Happy NPD Week-September 13-19, 2020

NPD Toolkit - Access the Kit

As part of NPD week, the 2020 NPD Toolkit provides easy-to-use tools to celebrate with your organization and share the value nursing professional development practitioners provide. Included in the toolkit:

- Sample emails to personalize and send to your NPD department or other key stakeholders in your organization
- Social media posts and graphics to easily post to your channels or website to show your NPD pride
- A sample calendar listing and article template to make it easy to promote your NPD Week activities
- A customizable email signature to let all of your contacts know NPD Week is coming
- A Facebook photo frame to share on your personal Facebook profile picture
- A flyer to print and post around your organization

NPD Virtual Convention - Aspire...to Envision Virtual

Join NPD practitioners from around the world virtually from September 14 - 17, 2020 to include a combination of live and recorded sessions. Attendees also have the opportunity to earn up to 19 contact hours.

- Receive quality NPD education from your home or office.
- Network with the collaborative ANPD community. No travel required.
- Build the experience that best fits your professional needs

Please share your stories of what you did to celebrate NPD week and we will publish them in the October newsletter!

What is a "Regularly Scheduled Series"?

It is easy to confuse a "regularly scheduled series" with an activity that is repeated multiple times. This is an important distinction, though, as it has implications for how you maintain your activity files and report your activities in NARS.

A regularly scheduled series (RSS) is defined by ANCC as "a course that is planned as a series with multiple, ongoing sessions, e.g. offered weekly, monthly, or quarterly, **and is primarily planned by and presented to** the approved provider's professional staff. Examples include grand rounds, tumor boards, and morbidity and mortality conferences.

An RSS is reported in NARS as **one** activity. For example, you offer nursing grand rounds monthly for 1 year. You enter the activity in NARS a 1 activity with 12 contact hours. Count the total number of nurses participating in each session, and use that total as the number of participants. Example: 20 RNs attended each month for 12 months – the total number of RN participants is 240 (20 X 12).

In the series, there is one unifying gap, and the content of each session contributes to the learners' ability to close or narrow that gap by the end of the series. While attendance can vary depending on learner availability, the series is intended for a consistent group of learners (the target audience who have that gap). There is one activity file for the RSS – one gap, one outcome, and one evaluation method. The content section will first provide an overview of the series, then describe each session within the series and how each session will contribute to learners' achievement of the outcome. An example would be an RSS for nursing grand rounds focused on evidence-based practice. There will be 12 sessions over the course of a year, with the outcome being that 100% of participants would consistently apply ways to implement EBP in their practice settings. The gap is that there is inconsistent use of EBP on various nursing units. Each month, there is a case study related to a specific situation that will enable learners to apply their EBP knowledge to that case. By the end of the year, the outcome of consistent application of EBP should be achieved. The summative evaluation will be the nurse planners' reflection on the series at the end of the year and whether the expected outcome was achieved at that time. Implications for the next iteration of the grand rounds series can also be noted. The attendance roster in the file should include names and credentials of each learner and the total number of contact hours earned by each learner, as well as the specific sessions for which contact hours were awarded.

In contrast, you may have activities that you do on a regular basis but are not part of a "series" as defined above. An example would be an infection prevention class that is offered once a quarter. While this class occurs on a regular basis, there is not a consistent group of learners who attend. The target audience is broader than that of an RSS; for example – all new hires and staff transitioning from one service line to another, any employee who is involved in a hospital-acquired infection situation, etc. Each class stands alone; the content is not cumulative. In this case the activity file will reflect the gap, outcome, evaluation methods, and content and other criteria components that are consistent over the many times the course is offered. Each course is evaluated individually, and the nurse planner completes a summative evaluation every time the course is offered (or on a regular basis for courses offered quite frequently). There would be separate NARS entries for each time the course is offered, specifying the contact hours awarded for that one course and the number of RNs who attended that particular session. Example: 9/2/20 – 2 contact hours – 12 RNs; 10/15/20 – 2 contact hours – 16 RNs.

Please contact us if you have questions about any of your activities and how they fit (or not) into one of these structures.

Defining Relationships-Conflict of Interest

Conflict of interest occurs when an individual with the ability to control the content of an activity has a financial relationship with a commercial entity whose products are related to the topic. A commercial entity is one that makes, sells, markets, or distributes products or services consumed by or used on patients. There are several ways to resolve a COI, but if a person is an employee of a commercial entity whose products are related to the topic, the only acceptable resolution is to remove that person from the activity if contact hours are to be awarded.

To help define, an employee is a person who receives a W-2 tax form. This could include an owner or a person who earns either a salary or an hourly wage from a company. There is a higher degree of risk with an employee relationship due to close financial ties, which prohibits involvement in any activity related to products of the company. To differentiate, a nonemployee receives a 1099 tax form and does not have a structured relationship with the company. Examples of nonemployee relationships include but are not limited to consultants, speakers' bureau members, or research grantees.

Commercial Entity Employee	Commercial Entity Nonemployee
W-2 tax form	1099 tax form
Receives salary or hourly wage	Unstructured relationship
Prohibited from involvement if topic is related to products of the commercial entity	Requires Nurse Planner resolution if topic is related to products of the commercial entity

Most of the options in the COI resolution section pertain to speakers. If a planning committee member has a COI, a common approach is to partner the person with a planner who does not have COI to work together to ensure content integrity during activity development.

References and Resources

Here are some references and resources that you might find helpful in your provider unit work. Please mail us if you have something you would like to share with your colleagues.

Jennifer L. Embree, J. & Little, A. (2020). Using technology to provide socially distanced professional development and continuing education. The Journal of Continuing Education in Nursing 51(8), 355-358

Harper, M., Dougherty, D. & Price, G. (2020). Nursing professional development practice during a pandemic. The Journal of Continuing Education in Nursing 51(8), 349-351

Laflamme, J., & Hyrlas, K. (2020). New graduate orientation evaluation: Are there any best practices out there? A scoping review. Journal for Nurses in Professional Development 36(4), 199-212.

Peterson-More, D. (2020). Workplace communications: To be understood or not to be understood. Retrieved from https://trainingmag.com/workplace-communications-be-understood-or-not-be-understood/

Russell, J., & Dickerson, P. (2020). Professional development associate: Resource update. Retrieved from https://journals.lww.com/jnsdonline/toc/publishahead

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NARS

Don't forget about our great resources posted to your Approved Provider resources page.
NARS webinar from November 2019
Template to download and use for batch uploading + activity type list.
What can we do to support you this fall as you start preparing to submit your final NARS data for the year?

Have something you think would be a good topic for the NARS Corner? Email me at caroline@mtnurses.org

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National Professional Development Conferences in 2020 – 2021

ANPD Virtual Convention – September 14-17, 2020; registration information available at www.anpd.org/page/virtual-convention-2020 and 2020 schedule at-a-glance

2021 ANPD Annual Convention **UPDATED** – August 3-6, 2021 – Chicago, IL (Save the Date – download calendar appointment): Aspire to Inclusivity Live & Virtual Conference

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Find self-study modules for nurse planners at: