

Checklist for Application for Provider Unit Approval (2015 Criteria)

DIRECTIONS: Before submitting your Provider Application, please complete the following checklist and then use it as the Table of Contents.

PROVIDER NAME:

		Found on page
Introductory Info		
Organizational Overview		
Structural Capacity OO1	Demographics – features of unit	
OO2	Lines of Authority and Administrative Support - list of PNP, NP(s) (if any), & all key personnel	
	Position descriptions of PNP and NP	
	Organizational chart of the Approved Provider Unit	
	If part of a larger organization, organizational chart that depicts the organizational structure & Approved Provider Unit's location within the organization.	
Educational Design Process		
OO3	Data Collection & Reporting list of all CNE offerings provided in the past 12 months	
	<i>New applicants: list of CNE offerings approved & provided within the past 12 months.</i>	
Quality Outcomes		
OO4	Quality Outcomes – Provider unit	
	Quality outcome measures - specific to Nursing Professional Development.	
Criterion 1:	Structural Capacity (SC)	
SC 1.	Commitment to learner needs	
SC 2.	Orientation/Training	
SC3.	Direction and guidance	
Criterion 2:	Educational Design Process (EDP)	
EDP 1.	Identify problem or opportunity	
EDP 2.	Identifies educational needs	
EDP 3.	Conflicts of interest (COI)	
EDP 4.	Development of based on best available evidence	
EDP 5.	Strategies to promote learning	
EDP 6.	Guide future activities	
EDP 7.	Measures change in in knowledge, skills	
Criterion 3:	Quality Outcomes (QO)	
QO1	Evaluating effectiveness	
QO2	Change from evaluation process	
QO3	Enhancement of professional development	
ATTESTATION STATEMENT		
CURRENT PROVIDER UNITS	Activity 1: Title	
	Activity 2: Title	

1ST TIME PROVIDER APPLICANTS	Acknowledgement & approval letters from TNA for 3 activities TNA has approved.	
	A copy of the FINAL certificate that was given to learners for each of these 3 activities	
	A summative evaluation for each of these 3 activities	
	A complete activity file planned, implemented and evaluated as an approved provider, including the planning documentation form and all supporting documents	