



**North Carolina Nurses Association - Continuing Education Approver Unit
Approved Provider Self-Study Template – Using 2015 Criteria – Revised June 2022**

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Three Complete Educational Activities

Name of Activity #1

Name of Activity #2

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****Upload three complete educational activities as three separate PDFs to our SurveyMonkey link once ready to submit self-study at [Approved Provider Self-Study Submission Survey \(surveymonkey.com\)](https://www.surveymonkey.com)****

Note: The table of contents should be expanded and have page titles and page numbers added as needed to complete, clarify, and organize the application.

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NCNA CEAU Approved Provider Template

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 summary of the Provider Unit (i.e., overall description on how the provider unit functions, the mission of the provider unit as it relates to NCPD/CNE offerings, including the impact the provider unit has on the organization and its learner. (1,000-word limit.)

Executive Summary:

OO2. Role Description

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

List:

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

Position Descriptions:

Primary Nurse Planner:
Nurse Planner(s):

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Approved Provider Criterion 1: Structural Capacity (SC)

The capacity of an Approved Provider is demonstrated by commitment, identification of and responsiveness to learner needs, continual engagement in improving outcomes, accountability, leadership, and resources. Applicants will write narrative statements that address each of the criteria under Commitment, Accountability, and Leadership to illustrate how structural capacity is operationalized.

Each narrative must include a specific example that illustrates how the criterion is operationalized within the Provider Unit.

Commitment. The Primary Nurse Planner demonstrates commitment to ensuring RNs' learning needs are met by evaluating Provider Unit processes in response to data that may include but is not limited to aggregate individual educational activity evaluation results, stakeholder feedback (staff, volunteers), and learner/customer feedback.

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 activity results, evaluation results, stakeholder feedback (staff, volunteers), and learner/customer feedback.

Description:

Specific Example:

Accountability. The Primary Nurse Planner is accountable for ensuring that all Nurse Planners in the Provider Unit adhere to NCNA and ANCC accreditation criteria.

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 NCNA and ANCC accreditation criteria.

Description:

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Specific Example:

Leadership. The Primary Nurse Planner/Nurse Planner demonstrates leadership of the Provider Unit through direction and guidance given to individuals involved in the process of assessing, planning, implementing, and evaluating CNE activities in adherence with NCNA and ANCC accreditation criteria.

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.

Description:

Specific Example:

Approved Provider Criterion 2: Educational Design Process (EDP)

The Provider Unit has a clearly defined process for assessing needs as the basis for planning, implementing, and evaluating CNE. CNE activities are designed, planned, implemented, and evaluated in accordance with adult learning principles, professional education standards, and ethics.

Each narrative must include a specific example that illustrates 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.

Assessment of Learning Needs. CNE activities are developed in response to, and with consideration for, the unique educational needs of the target audience.

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).

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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(s).

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 participating in the educational activity.

Description:

Specific Example:

Planning. Planning for each educational activity must be independent from the influence of commercial interest organizations.

Describe and, using an example, demonstrate the following:

EDP4. The process for identification, mitigation, and disclosure of relevant financial relationships of all individuals who control the content of the continuing education activity.

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Description:

Specific Example:

Design Principles. The educational design process incorporates best-available evidence and appropriate teaching methods.

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.

Description:

Specific Example:

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

Description:

Specific Example:

Evaluation. A clearly defined method that includes learner input is used to evaluate the effectiveness of each educational activity. Results from the activity evaluation are used to guide future activities.

Describe and, using an example, demonstrate the following:

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EDP7. How the summative evaluation data for an educational activity are used to analyze the outcomes of that activity and guide future activities.

Description:

Specific Example:

Approved Provider Criterion 3: Quality Outcomes (QO)

The Provider Unit engages in an ongoing evaluation process to analyze its overall effectiveness in fulfilling its goals and operational requirements to provide quality CNE.

Each narrative must include a specific example that illustrates how the criterion is operationalized within the Provider Unit.

Provider Unit Evaluation Process. The Provider Unit must evaluate the effectiveness of its overall functioning as a Provider Unit.

QO1. The process utilized for evaluating the overall effectiveness of the provider unit in carrying out its work as a provider of continuing nursing education.

Description:

NEW AP APPLICANTS: Please submit an outcome(s) that your Approved Provider unit plans to focus on in the next 12 months.

QO2a. Identify at least one quality outcome the provider unit has established and worked to achieve over the past 12 months to improve provider unit operations. Identify the metrics used to measure success in achieving that outcome.)

QO2a:

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.

QO2b:

Value/Benefit to Nursing Professional Development. The Provider Unit shall evaluate data to determine how the Provider Unit, through the learning activities it has provided, has influenced the professional development of its nurse learners.

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NEW AP APPLICANTS: Please submit an outcome(s) that your Approved Provider unit plans to focus on in the next 12 months

QO3a. Identify at least one quality outcome the provider unit has established and worked to achieve over the past 12 months to improve the professional development of nurses. Identify the metrics used to measure success in achieving that outcome.

QO3a:

QO3b. Using one of the quality 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.

QO3b:

Three Complete Educational Activities

Submit the **FULL** record for three educational activities that have been planned, implemented, and evaluated within the previous 12 months. Please upload to [Approved Provider Self-Study Submission Survey \(surveymonkey.com\)](#) as three separate PDFs.

About these activities: The individual activities submitted with the self-study documents must have been planned, implemented and evaluated with the 12-month period prior to your renewal submission date. **Activities selected for review must be representative of the types of CE education provided by your APU, i.e., if you provide both live and enduring materials then submit at least one of each type, if your APU has accepted commercial support in the previous 12 months, then please submit an activity that reflects receipts of commercial support to submit.**

NEW APPLICANTS: For each of three activities previously approved, please submit approved activity, along with the following below items, as an activity file:

- A copy of the Approval Notice issued by the Approving Unit
- A copy of the Disclosures shared with participants
- A copy of the Certificate awarded to successful participants
- Summative evaluation + NP summary

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