

Responsibilities of the Nurse Planner:

1. Assess professional practice gaps, identify needs that can be addressed through education, create a planning committee, develop a program(s) based on best available evidence, implement it, and evaluate it.
2. Identify and resolve conflicts of interest, maintain content integrity, and promote learning and actively engage learners.
3. Create outcomes related to activities, measure change in knowledge, skill, and/or practice at the time of the program and long term (for some activities).
4. Use summative evaluation data to guide future activities.
5. Participate in the evaluation process for the Approved Provider (AP) unit.
6. Participate in the evaluation process for nursing professional development.
7. Function as a content expert as appropriate.
8. Function as the expert in the CE criteria for planning committees.

Responsibilities of the Primary Nurse Planner (PNP):

In addition to assessing, planning, implementing and evaluating activities as described for the Nurse Planner above,

1. Recruit and select Nurse Planners. Ensure that they have a minimum of a BSN and have unencumbered RN licenses in the state in which they function.
2. Orient new Nurse Planners.
3. Keep Nurse Planners up to date with criteria including sharing Approved Provider Newsletters.
4. Encourage Nurse Planners and self to attend the AP Updates, webinars, etc. provided by NCNA CEAU to remain up to date with criteria and implementation of such.
5. Monitor Nurse Planners functioning on planning committees.
6. Work with Nurse Planners re: establishing outcomes and measuring the outcomes.
7. Work with Nurse Planners who are having difficulty implementing the CE criteria. Releasing Nurse Planners who are unable to function as a Nurse Planner.
8. Ensuring that there is an infrastructure from which the Nurse Planners can function. This includes having administrative support, financial resources, material resources, etc.
9. Working with the Nurse Planners to develop and implement an evaluation process to determine the effectiveness of the AP unit as a whole. (This includes evaluating achievement of AP unit goals, material resources, financial resources, human resources, processes, educational activities, quality outcome measures, etc.)
10. Working with the Nurse Planners to develop, collect data, evaluate and monitor quality outcome measures for the AP unit and for enhancing nursing professional development.
11. Write and submit the provider application with input from the Nurse Planners and others as appropriate.
12. Oversee the functioning of the AP unit.
13. Interact with management and advocate for the AP unit.
14. Be the contact person between the AP unit and the CE Director of the Continuing Education Approver Unit (CEAU) at the North Carolina Nurses Association (The Nurse Peer Review Leader - NPRL).
15. Communicate with the NPRL regarding any changes in the AP unit and as issues arise.

May 2016