Guidelines for Co-Providing Continuing Nursing Education

Thank you for the opportunity to work with your organization. At Acute Care Education, we strive to create partnership-alliances that serve all of our clients. We look forward to creating an alliance that serves your continuing nursing education (CNE) needs in a capacity that fits your organization.

Who We Are?

Acute Care Education is an Approved Provider of continuing nursing education (CNE) through the Washington State Nurses Association Continuing Education & Approval Recognition Program (CEARP), an Accredited Approver of CNE by the American Nurses Credentialing Center’s Commission on Accreditation (ANCC COA). We may provide educational activities targeted for registered nurses and advanced practice registered nurses within our region. Our region covers: Washington, Oregon, Idaho, Alaska, and Hawaii with extensions to Montana, Utah, Nevada, and California.

Acute Care Education is organized as a professional nursing education group with a single focus devoted to providing CNE to registered nurses and advanced practice registered nurses. We are fully supported by the fees we charge through attendee and exhibitor registration at our educational activities, sponsorship support, and through co-provider fees. We are not supported by a parent corporation, health system, or professional organization. We are a privately held small business that is 100% woman, veteran owned.

What is the definition of co-provide?

Definition: To co-provide is “the process for planning, developing, and implementing an educational activity by two or more organizations or agencies.” (ANCC COA, 2001).

Acute Care Education is referred to as the “Provider” of the educational activity. Our alliance partner is referred to as the “Co-Provider”.

What is the Co-Provider Agreement?

Our written Co-Provider Agreement indicates the proper assignment of roles and responsibilities of each organization. It clearly defines the responsibilities of Acute Care Education and our co-provider. For example, a co-provider MAY NOT assume the role of determining the evaluation methods which will be used for the educational activity; This is a role which must be fulfilled by Acute Care Education. The involvement of one of our Lead Nurse Planners in the process of planning, developing, and implementing an educational
activity is mandatory for us to award contact hours to any activity and maintain WSNA CEARP criteria. The roles of Acute Care Education are listed under “What’s included in the Co-Provider Fee?” section of this guideline.

The Co-Provider Agreement is signed and dated by our Primary Nurse Planner and the Representative of the Co-Provider. This signed document is filed with the documentation records for the educational activity per WSNA CEARP criteria. A Lead Nurse Planner will then be assigned to facilitate the educational activity.

**What is the difference between Approval vs. Co-Providing?**

Co-Providing CNE is **NOT** to be confused with Approving CNE. Acute Care Education is **NOT** permitted to approve any CNE activity, for itself or other organizations.

If an alliance partner requests Acute Care Education to grant contact hours for an educational activity that has been previously planned WITHOUT the involvement of our Lead Nurse Planner, Acute Care Education will deny the request. This is an example of Approving an educational activity. In this situation, please visit [www.wsna.org](http://www.wsna.org) for the application packet to complete the approval of your CNE activity.

**How do we advertise this educational activity?**

Acute Care Education is accountable to the learner and WSNA CEARP for the planning, development and evaluation of this activity. Therefore, ALL advertising must display Acute Care Education as the Provider in a clear manner that does not confuse the learner. The co-provider may not produce any advertising which does not display Acute Care Education prominently as the Provider of the educational activity. All advertising for this educational activity will be reviewed by Acute Care Education for adherence to WSNA CEARP criteria **BEFORE** publication.

The following WSNA CEARP criteria must be met:

- **Acute Care Education will be PROMINENTLY recognized in the advertising as the PROVIDER of the educational activity.** This may be achieved through placement of the Acute Care Education logo and CO-PROVIDER logo on the first page of advertising. Or using language stating “This program is a collaborative presentation of Acute Care Education -- Provider and **CO-PROVIDER -- Co-Provider**” with no logos present.
- The official accreditation statement must appear on ALL advertising for this educational activity as displayed below:

**Accreditation Statement**

Acute Care Education, LLC is an approved provider of continuing nursing education
What is the Co-Provider Fee?

Our Co-Provider Fee is the fee we charge our alliance partners to cover the expenses of the duties in executing the requirements of accreditation set forth by WSNA CEARP and awarding of contact hours to participants. The Co-Provider Fee varies based on the complexity of the documentation process in regards to the number of presenters and sponsors/commercial supporters in an educational activity. Educational activities that have a large number of presenters and sponsors require more documentation which leads to more review time than educational activities with no sponsors and one presenter. Therefore, our Co-Provider Fee varies based on these requirements.

What is included in the Co-Provider Fee?

All process review and documentation records required to meet WSNA CEARP accreditation guidelines are included in our Co-Provider Fee. These include the following items:

1. One of our Lead Nurse Planners will be assigned to guide your organization or Education Committee through the planning process. One to twelve regularly scheduled planning meetings may be required depending on the size of your educational activity. A minimum of one planner will represent your organization.

2. Development and documentation of the educational purpose, objectives, program schedule, program content, advertising, and written disclosures to learners required to meet WSNA CEARP criteria. Analysis of the needs assessment, learner gap in knowledge, and outcomes measurements guide the program content development. The process of documentation and maintenance of this information is the responsibility of Acute Care Education.

3. Complete review of submitted Bioform/Conflict of Interest data for all planners, faculty, and content specialists in accordance with WSNA CEARP criteria. Acute Care Education will resolve any bias or Conflicts of Interest before the educational event. Acute Care Education reserves the rights to refuse or disqualify any planner, faculty, or content specialist recommended by the co-provider that does not meet WSNA CEARP criteria. We will assist presenters and authors with the development of learning objectives as necessary.

4. Development and delivery of the activity evaluation methods to the learner, tracking
learner participation in the activity, summary evaluation reports, and follow up summary reports. Provide evaluation data reports to all presenters and co-provider organization.

5. Calculation and awarding of contact hours (including pharmacology contact hours) as well as delivery of Certificates of Successful Completion to the learner. This process is completed by electronic e-mail at the completion of the Criteria for Successful Completion listed in the written disclosures to learners.

6. Responsibility for maintaining attendee registration data and evaluation completion records for 6 years. Registration data for each learner includes: first and last name, credentials, e-mail address, mailing address, and phone number. Evaluation data includes learner first and last name and email address. Issuing of replacement Certificates of Successful Completion to the learner upon request.

7. Management of all sponsorship support and commercial support for the educational activity with guidance to the learner about the nature of the support. A written agreement of support is provided to all sponsors and commercial supporters by Acute Care Education in accordance with WSNA CEARP criteria. All sponsorship and commercial support funds must be received and distributed by Acute Care Education in a manner that conforms to WSNA CEARP criteria.

8. Development and review of all marketing materials to meet WSNA CEARP guidelines before publication. Advertising on the Acute Care Education website of the educational program. E-mail marketing of the program to our list members.

   a. All planning for the educational activity will be complete before the advertising is released for the educational activity.

Acute Care Education offers other services that are not included in our Co-Provider Fee. These services are for a fee separate from the Co-Provider Fee that help support the educational activity management. All services may be added to our Co-Provider Fee upon request. They are only available in addition to active Co-Provider Agreements. These services are not available for independent purchase. These services are provided to our co-providers through an Additional Services Estimate. This agreement is separate from our Co-Provider Agreement. These services are billed according to the hourly rate for the actual hours incurred which may be more or less than the Additional Services Estimate.

ADDITIONAL SERVICES

1. Registration of learners via webform invitation on www.AcuteCareEd.com. All fees are collected by Acute Care Education. Fees for this service include credit card processing charges. (Not available for RELEASE MANAGEMENT option)

2. Onsite facilitation of registration check-in and management of the educational program the day of the event for educational activities that DO NOT have an
organization volunteer Education Committee.

3. On-site facilitation of registration check-in and monitoring during the program for educational activities with a volunteer Education Committee.
   a. Assist Education Committee volunteers in connecting with attendees and presenters during the educational activity
   b. On-site facilitation of registration desk check in and greeting attendees, presenters, and exhibitors
   c. Attend all pre-conference coordination meetings with AV coordinators, hotel staff, and Education Committee Chair
   d. Assist attendees in completing the online evaluation process during the conference
   e. Assist attendees as necessary during the conference
   f. Attend to exhibitor needs during the conference
   g. On-site registration and fees (if being collected by Acute Care Education; if being collected by co-providing organization, then co-provider will provide a member to facilitate on-site registrations and fee collections.)
   h. What is not included in this service: Distribution and acceptance of membership applications or funds for membership for the co-provider organization. The co-provider is responsible for distribution and management of their own membership.

4. Presenter Liaison Services
   a. Contacting presenters and authors recommended by Education Committee via phone or e-mail to solicit for submission of abstracts, BioForm/Conflict of Interest forms, objective grid data and W-9 payment forms.
   b. Create and distribute a Call for Abstracts to invite potential presenters and authors to submit abstracts for review. This Call for Abstracts service includes: Presenter registration and submission of all required forms at www.AcuteCareEd.com and e-mail invitations and reminders.
   c. Prepare and distribute letters of acceptance for presenters and authors
   d. Prepare and distribute letters of declination for presenters and authors
   e. Assist presenters with travel arrangements as necessary
   f. Oversee collection of all presenter handouts
   g. E-mail reminders to presenters to turn in presentation handouts or PowerPoint presentations six weeks before the educational activity.
   h. Arrange for payment of honoraria and expense reimbursements
   i. Provide the Education Committee volunteers who are introducing presenters with biography information about the presenters
   j. Database management of all presenters for the educational activity.
Collection of presenter first and last name, credentials, email address, mailing address, phone number, and honorarium paid.

5. Exhibitor Liaison Services
   a. Develop exhibitor strategy including identification of contribution levels and benefits
   b. Create exhibitor solicitation letter and forms
   c. Contact prior exhibitors as well as seeking out new exhibitors
   d. Collection of exhibitor registration fees
   e. Coordinate exhibitor needs
   f. Design exhibit space layout
   g. Determine exhibit schedule
   h. Prepare and distribute thank-you letters to exhibitors
   i. Provide exhibitors with an evaluation tool
   j. Review and synthesize data from exhibitor evaluations for Education Committee review.
   k. Database management of all exhibitors for the educational activity.
      Collection of administrative contact information and exhibitor contact information and funds paid.

6. Administrative Support Services
   a. Correspondence on phone or via e-mail with presenters, exhibitors, and hotel as needed
   b. Develop, complete, and distribute any support forms necessary for the co-providing organization
   c. Design of brochure layout and content (other than educational activity required information covered in Co-Provider Fee; examples include: hotel, amenities, registration process, etc.)
   d. Design "Save The Date" layout and content (other than educational activity required information covered in Co-Provider Fee)
   e. Inspect and review brochure content and “Save The Date” content before distribution
   f. Oversight of mailings of brochures and "Save The Date" cards using co-provider mailing permit number to an outside printer
   g. Prepare, edit, and distribute the final conference schedule of presenters, events, and meetings
   h. Oversee the content and preparation of all attendee packets, exhibitor packets, presenter packets, introducer packets, handouts, brochure, save the date cards and emails.
   i. Write and create all materials to be included in the attendee packets, exhibitor packets, presenter packets, and introducer packets
   j. Oversee development of signage for schedule, exhibitors, rooms, and other
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k. Database management of mailing list for the educational activity. Manage any updates to the mailing list provided by co-provider.

7. Financial Management Services
   a. Audit daily charges during the conference; review BEO for accuracy & hidden costs
   b. Review budget with actual income/expenses with Education Committee Chair
   c. Program budget advising for Education Committee Chair as necessary

8. Independent Study Activity Co-Provider Fee (Flat Rate/Activity)
   a. Includes the Co-Provider Fee for poster sessions added to educational activities. All documentation and services in co-providing are included. The fee charged is a flat rate/activity.
   b. Includes the Co-Provider Fee for independent study activities submitted by co-provider organization members which are added to educational activities. All documentation and services in co-providing are included. The fee charged is a flat rate/activity.
   c. Please Note: Each independent study educational activity is developed and documented separately from the main co-provided activity. Each independent study educational activity will be treated as a separate educational activity. This fee is a separate fee to cover the administrative costs of this option.

9. Miscellaneous Services
   a. Signage design & development
   b. Name tag creation for each learner, exhibitor, presenter with name, credentials, and organization
   c. Preparation and distribution of presenter handouts in a manner other than through e-mail confirmation for those learners NOT registered by Acute Care Education
   d. Database Management for mailings, registrations, etc.
   e. Other requested items may be added
Financial Management Options for our Co-Providers

- **FULL MANAGEMENT**
  - This option is available for educational activities provided by Acute Care Education with our co-providers who contribute educational planners ONLY.
  - Co-Provider is recognized in all advertising as being the Co-Provider.
  - **NO CO-PROVIDER FEE APPLIES**
  - **NO ADDITIONAL SERVICES FEE APPLIES**
  - Acute Care Education will charge attendees and exhibitors fees for attending. (Includes registration management services and on-site management services with or without an Education Committee)
  - *If the co-provider provides the use of the building space (free of charge) to hold the educational activity as a means of supporting the educational activity, a reduced registration fee may be offered for co-provider members.*

- **SHARED MANAGEMENT**
  - This option is for educational activities where management duties are shared between Acute Care Education and our Co-Providers. Each organization will support the workload of the educational activity with staff, supplies, and facilities.
  - **CO-PROVIDER FEE APPLIES**
  - **ADDITIONAL SERVICES FEE APPLIES**
  - Each organization will bill the organization collecting the registration fees for the educational activity to cover the Co-Provider Fee, facilities fees, food and beverage, presenter honorariums, and any additional administration costs of providing support for the educational activity.
  - The profits and losses at the end of the educational activity will be split between Acute Care Education and the Co-Provider organization.

- **RELEASE MANAGEMENT**
  - In the event, our Co-Provider requires the management and retention of the total profits and or losses for this educational activity. The following fees will be charged the Co-Provider.
  - **CO-PROVIDER FEE APPLIES**
○ **ADDITIONAL SERVICES FEE APPLIES**
  ○ The Co-Provider Fee and Additional Services Fee will be charged the Co-Provider for services provided by Acute Care Education.
  ○ Definition of Release Management includes the collection and distribution of the following items: registration fees, exhibitor fees, sponsorship fees, payment of presenter honorariums, hotel expenses, food, beverage, AV support services, payment of all member organization expenses, mailing services, production services.
  ○ All profits and losses will stay with the Co-Provider.
  ○ Payment of the Co-Provider Fee to Acute Care Education will occur within 30 days of acceptance and signing of the Co-Provider Agreement. Payment of the Additional Services Fees will occur as the services are rendered on an hourly rate/service fee schedule which may be more or less than the Estimate provided at time of acceptance.