



North Carolina Nurses Association
Continuing Education Approver Unit (CEAU)
Individual Educational Activities
Nurse Planner - Roles & Responsibilities

Nurse Planner – The Nurse Planner (NP) is a Registered Nurse with a current/unencumbered nursing license, and a Bachelor’s or higher degree in nursing. Responsibilities of the NP include:

1. Lead the process for the planning, provision and evaluation of continuing nursing education and ensuring that ANCC/NCNA criteria are being met.
2. Assess professional practice gaps, identify needs that can be addressed through education, create a planning committee, develop program(s) based on best available evidence, provide the planned program, and then evaluate whether or not learners achieved the desired outcome.
3. Identify and resolve any conflicts of interest that may exist among all those in a position to control the program content, i.e.: presenters/authors and planners.
4. Maintain the content integrity of the planned program.
5. Ensure that content actively engages the learner in an appropriate manner
6. Create short term outcomes related to the planned program(s) that measure for changes in knowledge, skill, and/or practice at the end of the program. Long term evaluations can also be used when appropriate.
7. Evaluate and use summative evaluation data to guide any future delivery of the activity.
8. Ensure that all required documentation is completed and maintained for 6 years following the date of the program.
9. Communicate with the Nurse Peer Review Leader at NCNA regarding any changes in the program’s speaker, content or responsible party.