

accountability

Responsibility for adherence to the ANCC accreditation criteria as they apply to providing quality CNE.

accreditation

The voluntary process by which a nongovernmental agency or organization appraises and grants accredited status to institutions and/or programs or services that meet predetermined structure, process, and outcome criteria (time-limited).

accredited approver

An eligible organization credentialed by ANCC after having submitted to an in-depth analysis to determine its capacity to assess and monitor other organizations' compliance with ANCC accreditation criteria that support the provision of quality CNE activities, and to assess and monitor applicants' compliance with ANCC accreditation criteria as Approved Providers (C/SNA and FNS only) and Individual Activity Applicants (C/SNA, FNS, and SNO).

accredited provider

An eligible organization credentialed by ANCC after having submitted to an in-depth analysis to determine its capacity to provide quality continuing education over an extended period of time.

approved provider

An eligible organization approved by an ANCC Accredited Approver after having submitted to an in-depth analysis to determine its capacity to provide quality continuing education over an extended period of time.

approver unit

Comprises the members of an organization who support the approval of other organizations and/or continuing nursing education activities.

best available evidence

Choosing evidence based on an evidence hierarchy, with higher levels of the hierarchy consistent with a stronger evidence base (Polit and Beck, 2008).

bias

Tendency or inclination to cause partiality, favoritism, or influence.

biographical data

Information required from Nurse Planners and content experts for Individual Activity Applications. The data provided should document these individuals' qualifications relevant to the continuing education process or a specific activity with respect to their education, professional achievements and credentials, work experience, honors, awards, and/or professional publications.

commercial bias

Favoritism or influence shown toward a product or company in relation to an educational offering.

commercial interest

Any entity producing, marketing, reselling, or distributing health care goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes health care goods or services consumed by or used on patients. Or an entity that advocates for use of the products or services of commercial interest organizations. Exceptions are made for nonprofit or government organizations and non-health-care-related companies.

commercial support

Financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of a CNE activity. Providers of commercial support may not be providers or joint providers of an educational activity.

commission on accreditation (COA)

Appointed by and accountable to the ANCC Board of Directors, this body is responsible for development and implementation of the ANCC program for accreditation of CNE. The COA is composed of at least nine members selected from CNE stakeholder communities and represent expertise from across the field of continuing education, including academia, educational companies, domestic and international nursing associations, and governmental organizations.

commitment

Duty or responsibility of those providing or approving continuing education to meet learner needs, provide quality CNE, and support Provider Unit goals and improvements.

conflict of interest

An affiliation or relationship of a financial nature with a commercial interest organization that might affect a person's ability to objectively participate in the planning, implementation, or review of a learning activity.

contact hour

A unit of measurement that describes sixty minutes of an organized learning activity. One contact hour = sixty minutes.

content

Subject matter of an educational activity that is based on the best available evidence and reflects the desired learning outcomes.

content expert

An individual with documented qualifications demonstrating education and/or experience in a particular subject matter.

content reviewer

An individual selected to evaluate an educational activity during the planning process or after it has been planned but prior to delivery to learners for quality of content, bias, and any other aspects of the activity that may require evaluation.

continuing education unit (CEU)

The ANCC Accreditation Program does not utilize this term when referring to the CNE unit of measurement. The CEU is an educational measurement utilizing criteria of the International Association for Continuing Education and Training (IACET).

continuing nursing education (CNE) activities

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.

credentialing

A generic term for licensure, certification, and registration. It can also be used as a term for a voluntary recognition process under the auspices of private-sector associations.

eligibility

An applicant's ability to meet the requirements established by ANCC as a prerequisite to evaluation for accreditation or re-accreditation in order to be considered qualified to apply for accreditation.

enduring materials

A nonlive CNE activity that lasts over time. Examples of enduring materials include programmed texts, audiotapes, videotapes, monographs, computer-assisted learning materials, and other electronic media that are used alone or with printed or written materials. Enduring materials can also be delivered via the Internet. The learning experience by the nurse can take place at any time and in any place rather than only at one time or in one place.

evaluation—formative

Systematic evaluation in the process of curriculum construction, teaching, and learning for the purpose of improving any of these three processes (Bloom et al, 1971).

evaluation—summative

Samples the entire range of outcomes associated over a long period and assesses student mastery of those skills (Bloom et al., 1971).

evidence-based practice

Applying the best available research results (evidence) when making decisions about health care. Health care professionals who perform evidence-based practice use research evidence along with clinical expertise and patient preferences. Systematic reviews (summaries of health care research results) provide information that aids in the process of evidence-based practice (<http://effectivehealthcare.ahrq.gov/index.cfm/glossary-of-terms>).

gap analysis

The method of identifying the difference between current knowledge, skills, and/or practices and the desired best practices.

in-kind support

Nonmonetary support (e.g., marketing assistance, meeting room, event registration assistance) provided by the giver to the taker. (In the accreditation community, the "taker" is the provider of CNE.)

interprofessional continuing education

Education that occurs when members from two or more professions learn with, from, and about each other to enable effective collaboration and improve health outcomes (www.jointaccreditation.org).

interprofessional education

When students from two or more professions learn about, from, and with each other to enable effective collaboration and improve health outcomes" (WHO, 2010).

joint providership

Planning, developing, and implementing an educational activity by two or more organizations or agencies.

jointly provided activities

Educational activities planned, developed, and implemented collaboratively by two or more organizations or agencies.

leadership

The provision of direction and guidance to individuals involved in the process of assessing, planning, implementing, and evaluating CNE activities in adherence to the ANCC accreditation criteria.

learner-directed, learner-paced activity

An educational activity in which the learner takes the initiative in identifying his or her learning needs, formulating learning goals, identifying human and material resources for learning, choosing and implementing appropriate learning strategies, and evaluating learning outcomes. The learner also determines the pace at which he or she engages in the learning activity. Learner-directed activities may be developed with or without the help of others, but they are undertaken in on an individual basis.

marketing materials

Method of announcing an educational activity. This may include a brochure, flyer, bulletin board announcement, newsletter, memo, email, intranet posting, electronic message, or website.

multifocused organization (MFO)

An organization that exists for more than the purpose of providing CNE.

needs assessment

The process by which a discrepancy between what is desired and what exists is identified.

nurse peer review leader

A registered nurse who holds a current, unencumbered nursing license (or international equivalent) and a graduate degree, with either the baccalaureate or graduate degree in nursing (or international equivalent), who has the authority within the organization to evaluate adherence to the ANCC Primary Accreditation Program criteria in the approval of CNE.

nurse peer reviewer

A registered nurse who holds a current, unencumbered license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent) who is actively involved in

evaluating each Approved Provider or Individual Activity Applicant to evaluate adherence to the ANCC criteria.

nurse planner

A registered nurse who holds a current, unencumbered nursing license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent) who is actively involved in all aspects of planning, implementation, and evaluation of each CNE activity. The Nurse Planner is responsible for ensuring that appropriate educational design principles are used and processes are consistent with the requirements of the ANCC Primary Accreditation Program.

nursing professional development

A specialized nursing practice that facilitates the professional development and growth of nurses and other health care personnel along the continuum from novice to expert.

organizational chart

A diagram or other schematic used to depict informal and formal lines of communication and relationships within the overall organization, as well as within the Provider Unit.

outcome

The impact of structure and process on the organization as an approver and the value/benefit to nursing professional development. Also applies to Approver Unit assessment of an approved provider.

outcome measurement

The process of observing, describing, and quantifying the predefined indicator(s) of performance after an intervention designed to impact the indicator.

planning committee

At least two individuals responsible for planning each educational activity; one individual must be a Nurse Planner, and one individual must have appropriate subject matter expertise (content expert).

position description (approver unit)

Description of the functions specific to the roles of Nurse Peer Review Leader and Nurse Peer Reviewers that relate to the Approver Unit.

position description (approved provider unit)

Description of the functions specific to the roles of Primary Nurse Planner and Nurse Planners (if any) that relate to the Approved Provider Unit.

primary nurse planner

A registered nurse who holds a current, unencumbered nursing license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent), and who has the authority within an Approved Provider Unit to ensure adherence to the ANCC Accredited Approver Unit and Accreditation Program criteria in the provision of CNE.

process

For Approved Providers, process is the development, delivery, and evaluation of CNE activities. For Accredited Approvers, process is the evaluation of providers of CNE and/or individual CNE activities.

provider unit

Comprises the members of an organization who support the delivery of continuing nursing education activities.

provider-directed, learner-paced

An educational activity in which the provider controls the content of the learning activity, including the learning outcomes based on a needs assessment, the content of the learning activity, the method by which it is presented, and the evaluation methods. Learners determine the pace at which they engage in the activity (examples include print article, self-learning module/independent study).

provider-directed, provider-paced

An educational activity in which the provider controls all aspects of the learning activity. The provider determines the learning outcomes based on a needs assessment, and chooses the content of the learning activity, the method by which it is presented, and evaluation methods (examples include live activities, live webinars).

relevant relationship

A relationship with a commercial interest is considered relevant if the products or services of the commercial interest are related to the content of the educational activity. The individual's spouse/partner's financial relationship with any commercial interest is also considered a relevant relationship.

resources

Available human, material, and financial assets used to support and promote an environment focused on quality CNE and outcome measures.

single-focused organization (SFO)

An organization that exists for the sole purpose of providing CNE.

specialty

A concentration in an area of nursing that has standards and that reflects a well-defined base of knowledge within the overall discipline of nursing.

specialty nursing organization (SNO)

A national nursing body that has a majority of voting members who are RNs practicing in a specialized nursing area, as so defined in the organization's governing documents.

structure

Characteristics of an organization, including commitment, accountability, and leadership, that are required to support the delivery of quality CNE.

target audience

The group for which an educational activity has been designed.

teaching strategies

Instructional methods and techniques that are in accord with principles of adult learning.