Guidelines For Co-Providing Continuing Nursing Education

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Thank you for the opportunity to work with your organization. At Acute Care Education, we strive to create partnerships 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 (WSNA CEARP), an Accredited Approver of CNE by the American Nurses Credentialing Center’s Commission on Accreditation (ANCC COA). We may target providing educational activities to registered nurses and advanced practice registered nurses within our region. Our target region covers attendees with licenses in Washington, Oregon, Idaho, Alaska, and Hawai`i 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 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 partner. For example, a partner 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
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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 partner. This signed document is filed with the 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. We may only grant contact hours for educational activities that we have directly been involved in the planning and implementation before the advertising is released. This means we must be actively engaged in planning meetings, emails, and communication with planners and presenters for the activity.

If an 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 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 partner 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 partner logo on the first page of advertising. And using language stating “This program is a collaborative presentation of Acute Care Education -- Provider and partner -- Co-Provider” with or without 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 by the Washington State Nurses Association Continuing Education Approval & Recognition Program (CEARP), an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

What is the Co-Provider Fee?

Our Co-Provider Fee is the fee we charge our 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.

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 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 partner 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 the partner.

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 accomplished by electronic e-mail after the Criteria for Successful Completion is met.

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.

Acute Care Education offers other services that are not included in our Co-Provider Fee. These services are for a separate fee and will help support the educational activity management, if requested. They are only available in addition to active Co-Provider Agreements and not available for independent purchase. 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.

2. Onsite facilitation and management of the educational program the day of the event.
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3. Assist attendees with online evaluation process

   Presenter Liaison Services
   a. 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](http://www.AcuteCareEd.com) with e-mail invitations, BioForm/Conflict of Interest forms, objective grid data, W-9 payment forms and reminders.
   b. Prepare and distribute letters of acceptance/declination for presenters and authors
   c. Assist presenters with travel arrangements as necessary
   d. E-mail reminders to presenters to turn in presentation handouts or PowerPoint presentations six weeks before the educational activity.
   e. Arrange for payment of honoraria and expense reimbursements
   f. 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.

4. Exhibitor Liaison Services
   a. Create and distribute exhibitor solicitation letters and forms
   b. Collection of exhibitor registration fees
   c. Coordinate exhibitor needs
   d. Design exhibit space layout
   e. Determine exhibit schedule
   f. Prepare and distribute thank-you letters and evaluation to exhibitors
   g. Review and synthesize data from exhibitor evaluations
   h. Database management of all exhibitors for the educational activity.
      Collection of administrative contact information and exhibitor contact information and funds paid.
Financial Opportunities for our Partners

Acute Care Education strives to achieve a balance between meeting our education partners financial needs with providing a high quality CNE event. The options below are some of the ways we partner with organizations.

- **FULL MANAGEMENT**
  - This option is available for educational activities provided by Acute Care Education with our partners who contribute educational planners ONLY.
  - The partner 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 and will assume full management of the activity.

- **SHARED MANAGEMENT**
  - This option is for educational activities where management duties are shared between Acute Care Education and the partner. 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 partner.