

# American Association of Neuroscience Nurses Application Instructions and Guidelines 2015 Criteria

This document is designed to assist applicants with correctly completing all of the required elements within the Individual Educational Activity Application. These guidelines are based on the 2015 ANCC Primary Accreditation Criteria. Please note that upon request, all applicants are required to provide any materials associated with the application. For questions beyond what is detailed in this document, please contact the AANN Education Administrator. Additional resource materials are available on the AANN website under the CE Program Approval page.

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## Individual Educational Activity Application

### Part A

Please make sure that all boxes that apply to your specific application are checked and all text boxes that read “Click here to enter text” are completed.

If the activity is a series (i.e. sessions differing in content but related under one topic), the start dates as well as titles of each individual session should be listed. The title of the activity should be comprehensive, creating an outline structure for the activity.

### Example

Activity Title: Components of Eye Assessment

Session 1: Visual Acuity, 5/1/17

Session 2: Visual Fields, 5/3/17

Session 3: Pupils, 5/5/17

Session 4: Fundoscopic Examination, 5/7/17

Session 5: Extraocular Movements, 5/9/17

**Provider-directed, provider-paced:** The provider controls all aspects of the learning activity. The provider determines the desired learning outcome based on a needs assessment and gap analysis, selects content based on best available evidence, chooses strategies to facilitate learning, and identifies methods for collecting and analyzing evaluation data. (Examples include live activities and live webinars.)

**Provider-directed, learner-paced:** The provider determines the desired learning outcome based on a needs assessment and gap analysis, selects content based on best available evidence, chooses strategies to facilitate learning, and identifies methods for collecting and analyzing evaluation data. The learner determines the pace at which he or she engages in the learning activity. (Examples include print articles, online courses, e-books, and self-learning modules/independent studies.)

**Blended Activity:** This applies to applicants who will provide a live portion of the educational content as well as enduring materials.

**Number of Contact Hours Requested:**

During the planning process, the Nurse Planner and Planning Committee determine the criteria that learners must meet to earn contact hours. Criteria should be based on the desired learning outcome(s). Criteria may include, but are not limited to, participation in the activity, attendance for a specified period of time (e.g., 100% of activity, or missing no more than ten minutes of activity), successful completion of a post-test (e.g., attendee must score X% or higher), completion of an evaluation form, or successful completion of a return demonstration.

**Nurse Planner Qualifications:**

The Nurse Planner must be a registered nurse who holds a current, unencumbered nursing license (or international equivalent) AND hold a baccalaureate degree or higher in nursing (or international equivalent) AND be actively involved in planning, implementing and evaluating this continuing education activity.

**Part B****Description of the professional practice gap:**

The Nurse Planner starts by analyzing data that validates the need for the educational activity. This analysis forms the basis of a professional practice gap, or the difference between the current state of practice and the desired state of practice. It is important to note that a professional practice gap may exist for registered nurses or health care teams regardless of the practice setting. Professional practice gaps are not limited to clinical practice and may also exist in areas of professional work such as administration, education, and research.

**Example:**

**Current State:** *Nurses involved in acute stroke care are not monitoring for compliance to the “Core Measures for Stroke Care” in their clinical practice.*

**Desired State:** *Nurses involved in acute stroke care consistently monitor for compliance with the “Core Measures for Stroke Care” in their clinical practice.*

**Identified Gap:** *Nurses involved in acute stroke care do not know they should monitor for compliance with the “Core Measures for Stroke Care”.*

**Part F****Desired learning outcomes:**

A learning outcome is written as a statement that reflects what the learner will be able to do as a result of participating in the educational activity. The learning outcome must be observable and measurable. The learning outcome addresses the educational needs (knowledge, skills, and/or practices) that contribute to the professional practice gap, and achieving the learning outcome results in narrowing or closing the gap. A learning outcome may be assessed in the short term or long term. There may be more than one learning outcome for an educational activity.

**Example:** *Nurses involved in acute stroke care will monitor for compliance with the “Core Measures for Stroke Care” in their clinical practice.*

Please refer to the “Additional Resources” section on the CE Program Approval page on the AANN website for more information on learning outcomes.

**Part G**

**Outcome measurement:** The process of observing, describing, and quantifying the predefined indicator(s) of performance after an intervention designed to impact the indicator.

**Example:** *Nurses involved in acute stroke care will demonstrate monitoring for compliance with the “Core Measures*

for Stroke Care” in their clinical practice.

#### Part H

Content for the education activity can be chosen from the following:

- Information available from organization/website - organization/web site must use current available evidence within past 5 - 7 years as resource for readers; may be published or unpublished content; examples – Agency for Healthcare Research and Quality, Centers for Disease Control, National Institutes of Health)
- Information available through peer-reviewed journal resources - reference should be within past 5 – 7 years
- Clinical Guidelines - example - [www.guidelines.gov](http://www.guidelines.gov)
- Expert Resource - individual, organization, educational institution) (book, article, website)
- Textbook reference

#### Part I

Each of the following learner engagement strategies are acceptable for approval of an educational activity:

- Integrating opportunities for dialogue or question/answer
- Time for self-check or reflection
- Analyzing case studies
- Providing opportunities for problem-based learning

#### Part K

Contact hours are awarded to participants for those portions of the educational activity devoted to the learning experience and time spent evaluating the activity. One contact hour = sixty minutes. If rounding is desired in the calculation of contact hours, the provider must round down to the nearest 1/10th or 1/100th (e.g., 2.758 should be 2.75 or 2.7, not 2.8). Educational activities may also be conducted asynchronously and contact hours awarded at the conclusion of the activities.

**Example:** 90 minutes/60 = 1.5 contact hours

#### Part M

An example is provided for commercial support within the application. If your activity does not have commercial sponsorship, please delete the example from the table before submitting your application. Please refer to the “Additional Resources” section on the CE Program Approval page on the AANN website for more information on commercial support and sponsorship.

### Attachment 1: Individual Activity Applicant Verification Form

Applicants interested in submitting an individual educational activity for approval must complete the Eligibility Verification and meet all Eligibility Requirements. Verification forms received from applicants that do not meet Eligibility Requirements will be rejected without substantive review.

The Individual Activity Applicant is defined as an individual, organization, or part of an organization submitting an educational activity for approval from an Accredited Approver. The Nurse Planner for the activity of the Individual Activity Application must be a registered nurse who holds a current, unencumbered nursing license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent) . The Nurse Planner is responsible for ensuring that the educational activity is developed according to ANCC accreditation criteria and Approver Unit requirements.

Those interested in submitting a CNE activity for approval from an Accredited Approver must complete the eligibility verification process and meet all eligibility requirements. The Accredited Approver is responsible for assessing whether

the applicant is eligible to apply. To be eligible to apply for activity approval, the applicant must:

- Have one Nurse Planner who is operationally responsible for coordinating the process of planning, implementing, and evaluating the CNE activity.
- The Nurse Planner must be a registered nurse and hold a current, unencumbered nursing license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent).
- Plan the educational activity with at least one other planner. The other planner needs to have appropriate subject matter expertise for the educational activity being offered. The Accredited Approver must document qualifications of the Nurse Planner and content expert for their respective roles including degree, credentials, and biographical data.
- Not be a commercial interest as defined in the glossary and the ANCC's Content Integrity Standards for Industry Support in Continuing Nursing Educational Activities.
- Be in compliance with all applicable federal, state, and local laws and regulations that affect the organization's ability to meet ANCC accreditation criteria.
- Disclose previous denials, suspensions, and/or revocations of ANCC accreditation or accreditation/approval by any other organization.
- Comply with all educational design requirements as noted by the Accredited Approver Unit.

**Multi-focused organization:** An organization that exists for other purposes in addition to providing CNE.

## Attachment 2: Individuals in a Position to Control Content

The Nurse Planner, all content expert(s) and speaker(s) must be listed on Attachment 2.

There must be one Nurse Planner and at least one content expert to plan each educational activity. The Nurse Planner is knowledgeable of the CNE process and is responsible for adherence to the ANCC criteria. One planner needs to have appropriate subject matter expertise for the educational activity being offered (referred to as the Content Expert). **The individuals who fill the roles of Nurse Planner and Content Expert must be identified.**

The absence (none) or presence of a potential conflict of interest must be indicated for the Nurse Planner, content expert(s) and speaker(s). The Nurse Planner must attest to the evaluation and resolution of potential conflicts of interest of all content expert(s) and speaker(s) as reflected in the Conflict of Interest Documentation (Attachment 4).

## Attachment 3: Qualifications Documentation for the Nurse Planner, Content Expert, and Speaker(s)

Information required from Nurse Planners, content expert(s), and all speakers should document these individuals' qualifications relevant to the continuing education process or a specific activity with respect to their education, professional achievements and credentials, work experience, honors, awards, and/or professional publications.

The Qualifications Documentation for the Nurse Planner and all content experts must be submitted with the Individual Activity Application. The Qualifications Documentation for all speakers must be retained by the applicant and submitted for review upon request.

## Attachment 4: Conflict of Interest Documentation

The potential for conflicts of interest exists when an individual has the ability to control or influence the content of an educational activity **and** has a financial relationship with a *commercial interest*,\* the products or services of which are pertinent to the content of the educational activity. The Nurse Planner is responsible for evaluating the presence or absence of conflicts of interest and resolving any identified actual or potential conflicts of interest during the planning

and implementation phases of an educational activity. If the Nurse Planner has an actual or potential conflict of interest, he or she MUST recuse himself or herself from the role as Nurse Planner for the educational activity. The Conflict of Interest Documentation for the Nurse Planner must be verified and signed by another member of the Planning Committee (content expert).

The Conflict of Interest Documentation for the Nurse Planner and the content expert(s) must be submitted with the Individual Activity Application. The Conflict of Interest Documentation for all speakers must be retained by the applicant and submitted for review upon request.

Please refer to the “Additional Resources” section on the CE Program Approval page on the AANN website for more information on identifying conflicts of interest.

### Attachment 5: Educational Planning Table

Please ensure that the following is the same information as written in Section B of the application:

- Description of current state
- Description of desired state
- Identified gaps
- Learning outcomes
- Areas of Impact

#### Content Outline

Content for the educational activity may be chosen by the Nurse Planner and Planning Committee, or it may be selected by others participating in the educational activity such as individual speakers or authors. It is the responsibility of the Nurse Planner and Planning Committee to ensure that content is based on the most current evidence, which may include, but is not limited to, evidence-based practice, literature/peer-reviewed journals, clinical guidelines, best practices, and content experts’ opinion.

Content that has previously been developed may also be identified as appropriate to include within the educational activity. If previously developed content is incorporated, the Nurse Planner is responsible for ensuring that content meets criteria for best available evidence and is appropriate in relation to the identified practice gap, and that permission to use the content has been obtained as applicable.

**For applications requesting approval for 3+ contact hours, only 3 hours of content must be detailed. All content must be on record with the Nurse Planner, but only 3 contact hours need to be submitted to AANN. Upon request, applicants are required to submit any additional application materials, as the applicant is required to have all education materials on file.**

**Time Frame:** Please list the time frame in terms of time that each content section will be presented.

**Example:** *25 minutes*

Time frames must match and support the contact hour calculation for live activities. Evidence may include, but is not limited to, agenda for the activity, outline of content to be delivered in the activity, and/or other marketing materials. Time for breaks and meals should be clearly delineated and not included in total contact hours awarded. For enduring materials such as print, electronic, web-based, etc., the method for calculating the contact hours must be identified. The method may include, but is not limited to, a pilot study, historical data, or complexity of content.

#### Active Learner Engagement

As part of the design process, the Nurse Planner and Planning Committee develop ways to actively engage learners in

the educational activity. Strategies to engage learners may include, but are not limited to, integrating opportunities for dialogue or question/answer, including time for self-check or reflection; analyzing case studies; and providing opportunities for problem-based learning. **Each section of content must outline a specific learner engagement strategy.**

**Attachment 6: Activity**

Please use this space to attach your activity agenda and supplementary marketing materials. The agenda must include all faculty and content that will be presented. Submit documents or link use the space to link to online marketing materials.

**If marketing is released prior to approval AND after an application has been submitted, the following statement may be used:**

*This activity has been submitted to the **American Association of Neuroscience Nurses** for approval to award contact hours. The **American Association of Neuroscience Nurses** is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.*

**If the marketing is to be released after approval is received, then use the following statement:**

*This continuing nursing education activity was approved by **American Association of Neuroscience Nurses** an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.*

Marketing materials may not include the logo of any sponsoring organization that provides commercial support of any kind.

**Attachment 7: Documentation of completion and/or certificate**

A certificate or documentation of completion is awarded to a participant who successfully completes the requirements for the individual education activity.

The certificate or document must include:

- Title and date of the educational activity;
- Names and Address of the provider of the educational activity (web address is acceptable);
- Number of Contact Hours awarded;
- Approval Statement;
- Participant Name;
- AANN Approval Number

*This continuing nursing education activity was approved by **American Association of Neuroscience Nurses** an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.*

**Attachment 8: Commercial Support Agreement**

Commercial interest organizations may provide monetary funding or other support (Commercial Support) for continuing nursing educational activities in accordance with the fundamental principles that

- Commercial Support must not influence the planning, development, content, implementation, or evaluation of an educational activity; and
- Receipt of Commercial Support must be disclosed to learners.

Commercial Support may be used to pay for all or part of an educational activity and for expenses directly related to the educational activity, including, but not limited to, travel, honoraria, food, support for learner attendance, and location

expenses. Commercial Support may be used to support more than one educational activity at the same time or multiple activities over a period of time.

Commercial Support is:

- Financial Support—money supplied by a commercial interest organization to be used by a provider for expenses related to the educational activity. Financial support may be provided as an unrestricted grant, educational grant, donation, or scholarship.
- “In-Kind” Support – materials, space, or other non-monetary resources or services used by a provider to conduct an educational activity, which may include, but are not limited to, human resources, marketing services, physical space, equipment such as audiovisual components, and teaching tools (for example, anatomic models).

#### **Attachment 9: Evidence of required information provided to learners prior to the start of the educational activity**

Learners must receive required information prior to the start of an educational activity. In live activities, required information must be provided to the learner prior to initiation of the educational content. In enduring materials (print, electronic, or web-based activities), required information must be visible to the learner prior to the start of the educational content. Required information may not occur or be located at the end of an educational activity. Materials associated with the activity (marketing materials, advertising, agendas, and certificates of completion) must clearly indicate that the Provider awarding contact hours is responsible for adherence to ANCC criteria.

- Approval Statement of providers awarding contact hours

**If advertising is released prior to approval AND after an application has been submitted, the following statement may be used:**

*This activity has been submitted to the **American Association of Neuroscience Nurses** for approval to award contact hours. The **American Association of Neuroscience Nurses** is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.*

**If the advertising is to be released after approval is received, then use the following statement:**

*This continuing nursing education activity was approved by **American Association of Neuroscience Nurses** an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.*

- Criteria for Awarding Contact Hours
- Presence or absence of conflict of interest for all individuals in a position to control content
- Commercial Support
- Expiration Date (enduring materials only)
- Joint-Providership (if applicable)

All applicants must keep the following records on file with the Nurse Planner for 6 years after the start date of the educational activity:

- Professional Practice gap
  - Current state
  - Desired state
- Evidence to validate gap
- Educational need that underlies gap

- Description of target audience
- Desired learning outcome(s)
  - Description of content with references or resources
- Learner engagement strategies
- Criteria for awarding contact hours
- Description of evaluation method
  - Evidence that change in knowledge, skills and/or practices was assessed
- Names and credentials of all individuals in a position to control content
- Nurse Planner
- Content Expert
- COI documentation for all individuals in a position to control content
- Evidence of resolution process if applicable
- Number of contact hours awarded
  - Method of calculation
- Certificate of completion
- Commercial support agreement if applicable
- Required information to learners:
  - Accreditation statement
  - Criteria for awarding contact hours
  - Presence or absence of COI for all individuals in a position to control content
  - Commercial support if applicable
  - Expiration date if applicable
  - Joint providership if applicable
- Summative evaluation

Applicant is required to provide any of the above materials upon request.

### Attachment 10 & 11: Evaluation Form and Summative Evaluation

The Nurse Planner and Planning Committee determine the method that will be used to evaluate the educational activity. The evaluation components and method of evaluation should be relative to the desired learning outcome(s) of the educational activity. Evaluation may be formative and integrated within the educational activity. Evaluation is also summative at the conclusion of the educational activity. Evaluation methods include assessment of change in knowledge, skills, and/or practices of the target audience. Change in knowledge, skills, and/or practices may or may not occur based on a variety of factors; however, evaluation should assess for such change. Evaluation may also include collecting data that reflect barriers to learner change.

Evaluations may include but are not limited to both short- and long-term methods:

**Short-term evaluation options:**

- Intent to change practice
- Active participation in learning activity
- Post-test
- Return demonstration
- Case study analysis
- Role-play

**Long-term evaluation options:**



- Self-reported change in practice
- Change in quality outcome measure
- Return on Investment (ROI)
- Observation of performance

Following the conclusion of the educational activity, the Nurse Planner and/or Planning Committee review the summative evaluation data to assess the impact of the educational activity and determine how results may be used to guide future educational activities, as applicable.

A summary evaluation is to be submitted to AANN within 30 days of the conclusion of the educational activity.

### References

*2015 Primary Accreditation Approver Application Manual* (2015 ed.). (2015). Silver Springs, MD: American Nurses Credentialing Center.