CONTINUING NURSING EDUCATION (CNE) PROGRAM

PROVIDER UNIT PROCESS

The Director is administratively responsible for the continuing nursing education activities and is responsible for planning, implementation, and evaluation.

The process for planning, implementing, and evaluating continuing nursing education activities are as follows:

Assessment/Planning

- The Director is responsible for planning continuing nursing education activities according to the ANCC Commission on Accreditation Criteria.

- Needs assessment data used for planning continuing nursing education activities are derived from recommendations from the members of the Continuing Nursing Education Committee, members of the Continuing Nursing Education Advisory Council, participants attending the continuing nursing education activities, employers of health care agencies, faculty, and national trends.

- The final selection of continuing nursing education activities and speakers is finalized by the Director.

- A CNE Activity Planning Form is completed by the Director to document planning of the continuing nursing educational activity.

Implementation

- The Director is responsible for implementing continuing nursing education activities according to the ANCC Commission on Accreditation Criteria.

- Contact is made with potential speakers to discuss content, honorarium, and dates.

- Facilities for the activities are scheduled by the Director through Union Services and Facilities.

- After either telephone contact and/or a meeting with potential speakers to discuss offering needs and establish a Professional Service Contract, the Director mails a letter to all speakers requesting the following information:
  - Biographical Data Form with Conflict of Interest Statement
  - CNE Activity – Provider Directed Documentation Form which includes objectives, content outline, time frames, presenters, teaching strategies including handouts and determines that the activity is free from bias.

- Upon receipt of speaker forms, director reviews each for accuracy, appropriateness, and protection of CNE activity from content bias.

- The Director develops the annual CNE activity calendar/brochures according to the ANCC Commission on Accreditation Criteria.

- The Director submits a Request for Printing Services form to University Printing and Design requesting typesetting and printing of the activity calendar/brochures.

- The secretarial support staff, under the supervision of the Director, addresses and mails the activity calendar in July. When brochures are used in addition to the annual CNE activity calendar, the brochure is mailed to participants and presenters at least six weeks in advance of each scheduled continuing nursing education activity.
The secretarial support staff, under the supervision of the Director, registers participants, verifies attendance, and maintains records according to the ANCC Commission on Accreditation Criteria.

**Evaluation**

- The Director is responsible for evaluating educational activities according to the ANCC Commission on Accreditation Criteria.

- Participants evaluate the continuing nursing education activity using a 5-point rating scale (1 = Poor, 5 = Excellent) to evaluate the purpose, each individual CNE objective, expertise of each individual presenter, appropriateness of teaching strategies, sufficient time allotment, and appropriateness of the physical facility. This is done at the end of each educational activity.

- In addition to evaluating each continuing nursing education activity, participants evaluate the overall effectiveness of the CNE Program by completing the Activity Evaluation – Three-month follow up Survey. This survey also evaluates the activity as it is applicable to nursing practice, professional development and enhancement of practice/performance.

- Employers evaluation input of the CNE program occurs annually by participating in the Employers of Area Healthcare Providers Continuing Nursing Education Satisfaction Survey. This is mailed out in November.

- All of the above evaluation data is sent to data processing for computation.

- The summary report of the participant evaluations of each CNE activity, the ongoing needs assessment data, and the summary report of the activity evaluation – three month followup, the Employers of Area Healthcare Providers Continuing Nursing Education Satisfaction Survey, and the Evaluation Summary Chart of Continuing Nursing Education Activities are reviewed by the Director and the members of the CNE Committee for their input and recommendations.

- The Director discusses the Evaluation Summary Chart of Continuing Nursing Education Activities and the Employers of Area Health Care Providers Continuing Nursing Education Satisfaction Survey with the members of the CNE Advisory Council.

- Based on the above evaluations, recommendations made are implemented by the Director.

- The Continuous Quality Assessment and Improvement Plan (CQAI) is reviewed by members of the CNE Faculty Assembly. The thresholds for each indicator for important aspects of continuing nursing education are reviewed and recommendations are made, if applicable, for targeting goals of improvement.

- Recommendations made for the CQAI program by the CNE Faculty Assembly are implemented by the Director.

Adopted: October, 1997
Reviewed: 9/06; 9/09 12/11
Revised: 1/99; 9/02; 5/03; 1/05; 1/06; 7/08; 12/10
Provider Unit Process

**Assessment**
- Needs Assessment Data

**Planning**
- Planning - CNE Committee
- Final selection of CNE activities and speakers
- CNE Activity Planning Form

**Implementation**
- Speakers are contacted
- Facilities for activities are scheduled

The Director implements any Recommendation made regarding the CQAI Plan, if applicable

The CQAI is reviewed by the CNE Committee

Any recommendations made are implemented by the Director

The Director discusses the Evaluation Summary Chart of CNE Activities with the members of the CNE Advisory Council

Evaluation Data reviewed by the Director and the CNE Committee

Evaluation Data sent to Assessment & Institutional Research

Employer Area Healthcare Providers CNE Satisfaction Survey

Activity Evaluation Three Month Follow Up

Participants evaluate individual educational activities

Adopted: 10/97; Reviewed: 9/06; 9/09 12/11 Revised: 1/99, 1/05, 1/06, 7/08; 12/10
POLICY:

Selection of the Director, antidiscrimination, and hiring procedures for contract positions. (Nicholls State University Policy and Procedure Manual, Chapter 5, Section 5.2.1).

PROCEDURE:

- An R1 form will be submitted through the administrative chain of command for approval to begin the process for filling the position.
- Once approval is received, advertisement for filling the position will occur in a variety of ways: newspaper and journal advertisements, posting and e-mail.
- Persons applying and meeting the following qualifications will be interviewed by the Dean of the College of Nursing and Allied Health and by a search committee composed of faculty members in the Department.

**Qualifications:**

A. A Registered Nurse with a graduate degree in nursing.
B. A faculty member for the College of Nursing and Allied Health.
C. Experience in objective writing, program planning, and curriculum development.
D. Two years experience as a faculty member of a baccalaureate or higher nursing degree program.

- Recommendations from the Search Committee will be submitted to the Dean.
- The Dean will make the final selection for employment of the Director.
- Nicholls State University's Policies and Procedures for authorization of employment will be followed which includes filing an R2 form with transcripts and letters of recommendation for employment.

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Revised: 5/91; 2/94; 10/95; 10/97; 5/01; 9/04; 1/06; 9/06
Reviewed: 1/99; 9/00; 5/03, 7/08; 9/09; 12/10 12/11
The position description delineates qualifications, authority, accountability and responsibilities of the Director.

I. Qualifications

A. A licensed Registered Nurse with a masters degree or higher and either the baccalaureate or graduate degree must be in nursing.
B. Meets qualifications for appointment as a faculty member for the Department of Nursing.
C. Educational training and experience in objective writing, program planning, and curriculum development.
D. Two years experience as a faculty member of a baccalaureate or higher nursing degree program.
E. Self-directed with the ability to exercise authority appropriate for implementing an effective and financially solvent Continuing Nursing Education Program.

II. Authority

The director has the authority to coordinate the Continuing Nursing Education Program according to policies and procedures.

III. Accountability

The Director will be accountable to Nicholls State University, the Dean, registered nurse participants, the Louisiana State Board of Nursing, and the American Nurses Credentialing Center.

IV. Responsibilities

A. Responsible to the Dean of the College of Nursing and Allied Health.
B. Serves as the chair and designated nurse planner on the CNE Committee.
C. Provide continuing nursing education for personnel in the community based on ongoing needs assessment data.
D. Prioritize identified learning needs in order to plan, implement, and evaluate continuing nursing education activities.
E. Establish working relationships with community agencies and organizations in order to address their health related continuing nursing education needs.
F. Collaborate with other professionals in health and related areas in the development of continuing nursing education opportunities.

G. Maintain retrievable continuing nursing education records in a secure and confidential manner for six years.

H. Meet regularly with the Dean to discuss continuing nursing education and faculty development.

I. Serve as liaison with leaders in nursing service, allied health and education in the community.

J. Generate publicity for continuing nursing education and faculty development.

K. Plan for self supporting budget for continuing nursing education activities.

L. Maintain current mailing list of registered nurses in the community.

14.

M. Keep current on trends in continuing nursing education.

N. Provide one continuing nursing education activity per year for faculty development.

O. Utilize existing research and generate new research in the area of continuing nursing education.

P. Coordinates Continuous Quality Assessment & Improvement Program.

Q. Maintain approval by the Louisiana State Board of Nursing for re-licensure requirement.

R. Maintain accreditation by the American Nurses Credentialing Center as an accredited provider of continuing nursing education.

S. Assist with such other duties as may be assigned by the Dean of the College of Nursing and Allied Health.

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Revised: 5/91; 2/94; 10/95; 10/97; 5/01; 1/05; 1/06; 7/08
Reviewed: 1/99; 9/00; 5/03; 9/06; 9/09; 12/10