

MNA Accredited Approver Unit

APU Renewal Process and Tips

Kelly Hunt, MN, RN, CNL

MNA Director of Professional Development; Accredited Approver Program Director

Montana Nurses Association



Provider Unit Resources and forms available on MNA site

Password APUNCPD (Approved Provider Unit Nursing Continuing Professional Development)

Self-Study Application Materials

- *Eligibility Form*
- *Self-Study Application-EDP 4 change*
- *Tips for Completing Provider Application-FAQs*

Standards for Integrity & Independence Resources

Documentation Materials

- *Activity Documentation Form*
- *Financial Disclosure Form*
- *Mitigation Worksheet*
- *Commercial Support Agreement*

Other Resources

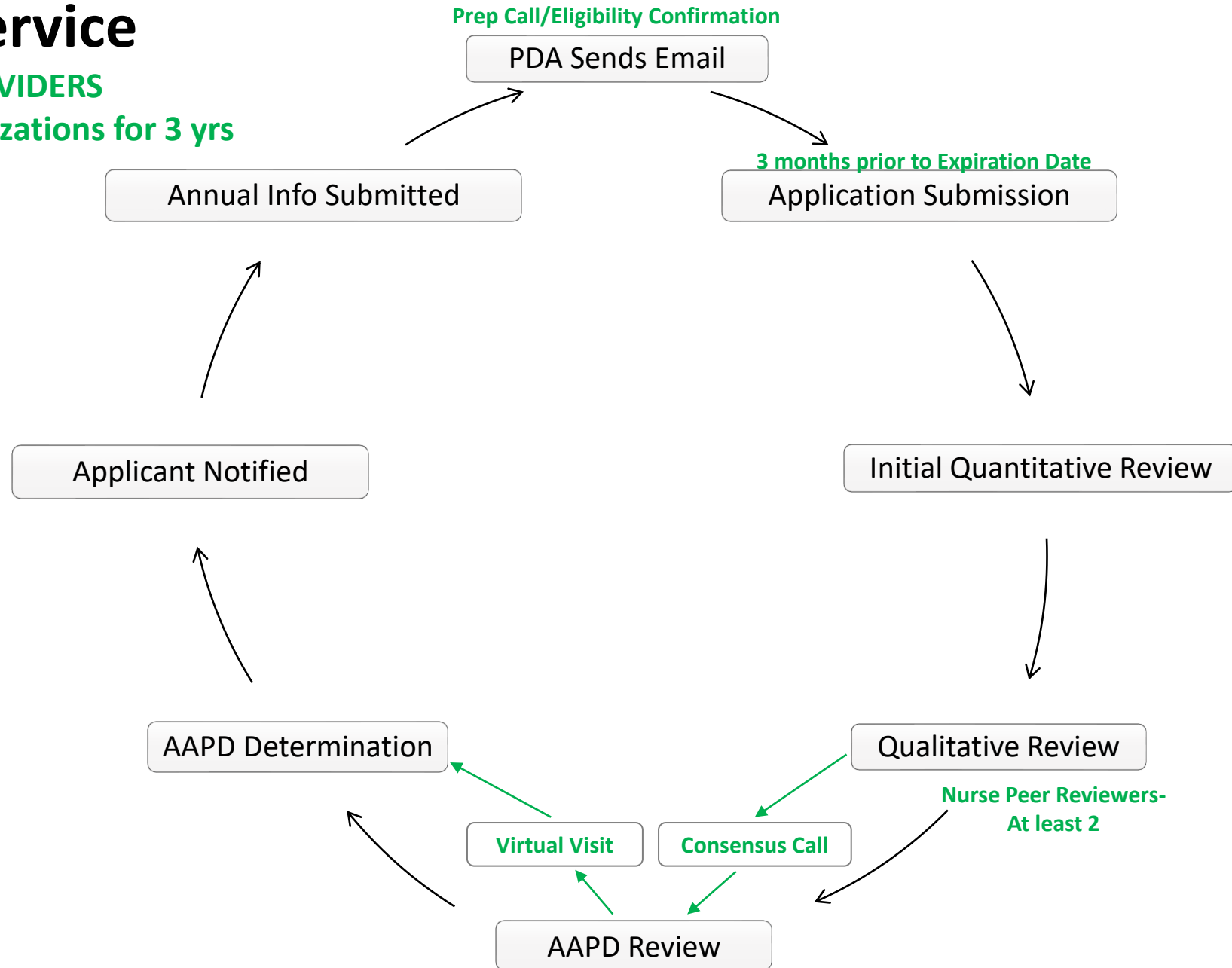
- *Approved Provider Manual*
- *FAQ's*

Cycle of Service

APPROVED PROVIDERS

Provide CE in own organizations for 3 yrs

NARS



Approval Decisions

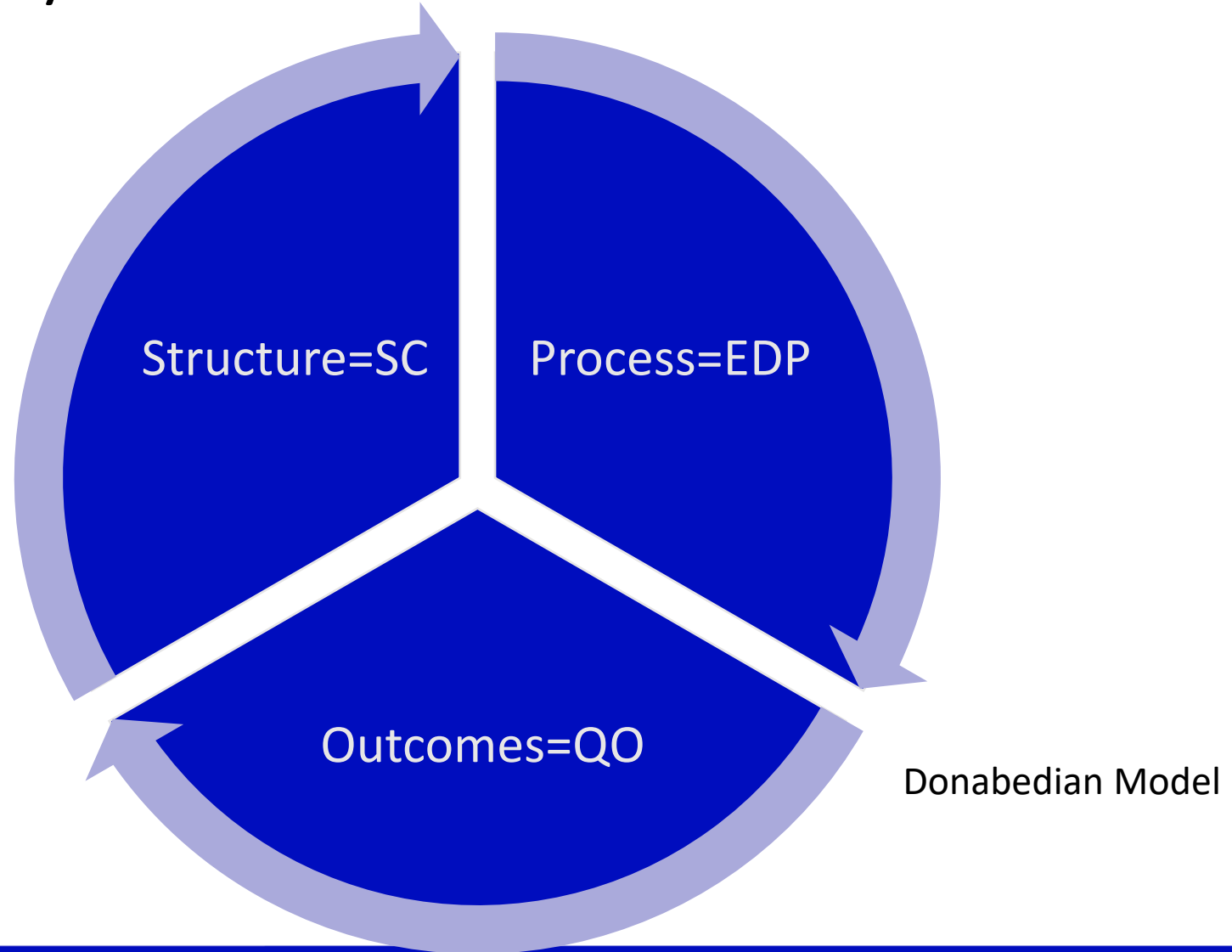
- Approval with distinction for 3 years
- Approval for 3 years –may include progress reports
- Provisional approval for up to 1 year – need for close monitoring of the organization
- Denial-noncompliance

Self-Study Application Parts

1. Organizational overview (OO)-2
2. Structural capacity (SC)-3
3. Educational design process (EDP)-7
4. Quality outcomes (QO)-3

Describe process and provide specific example~1/2 page each

ANCC Primary Accreditation



Organizational Overview (OO)

OO1: Demographics-1000 word limit

OO2: Lines of Authority and Administrative Support (Structural Capacity)

- List-Primary Nurse Planner (PNP)/Nurse Planners (NPs)
- Position descriptions related to Approved Provider Unit role
 - *See FAQs for example position descriptions for PNP/NP*
 - Current, unrestricted nursing license, BSN or higher in nursing
 - PNP
 - NP

SC 1: PNP Commitment

See FAQs for tips for the Structural Capacity section (SC1, SC2, SC3)

- SC 1: The **PNP's** commitment to **learner needs**, including **how approved provider unit processes are revised** based on **aggregate data**, which may include but is not limited to individual educational activity evaluation results, stakeholder feedback, and learner/customer feedback.

SC 2: PNP Accountability

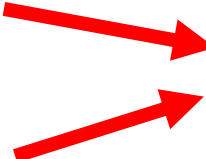
- How the **PNP** ensures that all **NPs** in the provider unit are appropriately **oriented** and **trained** to **implement and adhere** to the ANCC Accreditation Criteria.

SC 3: PNP/NP Leadership

- How the **PNP and/or NP** provides **direction and guidance** to individuals involved in planning, implementing, and evaluating continuing nursing education (CNE) activities in **compliance** with Accreditation criteria.

Education Design Process

ASSESSMENT

- EDP 1: The **process** used to **identify** a **problem** in practice or an opportunity for **improvement** (professional practice gap).  *See FAQs for Difference*
- EDP 2: How the **NP identifies** the underlying **educational needs** (knowledge, skills, and/or practices) that **contribute to** the professional practice gap.
- EDP 3: How the **NP measures change** in knowledge, skills, and/or practices of the target audience that are expected to occur as a **result of participating in the educational activity**.
 - *See FAQs for sample process description of how the NP identifies and measures a change in knowledge, skills and/or practices that are expected to occur (EDP3)*

Education Design Process, cont

PLANNING

- EDP 4: The **process** used **to identify, mitigate, and disclose relevant financial relationships** for all individuals in a position to **control educational content**.
 - *See FAQs for a sample EDP4 description (identify, mitigate, disclose relevant financial relationships)*

Education Design Process, cont

DESIGN PRINCIPLES

- EDP 5: How **content** of educational activities is developed based on **best available current evidence** to foster achievement of **desired outcomes** (e.g. clinical guidelines, peer-reviewed journals, experts in the field).
- EDP 6: How **strategies** to **promote learning** and **actively engage learners** are incorporated into educational activities.
- EDP 7: How the **summative** evaluation data for an educational activity are used to **analyze** the outcome(s) of that activity and **guide future activities**.
 - *See FAQs for example of a summative evaluation (EDP7)*

Quality Outcomes

- *See FAQs--How the process for evaluating the effectiveness of the provider unit relates to development of outcomes? (QO 1, QO2, QO3)*

QO 1: EVALUATION PROCESS: The process used for **evaluating the overall effectiveness** of the approved provider unit in carrying out its **work as a provider** of continuing nursing education.

- No example

QO 2: APU Evaluation Process

QO2a: Identify at least one **quality outcome** the provider unit has established and worked to achieve over the **past twelve months** to improve **provider unit operations**. Identify the **metrics** used to measure success in achieving that outcome.

QO2b: Using one of the quality outcomes identified in QO2a, explain how the most recent **evaluation process** (QO1) resulted in the **development and/or improvement** of an identified **outcome for provider unit operations**, including how that outcome was **measured and analyzed**.

QO3: Value/Benefit to Nursing Professional Development

QO 3a: Identify at least one **quality outcome** the provider unit has established and worked to achieve over the **past twelve months** to **improve the professional development of nurses**. Identify the **metrics** used to measure success in achieving that outcome.

QO 3b: Using one of the **outcomes** identified in QO3a, explain how the most recent evaluation process (QO1) resulted in the **development and/or improvement** of an identified outcome to **improve the professional development of nurses**, including how that outcome was **measured and analyzed**.

Activity Files

- 3 activity files (past 12 months)

References

- ANCC Primary Accreditation Application Manual for Accredited Approvers, 2015.
- Accreditation Council for Continuing Medical Education. Standards for Integrity and Independence in Accredited Continuing Education. Published 2020.
- Toolkit for the Standards for Integrity and Independence in Accredited Continuing Education © 2020 by the Accreditation Council for Continuing Medical Education (ACCME®)