



Montana Nurses Association Approved Provider Newsletter March, 2021



Updating Enduring Materials

The key principle to keep in mind when updating enduring materials is that learners must have the most current information about the topic that helps them achieve the desired outcome for the activity. When you develop enduring material for learner use, you specify an “expiration date” – the date beyond which contact hours will not be awarded. This date can be your choice, except that it cannot exceed **three years** from the time the activity is first made available to learners. The expiration date is part of the required disclosures to learners prior to beginning the learning activity. When you provide an expiration date, learners know that they will not get contact hours after the date specified, because there’s no guarantee that content will be current.

There are several things to think about when selecting an expiration date – what references were used to develop the content? How frequently does content change? How fast is this field of study evolving? Are you anticipating a change in the content expert who helped plan the activity or the author who developed the study? As examples, a study on leadership might not need to be updated as frequently as a study on COVID-19 vaccines. A new content expert or author might want to revisit content and revise information.

When you update the enduring material, you need to make a note in the activity file about things that were changed. Sometimes, that’s a simple issue of changing the references used and noting that content was updated to reflect current references. Sometimes, more major modifications are needed. Two instances where that would be the case:

1. **Criteria change.** You always need to be sure you are meeting current criteria in planning, implementing, and evaluating your activities. If there are new criteria since the last time you completed the activity documentation form, you must be sure you are addressing the changes when the updated activity is planned.
2. **Learners change.** The initial activity was planned based on gap analysis, evidence, target audience, and expected outcomes based on a particular problem in practice or opportunity for improvement in a specified group of learners. If things are different at the time of the revision, new documentation is required to reflect the updated gap analysis and other related data.

The key to keep in mind is that the activity file always needs to reflect how the activity has been planned, implemented, and evaluated using current educational design criteria. If you can do that with “nurse planner notes” in the current activity file, that’s fine. If totally new documentation is needed, completing of a new activity doc form is highly recommended.

Ways to Streamline COI Across Professions

Have you found yourself gathering a ton of different documents for nursing continuing professional development, CME, etc.? Are you keeping records of different financial disclosures in different places? Duplication for the sake of individualized professions is not necessary from MNA's standpoint, and typically you can accommodate it for any other organization you are working with when offering other groups' professional development. Streamlining COI data can make a huge difference in your time spent duplicating!

Here is an example of one way you can make your conflict of interest data operations a bit smoother – [click here to download a spreadsheet](#).

This is how it might work:

- Your administrative assistant, PD associate, or nurse planner sends each of your speakers a link to complete an online form to submit their personal financial relationships. If your CME partner requires a specific form, use their template to gather basic information (please remember ANCC Content Integrity Standards currently require financial disclosures of a person's partner as well, so be sure you are gathering that data if you are using a CME form template). I recommend having this as an online form if possible, with a standard link that does not change between activities. If you have questions about what that may look like, please just [email me](#) and we can talk through it.
- As speakers and planners submit their COI forms, your team either bulk downloads that data if you have a good online form system, or they input it into a spreadsheet template like this. Your admin assistant or PD associate can do a preliminary review, noting any red flags they may see.
- The nurse planner does a final review, signing and dating the documentation (yellow squares).

Included in this spreadsheet is what MNA would consider would be the "minimum" information we'd want review as the approving organization, although some organizations choose to make this a complete master organizing list for activities with content descriptions, speaker bios, etc. Make it work for you and your team. The second worksheet in this workbook is the list of resolutions forming the drop-down menu, but even those can be adjusted to meet your organization's needs.

A solution like this keeps your speakers from having to complete forms twice, keeps your team from having to retrofit data from one form onto another form, and keeps your nurse planner opening one document to review all COI data instead of one document per person.

Moderate Fee Increase Reminder

There will be a modest fee increase of \$200 for your provider application, effective with organizations renewing starting July 1, 2021. Payment of \$1800 will be processed upon submission of the eligibility/intent to reapply information, and can be paid immediately via credit card or you can choose to have an invoice sent to a member of your organization (to be paid by check or credit card upon receipt). We have not increased fees since 2017 and have only had a \$125 dollar change from 2012 to 2021. This fee change also

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corresponds with MNA's increased fees to ANCC. We have substantially increased the resources, services, and support we provide and want to continue that level of engagement with all of you.

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.

American Nurses Credentialing Center's Commission on Accreditation. (2020). The Value of accreditation for nursing continuing professional development: Quality education contributing to quality outcomes.

Blankenship, A., Tyner, R., Ferroni, R., Schubert, C. (2021). Using an Escape Box in Continuing Nursing Education for Multidisciplinary Emergency Preparedness. *Journal of Continuing Education in Nursing*, 52(2), 85-89. <https://doi.org/10.3928/00220124-20210114-08>

Graebe A., Dickerson P. (2021). It Is Not About the Contact Hours!. *Journal of Continuing Education in Nursing*. 52(2) 55-56. doi: 10.3928/00220124-20210114-01

Holtschneider, M., Park, C., (2021). Addressing Blame, Shame, Bullying, Incivility, and Microaggression in the Interprofessional Learning Environment, *Journal for Nurses in Professional Development*, 37(1), 54-55. doi: 10.1097/NND.0000000000000705

Howard, M., Abel, S., Madigan, E. (2021). Communicating Expectations: Developing a Rubric for Peer Reviewers. *Journal of Continuing Education in Nursing*, 52(2), 64-66. <https://doi.org/10.3928/00220124-20210114-04>

NARS

Will you help us out? [Click here to take our 3 question NARS survey](#) so we can gather some data to inform this section of the newsletter.

Have something you think would be a good topic for the NARS Corner? [Shoot me an email.](#)

Last Chance to Register!

Virtual Provider Workshops in 2021

Provider workshops will be held in April, 2021 including 2 virtual sessions with a practice exercise for you to complete on your own between sessions 1 and 2.

- Session 1-April 8, 1-3 (MST)
- Session 1-(repeat)-April 23, 1-3 (MST)
- Session 2-April 16, 1-3 (MST)
- Session 2-(repeat)-April 29, 1-3 (MST)

The agenda will include use of content integrity standards, use of educational design principles, outcomes measurement, and sharing of best practices.

Click link to register: <https://mtnurses.wufoo.com/forms/2021-virtual-provider-workshop-registration/>

National Professional Development Conferences 2021

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

2021 Professional Nurse Educators Group (PNEG) National Conference-September 30-October 1, 2021- ([Register](#)) Virtual Conference

Contact Information

Kristi Anderson, MN, RN, NPD-BC, CNL; Director of Professional Development, Accredited Provider Program Director/Accredited Approver Program Director
kristi@mtnurses.org 406-459-0043

Megan Hamilton, MSN, RN CFRN, NR-P; MNA Nurse Planner
megan@mtnurses.org 406-465-1827

Caroline Baughman, BS; Professional Development Associate
caroline@mtnurses.org 406-442-6710

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Find self-study modules for nurse planners at:



To access the self-study modules for nurse planners, visit the approved provider site accessed from the MNA web site's home page, <https://www.mtnurses.org/professionaldevelopment/apus/> and use password **2019APU**.

Here you will find additional helpful resources such including:

- Monthly newsletters
- Provider Unit materials including documentation templates and application materials
- Links to monthly calls
- And more!