



# Continuing Nursing Education Disclosures to Participants

Based on American Nurses Credentialing Center (ANCC)  
2015 criteria and manual with permission

Please contact the CNE Administrator if you have questions or need further information as you proceed through the process.



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## Disclosures provided to the *Learner*:

1. Learners must receive disclosure of required items prior to the start of an educational activity.
2. In faculty directed activities, disclosures must be made to the learner prior to initiation of the educational content.
3. In enduring print materials or web-based activities, disclosures must be visible to the learner prior to the start of the educational content.
4. Required disclosures may **not** occur or be located at the end of an educational activity. Evidence of the disclosures to the learner **must** be retained in the activity file and included with the application for individual activities

## **Disclosures always required include:**

### **Notice of requirements for successful completion of the educational activity:**

Prior to the start of an educational activity, learners must be informed of the **purpose and/or objectives** of the educational activity and the **criteria used to determine successful completion**, which may include but are not limited to:

- Required attendance time at activity (e.g., 100% of activity, or miss no more than 10 minutes of activity)
- Successful completion of post-test (i.e., attendee must score X% or higher)
- Completed evaluation form
- Return demonstration

- **Presence or absence of conflict of interest for planners, presenters, faculty, authors, and content reviewers.**

Any influencing relationships, or lack thereof, of planners, presenters, faculty, authors, or content reviewers in relation to the educational activity. If there is a conflict, Individuals must disclose:

- Name of individual
- Name of commercial interest
- Nature of the relationship the individual has with the commercial interest

Disclosures **required, if applicable**, include:

**Expiration of enduring materials: (Called independent studies in Tennessee)**

Educational activities provided through an enduring format (e.g., print, electronic, Web based) are required to include an expiration date documenting how long contact hours will be awarded. This date must be visible to the learner **prior to the start** of the educational content. The period of *expiration of enduring material should be based on the content of the material but cannot exceed three years.*

## **Disclosures required, if applicable, include:**

**Joint Providers. Participants** must be informed if organizations are partnering to provide the educational activity.

Prior to the educational activity, regardless of format or venue, the lead organization providing the CNE contact hours must be identified.

ABC organization in partnership with DEF School of Nursing are jointly providing this activity. Contact hours will be provided by DEFSON.

**NOTE:** Not joint providership if ABC is only hosting (is not part of activity content planning committee) and DEF is presenting and providing contact hours.

## **Disclosures required, if applicable, include:**

**Commercial Support.** Learners must be informed if a commercial interest has provided financial or in-kind support for the educational activity.

Prior to the educational activity, regardless of format or venue, any funding or in-kind support provided by a Commercial Interest Organization for the educational activity is disclosed to the learners/participants.

Individuals refusing to disclose relationships with Commercial Interest Organizations may not participate in any part of the educational activity.



The following are brief examples of how disclosures might be made prior to the start of the event.

These disclosures can be made on:

the advertising, the confirmation letter, the agenda on top of the handouts, a slide at the beginning of a presentation, a verbal script.

(document script and who spoke in the file)

They could also be in multiple ways – e.g., purpose or objectives and criteria for successful completion on advertising, and then the remainder on the agenda received on the day of the event.

## **Conflict of Interest**

- The planners, authors, and faculty have declared no conflict of interest.
- The planners and all but one faculty have declared no conflict of interest. Janet Smith has a conflict of interest as a consultant for XYZ pharmaceuticals. This presentation is not related to XYZ products and Janet will not discuss her work with them during this presentation.”

## **Commercial Support**

- ABC Health Products Company provided an unrestricted grant for this activity.

## **Types of Commercial Support for Continuing Nursing Education**

Commercial Interest Organizations may provide monetary funding or other support (“Commercial Support”) for continuing nursing education activities in accordance with the following fundamental principles:

- 1 Commercial Support must not influence the planning, development, content, implementation or evaluation of an educational activity; AND
- 2 Receipt of Commercial Support must be disclosed to learners.

Commercial Support may be used to pay for all or part of an educational activity and for expenses directly related to the educational activity, including but not limited to: travel, honoraria, food, support for learner attendance and location expenses.

Commercial Support may be used to support more than one educational activity at the same time or Multiple activities over a period of time.

## Criteria for Successful Completion Examples

- Criteria for successful completion include attendance at the entire event and submission of a completed evaluation form.
- Criteria for successful completion include attendance of at least 80% of the event and submission of a completed evaluation form.
- Criteria for successful completion include attendance at one or more sessions.
- Complete post test achieving 70% score or better
- Return skills demonstration
- Post in 7 of 10 discussion forums

## SAMPLE TERMS AND CONDITIONS FOR SPEAKERS/AUTHORS



	TERMS & CONDITIONS	AGREE	DISAGREE
1.	I have disclosed any potentially biasing relationship of a financial nature from the last 12 months for both myself and my significant other (if applicable).		
2.	I will prepare presentations that are objective & scientifically rigorous. Content will be well-balanced, evidence based where possible & unbiased.		
3.	I will clearly acknowledge the unlabeled identification or the investigational nature of drug products and/or devices to the learners.		
4.	I will use generic names to the extent possible when discussing specific health care products or service. If necessary, I will use trade names from several companies when available.		
5.	Scientific research referred to in this presentation conforms to generally accepted standards of experimental design, data collection, & analysis.		
	Content is accurate based on best information available at the time the presentation was developed.		
6.	If I have been trained or utilized by a commercial entity as a speaker, any promotional aspects will not be included.		
7.	If I am presenting research funded by a commercial company, the information presented will not promote the commercial interest of the funding company.		
8.	The handouts and slides will not include logos from any commercial entity. (The copyright symbol may be included on each of the slides.)		
9.	I understand that the Nurse Planner for this activity may need to review my presentation content prior to the activity & I will provide educational content and resources in advance as requested.		

**I have carefully read and considered each item in this attestation form and have completed it to the best of my ability.**

Signature (may be electronic)

Date