

AORN
Continuing
Education
Approval Unit

How to Simplify the Contact Hour Application Process



BEFORE YOU START

APPLICANTS SHOULD KNOW – CEAC Review Process

- ◆ Continuing Education Approval Committee (CEAC) members follow specific criteria dictated by the American Nurses Credentialing Center's Commission on Accreditation when reviewing all applications.
- ◆ Activities are approved for 2 years from the approval date. The approved activity can be given at any time during those two years.
- ◆ All applications are approved for contact hours (CH), not continuing education units (CEU). ANCC does not recognize CEUs. Do not use the term “CEU” in any manner.
- ◆ 1 contact hour = 60 minutes.

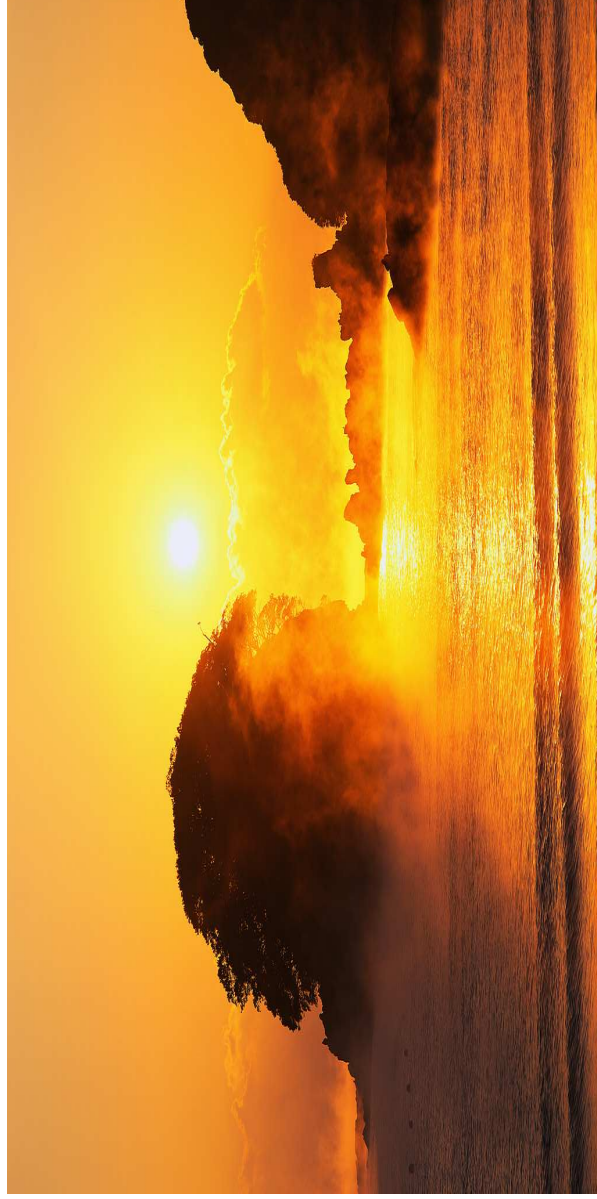
AORN
Continuing
Education
Approval Unit

BEFORE STARTING APPLICATION PROCESS

Please read the instructions

Found at

<http://www.aorn.org/Education/CEApprovalProcess/>



CONTINUING EDUCATION FOR NURSES

Your activity must reflect continuing education for nurses. Contact hours are only approved for continuing education activities.

Activity topics which do not support the definition of continuing nursing education are not permitted, including programs on financial planning and retirement, as identified by ANCC.

◆ In-service activities are not eligible for contact hours.

In-Service Education: activities intended to assist the professional nurse to acquire, maintain, and/or increase competence in fulfilling nursing responsibilities specific to the expectations of an employer of nurses.

Continuing Education: the systematic professional learning experience designed to augment the knowledge, skills, and attitudes of nurses and, therefore, enrich the nurses' contributions to quality health care and to their pursuit of professional career goals.

PLANNING COMMITTEE MEMBERS

- ◆ One member must have a BSN or higher degree in nursing
- ◆ Education information must be provided
- ◆ Expertise -- include the person's past experience in planning continuing educational activities or positions which included planning such activities. If this is the first time a committee member has participated in the planning process of a continuing education activity, please indicate as such. You may also include the name of the person who is mentoring you through the process of education planning.
- ◆ Planning committee members must declare a conflict of interest, if applicable.

PRESENTER(S)

- ◆ Presenters should have expertise in subject matter based on education, professional achievements and credentials, work experience, honors, awards, professional publications, etc.
- ◆ Include research, books/articles written on the subject, prior programs on this topic, etc.
- ◆ Conflict of Interest -- Each Presenter must indicate whether or not he/she has a real or perceived COI with the program/content to be presented. Any real or perceived conflict of interest must be disclosed to the learner.

CONFLICT OF INTEREST

More information

A real or perceived Conflict of Interest (COI) exists if Planner/Presenter has influence over the content and:

- ▶ has a significant financial interest in a product to be discussed directly or indirectly during an activity.
- ▶ is or has been an employee of a company with a real or perceived financial interest in the activity.
- ▶ has had substantial research support by an industry to study the product being discussed directly or indirectly.

CONFLICT OF INTEREST

More information

Having a real or perceived COI in a commercial organization or product does not prevent a person from being a planning committee member or presenter as long as all guidelines and criteria regarding disclosure of COI are followed.

The Planning Committee Members are responsible for resolving any COI prior to the event. If the conflict of interest cannot be resolved, then the person with the conflict must not participate.

A COI must be announced at the beginning of an activity or be contained in a written notification distributed to each participant prior to program.

COMMERCIAL SUPPORT

ANCC requires disclosure for all commercial support of an educational activity. ANCC defines “commercial support” as financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a CNE activity.

The planning committee members must ensure that the following decisions were made free from control of a commercial interest:

1. Identification of continuing nursing education needs
2. Determination of educational objectives
3. Selection and presentation of content
4. Selection of all persons and organizations that will be in a position to control the content of the continuing nursing education
5. Selection of educational methods
6. Evaluation of the activity.

COMMERCIAL SUPPORT (CON'T)

All commercial support associated with a continuing nursing education activity must be given with the full knowledge and approval of the planning committee.

Commercial exhibits and advertisements are promotional activities and not continuing nursing. Therefore, monies paid by commercial interests for these activities aren't considered commercial support.

Arrangements for commercial exhibits or advertisements must not influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support.

If you are receiving commercial support for your activity, you must submit a signed Written Agreement for Commercial Support that is provided in the application.

COMMERCIAL SUPPORT - product promotion

Product promotion material or product specific advertisement of any type is prohibited in or during education activities.

Educational materials such as slides, abstracts and handouts must not contain any advertising, trade names, logos, or other product-group messages.

Print or electronic information distributed about the non-educational aspects and are not directly related to educational materials such as schedules may include product promotion material.

Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to impartiality. If a product, such as the daVinci® Surgical System, is the only product available, then the specific name may be used.

PURPOSE/GOAL STATEMENT

The purpose/goal is a broad statement of one or two sentences that states how this activity will enrich the perioperative nurse's contribution to quality health care, or what you hope the outcome of the activity will be based on the objectives. It is not a restatement of your objectives.

WRITING OBJECTIVES

Educational objectives describe the expected learner-oriented outcomes of an educational activity.

Learner-oriented outcomes must be expressed in measurable terms (using measurable, behavioral verbs), identify observable actions, and specify **one** action or outcome per objective (**avoid using the word “and”**).

Examples of commonly used measurable behavioral verbs include*:

classify	describe	explain	
compare	develop	identify	
contrast	differentiate	list	
demonstrate	discuss		name

* Also see the “Sample Verb List” on page 10 of the Instructions.

WRITING OBJECTIVES, con't

EXAMPLE

Incorrect	Correct
1. Describing the symptoms and risk for a candidate for a total hip replacement.	1. Describe the symptoms a person who requires a total hip replacement may exhibit.
	2. Discuss the possible complications following total hip replacement.

WRITING CONTENT

- ◆ Subject matter relating to each objective should be written in the form of a topic outline or list of the material to be presented.
- ◆ The content outline should not be a restatement of the objective.
- ◆ The amount of material to be covered should be adequate to support/justify the allotted timeframe.
- ◆ Identification of the content/topics is a collaborative process between the planners (Planning Committee) and presenters.

WRITING CONTENT, con't

EXAMPLE

Incorrect
The major symptoms for a candidate for total hip replacement

Correct
a. Arthritis – restricted movement hip b. Pain not relieved by non-steroidal anti-inflammatory medications c. Pain not relieved by physical therapy d. Impact on ADL
Complications • Nerve damage • Infection a. Failure of prosthetic device

MARKETING

ANCC requires the following accreditation statement be placed verbatim and in two paragraphs on ALL promotional materials/announcements for any program requesting approval of contact hours through AORN's Continuing Education Continuing Education Approval Unit:

Contact hours for this continuing nursing education activity have been applied for through the Association of periOperative Registered Nurses, Inc., an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Activities that are approved by AORN are recognized as continuing education for registered nurses. This recognition does not imply that AORN or the ANCC Commission on Accreditation approves or endorses any product included in the presentation.