



MEET THE STAFF

Kortnei Jackson began working with New Jersey State Nurses Association in 2016. When hired, she worked with the Recovery and Monitoring Program (RAMP) as an Administrative Assistant working closely with the RAMP Director, Case Managers, and the Intake Coordinator providing a full range of administrative and clerical support.

RAMP is an Alternative to Discipline program, managed by the Institute for Nursing for the New Jersey Board of Nursing. It is a confidential, voluntary program that works with the Board of Nursing, employers, and nurses. RAMP offers nurses support in receiving the appropriate treatment, closely monitoring recovery, working with employers and ensuring the nurses in New Jersey are providing safe, high-quality care to the public.

RAMP also serves as an advocate for nurses seeking to return to work. It is a comprehensive, structured plan for recovery and monitoring that promotes public protection, safe practice, and health.

In 2017, she transferred over to the Department of Education as their Administrative Assistant. Kortnei is the main point of contact for the department. She is responsible for the initial application process. She ensures that all applicants meet the eligibility requirements, conducts a quantitative review and works closely with the Education Coordinator to ensure that all applicants meet the criteria and use it successfully throughout their approval status.

She developed a passion for health care after caring for family members. She received her certificate as a medical assistant in 2012. She plans to pursue her career as a nurse. She believes that her past experiences will help her succeed in any health care field of her choice.

She has two children: Nori (7) and DJ (10)

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Special points of interest

- File Audit Process
- NARS Activity Reporting
- NJSNA Approver Unit Staff
- ANCC Content Integrity Standards align with ACCME Standards

INDIVIDUAL APPLICATION APPLICANT— IAAs

As an accredited organization, NJSNA Approver Unit provides services to IAAs. Many individuals are interested in providing contact hours and don't know or understand the process.

Are you interested in providing contact hours for a program? Are you a consultant? Do you possess expertise in a specific field that qualifies for nursing continuing professional development (NCPD)?

First let's identify the meaning of NCPD? ANCC defines nursing continuing professional development as a "learning activities intended to build upon the educational and experiential bases of the professional RN for the enhancement of practice, education, administration, research, or theory development, to the end of improving the health of the public and RNs' pursuit of their professional career goals." (2015 ANCC Primary Accreditation Application Manual for Providers and Approvers p. 23).

Individual Applicant Submission

You must ensure that your education activity is a planned, organized effort—either provider directed, learner paced or blended—aimed at accomplishing learning outcomes. An activity, once approved, may be presented once or be presented multiple times over a two-year period as long as the content remains current.

An Individual Activity application is submitted by an individual, organization, or part of an organization to an Accredited Approver, such as New Jersey State Nurses Association, with the goal of being approved to award contact hours.

The Individual Activity organization must have a clearly defined process for assessing a nursing learning need.

Key Reminders— NURSING ACTIVITY RE- PORTING SYSTEM (NARS)

- Primary Nurse Planner (PNP) is responsible for adding additional nurse planners to the system.
- You can have as many individuals as you wish to assist with the inputting of data into your system.
- NJSNA'S Reporting Year is January 1, 2023 ending December 31, 2023.)
- **START INPUTTING YOUR DATA NOW INTO THE SYSTEM.**

All organization's programs and activity data must be entered into the reporting system and complete the Attestation by January 31st.

Go to www.njsna.org to complete Eligibility Verification form		
NJSNA receives form and completes internal evaluation for eligibility		
Eligibility Met		
Yes		No
Receives application and manual		Eligibility reviewed with applicant
Complete application on 2 flash drives		Eligibility met
Acknowledgement letter sent		Yes No
Review team member reviews		Follow red Application process over
NPRL signs off. Approval met. Approval. Letter sent. 2-year approval	Additional material needed NJSNA staff reviews	
Threshold met		
Yes	No	
Note above	Application not approved	

TRANSITION FROM FORMER PNP TO NEW PNP

WHAT DO YOU DO?

It is the responsibility of the planners to talk amongst themselves to make sure they understand the criteria and what is expected of them.

Why is this important? ANCC NCPD requires us as the accredited organization to meet their criteria. But we also have the responsibility to ensure that our PNPs understand the criteria. We have to provide direction and guidance to those who take on the role of new PNPs, new nurse planners, or new applicants. It is the same for the outgoing PNPs.

How does someone new in a position understand the CE process? The former PNP is the resource person. There is a lot of reading. But reading is necessary to abide by the step-by-step instructions on what is expected from you as the main contact for your organization.

Suggested Steps:

- 1) Make sure everyone has the updated manual and forms
- 2) READ THE MANUAL
- 3) One on one training sessions –review forms, processes and criteria
- 4) Create a check-off list
- 5) How to manual
- 6) Look at deferral/provisional letters, if any

Please make sure that you maintain accurate records. Mechanisms should be in place for systematic, easy retrieval of information. This is an excellent resource.

APPLICATION FORMAT INFORMATION

Eligibility Verification Form (Required), Commercial Interest Addendum (if Applicable), Education Activity Application (Required), Names and credentials of all individuals in a position to control content (must identify the individuals who fill the roles of Nurse Planners and content experts (Required) Completed Identification, Mitigation and Disclosure of Relevant Financial Relationships form, Planners, Faculty and Others form for all individuals that can influence content (Required), Completed Planning Table Document (Required), Method of Evaluation/sample evaluation tool (Required), Sample Certificate (Required), Commercial Support Agreement (if Applicable), Joint Provider Agreement (if Applicable), Marketing Evidence of provision of NJSNA Approval Statement to learners prior to the program (Required)

IMPORTANT—make sure that you allow yourself enough turn around time to train the incoming PNP. All individuals involved in planning of an activity must be oriented and trained.

If you call the office please make sure you have reached out to your PNP. If further clarification is needed, the department will be available to discuss any outstanding issues.



THANK YOU FOR MAKING A
DIFFERENCE

3-6 MONTH FOLLOW-UP METHODS

YOU CAN DO MORE THAN A SURVEY!

- Competency checklist
- Nurse Manager Evaluation data
- Press Ganey Scores
- QI/PI Data

You can even pre-select attendees and ask if they will be willing to provide feedback. Get their names and create a questionnaire

BE CREATIVE!

File Audits

NJSNA Approver Unit will begin file auditing of our Approved Providers and Individual applicants.

This will assist in standardization across the board with our units.

WE WILL CONTACT THE PNP AND MAKE ARRANGEMENTS. IT MAY BE VIRTUAL OR IN –PERSON.

Remember

RECORDKEEPING IS IMPORTANT!

BE PREPARED.

RESPONSIBILITY OF PRIMARY NURSE PLANNERS AND NURSE PLANNERS

All Primary Nurse Planners (PNPs) should understand their role as a PNP. Their responsibility is to ensure that all Nurse Planners are appropriately oriented and trained to adhere to the ANCC/NJSNA criteria. This includes training from one PNP to a new PNP; a new Nurse Planner, in fact any change in the overall Provider Unit that affects the operation of the unit.

It has come to the attention of the department that there is a lack of knowledge as to the role of the nurse planners. Providing an education program is not the only responsibility the planners has.

A major requirement is the paperwork. Though this may be a headache (an unbearable word to many) unfortunately it is part of the criteria. When you abide by the Education Design Process this is the official planning of an activity and this helps to create a program that will meet the outcomes expected. It is the NPs responsibility to complete this paperwork in its entirety and work with the PNP to ensure that all criteria is met and received. This is ALL part of the record keeping criteria.

As a component of the educational design process, the Approved Provider applicant submits 3 activity files to NJSNA that have been planned within 12 months of the Approved Provider application date and comply with NJSNA/ANCC criteria.

The following not only shows the recordkeeping process, but the documents and their contents, to be included in the three (NCPD) activity files submitted with the Approved Provider application

In order for your unit to reapply and maintain its provider status, the Primary Nurse Planner is responsible and required to provide written documentation for all criteria. The applicant is required to submit their Self-Study that includes narratives on how the provider unit operationalized requirement and specific examples for each:

Organizational Overview (OO), Approved Provider Criterion 1: Structural Capacity (SC), Approved Provider Criterion 2: Educational Design Process (EDP), Approved Provider Criterion 3: Quality Outcomes (QO) and the submission of 3 Activities (**PAPERWORK**)

Note: All documents will be reviewed for adherence to ANCC/ NJSNA criteria at the time educational activities were planned, implemented, and evaluated.

We are asking that you work to ensure that you are able to meet the requirements and to assist us in providing education to nurses throughout the State of New Jersey.

Everyone is held accountable for the success of the Approved Provider Unit

SC3 GUIDING STEPS

This structural capacity is about how the Primary Nurse Planner/Nurse Planners provides GUIDANCE to individuals involved in planning, implementing and evaluating CNE activities.

Think about the last activity you planned and consider the following:

- ◆ Who had questions about ANCC Criteria?
- ◆ What type of questions did they ask?
- ◆ How did you receive and respond to these questions?
 - ◆ Activity Planning meetings, emails, etc.
- ◆ How did the PNP/NPs ensure that everyone in a position to control the content of the activity adhered to the ANCC criteria
- ◆ Don't forget to provide an example specific to your provider unit.

Ask yourself, "Are all planners prepared to provide direction and guidance."



HINTS IN PROVIDING A NARRATIVE TO THIS CRITERIA

QUARTERLY REVIEW CYCLES REMINDERS

To assist our units in the preparation of their renewal application process, email notifications will be sent out to the Approved Provider's Primary Nurse Planners noting their review cycle as a reminder.

Please make sure that we are notified of any changes in Primary Nurse Planners in your facility.

December 31, 2023 Cycle Continued

University Hospital
Richmond UMC

March 31, 2024 Cycle

CarePoint Health
Monmouth University
Saint Peters UH
Cape Regional MC

CYCLE DATES—UPCOMING RENEWAL APPLICATIONS

September 30, 2023 Cycle

Bergen New Bridge
NJ CDS
Palisades
Prime

December 31, 2023 Cycle

Samaritan Healthcare
Hospice
Ann May Center, Hackensack
ACAP
Atlantic Health System



REMINDERS

- ◆ Handwritten application NOT acceptable
- ◆ 90-day application submittal process
- ◆ PLEASE READ THE MANUAL
- ◆ APPROVED PROVIDERS CANNOT APPROVE OUTSIDE ACTIVITIES
- ◆ NO RETROACTIVE CREDIT



NJSNA Approver Unit Staff

Kortnei Jackson,
Administrative Assistant
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Main point of contact for department. If no response within 12 hours email Debra Harwell at deb@njsna.org

Judith Schmidt, DHA, MSN, RN,
Chief Executive Officer, Accredited Approver Program Director

Debra Harwell, BA,
Deputy Director

Tyea Santiago, BSN, RN
Education Coordinator

THANK
YOU

**TO ALL OF
OUR
APPROVED
PROVIDERS
AND
INDIVIDUAL
APPLICANTS!**

**Our program
is successful
due to your
dedication to
your unit.**

New Standards at a Glance

This section briefly describes the differences between the new Standards and the former Standards for Commercial Support and related policies.

New Terms

- **Eligible organizations:** Organizations that are eligible to be accredited in the ACCME System.
- **Ineligible companies:** Organizations that are not eligible for accreditation. These organizations were referred to as commercial interests in the Standards for Commercial Support. The new term is intended to clarify that eligibility for accreditation is not based on whether an organization is for-profit or nonprofit but is based on its primary mission and function. **Please note** the definition as well as the term for ineligible companies has been updated from the Standards for Commercial Support. See the eligibility section.
- **Mitigate:** The term mitigate replaces resolve, in guidance related to relevant financial relationships, to clarify that accredited providers are expected to mitigate the potential effect of these relationships on accredited continuing education. The expectation hasn't changed, only the term used to describe it.
- **Accredited continuing education:** The term accredited continuing education replaces continuing medical education to be inclusive of all health professions. We include accredited to explicitly differentiate between accredited and nonaccredited education providers and education.

Standards for Integrity and Independence in Accredited Continuing Education: Information Package Page 7 of 18 © 2020 by the ACCME

NCPD versus CNE

In 2019, ANCC Primary Accreditation Program changed its name to the ANCC NCPD Accreditation Program to reflect the various degrees and types of educational content that are eligible for accreditation, and NCPD on a continuum. This change was further highlighted in the new ANCC accreditation statement in January 2021, "**Organization name** is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation." With the exception of the ANCC accreditation statement, CNE and NCPD can be used interchangeably when referring to educational activities.

American Nurses Credentialing Center. (2023, April 14). NCPD Accreditation Program Update. <https://www.nursingworld.org/organizational-programs/accreditation/ncpd/>

