



**California Association
For Nurse Practitioners**

**CONTINUING EDUCATION
POLICIES and PROCEDURES**



Educational Affairs Committee
 Originated: 2004
 Current Revision Date: 7/21/09
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CANP Policy and Procedure Manual

Planning Process Policy

Policy Statement

All activities provided by the California Association for Nurse Practitioners (CANP) must adhere to the planning process prescribed by the appropriate accrediting body and include needs assessment, objectives and evaluation. Needs assessment data are required and collected for all planned educational activities in order to implement meaningful, quality educational content in accordance with the mission and purpose of the organization. All educational activities must identify the purpose and objectives that target improved patient care. The purpose and objectives must be available to the participant prior to the beginning of the educational activity. All educational activities must be evaluated by the participants, CE Administrator and the Program Chair to determine the effectiveness in meeting the identified educational need to ensure improvement in participant knowledge and patient care. The CANP evaluates its continuing education program annually.

Reason for Policy

The California Association for Nurse Practitioners is controlled by accrediting organizations that require specific planning protocols. CANP must adhere to these protocols to maintain accreditation.

Entities Affected By This Policy

All continuing education course directors, course planning committees, course presenters, commercial supporters (sponsors, grantors, and exhibitors), course participants, and administrators are covered by these policies.

Who Should Read This Policy

Continuing Education course directors, course planning committees, course faculty, commercial supporters, and administrators should read this policy.

Contacts

Contact Phone e-mail/URL

Education Committee Chair	Maria Fe Mangila-White		femangila@sbcglobal.net
Conference Chair	Surani Kwan		kwans@sutterhealth.org , suranihl@sonic.net
CE Administrator	Tiffany Tyler Ewing	(916) 441-1361	ttyler@amgroup.us

Overview

The California Association for Nurse Practitioners requires that all continuing education activities accredited through this organization adhere to the planning process prescribed by the appropriate accrediting body. This planning process includes:

- 1) Needs Assessment;
- 2) Purpose and Objectives; and
- 3) Plan for Evaluating the Activity.

Process/Procedures

Section 1 - Needs Assessment

Needs assessment data are required and collected for all planned educational activities in order to implement meaningful, quality educational content in accordance with the mission and purpose of CANP. The needs assessment is one part of the systematic planning process for the design and implementation of meaningful educational activities. Needs assessment data are collected from a variety of sources including journal reviews, medical trend reports, past participant requests and related health care resources. Data from professional health care associations, societies, and agencies are collected and analyzed in the needs assessment process. Feedback from CE participant evaluations is collected and analyzed for the purpose of identifying future continuing educational activity needs. Education Committee members as content experts identify learning needs based on various educational resources and experiences within their respective disciplines and recognized expertise. The collected needs assessment information is used to directly address the educational needs for the CANP and in alignment with the mission statement. The needs assessment process is systematically used to link identified needs and the desired activity purpose and outcomes when planning future educational activities.

Section 2 - Purpose and Objectives

All educational activities must identify the purpose/objectives that target improved patient care and/or health-care participant knowledge. The purpose/objectives are to be made known to the health-care participant prior to the educational activity. The needs assessment data is reviewed in planning the purpose and/or educational objectives of the activity. The purpose/objectives of the educational activity are communicated to the learners prior to the start of the educational activity and are used in the marketing materials. The targeted instructional technology is identified in the pre- planning process. Efforts are made to encourage the use of the most effective instructional method and technology. The educational content is linked to the needs assessment data and the Purpose/Objectives for improved learning outcomes and participant satisfaction. The Purpose/Objectives must address participant performance outcomes and/or expectations for patient health.

Section 3 - Evaluation of Effectiveness

All educational activities must be evaluated by the Education Committee to determine the effectiveness in meeting the identified educational need, intended purpose/objectives and improving participant knowledge and patient care. This review is required for awarding credit and is mandated by appropriate accrediting agencies. Each educational activity is evaluated through individual speaker evaluations, overall program evaluation and a post-conference critique. Evaluations are collected at the end of each educational activity and analyzed. Within 30 days of completing the educational activity, the results of the evaluations are reported to the Board of Directors, Education Committee and Program Chair. Summaries of the evaluation results are filed in the accreditation records. All evaluation documentation is confidential and maintained in compliance with accreditation guidelines. Educational effectiveness is determined using a variety of methods:

- **Participant Evaluations:** All participants evaluate the effectiveness of the educational activity in meeting the purpose and/or objectives, the change in knowledge or skills obtained and the perceived impact on future practice. The number of returning participants and the demographics are also analyzed as a measure of satisfaction with learning activities. Continuing Education's targeted satisfaction benchmark is 80% although the highest possible satisfaction rating is sought.
- **Follow up Surveys/Interviews:** Follow up surveys or interviews are used to determine effectiveness of the learning. Participants are randomly sampled to participate in a follow up measurement that analyzes the effectiveness of the learning activity for the professional's practice and delivery of care. The follow-up interview may be conducted by telephone, mail, or an Internet survey.
- **Testing Effectiveness:** The pre-test/post-test method is another means of measuring educational effectiveness. Participants may be asked to take a pre-test at the beginning of the activity. At the end of the instruction, a post-test

may be administered and scored. Participants are able to measure the learning resulting from participation in the educational activity. These assessment procedures may include self-scored exams, use of case examples or the Audience Response System technology.

- **Skills Assessments** are used in certain CE activities that focus on teaching new skills or the use of new equipment or technology. Participants demonstrate the new skills gained in the educational activity as a measure of learning effectiveness. Faculty experts provide feedback on the competency level to the participant.
- **Educational Effectiveness data** is included in the Needs Assessment process when planning new educational activities and is used to provide continuous quality improvement.

Responsibilities

Title	Responsibilities
Education Committee Chair	Provides oversight and ensures Education compliance with all planning policies for continuing education activities.
Conference Chair	Plans continuing education activities in compliance with planning policies for Annual Conference education activities offered by the CANP.
Senior Meeting Manager	Manages overall meeting logistics and advises appropriate committees.
CE Coordinator	Provides operational and administrative support for CE activities. Keeps Education Committee apprised of current regulations and accreditation updates.
Moderator Coordinator	Coordination and orientation of all conference moderators. Oversees presenters and moderator to ensure they adhere to continuing education accreditation guidelines.
Moderator	Moderate assigned course(s) for annual conference.
Presenters	Follow Continuing Education guidelines to plan evidence-based course content that is free of bias to fulfill the mission of the CANP

Forms

Continuing Education Forms (required forms for continuing education activities)

- CANP Identification of Needs, Desired Results, Learning Objectives, and outcomes Worksheet

CANP Policy and Procedure Manual

ABSTRACT SELECTION POLICY

POLICY STATEMENT

Workshop, In-track, Business Management and Technology and poster abstracts will be reviewed by the Educational Affairs Committee for content, presenter's credentials, description, summary, and measurable objectives. Submission of an abstract does not guarantee participation in the convention program. The abstract review committee reserves the right to assign accepted abstracts to other tracks other than the one originally applied for.

Notification of applicants' status will be made 4 weeks after submission of the abstract. All applications must adhere to the guidelines. Incomplete applications will not be considered. A separate application must be completed for each submission.

Reason for Policy

The California Association for Nurse Practitioners is controlled by accrediting organizations that require specific planning protocols. CANP must adhere to these protocols to maintain accreditation.

PROCEDURE:

1. Abstract materials will be blind reviewed by a panel of professionals who are considered topic area experts.
2. The blind peer review process will provide a technical and programmatic evaluation of all abstracts by a panel of professionals who are considered topic area experts. The applications will be read and scored using the following criteria:
 - Presentation Title (5 points)
 - Presentation Description (25 points)
 - Presentation Summary (15 points)
 - Clear and obtainable behavioral objectives (15 points)
 - Content Outline (15 points)
 - Instructional Methods (5 points)
 - Faculty assigned (5 points)
 - Time frame (5 points)
 - Presenter's credentials, expertise, and experience (10 points)
3. Faculty will be asked to provide the following for review:
 - Current CV

- Speaker Bio
- Completed Abstract Form
- Lecture Objectives
- Completed Speaker Conflict of Interest and Consent Form

CANP Policy and Procedure Manual

SPEAKER REIMBURSEMENT AND HONORARIA POLICY

Background

The California Association for Nurse Practitioners (CANP) will provide Continuing Education. California Association for Nurse Practitioners must ensure balance, independence, objectivity and scientific rigor in all of its sponsored educational activities. The CANP intends to adhere to the *ANCC Standards for Industry Supported Activities: ANCC's standards are consistent with guidance from the FDA, OIG, ACCME, and PhRMA.*

This policy describes the procedures for appropriate use of commercial support funds and other items of value for payment of honoraria and out-of-pocket expenses.

Industry Supported Activities:

Industry support is defined as financial, or in-kind, contributions given by a commercial interest that is used to pay all or part of the costs of an activity. Commercial exhibits and advertisements are promotional activities and not continuing education. Therefore, monies paid by commercial interests to providers for these promotional activities are not considered to be commercial support.

Industry interest is defined as any proprietary entity producing health care goods or services. This definition exempts non-profit or government organizations; non-health care related companies; liability and health insurance providers; group medical practices; and for-profit hospitals, rehabilitation centers and nursing homes.

Industry interest cannot take the role of non-accredited partner in a joint sponsorship relationship.

Honoraria – Speakers, Planners, Authors

- Honoraria may be paid to presenters or authors of CE activities in amounts of up to \$1500 after the completion of the activity.
- The exact amount of honoraria for each speaker, planner or author must be specified in the abstract instructions, the acceptance letter to each individual and again in the speaker agreement.
- This level may be exceeded under extraordinary circumstances on vote of the Education Committee and Conference Chair.
- All payment of honoraria will be made directly by the Accredited Provider or joint sponsor.
- Presenters, planners and authors shall not receive any reimbursement for this CE activity except that paid by the Accredited Provider or its designated joint or co-sponsor.

Expenses– Speakers, Planners, Authors

- Reimbursement will be made for reasonable out-of-pocket expenses for travel, lodging and transportation on receipt of itemized expense reports.

- Each speaker will be offered an individualized reimbursement plan according to the speaker's needs, locale, and time of actual presentation. The reimbursement must be specified in the acceptance letter and again in the speaker agreement.
- All reimbursement for expenses will be made directly by the Accredited Provider or joint sponsor.
- Industry support may not be used to pay for travel, lodging, honoraria or personal expenses for non-teacher or non-author participants of a CE activity.

Use of Industry Support Funds

- All industry support associated with a activity must be given with the full knowledge and approval of the Accredited Provider.
- All industry support funds will be accounted for after the activity.
- No industry support funds shall be paid to participants of the activity.



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CE Policy and Procedure Manual

Continuing Education Disclosure Policy

Policy Statement

The California Association For Nurse Practitioners (CANP) must insure balance, independence, objectivity, and scientific rigor in all its directly sponsored or jointly sponsored educational activities. We are required to identify all relevant financial relationships with any commercial interest; determine whether these relationships create a conflict of interest with the individual's control of content and resolve all conflicts before the educational activity occurs.

CANP relies upon invited speakers, CE administrator, Education Committee members and moderators to provide educational information that is objective and free from bias. In this spirit, and in accordance with the ACCME's and ANCC's Standards for Commercial support, speaker participants are expected to disclose the existence of any significant financial interest or other relationship the presenter, CE Administrator, Education Committee members, moderators, and spouse or partner has with the manufacturer of any commercial product discussed in an educational presentation.

Reason for Policy

In accordance with the ANCC's *Standards for Commercial Support of Continuing Education*, the Policy on Disclosure exists to provide guidance for staff, speakers and joint sponsors of the requirement to disclose specific information to participants. This includes (a) sponsor financial relationships, (b) faculty financial relationships, and (c) discussion of unlabeled or unapproved uses of drugs and devices. In accordance with ANCC requirements, failure to provide disclosure information in a timely manner will result in disqualification of potential presenter.

Entities Affected By This Policy

All education committee members, abstract selection committee members, course presenters, course participants, and administrators are covered by this policy.

Who Should Read This Policy

Education Committee members, abstract selection committee members, course presenters, and CE administrator should read this policy.

Contacts

Education Chair
Conference Chair
CE Administrator

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Disclosure:

The California Association For Nurse Practitioners requires presenters to provide specific information to CE participants. Disclosure is required in two areas:

- Financial Relationships – Speakers must disclose any significant relationship between themselves and (a) the commercial supporter(s) of the activity, and (b) the manufacturer of any product discussed in the CE activity or related to the topic of the activity. “Significant relationship” is defined as the receipt of any amount per year, and it includes funds received by the spouse/partner of the faculty member. Information reported shall include financial relationships in place over the preceding twelve month period. If instructors have nothing to report, that information must be reported to the CANP.
- Discussion of Unlabeled Use – Speakers must disclose to participants, preferably in writing through course materials, that a product is not labeled for the use under discussion or that the product is still investigational.

The CANP must disclose to participants significant financial relationships it has with the commercial supporter of a CE activity and/or with the manufacturer of products discussed in that activity.

When it is not possible to make disclosures in writing, then the instructor or moderator will ensure that disclosure to the audience occurs verbally. In this case, the CANP shall document that verbal disclosure was made through PowerPoint slides for each presentation and attendee verification forms.

IMPLEMENTATION

Speakers will complete the CANP’s Conflict of Interest Reporting Form that contains the following information:

- The form shall note the title and date of the activity as well as the name(s) of the commercial supporter(s) associated with the activity;
- The form shall solicit information about financial relationships the faculty member or his/her spouse/partner have with any commercial supporter as well as manufacturers of products associated with the activity or related to the topic of the activity; if none, there shall be a box to check to that effect;
- The form shall inquire as to whether or not the speaker intends to discuss unlabeled or unapproved uses of drugs or devices in his or her presentation;
- The form shall summarize other pertinent requirements as stated in the ACCME Essential Areas and policies with regard to commercial support.

RESOLVING CONFLICTS OF INTEREST

Resolving Conflicts of Interest: CE Administrator and Education Committee members are initially responsible for resolving conflicts of interest identified during the disclosure process. Conflicts must be resolved to assure that every reasonable effort is made to prevent or eliminate any commercial bias. The Education Committee in a peer review capacity has final oversight and discretion with respect to the resolution of any conflict. Conflicts of interest may be resolved in many ways, including:

- Disclosure of relevant financial relationships to the activity participants (required).
- Assurance that the presenter will rely on best available and highest quality scientific evidence, particularly with respect to therapeutic recommendations (required).
- Review of any slides or handout materials.
- Alter control over content of the content planner or presenter/author.
- Disqualification of the individual from presenting. Select a presenter without the same or equivalent conflict.



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CE Policy and procedure Manual

Continuing Education Commercial Support Policy

Policy Statement

The Continuing Education Administrator makes all decisions regarding the disposition and disbursement of the commercial support funds and in-kind support received for Continuing Education activities. The California Association For Nurse Practitioners (CANP) shall not be required by a commercial interest to accept advice or services concerning teachers, authors, participants, or other education matters, including activity content and format, from a commercial interest as conditions of contributing funds or services.

Reason for Policy

The CANP is responsible for ensuring that grant funding from commercial entities and exhibit fees are used in compliance with the requirements of accrediting bodies of continuing education and their associated professional disciplines.

Entities Affected By This Policy

All education committee members, course faculty, abstract selection committee members, commercial supporters (sponsors, grantors, and exhibitors), course participants, and administrators are covered by this policy.

Who Should Read This Policy

Education Committee members, course faculty, abstract selection committee members, commercial supporters, Meeting Manager, and administrators should read this policy.

Contacts

Education Chair	Maria Fe Mangila	femangila@sbcglobal.net
Conference Chair	Surani Kwan	suranihl@sonic.net
CE Administrator	Tiffany Tyler Ewing	916-443-1361 ttyler@amgroup.us

Overview

In accordance with the requirements of the accrediting bodies for continuing education, the CANP CE Administrator must control the use of commercial support given in the form of unrestricted or restricted educational grants, and exhibit fees paid for the sale of space during continuing education activities.

Process/Procedures:

Section 1: Ensuring Independence of the Educational Activity

- CANP shall not be required by a commercial interest to accept advice or services concerning teachers, authors, participants, or other education matters, including activity content and format, from a commercial interest as conditions of contributing funds or services.

- All commercial support associated with a Continuing Education activity must be given with the full knowledge and approval of the CE Administrator. No additional funds or in-kind support will be provided to the planning committee members, teachers, or authors beyond those defined in the budget.
- All commercial support expenditures must be documented and, upon request, provided to the commercial supporter.
- Commercial support may be acknowledged in printed announcements and brochures; however, references must not be made to specific products. Commercially supported social activities should be independent of and not compete with or take precedence over the educational activities. A commercial interest cannot take the role of the non-accredited partner in a joint sponsorship relationship.
- The Letter of Agreement shall define the terms, purposes, and conditions of the grant and shall be signed by the commercial interest, the CE Administrator, and any other provider or educational partner involved in the planning and implementation of the Continuing Education activity. The originating source of the funds shall be considered the commercial interest for purposes of signing the agreement and acknowledgment. Independence of the Continuing Education provider must be stipulated in the Commercial Support Letter of Agreement.

Section 2: Role of Commercial Interest Representatives

Representatives of commercial interests must agree to abide by the Policies of the CANP and any other regulations or standards that apply as part of accreditation guidelines to the planning or implementation of Continuing Education activities accepting commercial support. In addition, representatives must agree to comply with the CANP policies as stated in Letters of Agreement and/or in documents communicated to those representatives.

Section 3: Commercial Entities as Providers

A commercial interest or its representatives shall not provide Continuing Education activities to learners, including the distribution of enduring materials or arranging for electronic access to Continuing Education activities.

- Representatives of commercial interests must not act as the agents of the accredited provider in the planning or implementation of Continuing Education activities.
- Representatives of commercial interests may attend Continuing Education activities, but must conduct themselves in accordance with CANP policies. The California Association For Nurse Practitioners will monitor representative behavior. Expected behavior includes, but is not limited to, the following.
 - Cannot engage in detailing.
 - Cannot distribute product-promotional materials in the educational setting or the obligate pathway of the activity.
 - Cannot pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses.
 - Cannot provide any other payment to CE administrator of the activity, planning committee members, faculty, authors, joint sponsor, or any others involved with the supported activity.
 - Must register with onsite activity planners.
 - Cannot wear name badge advertising specific products.
 - Cannot participate in the activity by asking questions or inducing participants to ask questions.
 - Cannot develop activity invitations.
 - Cannot invite guests to attend the Continuing Education activity.
 - Cannot pay registration and expenses for attendees.

Section 4: Advertising of Commercial Products

Product-promotion materials or product-specific advertisements of any type are prohibited in or during Continuing Education activities. Promotional activities must be kept separate from Continuing Education.

Section 5: Separation of Education and Promotion of Products

The California Association For Nurse Practitioners uses the following guidelines to ensure the separation of education and promotion of products:

- Only the CE administrator may approve marketing or dissemination of information of educational activities to the healthcare community if the educational activity offers continuing education credits.
- Advertisements and promotional materials will not be inserted within the pages of the Continuing Education content. Advertisements and promotional materials may face the first or last pages of printed Continuing Education content as long as these materials are not related to the Continuing Education content they face and are not paid for by the commercial supporters of the Continuing Education activity.
- For computer-based Continuing Education activities, advertisements and promotional materials will not be visible on the screen at the same time as the Continuing Education content and not inserted between computer “windows” or screens of the Continuing Education content.
- For audio- and video-recorded Continuing Education activities, advertisements and promotional materials will not be included within the content of audio- or video-recorded Continuing Education activities. There will be no “commercial breaks.”
- Educational materials that are part of a Continuing Education activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name, or a product-group message.
- Print or electronic information distributed about the Continuing Education elements of a Continuing Education activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product promotion material or product-specific advertisement.

Section 6: Management of Commercial Promotion

Product-promotion material or product-specific advertisement of any type is prohibited in or during Continuing Education activities. Staffed exhibits, promotional presentations, and printed or electronic advertisements must be kept separate from Continuing Education. Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation of educational content, nor can they be a condition of the provision of commercial support for Continuing Education activities.

Section 7: Exhibits

Arrangements for commercial exhibits or advertisements cannot influence the planning or interfere with the presentation of Continuing Education activities, nor can they be a condition of the provision of commercial support for Continuing Education activities.

- Representatives of commercial supporters may attend an educational activity but commercial supporters may not engage in sales activities while in the room where the educational activity occurs.
- A separate form will be used for exhibit arrangements. That form will contain the terms, conditions, and prohibitions regarding exhibits associated with the education activity.
- Exhibit income will be accounted for separately from educational grants.



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CANP Policy and Procedure Manual

Continuing Education Record Retention Policy

Policy Statement

The purpose of this Policy is to ensure that continuing education records are adequately protected and maintained and to ensure that records that are no longer needed by the California Association for Nurse Practitioners (CANP) or are of no value are discarded at the proper time.

PROCEDURE:

1. All accredited CEU activities conducted by CANP will utilize the approved roster of attendance.
2. All nurse practitioners must register on the roster of attendance daily.
3. Records of attendance are kept for a period of seven (7) years and are only available to authorized staff of CANP.
4. Course roster of attendance forms are entered into a computer storage system at the conclusion of each CEU activity. Each attendees name and BRN number is entered with the following data:
 - a. Title of program
 - b. Date(s) of program
 - c. Category and number of hours awarded
5. Nurse practitioners needing information regarding the course roster or documentation of participation in programs will contact the staff of the CANP.