

North Carolina Nurses Association
Continuing Education Approver Unit (CEAU)
PNP & NP - Roles & Responsibilities

Primary Nurse Planner – The Primary Nurse Planner (PNP) is a Registered Nurse with a current/unrestricted nursing license, with either a Bachelor’s or Master’s degree in Nursing. Responsibilities of the PNP include:

1. Authority within the Approved Provider (AP) unit to ensure compliance with ANCC/NCNA criteria for the provision of contact hours for nurses.
2. Responsible for ensuring that the AP unit adheres to NCNA criteria when planning all operational aspects of an educational activity.
3. Responsible for ensuring that all Nurse Planners meet ANCC eligibility requirements.
4. Recruit, select, orient and on-board new Nurse Planners.
5. Ensure Nurse Planners are educated and updated re: ANCC/NCNA CNE criteria.
6. Develop and implement an annual evaluation process for the Approved Provider unit.
7. Collect, monitor and evaluate both the AP unit and Nursing Professional Development quality outcomes on an annual basis.
8. Serve as liaison between NCNA CEAU and Approved Provider unit.
9. Submission of all required and/or requested data to NCNA.
10. Communication of any changes affecting the AP unit to NCNA’s CEAU/Nurse Peer Review Leader
11. Serve as a Nurse Planner on an as needed basis.

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

1. Active involvement in all aspects of the planning, implementation and evaluation of continuing nursing education activities.
2. Responsible for ensuring that appropriate education design principles (EDP) are used for every activity planned.
3. Assesses professional practice gaps and identifies educational methods to close the professional practice gap(s). Creates measurable outcomes to evaluate learner success with the education provided.
4. Ensures that educational content provided is based on best available evidence. Ensures that educational content provided offers opportunities to engage the learner in the education being provided.
5. Participates in the analysis of summative evaluation data, uses feedback to improve future educational offerings.
6. Maintains content integrity for each activity provided. Evaluates, resolves conflicts of interest for those with ability to control education content.
7. When applicable, ensures that relationships with commercial interest sponsors and/or joint providers involved in the CNE activity meet all required ANCC criteria.