PENROSE-ST. FRANCIS HEALTH SERVICES

Nursing Services

SUBJECT: **Continuing Nursing Education**

PREVIOUS DATES: 4/98, 9/98, 1/03, 4/06, 3/07 EFFECTIVE DATE: 10/09

RECOMMENDED BY: Education Dept.

ADMINISTRATION APPROVAL:

Guidelines for Care: Continuing education programs will be developed in accordance with guidelines provided by the Colorado Nurses Association. Penrose-St. Francis Health Services is an approved provider for continuing nursing education (CNE) by the Colorado Nurses Association (CNA), an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. Similar guidelines will be utilized to evaluate continuing education offerings by disciplines other than nursing.

Definitions:

**Continuing education** is defined as planned learning experiences that go beyond a basic health care education program. The continuing education activity is one that builds upon the educational and experiential bases of the professional or unlicensed health care provider. These experiences are designed to promote or enhance the development of knowledge, skills, and attitudes in order to improve the quality of health care delivery. Critical characteristics of continuing education include:

1. Content - current and emerging concepts, principles, practices, theories, and/or research
2. Application - immediate or futuristic application in meeting practice needs or goals of the learner. Knowledge and skills may be utilized in a variety of practice and education settings.

**Inservice education** is defined as planned instructional or training programs provided in the work setting and designed to increase competence in a specific role. Inservice deals with the organization’s way of doing things. Critical characteristics of continuing education include:

1. Content - Reflects organization’s goals and service commitments. Includes, but not limited to, review of previously learned skills, technical information about currently used or new equipment, or completion of require life-saving classes.
2. Application - Knowledge and skills that are specific to a given employment setting and are immediately applicable by the learner

PRACTICES:

1. Design and implementation of all continuing nursing education activities will be according to criteria established by the American Nurses Credentialing Center’s Commission on Accreditation and the Colorado Nurses Association.
2. Penrose-St. Francis Health Services (PSFHS) may serve as co-provider of continuing education for activities initiated by other not-for-profit organizations (e.g., professional organizations or consortia). The Education Coordinator will determine if co-providership is feasible based on cost to PSFHS compared to benefit for PSF mission/business goals. When co-providership is accepted, an agreement will be signed that specifies PSFHS as the responsible party for the following:
3. determination of objectives/content
4. selection of presenters
5. awarding of contact hours
6. administration of budget
7. record keeping
8. evaluation
9. Nursing continuing education records are confidential and will be properly stored in compliance with CNA standards.
10. Continuing education records, in hard file format, are maintained in the Education Resources Department. Class logistics, final participant status and class evaluation summary are maintained in the computerized Education Data Base. Access to all records is limited to Education Resources employees and class instructors.
11. Records are maintained for a period of 6 years in locked department storage areas: hard files for courses offered within the past two years are kept in locking file cabinets within an office area which is secured during off hours; hard files for offerings older than two years are kept in a locked closet within a locked storeroom accessible only to Education Resources staff. Disposal of older files and computerized records is in accordance with PSFHS information management guidelines.
12. Attendees may request from Education Resources staff verification of their own participation in a continuing education activity. Otherwise, information regarding attendance is kept confidential and cannot be disclosed to others.
13. Class lists will not be distributed to any individual or entity, except the CNA as overseer of the CNE program.
14. Participants in continuing education will receive a certificate at the conclusion of the activity for verification of successful completion of CNE. This certificate will include the following: successful completion of the educational activity, number of contact hours awarded, name and address of the provider of the activity, official approval of the activity using appropriate accreditation language, the title, date and location of the activity, and the provider organization ID number. Successful completion is defined as attendance for the entire activity, return of course evaluation form, and return of post-test if applicable.
15. Product-promotion material or product-specific advertisement of any type is prohibited in or during CNE activities. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must not be displayed or distributed the educational space immediately before, during or after a CNE activity. When commercial products are displayed in conjunction with a continuing education activity, a statement must be posted on the display or at the entrance of the designated display area to indicate that PSFHS provides the education content only and does not endorse any product advertised.
16. Any change in the continuing education administration or planning responsibilities will be reported to the Colorado Nurses Association in accordance with that organization’s guidelines.
17. Continuing education approval language will be included on all activity publicity and certificates. Statement for activities with contact hour approval should read, “Penrose-St. Francis Health Services is an approved provider of continuing education by the Colorado Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.”
18. Contact hours are determined on the basis of 60 minutes for each one hour of CNE instruction. The minimum number of contact hours awarded is ONE -- activities with continuing education content of less than 60 minutes are not eligible for CNE. After the first contact hour, fractions of hours will be calculated and awarded. Contact hours are not awarded for in-service content. If a participant arrives late or leaves early for a CNE offering, no CNE will be awarded to that participant.
19. As a provider of continuing nursing education, PSFHS cannot approve activities or award contact hours for another entity that has not entered into a co-sponsorship with PSFHS. If requests are made, the Education Coordinator for PSFHS will be informed and will refer the other entity to the Colorado Nurses Association for assistance with obtaining CNE.
20. Administrative responsibility for continuing nursing education rests with the Education Coordinator in the Education Resources Department. The Education Coordinator shall designate the primary nurse responsible for planning, development, implementation, and evaluation of continuing education activities. This nurse may be a clinical nurse specialist, nurse educator or education coordinator.
21. The PSFHS CNE Providership cannot be extended to award CNE for programs developed by its parent (Centura Health) or sponsoring (CHI) organization
22. Steps for developing a Nursing Continuing Education program:
23. Individuals interested in developing a continuing education program will identify a primary contact person from their planning committee to discuss the proposed offering with the Education Coordinator. The Education Coordinator will assure that the appropriate individuals are included on the program planning committee and that the content meets CNE criteria.
24. The “CE Offering Design Form” will be completed by the planning committee for all programs in accordance with instructions in the forms packet.
25. Program planning committee must include a minimum of 2 RN’s, one being the Education Coordinator. Committee must include members with content expertise and represent the target audience.
26. Primary contact will submit behavioral objectives and content outline in the 5-column format on the “CE Activity Documentation Form” in accordance with instructions in the forms packet.
27. Primary contact will provide a Bio-Data form for each speaker and each member of the planning committee for the program (available from Education Resources).
28. Each speaker and member of the planning committee must complete the “Faculty Disclosure Form for CNE Activities”.
29. Publicity for the program must be completed in accordance with instructions in the forms packet. All publicity must be approved by the Education Coordinator prior to distribution or posting. Publicity must include the Continuing Education approval language and exact contact hours to be awarded (see #7 above).
30. Primary contact will submit all completed forms and a DRAFT of all publicity (flier, brochure, etc.) to the Education Coordinator no later than 4 weeks before the activity. A copy of the continuing education application should be kept by the primary contact for personal records.
31. The Education Coordinator will review the continuing education design and documentation, and provide feedback to the primary contact. The number of contact hours awarded for the program will be calculated, or the primary contact person will be requested to make recommended changes to the continuing education design.
32. Any recommended changes and revisions will be submitted no later than 1 week before the activity.
33. Contact hours will be awarded only if the forms have been accurately completed and criteria have been met prior to the activity date. No contact hours will be awarded for packet submission after an educational event.
34. The primary contact person for an approved program will receive an Attendance Record, participant evaluations, and participant certificates. He or she will ask all attendees to sign the Attendance Record and complete an evaluation, as well as disclose Conflict of Interest information prior to the program beginning. Participant certificates will be distributed to attendees at the end of the program. For programs that are remotely broadcast, CNE certificates will be sent to the attendees after Education receives the Attendance sheet and evaluations. No certificates will be awarded for partial attendance.
35. Attendance Record, evaluations, and any extra certificates should be returned to Educational Resources Department no later than 1 week after the activity.
36. The Educational Resources Department is able to co-sponsor continuing education programs with other organizations or agencies upon completion of the Co-Sponsor Agreement, which describes the responsibilities of each program sponsor. Penrose-St. Francis will co-sponsor only with professional organizations that are not-for-profit. The same application guidelines apply to co-sponsored offerings.

Reference: Colorado Nurses Association Continuing Education Provider Application, 2008.