education activities for each year.
   c. Ascertain that all files are complete.
   d. Discuss with course coordinator any follow-up and improvement plans if needed. Use feedback from previous educational activities to plan future educational offerings.
   e. Review the annual budget to ensure continued support of the continuing education program. Review budgetary needs with the Chief Human Resources Officer at time of annual budgeting.
7. Maintain a confidential central filing system for all approved programs.
   a. Keep all files for six years.
8. Evaluate continuing education activities in nursing annually including:
   a. All components of applications including rosters and evaluation tools are completed and filed.
   b. Review evaluations for effectiveness of programs, how evaluations were shared with presenters, and if changes were made based on the evaluations.
   c. Clinical Staff Education Manager will review the Continuing Education Contact Hours Policy and Procedure annually.
   d. Clinical Staff Education Manager (with administrative support) will provide budgetary support for the provider resources. This is included in the annual budget planning.

REFERENCES:
   1. Manual for Accreditation as an Approver or a Provider of Continuing Nursing Education 2006

HISTORICAL INFORMATION -
ORIGIN DATE: 12/09/2004
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Attachment #3