



# **Continuing Nursing Education Individual Activity & Provider Unit General Information**

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

# Statement of Philosophy on Continuing Nursing Education

The **Tennessee Nurses Association (TNA)** endorses the concept of planned continuing education for all nurses as one means by which nurses can maintain competence, meet the standards of practice developed by the profession, advance the discipline of nursing and facilitate professional development.



High quality, best-practice based continuing education prepares the nurse to meet the challenge of rapid changes in knowledge, technology, and societal needs.

**The Tennessee Nurses Association is accredited as an **APPROVER** of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.**

**TNA** Approver Unit Purposes:

1. To approve individual activities and provider applications according to the ANCC Commission on Accreditation criteria.
2. To set policy within the guidelines of the ANCC Commission on Accreditation and the Tennessee Nurses Association Board of Directors.
3. To monitor the quality and consistency of the Approver Unit program.

# Approval Process for individual activity & Provider Unit Applications

## Introduction

Welcome! Our goal is to help you be successful in completing individual activity and/or the provider unit application so that you can provide contact hours for providing quality continuing education for professional nurses.

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



Dr Sharon T. Hinton MSN, BSN, RN-BC, D. Min  
[Tna.cne@tnaonline.org](mailto:Tna.cne@tnaonline.org)

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**Continuing nursing education (CNE)** includes planned, organized learning experiences designed to improve the knowledge, skills and attitudes of nurses. It enhances nursing practice, education, theory development, research and administration.

The **outcome** of continuing education should be to improve the health of the public and the nurses' pursuit of their professional career goals.

## CONTINUING EDUCATION

- Acquires new knowledge and skills to enable advanced decision making
- Acquires greater depth of knowledge and skills in a particular area of nursing
- Enhances professional attitudes and values
- Advances career goals and promotes professional development
- Supports innovation and creativity in practice
- Implements change within the individual's practice and within healthcare in general
- Addresses new standards of practice, laws and rules

**ORIENTATION & IN-SERVICE EDUCATION IS CNE  
the first time or when there are revisions!**

Planned instruction or training to assist the nurse to perform in a particular work setting.

- Designed to maintain or increase competency to promote compliance with facility policy and procedures
- Demonstrate use of facility-specific equipment
- Educates for work at specific institution  
for example: “how to submit and receive medication orders”
- Teaches and tests for basic skill competency  
for example: “charting admission assessments”
- Addresses institution-based standards of practice

**Refresher or Reactivation Courses are CNE! \***

Contact hours may be awarded for refresher courses that provide nurses re-entering the job market with advanced knowledge or a new skill set required to function in the role as RN.





## But what about...

- CPR and other skills trainings?

YES! The first time around and then only for renewals if there has been a change and new information is included

- Basket weaving and other non-nursing topics?  
NO! Unless you can link it to professional practice.  
“Basket Weaving for Fun & Profit” verses “Basket weaving: Stress Relief for traumatized seniors”

- **WHEN IN DOUBT ASK!**

**Commercial Interest** - Your organization is **ineligible for approval** if it is a commercial interest as defined by ANCC.

A “commercial interest” is any entity producing, marketing, re-selling or distributing healthcare goods or services consumed by, or used, on patients or an entity that is owned or controlled by an entity that produces, markets, re-sells or distributes healthcare goods or services consumed by, or used on, patients. This definition allows a provider to have a “sister company” that is a commercial interest, as long as the Approved Provider Unit had and maintained adequate corporate firewalls to prohibit any influence or control by the “sister company” over the continuing education program of the Approved Provider Unit.

# Individual Activity Types

- Provider-directed, provider-paced: **Live** (in person or webinar)
- Provider-directed, learner-paced: Enduring material  
Expiration/end date
- Learner-directed, learner-paced: Enduring material  
Expiration/end date
- Blended activity  
pre-work and/or post-activity work  
live portion of activity

# Provider Unit

- Has the authority to assess, implement, and evaluate CNE activities following TNA/ANCC accreditation program criteria and award contact hours for those activities
- May be free-standing organization or be a distinct part of a multi-focused organization
- Provides continuing education activities
- **DO NOT APPROVE CNE FOR ANYONE ELSE!**
- They may however, work in partnership with others and provide contact hours for the shared activity under the leadership of the nurse planner.

# Provider Unit – Before you apply

## Are you one of these?

- Constituent state nursing association of the American Nurses Association (ANA)
- College or university
- Healthcare facility
- Health-related organization
- Multidisciplinary educational group
- Professional nursing education group
- Specialty nursing organization

## Do you have these?

- A qualified lead nurse planner?
- Minimum of 6 months in operation following TNA/ANCC criteria
- Have 3 approved activities of at least 1 hour length that are not joint provided
- Are NOT a commercial interest organization that produces, markets, re-sells or distributes a product used on or by patients.

# Time to choose your path!



## INDIVIDUAL ACTIVITY

- Complete Eligibility Verification Form
- Go to individual activity Fee Structure and Instructions
- Complete application
- Submit

## PROVIDER UNIT

- Complete Eligibility Verification Form
- Complete Intent to Apply Form
- Submit
- While you are waiting gather everything needed to complete self-study and application

Use the LINKS or go to the TNA website

- <https://www.tnaonline.org/continuing-education-general-information/>
- TNA Individual Educational Activity Applicant Eligibility Verification
- <https://form.jotform.com/90105162684150>
- TNA Individual Educational Activity Application
- <https://form.jotform.com/90105432230137>
- TNA Intent to Apply as a Provider Unit - Initial
- <https://form.jotform.com/90158505020143>

# Who & What!

- American Nurses Association

<https://www.nursingworld.org/ana/>

- American Nurses Credentialing Center

<https://www.nursingworld.org/ancc/>

- Tennessee Nurses Association

• <https://TNAonline.org>



## CNE Administrator, Primary Nurse Planner, Lead Nurse Planner –

- Registered nurse who holds a current, unencumbered nursing license and a baccalaureate or higher degree in nursing and is knowledgeable about the CE process.
- Oversees all aspects of the CNE process and has the authority within the unit to ensure adherence to ANCC & TNA Criteria

[See nurse planner link for additional information](#)

**Nurse Planner** – A registered nurse with a current, unencumbered license with a minimum of a baccalaureate degree in nursing and may work for the Provider Unit as staff, consultants or volunteers.

If there is more than one Nurse Planner one should be selected/identified as the **Primary or Lead Nurse Planner**.

- Nurse Planners must maintain expertise in educational design and adult learning theories, receive orientation to, and maintain responsibility for implementing ANCC/TNA criteria and rules in their performance of the nurse planner role.

Nurse planners must be involved in the entire process of delivery – from needs assessment through planning, implementation, evaluation and follow-up – for every continuing nursing education activity offered by the provider unit.

The nurse planner identifies and resolves any conflicts of interest including but not limited to members of the planning committee, speakers, presenters, authors, and content reviewers.

Other nurses may serve on an individual activity planning committee along with the nurse planner.

**CNE Professional Development Associate** – An individual who contributes to the overall functioning of a continuing education/professional development department in a substantive, measurable way.

CAN	CANNOT
Assist with forms and files including setting up and adding returned data	Create or review educational planning forms or approve other forms
Request Conflict of Interest and educational planning forms	Sign off or review forms
Set up meetings, send email reminders	Replace nurse planner at meetings
Add data for summary reports	Finalize summary reports

\*Contact the CNE Administrator for more information and associate training opportunities.

## **Review Process**

**Nurse Peer Review Leader** - A registered nurse with a current, unencumbered license and a graduate degree, with either a baccalaureate or graduate degree in nursing. Oversees all aspects of the CNE review process and has the authority to ensure adherence to ANCC & TNA Criteria in approval of CNE.

**Nurse Peer Reviewer** - A registered nurse with a current, unencumbered license and a baccalaureate or higher degree in nursing. Has received training to be actively involved in evaluating applications according to ANCC criteria.

# Steps in a Review

## Step 1

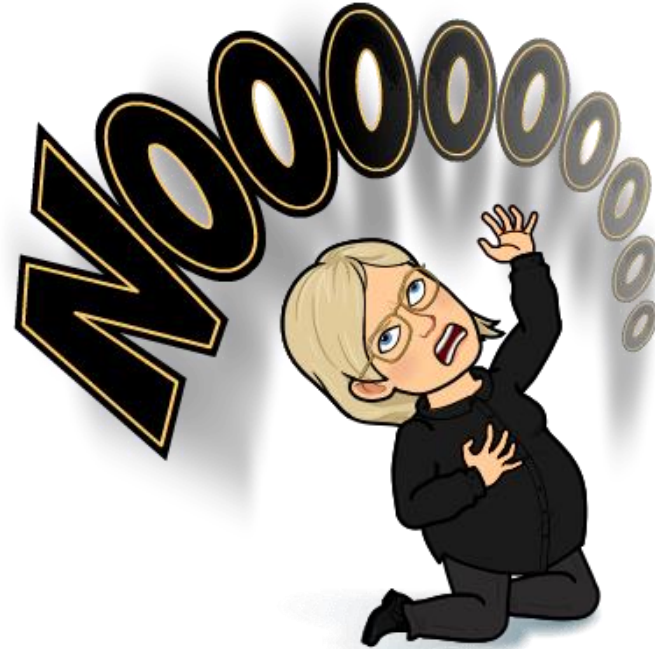
- Submit application on appropriate forms
- You will be notified by email that your application has been received
- An application number will be assigned. The application number MUST be included on any subsequent correspondence or additional material related to your application.
- The Nurse Peer Review Leader will conduct a preliminary review and assign 2 peer reviewers.

## **Step 2** Types of recommendations by Reviewers

1. **Approval** for two years individual activities and three years for provider units occurs when your written application materials indicate that the criteria and rules are met.
2. **Decision Deferred** pending receipt of additional information occurs when there is insufficient information provided to complete the review and approval process. NO contact hours can be awarded until the application is approved.
3. **Denial of Approval** occurs when application review indicates that there is not in adherence with the criteria of the ANCC Accreditation Program and/or requirements of the **TNA** approval process.

# Remember:

- The Nurse Peer Review Leader makes the final decision after considering reviewer recommendations
- There are! **NO refunds** once the review process has begun





# There is good news too:

**Your success is our success! The Nurse Peer Review Leader will answer your questions and work with you throughout the process. Every effort is made to guide you to create an approvable application.**



# Step 3: After the approval

## Reporting

- Activity report forms are due after each activity
- Provider Unit reports are due by January 31 for the previous year
- **ALL REPORTS MUST BE SUBMITTED ON THE CORRECT FORMS**
- Periodic monitoring requests may occur at the discretion of the CNE Administrator or Nurse Peer Review Leader. ***Failure to respond to monitoring requests will result in suspension of approval as a Provider Unit.***
- <https://form.jotform.com/90035439570153>

## **Step 3: After the approval**

If there is a change NOTIFY TNA

CNE Provider Unit Personnel Change Form

<https://form.jotform.com/90168580604155>

## Provider Unit Changes

The Approved Provider Unit must maintain communications with **TNA** during the period of approval. At a minimum the following must be reported:

Within 30 days, information about change in:

Name, ownership or structure of the organization, or

The Nurse Planner(s) (including name, credentials and completed bio form), or The name of the contact person.

Information about termination of Approved Provider Unit activities within 30 days of the decision to terminate. Once approval is terminated, the provider unit may no longer use Approved Provider Unit statements on publicity material or certificates of attendance and may not award contact hours.

## Major Changes in Learning Activities

If a learning activity has met the criteria and there is a significant change in the content, then another planning documentation form must be completed and reviewed by the Approved Provider Unit. For example, significant change could be substituting a new one hour segment for one that previously met criteria, changing objectives and content, etc.

If the speaker changes, but the new speaker will continue to present the same content, and use the same objectives and time frames, place a memo in the activity file regarding this change and include the biographical data form including conflict of interest statement for the new speaker.

## Repetition of Portions of Classes

If, during the planning process, it is identified that certain session(s) out of a larger presentation may potentially be repeated on their own:

1. Identify each section of the larger presentation as a potential, separate session (e.g. Session 1: Acute Respiratory Distress; Session 2: Chronic Respiratory Distress, etc.)
2. Identify on the CNE application form that participants may attend one or more sessions. (**Just as a note:** You might also wish to include the information on the advertising material.)
3. On the certificate, identify the sessions the learner attended, the date and the contact hours awarded for those sessions (e.g., "Learner name successfully completed Critical Care Course Sessions 1 Acute Respiratory Disease, 5 Congestive Heart Failure, & 7 MI on date.").

**Tennessee Nurses Association**

545 Mainstream Drive, Suite 405

Nashville, TN 37228

Main # 615-254-0350

CNE Admin # 615-988-7258

[www.TNAonline.org](http://www.TNAonline.org)

[tna.cne@tnaonline.org](mailto:tna.cne@tnaonline.org)