

Emergency Nurses Association Approver Unit Individual Educational Activity Application Process

The Emergency Nurses Association (ENA) is accredited as an approver of nursing continuing professional development activities by the American Nurses Credentialing Center's Commission on Accreditation. The American Nurses Credentialing Center's (ANCC) Commission on Accreditation is responsible for establishing standards for nursing continuing professional development activities. This accreditation allows ENA to ensure quality continuing nursing education activities through an approval process as an agent of ANCC.

The ENA Approver Unit is responsible for approving nursing continuing professional development activities focusing on emergency room care across the world. Approval of activity applications are accepted on an on-going basis. The Education Coordinator, ANCC conducts an initial, internal review of the application submitted. Any missing documentation or need for clarification in the application is sent back to the nurse planner. Once that additional information is received the "complete" file is sent for review by a nurse peer reviewer who has expertise in education, nursing, allied health, and adult learning. A final review is conducted for approval or denial by the Nurse Peer Review Leader.

As the nurse planner, you are accountable to ENA to assure that all ANCC/ENA accreditation criteria in educational design principles are met. Nurse planners are responsible to ensure the activity meets these principles and is clearly documented in the application submitted along with supporting documentation. The application is a planning document. Use it as a guide when planning your educational activity for the entirety of the offering, whether it is one hour or three days.

This resource is a guide in the process of obtaining approval for contact hours awarded through the Emergency Nursing Association (ENA) Approver Unit. Please contact the ENA staff (CNE@ena.org) should any additional questions or concerns arise. Individual consultations can also be scheduled.

Table of Contents

Application Fee	3
Submission	3
Review Process	3
Post-Review Process.....	4
Withdrawing an Application/Cancellation of Activity.....	4
Program Approval and Expiration	5
Revocation of Approval.....	5
Changes in Activity After Approval.....	5
Eligibility for Nursing Continuing Professional Development Activity	5
What is a Commercial Interest?.....	6
Types of Activities.....	7
What is a Professional Practice Problem/Area for Improvement?	7
What is the Underlying Gap?	7
What is Your Target Audience?.....	8
What are Learning Outcome(s) and Measurements?	8
Content for Educational Activity	9
Activity Engaging the Learner.....	9
What are the Criteria for Awarding Contact Hours?.....	9
Disclosure Process and Management of Conflict of Interest (COI)?	9
What is Commercial Support?	10
Joint Providing	10
Certificates.....	11
ANCC Accreditation Statement	11
Post-Activity Requirements.....	12
Recordkeeping	12

Application Fee

Fees are based upon the type of organization (ENA vs. Non-ENA) submitting the application and the number of contact hours.

Total Contact Hours (Estimated)	ENA Chapter or State Council Fee	ENA Chapter or State Council Fee	Non-ENA Fee	Non-ENA Fee
	Before Deadline (greater than 45 days prior to activity date)	After Deadline (fewer than 45 days prior to activity date)	Before Deadline (greater than 45 days prior to activity date)	After Deadline (fewer than 45 days prior to activity date)
0.0 - 1.0	\$ 25.00	\$50.00	\$50.00	\$100.00
1.25 – 6.0	\$ 50.00	\$100.00	\$100.00	\$200.00
6.25 – 12.0	\$ 75.00	\$150.00	\$150.00	\$300.00
12.25 – 20.0	\$100.00	\$200.00	\$200.00	\$400.00
20.25 – 40.0	\$150.00	\$300.00	\$300.00	\$600.00
40.25 +	\$200.00	\$400.00	\$400.00	\$800.00

- All applications will be approved for a 1 year/365-day approval period.
- For enduring education to last up to 2 years approval, contact cne@enal.org.
- The finance department will send an invoice upon receipt of the application. The invoice will need to be paid prior to receiving final approval documents.
- Fees paid do not guarantee approval of applications.
- Applications submitted with less than 1 week to activity date may not be approved in time.

Submission

Applications and all supporting materials should be submitted at least 45 days prior to the start date of the activity to ensure a timely review and avoid a late fee. Applications must be submitted via email to CNE@ena.org. Only complete applications can be processed in the allotted time-period.

Keep all application documents in their original Word format. Do not handwrite on forms, save Word docs as PDFs, scan, or fax application documents.

Review Process

All applications are considered confidential. All files will be available only to those that are members of the ENA Approver Unit and peer reviewers.

An email confirmation will be sent within 1-2 business days notifying applicants that their application has been received.

Applications are screened for completeness upon receipt. If the application is incomplete or contains errors, applicants will be notified about the deficiencies that must be corrected before the application can be forwarded to the peer reviewer(s).

Complete applications are forwarded to the ENA nurse peer reviewer(s). Applicants will be given a timeline of completion of review, usually 2-3 weeks to complete review and approval processes.

After review by nurse peer reviewer, the application will be reviewed by the ENA Nurse Peer Review Leader for final approval.

Post-Review Process

Types of action taken on applications include approval, pending or denial. Applicants will be notified of action taken on their application by email.

- **Approved:** Applications that do not require additional edits are approved. Applicants receive an approval letter with instructions for follow-up documentation.
- **Pending:** Applications that need additional clarification, materials, or edits are considered pending approval.
 - The applicant will receive an email that includes a list of deficiencies that must be addressed before further review and approval.
 - Clarifications and edits requested in the email must be submitted via email to CNE@ena.org at least two business days before the activity is to begin.
 - Common reasons applications are pending approval include missing or incomplete conflict of interest forms, inadequate documentation of content, missing advertising materials, incomplete information about commercial support, and inconsistencies between the content outline and evaluation form.
- **Denied:** Applications with significant deficiencies that cannot be corrected before the scheduled activity will be denied. Applicants will receive an email that includes a list of deficiencies that led to the determination of denial.
 - Activities that have been denied cannot award nursing contact hours to their attendees.
 - Resubmission of a denied application is handled the same as a new application. The applicant must correct deficiencies and resubmit the application with an additional application fee for review as a new activity. The standard submission deadlines apply.
 - Applicants that wish to appeal their denial must notify the ENA Approver Unit by email or letter postmarked within 10 days of the date of letter of denial.

Withdrawing an Application/Cancellation of Activity

An applicant may request via email that an application be withdrawn at any time. If the request for withdrawal is received prior to approval, then a refund will be issued to applicant (or a credit can be applied to the applicant if they intend to submit the same application later).

If the request for withdrawal is after the activity has been approved, a refund will not be issued. If an activity is canceled for any reason after receiving approval, the applicant must notify the ENA staff immediately. The applicant can reschedule the activity for a later date for no additional fee.

Program Approval and Expiration

Retroactive approval after a program has begun cannot be granted.

Activities are approved for **one** year. The provider/program must maintain the same content and speakers during approval period. The expiration date of the program will be identified in the approval letter. There is no limit to the number of repeat offerings in the one-year period.

Once the approved activity has expired, the applicant can resubmit the entire activity for another year's approval. Review of content and updates to disclosures must be provided in the activity application.

Revocation of Approval

The ENA Nurse Peer Review Leader may revoke an approval decision and deny continuing education contact hours if a provider does not adhere to the ANCC/ENA criteria by which the educational activity was originally approved.

Changes in Activity After Approval

If any change occurs in the content of an activity after approval has been granted, the nurse planner or primary contact must communicate with ENA via email outlining those changes that are anticipated (not put into place). If those changes are minimal (i.e. change in faculty, addition or change to small portion of content, such as replacement of content), those changes will be noted in the approved activity and supporting evidence or documentation of the changes included. Changes in the coordinating staff or faculty must be submitted via updated conflict of interest form prior to the beginning of the activity. No additional fee will be charged.

Changes that are substantial, such as changes that affect contact hours awarded, will need to be submitted to ENA and reviewed by the Nurse Peer Review Leader. An increase in contact hours and substantial changes to content, may warrant a new application to be submitted. This decision will be made by the Nurse Peer Review Leader after communication with the applicant.

Eligibility for Nursing Continuing Professional Development Activity

The ANCC definition of CNE states: "Those learning activities intended to build upon the educational and experiential bases of the professional RN for the enhancement of practice, education, administration, research, or theory development, to improve the health of the public and RNs' pursuit of their professional career goals." (2015) *ANCC Primary Accreditation Application Manual for Approvers*.

Interprofessional continuing education (IPCE) is defined as “when members of two or more professions learn with, from, and about each other to enable effective collaboration and improve health outcomes” (www.joint accreditation.org).

Nurse planners must develop educational activities that address a gap in competence, performance, and/or patient outcomes for the professional registered nurse. Content chosen for educational activities must be evidence-based or based on the best-available, valid evidence, and the educational activity must be planned independently from the influence of commercial interest organizations.

Applicants for approval of their education must provide eligibility evidence that they are not a commercial entity, or subsidiary of a commercial entity.

What is a Commercial Interest?

A commercial interest is any entity producing, marketing, reselling, or distributing health care goods or services consumed by or used on patients or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes health care goods or services consumed by or used on patients. Or an entity that advocates for use of the products or services of commercial interest organizations. Exceptions are made for nonprofit or government organizations and non-health care-related companies. (American Nurses Credentialing Center, 2015, P. 27)

Commercial Interest Organizations are **ineligible** for accreditation and may not be a provider or co-provider of an educational activity.

An organization is NOT a Commercial Interest Organization if it is:

- A government entity
- A non-profit (503(c)) organization
- A provider of clinical services directly to patients, including but not limited to hospitals, health care agencies and independent health care practitioners
- An entity the sole purpose of which is to improve or support the delivery of health care to patients, including but not limited to providers or developers of electronic health information systems, database systems, and quality improvement systems
- A non-healthcare related entity whose primary mission is not producing, marketing, or selling or distributing health care goods or services consumed by or used on patients
- Liability insurance providers
- Health insurance providers
- Group medical practices
- Acute care hospitals (for profit and not for profit)
- Rehabilitation centers (for profit and not for profit)
- Nursing homes (for profit and not for profit)
- Blood banks
- Diagnostic laboratories

Types of Activities

- Provider-directed, provider-paced: Live (in person or webinar in real time)
 - An educational activity in which the provider controls all aspects of the learning activity. The provider determines the learning outcomes based on a needs assessment and chooses the content of the learning activity, the method by which it is presented, and evaluation method.

- Provider-directed, learner-paced: Enduring material (recorded webinar or journal/written material)
 - An educational activity in which the provider controls the content of the learning activity, including the learning outcomes based on a needs assessment, the content of the learning activity, the method by which it is presented, and the evaluation methods. Learners determine the pace at which they engage in the activity.
 - How do I calculate the number of contact hours for a learner paced activity?
 - ❖ Contact hours must be determined in a logical and defensible manner, consistent with the objectives, content, teaching-learning strategies, target audience and evaluation process.
 - ❖ Recordings of material can be used to calculate contact hours or word count for written material.

- Blended Activity: Live and learner-paced
 - A portion of the enduring activity is conducted, and often required to be completed, prior to the live activity.

What is a Professional Practice Problem/Area for Improvement?

A professional practice gap occurs when a change has been made to a standard of care, a significant problem exists in an organization, there is a relevant trend that needs to be addressed, or there is a prominent change in regulatory guidance or accreditation standards.

Provide a description of the problem in practice or area for improvement in terms of what the nurse/healthcare team is experiencing. For example, increase in measles cases are being seen in local emergency room/departments. Nurses are having difficulty obtaining accurate vaccine history from caregivers to identify the cause for measles presentation.

Evidence of the problem can be cited publications, new/updated practice guidelines, stakeholder feedback, or result of surveys from previous education/meetings, to name a few.

What is the Underlying Gap?

An underlying gap that is causing the problem in practice can be in knowledge, skills, and/or practice. Knowledge gap results in the target audience not knowing the problem or cause of the problem. Skills gap results from the target audience not knowing how to perform a particular skill to address the problem being

experience. Practice gaps result from the target audience not doing or not performing the professional practice resulting in the problem in practice.

As an example, the problem in practice of an increase in measles cases can be attributed to caregiver knowledge in childhood vaccines and safety of immunological interventions. The nurse may not be knowledgeable about pertinent information and tactics in presenting this information to caregivers to relieve their fears. Therefore, the knowledge gap is that the nurse does not know the basis of the misinformation caregivers may have on childhood vaccines; and skills gap to communicate with caregivers in a non-biased, non-judgmental manner.

What is Your Target Audience?

The nurse planner/planning committee can determine the target audience by identifying the RN learners and/or health care team members the educational activity is *intended* to impact.

What are Learning Outcome(s) and Measurements?

A desired learning outcome is developed for participants in the target audience. It is written as a statement to reflect what the learner will be able to do because of attending the planned educational activity.

The learning outcome must be observable and measurable, and addresses the educational needs (knowledge, skills, and/or practice) that contribute to the practice gap. Achieving the learning outcome results in a narrowing or closing of the gap. Learning outcomes should reflect what can be measured in the boundaries of the educational activity/intervention.

Knowledge gaps should measure an increase or level of knowledge that is acceptable for the learner to have because of participating in the education. For example, learners will complete a post-activity test with an 80% score as an example of knowledge gap met.

Skills gaps should measure the competency of the learners being able to perform the skill(s) identified in the gap. For example, learners will conduct an informational interview with caregivers and ensure non-judgmental approach on return demonstration. Also, learner will complete the initial assessment of a trauma patient and independently performing crucial assessment items as indicated in the attached skills/competency checklist.

Practice gaps should measure the application of practice changes because of participating in the education. For example, learners will participate in a case study and respond to 80% of correct actions to be taken/key interventions applied. Also, 80% of learners will indicated specific changes they will make in their practice because of participating in the education, such as utilizing active listening to caregivers when expressing fears on vaccinations.

*A post-activity survey/evaluation is not required. Survey data can be used to measure the learning outcome but must be appropriate to the identified gap in practice (knowledge, skills, practice) identified.

Content for Educational Activity

The content for the educational intervention must be based on the best-available, most current evidence. That may include evidenced-based practice publications, literature/peer reviewed journals, clinical guidelines, best practices, and content experts' opinion. References and resources must be provided as basis of content. Example of most current evidence would be peer-reviewed journals published in the last 5-7 years unless seminal work.

References for other educational platforms/providers is not considered evidence-based resource. References should be pulled from original citations in continuing education.

Activity Engaging the Learner

Active learner engagement must be part of the design process of the educational activity. Strategies to engage learners include integrating opportunities for dialogue; question and answer sessions; time for self-check or reflection; analyzing case studies; or problem-based learning.

What are the Criteria for Awarding Contact Hours?

Criteria should be based on the desired learning outcome(s). Criteria may include such things as participation in the activity, attendance for a specific period, completion of a post-test, or completion of a return demonstration.

For contact hours to be awarded, approval must be granted prior to the presentation of an educational activity. Contact hour calculation should not include time for introduction, breaks or meals, but may be given for reflection time and completion of an evaluation form. Contact hours must be calculated in 0.25 contact hour increments, rounded up or down to the nearest 0.25 contact hour or 15 minutes.

Disclosure Process and Management of Conflict of Interest (COI)?

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 should recuse himself or herself from the role as nurse planner for the educational activity.

- ***Commercial interest**, as defined by ANCC, is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. (Please reference content integrity document for further clarity <https://www.nursingworld.org/~48cec7/globalassets/docs/ancc/accred-cecontentintegrity.pdf>)

- All individuals who have the ability to control or influence the content of an educational activity must disclose all **relevant relationships**** with any commercial interest, including but not limited to members of the Planning Committee, speakers, presenters, authors, and/or content reviewers. Relevant relationships must be disclosed to the learners during the time when the relationship is in effect and for 12 months afterward. All information disclosed must be shared with the participants/learners prior to the start of the educational activity.
- ****Relevant relationships**, as defined by ANCC, are relationships with a commercial interest if the products or services of the commercial interest are related to the content of the educational activity.
- Relationships with any commercial interest of the individual's spouse/partner may be relevant relationships and must be reported, evaluated, and resolved.
- Evidence of a relevant relationship with a commercial interest may include but is not limited to receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (stock and stock options, excluding diversified mutual funds), grants, contracts, or other financial benefit directly or indirectly from the commercial interest.
- Financial benefits may be associated with employment, management positions, independent contractor relationships, other contractual relationships, consulting, speaking, teaching, membership on an advisory committee or review panel, board membership, and other activities from which remuneration is received or expected from the commercial interest.

What is Commercial Support?

Commercial support is defined by ANCC as a financial or in-kind contribution given by an organization that is a commercial interest organization. An organization that provides commercial support may not participate in planning the educational activity and cannot influence content, including speaker suggestions and supporting participants' registration.

Receipt of commercial support contributions must be documented in a letter of agreement with the commercial entity, outlining provider having full control of educational content. Applicant must submit a copy of the fully executed agreement.

Learners must be informed of any commercial support received for an educational activity **prior to** the start of the educational activity.

Joint Providing

Joint providing or joint providership is defined as two or more organizations working together to plan an educational activity. The **provider** of the activity is the organization that awards ANCC contact hours. The **joint provider(s)** is the other organizations working with the provider. A commercial interest organization may NOT be a provider or joint provider of an educational activity. Learners must be informed if the educational activity was joint provided (required disclosure).

The provider of the educational activity retains overall accountability for:

- Determining educational objectives and content
- Selecting planners, presenters, speakers, faculty, authors, and/or content review

- Awarding contact hours
- Recordkeeping procedures
- Evaluation methods
- Management of commercial support or sponsorship
- Details related to the collaboration are documented in a joint provider agreement

Certificates

Providers (applicants) will issue documentation of completion (certificate) to participants to verify contact hour awarded.

- Certificate and/or documentation of completion must include the following:
 - Title and date of activity
 - Name and address of provider (applicant) of activity (web address is acceptable)
 - Number of contact hours awarded
 - Participant name
 - Approver statement

This nursing continuing professional development activity was approved by the Emergency Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

If not using an ENA provided certificate, submit a copy of the certificate with the application.

ANCC Accreditation Statement

If advertising is released **prior** to submission of the application, you may **not** mention anything about seeking approval or awarding contact hours.

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

This activity has been submitted to Emergency Nurses Association for approval to award contact hours. Emergency Nurses Association is accredited as an approver of nursing continuing professional development 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 nursing continuing professional development activity was approved by Emergency Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

The accreditation statement must be clearly displayed to all learners.

Post-Activity Requirements

At the completion of your program, you may submit a summary of your activity evaluation including number of participants and outcome measurements.

Recordkeeping

All correspondence, a complete copy of the application, attachments and corrections, records of attendance including the number of contact hours awarded to each participant, and summative evaluation(s) must be maintained by the nurse planner and/or person submitting the application in a retrievable file that is accessible only to authorized personnel for **six years**. Attendee information must include name, credentials and number of contact hours awarded.

Please contact the ENA CNE staff (cne@ena.org) should any additional questions or concerns arise.