How to Complete an Application for Approval of Continuing Nursing Education (CNE) Contact Hours

Revised 2021

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I.   Welcome and Introduction

The Association of periOperative Registered Nurses' (AORN) Approval Unit includes the Continuing Education Approval Committee (CEAC) members and the AORN team. The CEAC members are volunteer AORN members appointed by the Board of Directors and evaluated by the Accredited Approver Program Director; they must be currently licensed as an RN and hold a credential of baccalaureate degree or higher in nursing and have experience in planning, implementing, and evaluating educational activities for nurses. In the role of Nurse Peer Reviewers, the CEAC members work in teams to review applications to ensure the American Nurses Credentialing Center (ANCC) and AORN's criteria have been met for each application submitted. AORN's Accredited Approver Program Director is the final approver and evaluates that the individual activity applicant adheres to the ANCC criteria and meets criteria to award contact hours.

a. **Applicant Eligibility and Verification**
Eligible constituents who are interested in submitting must complete:
- Individual Activity Applicant Eligibility form
- Individual Activity Applicant Eligibility Commercial Interest form (if applicable)
- Web-based Application

   i.   **Ineligible companies** are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

   ii. **Eligible constituents** may submit applications for LIVE EVENTS or ENDURING MATERIALS for approval of contact hours (CH).

   Example of Eligible Constituents:
   LEVEL I: AORN CONSTITUENTS - ALL AORN Chapters, Specialty Assemblies, and State Councils

   LEVEL II: NON-AORN CONSTITUENTS - Healthcare Providers, Hospitals, Ambulatory Settings, Clinics, Local/Regional Nursing Organizations

   LEVEL III: NON-AORN CONSTITUENTS - National/Specialty Nursing Associations with a primary focus on continuing education

   LEVEL IV: NON-AORN CONSTITUENTS - Other

   Examples of other organizations that may be eligible to submit an individual educational activity application include health profession membership organizations, publishing or education companies, and government or military agencies.

b. **When should applications be submitted?**
Applications must be submitted and approved **BEFORE** the activity date. The Continuing Education Approval Committee (CEAC) members and the AORN team have specific criteria they must follow when reviewing an application. These criteria are dictated by the American Nurses Credentialing Center's (ANCC) Commission on Accreditation. Failure to comply with reviewers' requests could jeopardize contact hour approval for this activity. Failure on the reviewers' part to ensure complete application files could jeopardize AORN's accreditation by ANCC.

c. **When do approved continuing nursing education (CNE) individual activities expire? Activities meeting ANCC criteria are approved for a period of two (2) years from your approval date.** In other words, an approved LIVE activity can be presented by the same presenter with the same content multiple times over the period of two (2) years. The contact hours for an approved ENDURING individual activity expire two (2) years after the approval date.

d. **Use of the AORN Logo**
Use of the **AORN logo** is restricted to use by AORN chapters only on chapter letterhead, chapter newsletters, educational certificates, and chapter websites. Use by non-chapters or other non-members is strictly prohibited.

e. **Important Note about the Term: CEU**
The ANCC Commission on Accreditation <u>does not recognize</u> the Continuing Education Unit (CEU) term. CEU is not a generic abbreviation for continuing education but rather a specific measure: ten (10) contact hours equal one (1) CEU. Do not use the term "CEU" in any manner.

I. Content Integrity

The ANCC content integrity standards entitled "Standards for Integrity and Independence in Accredited Continuing Education" align with the <u>Accreditation Council for Continuing Medication Education (AACME) Standards for Integrity and Independence in Accredited Continuing Education Resources</u>.

II.   Disclosure of Relevant Financial Relationships and Conflict of Interest

Before the Nurse Planner begins planning the educational activity, they should collect information from all members of the planning committee, and all faculty, and others who would be in positions to control content. They should be asked about all their financial relationships with ineligible companies over the previous 24 months. There is no minimum financial threshold; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies.

Many healthcare professionals have financial relationships with ineligible companies. By identifying and mitigating relevant financial relationships, we work together to create a protected space to learn, teach, and engage in scientific discourse, free from influence from organizations that may have an incentive to insert commercial bias into education. **Ineligible companies** are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

All members of the Planning Committee, speakers, authors, and others who would be in positions to control content must disclose all financial relationships with any ineligible company over the past 24 months, regardless of the amount. We ask you to disclose regardless of whether you view the financial relationships as relevant to the education. There is no minimum financial threshold.

ANCC/AORN considers a "conflict of interest" to exist when an individual has an opportunity to control or influence the education content in relation to a commercial interest with which they have a financial relationship. ANCC/AORN considers financial relationships in any amount occurring within the past 24 months as "relevant" in terms of creating a perceived conflict of interest that may impact an educational activity. The Nurse Planner should determine whether each person's financial relationships with ineligible companies are relevant to the content of the education being planned.

Financial relationships are relevant if the following three conditions are met for the prospective person who will control content of the education:
- A financial relationship, in **any amount**, exists between the person in control of content and an ineligible company.
- The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.
- The financial relationship existed during the past **24 months.**

Notes: You do not need to identify, mitigate, or disclose relevant financial relationships if the continuing nursing education only addresses a non-clinical topic (eg, leadership or communication skills training).

A Nurse Planner must indicate whether they have a real or perceived conflict of interest with the program/content to be presented or not. Having a financial interest in a commercial organization or product does not prevent a person from being a Nurse Planner. However, each committee member must follow all guidelines and criteria regarding conflict of interest. Any real or perceived conflict of interest must be disclosed and mitigated.

A Nurse Planner indicating that they <u>do</u> have a conflict of interest:
- must specify what that conflict is and how it was resolved/mitigated.
- This must be disclosed to the audience prior to the beginning of the event (eg, verbal announcement made at the beginning of the event, written notification distributed to each participant prior to the beginning of the program).

An individual who refuses to disclose financial relationships will be disqualified from being a Nurse Planner, Speaker/Author, Content Expert, or Planning Committee member.

Financial relationships/conflict of interest disclosure statements must be obtained from all individuals who have the ability to control the content to identify the presence or absence of any potentially biasing relationship of a financial, professional, or personal nature on the part of those who have an impact on the content of an educational activity.

The Nurse Planner must show that each individual with a conflict of interest has disclosed all financial relationships with any entity with a commercial interest.
An individual indicating that they <u>do</u> have a conflict of interest must specify what that conflict is and how it was resolved. A verbal announcement must then be made at the beginning of the event or a written notification distributed to each participant prior to the beginning of the program.

If there ARE relevant financial relationships:
Disclose name(s) of the individuals, name of the ineligible company/companies with which they have a relevant financial relationship(s), the nature of the relationship(s), and a statement that all relevant financial relationships have been mitigated.
Mitigation steps for the Nurse Planner and planning committee may include:

- Remove the individual with a conflict of interest from participating in the educational activity.
- Divest the financial relationship.
- Recusal from controlling aspects of planning and content with which there is a financial relationship.
- Peer review of planning decisions by persons without relevant financial relationships.
- Use other methods and describe them.

Mitigation steps for speakers/authors may include:
- Remove the individual with a conflict of interest from participating in the educational activity.
- Divest the financial relationship.
- Peer review of content by persons without relevant financial relationships (eg, Content Reviewer to evaluate for content integrity).
- Attest that clinical recommendations are evidence-based and free of commercial bias (eg, peer-reviewed literature, adhering to evidence-based practice guidelines).
- Do not award CNE activities for all or a portion of the educational activity.
- Use other methods and describe them.

Decision Tree:
- This decision tree may help identify if the educational activity meets the criteria for approval of CNE contact hours.

Decision Tree – Does the educational content meet criteria to submit an application for approval of Continuing Nursing Education (CNE) contact hours?

Is this educational course content addressing an area of nursing practice?

YES

Does this content attempt to close or narrow a professional practice gap (eg, address a change in a standard of care; a problem that exists in practice; or an opportunity for improvement)?

NO — Does not meet criteria to apply for continuing nursing education (CNE) contact hours for this content

YES

Does the presenter have a real or perceived conflict of interest?
(i.e. an opportunity to affect CNE education in relation to a commericial interest with which he/she has a financial relationship)

NO — Does not meet criteria to apply for CNE contact hours for this content

YES

Can the conflict of interest be resolved?

NO — Meets criteria to apply for CNE contact hours

YES — Meets criteria to apply for CNE contact hours for this content

NO — Does not meet criteria to apply for CNE contact hours for this content

There are only three exceptions that allow for owners and/or employees of ineligible companies to participate as planners or faculty in approved continuing education and include:
1. When the content of the activity is **not related** to the business lines or products of their employer/company.
2. When the content of the approved activity is **limited to basic science research**, such as pre-clinical research and drug discovery, or the methodologies of research, **and they do not make care recommendations**.
3. When they are participating as technicians to teach the safe and proper use of medical devices, and **do not recommend whether or when a device is used.**

The following issues must be addressed:
- No promotional material in the slides and other educational materials,
- No company's corporate or product logos on the slides or other educational materials,
- Full disclosure of employment,
- Resolution and mitigation of a relevant financial relationship.
- The presentation will be without commercial bias.

III. Commercial Support

Education must be kept separate from promotional activities. Commercial support, exhibits, or the presentation of research conducted by a commercial company must not influence the design and objectivity of any educational activity. Commercially supplied funds or sponsorship for an educational activity that are given in the form of an educational grant, unrestricted grant, donations, scholarship, or in-kind assistance must be acknowledged in the brochures and/or printed material for the CNE 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 continuing nursing education activity. ANCC does not consider providers of clinical service directly to patients to be commercial interests.

An entity has a commercial interest if it:
1. Produces, markets, sells, or distributes health care goods or services consumed by or used on patients.
2. Is owned or operated, in whole or in part, by any entity that produces, markets, sells or distributes health care goods or services consumed by or used on patients.

An entity or person identified as a commercial interest must provide the funds to the Applicant (eg, AORN Chapter, State Council, other constituent/non-constituent groups). The commercial interest may not directly support the Nurse Planner(s) and speakers.

The Applicant (eg, AORN Chapter, State Council, other eligible constituent/non-constituent group) receiving commercial support:
- must disburse the funds,
- may have to return unused funds, and,
- is responsible for accounting of expenses.

An entity is **NOT** a commercial interest if it is:
1. A government entity,
2. A non-profit (503(c)) organization, or
3. A non-healthcare related entity.

Note: Hosting a fair outside of the education time and charging companies a fee that will be used to pay for food, is not commercial support. The CNE activity must be conducted in a separate room and away from the fair.

IV.   What are Continuing Nursing Education Activities?

Continuing nursing education (CNE) activities are learning activities that are meant to build upon a registered nurse's' (RN) experience and education for enhancement of nursing practice, education, administration, research, or theory development, and, therefore, enrich the RN's contributions to improve the health of the public and their purpose of professional career goals. (Approver Application Manual, ANCC)
Activity topics must support the definition of continuing nursing education (CNE) activities.

1. **Continuing Nursing Education (CNE) Activity:** Is this activity CNE? Is this learning activity intended to build upon the educational and experiential bases of a professional RN for the enhancement of nursing practice, administration, research, or theory development, to improve the health of the public and the RNs' pursuit of their professional career goals? If the answer is 'no', the learning activity is not CNE.

2. **Education Activity Representation:** Is anyone involved in this education activity representing a medical device company? Medical Device Companies develop medical and surgical instruments and equipment to diagnose, treat, or prevent various medical conditions. Companies in this industry develop everything from surgical instruments and orthopedic equipment to diagnostics and medical imaging. Commercial interests, including speakers from industry, may no longer be eligible for contact hour approval.

3. **Eligible constituents** may submit applications for LIVE EVENTS or ENDURING MATERIALS for approval of contact hours (CH).

4. **Live events** are in-person learning and live webinars.

5. **Enduring Materials** are 'non-Live' educational activities that last over time (eg, Independent Study, Computer-assisted learning materials). This learning activity may be experienced by the learner, independently, at the learner's own pace, at any time, and in any place.

6. **Programs on financial planning and retirement are not considered nursing education (CNE).**

7. **In-service activities are not eligible for contact hours.**
   In-Service Education consists of 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.

V.   Overview of the Educational Design Process and Developing Individual Educational Activities

a. **The Nurse Planner Eligibility Requirements**

The Nurse Planner must:
- be a registered nurse (RN) who holds a current, unencumbered nursing license (or international equivalent),
- hold a baccalaureate degree or higher in nursing (or international equivalent),
- be actively involved in planning, implementing, and evaluating this individual nursing continuing professional development activity,
- be familiar with, have expertise in, or be mentored in planning continuing nursing education activities using the AORN and ANCC criteria, and,
- declare whether or not they have a conflict of interest.

b. **Planning Expertise of the Nurse Planner**
Information submitted in the application should include the Nurse Planner's:
- past experience and expertise in planning nursing continuing professional development and educational activities/programs or positions which included planning such activities/programs.
- is familiar with, has expertise in, or is being mentored in planning continuing nursing education activities using the AORN and ANCC criteria.

If this is the first time you are a Nurse Planner and participating in the planning process of a CNE activity, please indicate as such and include the name of the Nurse Planner who is mentoring you through the process of education planning and adherence to the ANCC criteria.

c. **Needs Assessment**
The Nurse Planner conducts a learners' needs assessment and must indicate in the application the method used (eg, conducting surveys of stakeholders, target audience members, subject matter experts; reviewing quality improvement initiatives, requesting input from learners, managers; release of new nursing knowledge, reviewing trends in literature, law, health care).

d. **Supporting Evidence/Needs Assessment Data**
The Nurse Planner analyzes this data collected from the needs assessment.
- Supporting evidence may be the data collected from the needs assessment.
- Examples of supporting evidence/need assessment data include:

- o written evaluation summary requests;
- o the results of member-surveys from previous meetings/educational activities;
- o annual employee surveys;
- o quality improvement and outcome data;
- o peer-reviewed journal articles;
- o literature review;
- o evidence-based resources;
- o a new or revised AORN guideline; or,
- o other professional guidelines).
- The data submitted should be specific to the topic to be presented and support why the Nurse Planner submitted the topic of the educational activity.

Examples of Needs Assessment Data/Supporting Evidence:

Example #1: The Nurse planner selects "Reviewing evaluations of previous educational activities" as the needs assessment method. Data should indicate/specify a list of items surveyed, who was surveyed, and survey results, which supports why this topic was selected. "Ten of 40 RNs surveyed at our last AORN chapter meeting requested an educational activity to learn more about new clinical practice guidelines for XYZ topic."

Example #2: "A needs assessment survey was distributed to our chapter members on December 15, 2020, asking for members to identify topics for desired education. After a review of written feedback by the chapter leaders, they determined the nurses lacked knowledge about the use of peripheral nerve blocks in anesthesia This topic was identified as a hot topic and most requested on the survey. Seven of the twenty-two RNs (31%) completing the survey stated a significant increase in use of peripheral nerve blocks by one of the anesthesia groups in our area. The leadership talked about the topic with one of the anesthesiologists who had taken charge of this group. The discussion included the need for education for OR nurses caring for patients receiving peripheral nerve blocks."

Example #3: A literature review related to the topic being presented.

Example #4: A patient satisfaction survey results related to the topic being presented.

e. **Professional Practice Gap**
   The Nurse Planner:
   - analyzes the data/supporting evidence to form a basis for identifying a professional practice gap (eg, discrepancy) in what exists currently exists in practice and what is desired in practice.
   - identifies when CNE may be a desired intervention to address a change in a standard of care, a problem in practice, or an opportunity for improvement.
   - analyzes the data that validates the need for the educational activity which forms a basis for the professional practice gap, or the difference between a current state of practice and the desired state of practice.

   Professional practice gaps may exist in clinical practice and areas of professional work in administration, education, and research. **If the professional practice gap is related to a lack of knowledge, skills, or practices of RNs, then an educational intervention is appropriate.**

f. **Planning Committee**
   After identifying the professional practice gap, the Nurse Planner should
   - form a planning committee to further analyze the professional practice gap.
   - identify if the professional practice gap is related to the RN's lack of knowledge, skills, and/or practices. If yes, an educational activity is appropriate.
   - involve the planning committee to further identify the root cause for the professional practice gap or why the gap exists.

   The following requirements for the planning committee must be met:
   - A minimum of two people must be involved in the planning process one of whom is the Nurse Planner/Key Contact.
   - Nurse Planner/Key Contact: One committee member must be identified as the Nurse Planner/Key Contact and who will agree to
     o submit the documentation required and information into our web-based application.
     o receive the communications (eg, email, telephone, online feedback) about the application being submitted.
     o provide a telephone number.

g. **Roles that must be identified:**
   - Nurse Planner and Key Contact (one per application)
   - Planning committee members (eg, other RN planners, speaker/author, other health care team members)
   - Speaker/Author

- Content Expert (an individual with documented qualifications demonstrating education and/or experience in a particular subject matter).

h. **Target Audience**
Once the educational need has been identified by the Nurse Planner and planning committee, they can determine the target audience. The target audience should include specific RN learners and may include other health care team members.

i. **Learning Outcome**
A learning outcome should be identified by the Nurse Planner and planning committee for the identified target audience. The Learning Outcome is a broad statement that should entail the following:
- how this activity will enrich the RN's contribution to quality health care, and
- what the RN learner will be able to do as a result of attending and participating in the educational activity.

Examples of learning outcomes:
- The perioperative RN will gain knowledge in (topic) and transfer this knowledge into clinical practice.
- The perioperative RN will be able to (do what? in their professional practice) as a result of attending and participating in this activity.

j. **Outcome Measurement**
The Nurse Planner should identify an outcome measurement (ie, a quantitative statement as to how the outcome of this activity will be measured). For example, the Nurse Planner may collect data during a live event or after the activity (eg review the completed post-activity evaluations) to determine if the outcome measurement was achieved in addition to other information collected in the completed evaluations.

Example of an outcome measurement: Sixty-five percent (65%) of the RNs completing the post-activity evaluation tool will indicate an intent to change practice as a result of attending this CNE. In this example, and after reviewing the completed post-activity evaluations, the Nurse Planner can calculate the results of the outcome measurement.

k. **Educational Content/Subject Matter**
The educational content/subject matter should:
- be supplied in the form of a topic outline.

- provide a list of material to be presented which supports the intended learning outcome, attempts to close, or narrow the identified professional gap, and is evidence-based.
- be identified through a collaborative process between the Nurse Planner, other committee members, and presenters/authors.
- be selected based on the most current evidence, which may include and is not limited to evidence-based practice, literature/peer-reviewed journals, clinical guidelines, best practices, and content experts/expert resource).

l. **Learner Engagement Strategies**
Learner engagement strategies are methods that:
- support the educational content being delivered.
- help attain the learning outcome.
- involve the learner in the educational activity.

For example, a speaker may lecture and provide visuals, and include a variety of strategies to involve the learner (eg, interactive discussion, demonstration and return demonstration, case studies, simulation activity, a question and answer period).
- The amount of material to be covered should be adequate to support/justify the allotted time frame.
- The program should be evaluated and planned independently from any influence of commercial interest organizations.

m. **Content Expertise of the Faculty/Speaker/Author – Evaluation by the Planning Committee**
The Nurse Planner and Planning committee should:
- evaluate qualifications of the Faculty/Presenters/Authors (eg, content expertise; demonstrated comfort with teaching methodology; presentation skills; familiarity with target audience).
- assure the qualifications of the Faculty/Presenters/Authors are appropriate and adequate (eg, review of resume/CV; observation of previous presentation).

n. **Requirements for Successful Completion**
The Nurse Planner must indicate the criteria for successful completion of the program, for example:
- attendance at the entire event or session
- attendance for at a minimum percentage of the event
- attendance at one or more sessions
- completion and submission of the evaluation form

- achieving a passing score on posttest
- return demonstration.

o. **Program Evaluation**
Is the program designed to change nurse competence, nurse performance, or nurse outcomes? The evaluation should be relative to the desired learning outcome and can be integrated in the educational activity or conducted at the conclusion of the activity. Examples can include an assessment of change in knowledge, skills, and or practices for the RN learner (ie, target audience). The Nurse Planner and Planning committee should indicate what method(s) will be used to evaluate this change (eg, QA/QI data, simulation, observation, pre-post testing, survey, skills demo/return demonstration, completion of an evaluation at the end of the educational activity).

An automatically generated program evaluation is available after your program has been approved. The evaluation form includes:
- Constituent's name (eg, AORN chapter), activity title, date of activity, city, and state.
- Rating the learner's achievement with a Likert scale the:
    o extent the learning outcome(s) was achieved.
    o content will assist me in changing or improving my practice.
- Rating with a Likert Scale the presenter/speaker(s):
    o expertise in the topic.
    o appropriateness of the teaching methods.
- Yes and No questions related to:
    o education was free of commercial bias/support.
    o commercial support/funding was disclosed.
    o notification of conflict of interest.
    o observation of conflict of interest.
- Fill-in-the blanks (free text areas) to add:
    o how I actively participated in the activity.
    o one change I will make as a result of what I learned.
    o additional continuing education to improve my practice.
    o constructive comments.

p. **Awarding Contact Hours**
The Nurse Planner and Planning Committee determine criteria for the learners to be awarded contact hours.
- Successful completion for both live and enduring material activities should be defined for each educational activity, consistent with the strategies to facilitate learning and the desired outcome.

i. **Awarding Contact Hours for a Live Presentation:**
   One (1) contact hour is equal to 60 minutes of presentation time.
   - Introductions, breaks, and meals are not valid contact hour time, and, as a result, do not count toward the total number of presentation minutes.
   - Time scheduled for completion of the evaluation form, a Questions & Answers period, and a discussion period are calculated as valid contact hour time.
   - Add up the total number of minutes used for valid presentation time and divide by 60 to determine the total number of contact hours you are applying for, for this educational activity.
   - Question and Answer (Q&A) time is included in the total number of contact hours. Either five (5) or ten (10) minutes maximum can be selected for each session.

   The Nurse Planner and Planning Committee determine criteria for the learners to be awarded contact hours.
   - Successful completion for both live and enduring material activities should be defined for each educational activity, consistent with the strategies to facilitate learning and the desired outcome.

ii. **Awarding Contact Hours for Enduring Materials: Contact Hour Calculation**
   The Nurse Planner
   - designs the educational program with assistance from the planning committee.
   - determines the number of contact hours to be awarded through a pilot study or other defensible mechanism.
   - demonstrates the rationale for determining the number of contact hours to be awarded.

   Examples of methods to determine contact hours include
   - word count formulas and
   - pilot-testing.

   <u>Word Count Formula</u>
   An example of a word count formula is the Mergener formula, a popular and widely accepted method of estimating the number of hours a written (or online) continuing education project will take to complete.

A Mergener Formula calculator, provided *by* Stephen Z. Fadem, MD, FACP, FASN, can be found online at http://touchcalc.com/calculators/mergener .

Mergener Formula Sample

Constants included in the Mergener Formula Sample:

Number of words:	3774
Number of questions	16
Difficulty of material	2.5

Determining difficulty of material--depends on target audience:
Very easy = 1; Somewhat easy = 2; Moderate = 3; Difficult = 4; Very difficult = 5

Mergener Formula using above sample:

0.9 X [22.3+(0.00209 x number of words) + (2.78 x number of questions) + (15.5 x difficulty of material)]

Subtotal of Sample = 68.81766 x 0.9

Total minutes: 61.93589 = 1 contact hour (always round down when determining actual contact hour)

See also: Mergener, MA, "A Preliminary Study to Determine the Amount of Continuing Education Credit to Award Home Study Programs," *American Journal of Pharmaceutical Education*, Vol. 55, Fall 1991 (263-266).

Pilot-Testing
Conducted prior to implementation of the activity, the pilot-test provides evidence of the:
- effectiveness of the design and the teaching/learning materials.
- time required to complete the activity.
- basis for determining the number of contact hours to be awarded for successful completion of the activity.
  The Pilot-test
- can identify potential problems.
- is conducted with a group of representative learners from the target audience before finalizing the education activity for distribution and use.
- documents the time required for the learner to achieve the outcomes.
  The Pilot-test Group

- The number of RN pilot-testers varies depending on the purpose and design of the activity, as well as the size of the target audience.
- The entire learning package should be completed by the pilot-testers as if they were completing it for CNE credit, including posttest (self-assessments), return demonstrations or other requirements, and evaluations.
  After the Pilot-test has been conducted
- Feedback from the pilot-testers enables the Nurse Planner and planning committee to improve the activity prior to making it available for CNE credit.
- Upon completion of the pilot-test, the Nurse Planner, planning committee, and content expert(s) should carefully review the feedback/findings of the group to note if changes should be adopted before the activity is finalized or completed.
- In the application, you will be asked to describe what changes were made based on this evaluation.
- You may also want to provide supportive documentation of the rationale used to determine the number of contact hours to be awarded is submitted with application.
- The contact hours that are determined by the pilot-test must reflect the documented time required by the pilot-test group to achieve the stated outcomes. This may be an average of all time required or an average time of the majority of pilot-testers after discarding very short or very long timeframes.

q. **Promotional Materials**
   There is an autogenerated flyer/marketing material that the Nurse Planner can complete for a Live educational activity which includes the following fill-in-the-blanks which can be used before an activity has been approved for contact hours:
   - Name of the Organization providing the live event;
   - Activity date;
   - Activity time;
   - Program title;
   - Speaker(s) name;
   - Target audience;
   - Learning outcome;
   - Number of contact hours pending;
   - Location name, address, city, and state;
   - Contact name, email address, and telephone number;
   - Successful completion;

- Disclosure information (eg, no conflict of interest, resolution, or mitigation of a relevant financial relationship) for anyone who is in the position to control content;
- ANCC statement

All marketing and promotional materials, including email notifications and other documents, that refer to awarding contact hours before the activity has been approved must include the following ANCC statement:

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

Upload a copy of each promotional item for this activity (this may be a draft of what you intend to publish). Self-created promotional items will be reviewed for content as listed above.

r. **Required Disclosures before the Start of Learning Activity**
Learners must receive all of the following required disclosures before starting the learning activity:
- Program Title
- Learning Outcome Statement
- Requirements for successful completion to be awarded contact hours.
- Whether or not commercial support was provided
- Presence or absence of conflict of interest for all individuals who are in a position to control the content.
- For individuals who are in a position to control the content and do not have a conflict of interest, learners must be informed that no conflict of interest exists.
- If there ARE relevant financial relationships:
- Disclose name(s) of the individuals, name of the ineligible company/companies with which they have a relevant financial relationship(s), the nature of the relationship(s), and a statement that all relevant financial relationships have been mitigated.
- For enduring materials, expiration dates documenting the time the contact hours will be awarded.
- The ANCC statement:

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

The Nurse Planner must indicate how the learner will receive these disclosures (eg, information on advertising material; written information on handouts for activities/directions, verbal statement and someone in the audience will witness and document the verbal disclosure).

s. **Certificate of Attendance/Completion**
An automatically generated Certificate of Attendance/Completion is available after your program has been approved. Items listed on the document include:
- Constituent (eg, AORN Chapter Name, Organization) name and address (web address is acceptable).
- Line to enter the participant's name.
- Activity date.
- Activity title.
- Location of activity.
- Number of contact hours awarded.
- The ANCC statement for an approved activity

t. **Communication to the Nurse Planner once the activity has been approved.**
- The Nurse Planner will be notified via email.
- The Nurse Planner can print the certificates and evaluation forms.

u. **Post-Activity Report**
After the event, it is the Nurse Planner's responsibility to submit the post activity report online, which includes a summary of the evaluations and comments.
- Required information must include the total number of participants, the total number of contact hours awarded, a summary of evaluations, and a sample of the Certificate of Attendance distributed at the program.
- Live Event: The Nurse Planner must submit a post-activity report via the online application process within 30 days of each CNE activity. Subsequent activities for this application will each require completion of the post-activity report.
- Enduring Materials: The Nurse Planner must submit a post-activity report via the online application process at least quarterly.

VI. Enduring Materials – Additional Information about Supportive Documentation and Disclosures for Enduring Materials

a. **Before Approval of the Enduring Materials**
   In addition to the information mentioned previously, the Nurse Planner should:
   - upload/include a copy of the finished article (eg, study guide, module) or access to the link for a web-paged educational activity.
   - provide documentation:
     o if there is an identified conflict of interest for any individual who may be in control of the content.
     o how the conflict was resolved.
   - required information may not occur at the end of the educational activity or be located at the end of the activity.
   - all required disclosures must be visible to a learner prior to the start of the learning activity including:
     o Program Title
     o Learning Outcome
     o Target Audience
     o Requirements for successful completion
     o Presence or absence of conflict of interest and resolution/mitigation for all individuals who are in control of the content.
     o Whether or not sponsorship or commercial support was provided
     o The following ANCC statement and expiration statement:

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

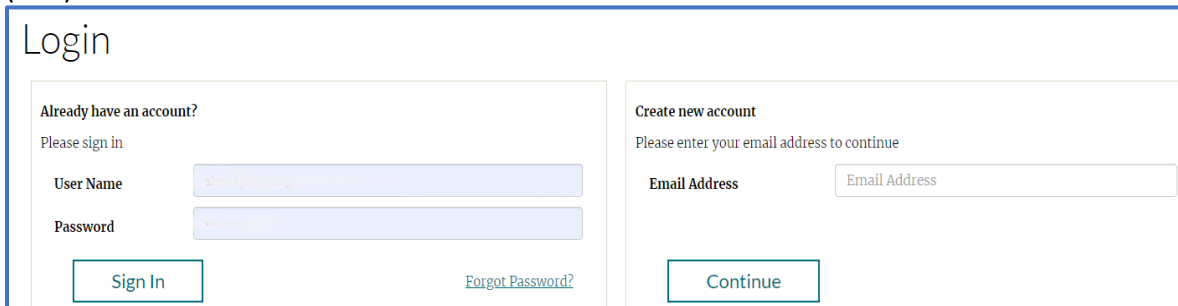   *The contact hours for this activity will expire two years after the date of approval."*

b. **Approved Enduring Materials**
   Once the activity has been approved for contact hours by the AORN Approval Unit and the Nurse Planner has received notice of when the application was approved:
   - place your expiration date on the enduring material (eg, web-based activity, document)

- change the statement to the approved statement and add the expiration date (ie, two years after the approval date):

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

"The contact hours for this activity will expire on Add Date Here" (which is two years after the date of approval."

- Email us a final copy (ie, written document, link to the enduring materials) of the Enduring Materials with these changes.
- Complete activities as mentioned previously and complete the post-activity report at least quarterly.

VII.   Record Keeping and Storage

Records for each approved individual educational activity will be kept for six (6) years. The Nurse Planner/Key Contact may access this information via the secure online "My CNE Applications" area using their login information. All records will include the following essential information:

The complete application form and all supporting documentation:

- Biographical Data Forms for each Nurse Planner, planning committee member, and Author or Presenter/Speaker.
- Planning Checklist
- Conflict of Interest Form(s)
- Commercial Support Agreement if required
- Evaluation Form
- Certificate of Attendance
- Sign-in sheet or record of attendance
- Brochures/activity announcements/flyers
- Post Activity Report, including total number of attendees, summary of evaluations, and Certificate of Attendance.

All correspondence regarding the approval process directly affecting the application approval must also be kept.

VIII.   ANCC Terminology

a. **Prior to Approval of Contact Hours**
ANCC requires its accreditation statement be placed on ALL promotional materials/announcements for any program requesting approval of contact hours through the AORN Approval Unit. Therefore, the following mandatory statement MUST appear <u>verbatim</u> on ALL promotional materials/announcements, including email notifications **PRIOR** to final approval of activity:

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

b. **Approved Applications**
All promotional materials for FUTURE presentations of the <u>same approved program</u> must contain the following in this format:

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

IX.   How to Complete the web-based Application
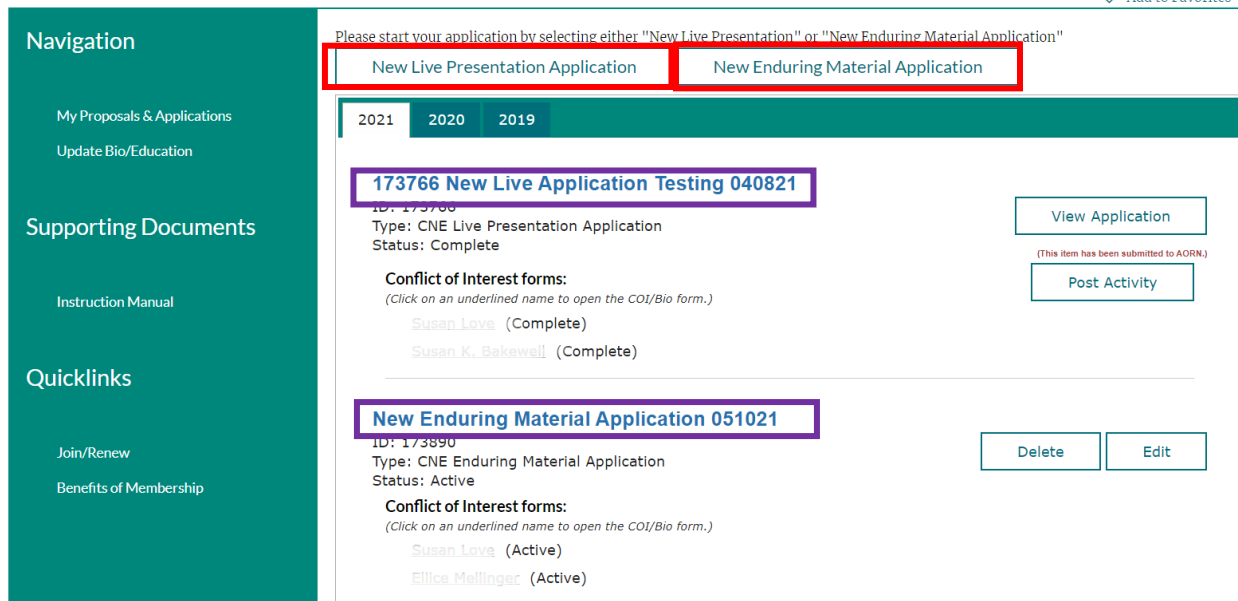
AORN's online application process may be accessed at:
https://www.AORN.org/education/individuals/ce-approval-process.

Those without an existing AORN account/profile must create one to use this site. For assistance with an existing AORN account/profile, please call Experience Services at (800) 755-2676.

Select "New Live Presentation Application" or "New Enduring Material Application" to begin a new application. View existing applications and complete Post Activity documentation for previous applications by clicking on the title.

Application Navigation

- The application site saves your information as you complete each section when "Previous," "Next," or "Save" is clicked. Navigation tools allow you to move back and forth through each section of the application, making it easy to add, delete, and change information.
- The required elements of the application are divided into sections navigated by clicking on the section or by using the double arrow to see other sections.
- The legend for the top navigation is:
  - Teal = current section
  - Gray = section complete
  - White = section incomplete.
- If all sections are not completed, instructions regarding the corrective action will appear on the "Review & Submit" page.
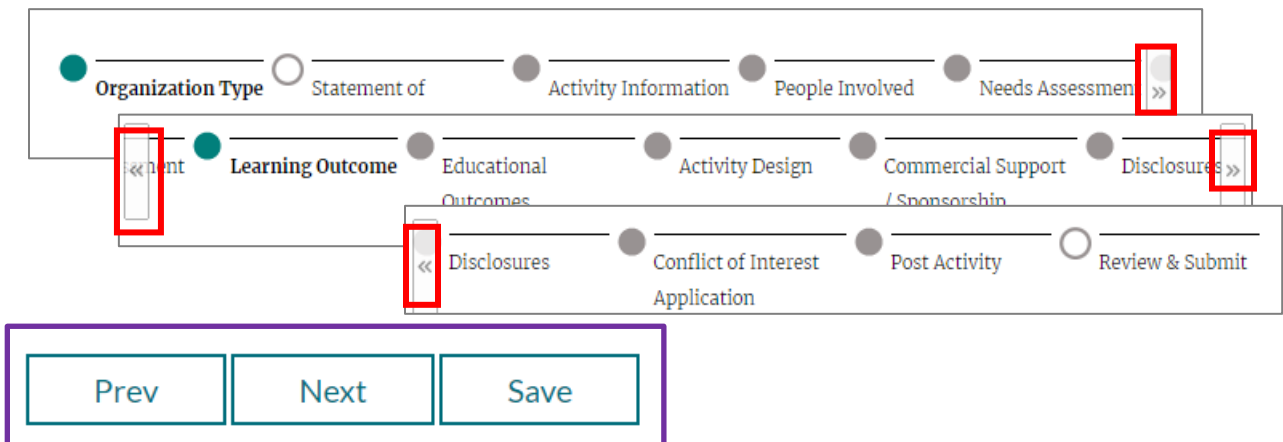
Activity Information

- Add the <u>event/overall program title</u> by typing over the numbers in the box.
- Level 1 applicants should check the box to populate the field.
- Levels 2 and 3 applicants should enter their organization name, employer, or sponsor.
- Level 4 applicants should add their name or the name of their business.
- 'Click here' to access our instructions, selecting 'Yes' to certify you have read them.

Activity Information

Program Title   ❓

Please enter the Program Title here by typing over the numbers in the box. Individual activity/session titles will be entered in the Educational Content section.

> Ellice test application 4/7/2021

Employer or Sponsor   ❓

Check box to continue with your Chapter application

☐ 0520-CENTRAL VALLEY OF CALIFORNIA

> [ ]

You must provide an Employer or Sponsor

Have you read the application instructions on the webpage?

Click here to read the instructions from CNE Approval Process webpage.

◉ Yes
◯ No

People Involved, including Conflict of Interest Disclosure

Add an Individual

Enter their first and last name in the "Lookup Person" box and click the "magnifying glass" (search) button. A list of names appears from which you will select the appropriate name and then click "Add," located directly to the right next to "Create New Person."

To add a new record, click "Create New Person" and follow the instructions.
You will be asked to enter the following to set up their AORN record:

- **Name, Credentials** – Provide individual's full name and credentials.
- **Email address** – Provide a valid email address to enable an online user profile.
- **Preferred Street Address** – Provide complete street address.
- **City, State, Zip** – Provide preferred mailing address city, state, and zip code.
- **Telephone** – Provide individual's telephone number.

Lookup Person: [   ] 🔍 Enter full name Add   Create New Person

NAME	ROLES	CREDENTIALS	FORMS	KEY CONTACT	
Ellice Mellinger ❶	Nurse Planner & Key Contact ✏️	MS, BSN, RN, CNOR	COI/Bio - Incomplete	⦿	🔒
Susan Love ❶	Planning Committee, Content Expert, Presenter/Speaker ✏️	RN	COI/Bio - Incomplete	○	✖

All individuals involved must be added and their COI-Bio forms must be completed. A phone number for the nurse planner/key contact must be provided.
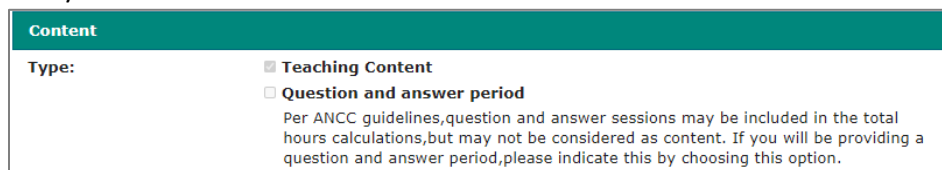
Educational Content

How to Create Sessions
- Click 'Add Session,' enter the individual Session Title, Activity Date, and Save.
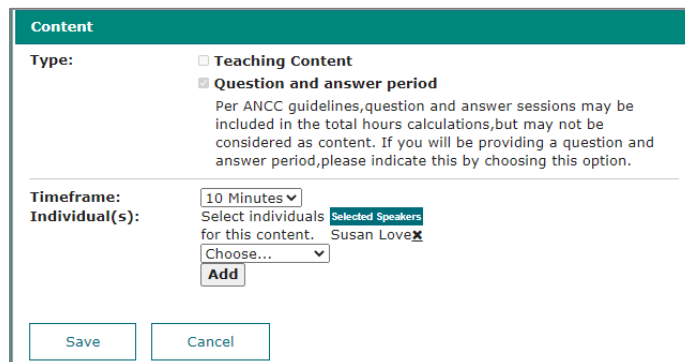
Session
Enter your Session Title and select date of Activity.

Session Title: (Session Title)

Activity Date:

Save Session   Cancel

- Click 'Add Content' to open a pop-up box.
- Select Teaching Content or Question & Answer period.
- Use the scroll bar on the right side of the pop-up box to see all fields and Save/Cancel buttons.

Content

Type: ☑ Teaching Content
☐ Question and answer period
Per ANCC guidelines,question and answer sessions may be included in the total hours calculations,but may not be considered as content. If you will be providing a question and answer period,please indicate this by choosing this option.

- Question & Answer Period
  - Select "Question & Answer Period" and select either 5 or 10 minutes.
  - Choose and Add speaker(s) who will participate in the activity.
  - Save

Content

Type: ☐ Teaching Content
☑ Question and answer period
Per ANCC guidelines,question and answer sessions may be included in the total hours calculations,but may not be considered as content. If you will be providing a question and answer period,please indicate this by choosing this option.

Timeframe: 10 Minutes ▾
Individual(s): Select individuals [Selected Speakers]
for this content.   Susan Love**X**
Choose... ▾
Add

Save   Cancel

- <u>Educational Content</u>
    - List content/topics for the session.
    - Add the timeframe in minutes.
    - Select the Individual(s) speaking from the drop-down list, then click "Add."
    - Select all appropriate Teaching Strategies.
    - Save

Content / Topics: Provide an outline of the content presented.

> Pre-op
> Intra-op
> Post-op
> Future

NOTE: When using copy/paste to enter text, be sure to use a non-rich text editor so unsupported code is not mistakenly entered. Copying unsupported code into the field may cause an error.

Individual(s): Select individuals for this content.

Ellice Mellinger ▾ [Add]

SELECTED INDIVIDUALS	
Susan Love	✗
Ellice Mellinger	✗

Timeframe: Provide a definite timeframe expressed in minutes.

30

Teaching Strategies: List the teaching strategies to be used.
- ☑ Lecture/Slides
- ☑ Hands-on/Participation
- ☐ Storytelling/Skits
- ☑ Demonstration
- ☐ Poster
- ☐ Other

Note: Repeat process as needed for multiple sessions within an application.

- <u>Total Contact Hours</u> will be calculated at the bottom of the page.

Outcomes and Content must be entered for up to three (3) representative contact hours of educational content. If your activity contains more than three (3) contact hours, documentation of program schedule and advertising/marketing for the FULL activity must be submitted for review. You may upload this material under the Activity Design section.

The entire content of the activity must be maintained in the provider's secure files. Since you will not be entering the full outcomes and content for each contact hour into this application form, your automatic evaluation form will also not contain the full program.

Session Contact Hours: 60 in minutes.

Additional Contact Hours: 0 in minutes.

Total Contact Hours: 1 hours

Commercial Support / Sponsorship

When there is no commercial support, select 'This activity has no commercial support" and Save.

Commercial Support / Sponsorship

Will this program be supported commercially? ❓

- ◉ This activity has no commercial support.
- ○ Commercial/Financial Support for the educational components

[Prev] [Next] [Save]

When commercial support is selected, the screen below will appear containing the Written Agreement for Commercial Support.

Commercial Support / Sponsorship

Will this program be supported commercially? ❓

- ○ This activity has no commercial support.
- ◉ Commercial/Financial Support for the educational components

Commercial support/sponsorship has been provided by the following: ❓

(List name of organization(s) providing commercial support or sponsorship and the amount of support they provided.)

You must specify funding organizations.

Content integrity has been/will be maintained by: ❓

(Check all that apply)
- ☐ The commercial support/sponsorship policy/procedure has been discussed with those providing commercial support or sponsorship.
- ☐ The commercial support/sponsorship policy/procedure has been shared in writing with those providing commercial support/sponsorship.
- ☐ Faculty/Presenters/Authors have been informed of the policy/procedure re: commercial support and sponsorship and agree to not promote the products or entity providing the financial or in-kind services.
- ☐ In conjunction with above, the session will be monitored and violators of policy will not be asked to present again.
- ☐ Other – Describe:

You must specify at least one method of maintenance

The following precautions have been taken to prevent bias in the educational content: ❓

(Check all that apply)
- ☐ Commercial support/sponsorship and bias has been discussed with each presenter.
- ☐ Each Faculty/Presenter/Author has signed a statement that says s/he will present information fairly and without bias.
- ☐ In conjunction with the above, the session will be monitored and violators of policy will not be asked to present again.
- ☐ Other – Describe:

You must specify at least one precaution.

Written Agreement for Commercial Support

You must submit this Written Agreement for Commercial Support (right click the link and select "Save As" to download). Please complete the Agreement as instructed, then upload a signed copy below. Electronic signature accepted. To upload a copy of your completed Written Agreement for Commercial Support, click on the 'Add Files...' button to locate the document on your computer. Then, click the Upload button.

[➕Add Files...] [⊘Cancel upload]

Review & Submit

The Review & Submit section includes a validation summary that will identify any items to be corrected/completed. Use the navigation at the top or bottom of the screen to move to the appropriate section.

Review & Submit

Validation Summary

Click the links below to navigate to the items that need to be corrected.

People Involved

- Two people must be added, at least one must be a BSN or MSN, and all COI forms must be completed. Contact Number for Key Contact must be provided.

Needs Assessment

- You must choose at least one assessment method.

Once all sections of the application are complete and validated, the Submit button will become active and you may formally submit your application for review.

Review & Submit

Validation Summary

Click the links below to navigate to the items that need to be corrected.

✔ Ready to Submit

| Prev | Next | Save | Submit |

Enduring Materials Applications

Method of calculating contact hours:
What is the method for calculating the contact hours? Select this link to view the methods descriptions: <mark>Contact Hour Calculation</mark>
☐ **Pilot Study**
☐ **Mergener Formula**
You must indicate at least one method for calculating contact hours.

Program Evaluations and Certificates of Attendance

An auto-generated evaluation is available after your program has been approved. Login to My CE Approval Applications and select Post Activity.

My CNE Approval Applications

♡ Add to Favorites

Navigation

Please start your application by selecting either "New Live Presentation" or "New Enduring Material Application"

| New Live Presentation Application | New Enduring Material Application |

My Proposals & Applications

Update Bio/Education

| 2021 | 2020 | 2019 |

160207 Testing/Template
ID: 160207
Type: CE Live Presentation Application
Status: Complete

View Application

Conflict of Interest forms:
(Click on an underlined name to open the COI/Bio form.)

Post Activity

Evaluation Form

- Click "Evaluation"
- Enter the Activity Date, select the session, and city and state of activity.
- Click on "Print" to view the evaluation. A view of the form is listed below.
- Repeat process as needed for multiple activities/sessions.

My CE Post Activity

Application: 160207 Testing/Template
Application ID: 160207

▾ Printable Forms

●Evaluation ○Certificate of Attendance

Activity Date:*	**Select Session:***	**City and State:***
🔲	-Select- ⌄	
		Print

▸ **Post Activity Forms**

Activity Date:*	**Select Session:***	**City and State:***
2/19/20 🔲	-Select- ⌄	

-Select-
Hot Regulatory Issues Affecting ASC's
Overview of LDH ASC State Licensing Regulations
Sterilization and HLD Basics for the OR Nurse

Example Form:

Evaluation Form

Applicant (i.e. Chapter, Organization, et al)	AORN Chapter 0601-DENVER
Title of activity	Sample Application: Practical Application of Evidence-based Practices in Perioperative Nursing
Title of session	Sample Application: Practical Application of Evidence-based Practices in Perioperative Nursing
Date of session	06/05/2021
City and State	Denver, CO

Rate the Learner's achievement on a Likert scale of 1 = low, 5 = high.

Education Content

To what extent was the learning outcome(s) achieved? O 1 O 2 O 3 O 4 O 5

The content provided will assist me in changing or improving my practice. O 1 O 2 O 3 O 4 O 5

Commercial Bias/Support

The education activity was free of commercial bias (ie, specific products were not marketed during the education session). *Products referred to in generic terms are not a conflict.* O Yes O No* O N/A
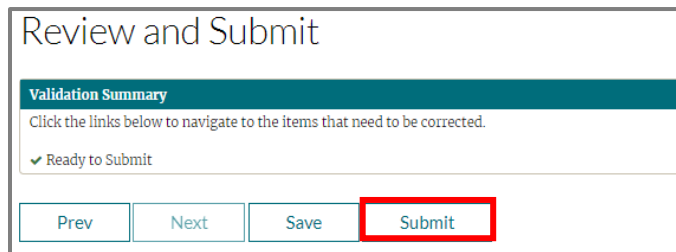
*If No is selected, please describe the commercial support you observed during the education component of this program.

_____
_____
_____

Commercial support/funding for this education activity was disclosed via a slide, program book, handout, signs in/outside the education room, or verbally, when applicable. O Yes O No*

*If No is selected, please describe the commercial support funding you observed during the education component of this program.

Presenter(s)

Susan K. Bakewell

How would you rate the appropriateness of the teaching strategies? O 1 O 2 O 3 O 4 O 5

How would you rate the presenter(s) expertise in the topic? O 1 O 2 O 3 O 4 O 5

Conflict of Interest

Participants were notified of presenter(s) conflict of interest via a slide, program book, handout, signs in/outside the education room, or verbally. O Yes O No O N/A

Did you, as a participant, observe any conflict of interest with the presenter(s)? O Yes* O No

*If Yes, please describe the conflict you observed during the education component of this program.

_____
_____
_____

Learner Engagement

How did you, the learner, actively participate in the education activity?
Examples: Participated in Q&A, demonstration, role-play, took a post-test, etc.

_____
_____
_____
_____

Please indicate one change you will make to your practice based on what you learned.

_____
_____
_____
_____

What additional continuing education will enable you to improve your practice? *(optional)*

_____
_____
_____
_____

Constructive Comments *(optional)*

_____
_____
_____
_____

Certificate of Attendance

After your program has been approved, you will have access to print an auto-generated
Certificates of Attendance.

- Click "Certificate of Attendance"
- Enter the Activity Date, select the session, and city and state of activity.
- Click on "Print" to view the Certificate of Attendance/Participation. Partial example below.
- Repeat process as needed for multiple activities/sessions.

- Example form:

Post Activity Report
Click on Post Activity Forms and select Add New Activity. If there are multiple activities, select
the one to be reported. A report is required for each activity listed/presented.

The **Review & Submit** section includes a validation summary that will identify any items to be corrected/completed. Use the navigation at the top or bottom of the screen to move to the appropriate section.

Once all sections of the post activity report are complete and validated, the Submit button will become active and you may formally submit your post activity report.

Marketing Flyers for Additional Activity Dates
When offering the activity for additional dates, you may **create a basic promotional flyer,** which is located on the "Activity Design," page by entering information about your program and clicking "Create Flyer," or you may add your own files containing the specific activity information.

XI.   Printing Your Application

Once you have submitted your application, you may view the full application found in your "My CNE Applications" area. Click on "View Application."

You may print the entire application and the conflict of interest forms using your web browser's print function by selecting "PDF Report" in the upper right corner to print or save the file.

XII.   Questions about the Online Application Process

Please contact that CE Approval Unit at AORN: CEApprovalUnit@AORN.org.