



### **Steps for Success: Planning continuing nursing education:**

1. Start early! Submit your application 40+ calendar days BEFORE your event (cost effective). <https://www.aorn.org/education/individuals/ce-approval-process>
2. Applications must be submitted and approved BEFORE the activity date. Continuing Education Approval Committee members have specific criteria they must follow when reviewing an application. These criteria are dictated by the American Nurses Credentialing Center's Commission on Accreditation. Failure to comply with reviewers' requests could jeopardize contact hour approval for this activity. Failure on the reviewer's part to ensure complete application files could jeopardize AORN's accreditation from ANCC.
3. Assemble your planning committee
  - a. Assign a Key Contact, minimum of 2 members, and one member with a BSN degree
  - b. Plan time to review the AORN and ANCC criteria (on the website)
  - c. Some points of discussion can include:
    - i. Identify the learning gap.
    - ii. Why are you planning this program?
    - iii. What data has been collected or identified to support the committee's decision to provide this continuing nursing education activity?
4. Discuss and select a presentation based on your learners' needs including one or more of these:
  - a. Identification of Gaps: in nursing knowledge, skills, or practice?
  - b. Literature review (e.g., peer reviewed evidence-based journal articles/textbooks/websites)
  - c. Member requests
  - d. Quality and outcome data
  - e. Trends in literature, law, and healthcare
5. Develop objectives and learning outcomes based on your needs assessment data.
  - a. Discuss, "at the end of the presentation, the perioperative RN will be able to (do what?)" "How will this educational activity enrich the RN's contributions to quality nursing care?"
6. Select your Presenter based on his or her:
  - a. Clinical expertise, professional achievements, work experience, education
  - b. Experience and expertise in the content and presenting the content
7. Discuss with the Presenter
  - a. Program objectives and learning outcomes
  - b. Evidence-based resources for the content
  - c. Length of program
  - d. Request the presenter's demographic information and statements of expertise in the content to be presented
  - e. Teaching methods and AV equipment needs

