

## ANCC Commission on Accreditation Glossary

These selected definitions are frequently used in the context of the ANCC Commission on Accreditation system of accreditation (2006-2009) and to carry out the accreditation processes. In some instances, definitions from the *Scope and Standards of Practice for Nursing Professional Development* (ANA, 2000) are also useful to understand or explain a term.

**Accreditation:** A voluntary process in which an institution, organization, or agency submits to an in-depth analysis to determine its capacity to provide or approve quality continuing education over an extended period of time.

**Adult Learning Principles:** The basis for, or the beliefs underlying, the teaching and learning approaches to adults as learners based on recognition of the adult individual's autonomy and self-direction, life experience, readiness to learn, and problem orientation to learning. Approaches include mutual, respectful collaboration of educators and learners in the assessment, planning, implementation, and evaluation of educational activities (ANA, 2000, p. 23).

**Appeal:** A process that allows the applicant/accredited organization to obtain a redetermination by an appellate body with regard to an adverse decision made by an original decision-making body.

**Approval:** A decision made by an accredited approver that the criteria for approval of continuing education have been met.

**Approved Provider:** Recognition by an ANCC-accredited approver of a provider's capacity to award contact hours for continuing education activities, planned, implemented and evaluated by the provider.

**Approver Unit:** Within the organization, the distinct body responsible for coordinating all aspects of the continuing education approval process.

**Beliefs:** Opinions, doctrines or principles held to be true; these may be stated as a philosophy, mission, vision or within a strategic plan.

**Biographical Data:** Information required of persons involved in the peer review process or the planning and delivery of continuing education activities. The data provided should document their 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 Interest.** Any entity either producing, marketing, re-selling, 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, re-sells, or distributes health care goods or services consumed by, or used on, patients. Exceptions are made for non-profit or government organizations and non-health care related companies. The definition allows an accredited provider to be owned by a firm that is not a commercial interest. It also allows a provider to have a 'sister company' that is a commercial interest, as long as the accredited provider had and maintained adequate corporate firewalls to prohibit any influence or control by the 'sister company' over the CE program of the accredited provider. In this case, ANCC would expect that the accredited provider would have an adequate corporate firewall in place to prohibit any influence or control by the 'sister company' over the CE program (ANCC Accreditation Application Manual, 2009, p.58).

**Commercial Support:** Grants provided by industry in support of continuing education activities. Receipt of anything of value by an accredited/approved organization that facilitates the accredited/approved organization's ability to present programs. Includes, but not limited to grants, scholarships, as well as the donation of products or services. This also applies to approved activities. **Commercial Supporter.** An entity providing commercial support.

**Constituents:** Providers that an accredited federal nursing service or specialty nursing organization identifies as being eligible to submit continuing education activities to its approval body, e.g., individual members, chapters, districts or those providers offering continuing education in the nursing specialty content area. Constituency must be identified at the time of application for accreditation.

**Contact Hour:** A unit of measurement that describes 60 minutes of an organized learning activity, which is either a didactic or clinical experience.

**Content:** Subject matter or definitive information about an educational activity that relates to the educational objectives (ANA, 2000, p. 23).

**Conflict of interest:** “commercial interest” as any proprietary entity producing health care goods or services, with the exemption of non-profit or government organizations and non-health care related companies that may interfere with an educational activity (see conflict of interest disclosure statements and commercial support agreement forms).

**Conflict of interest disclosure statements are acquired from all planners and presenters to identify and resolve any potentially biasing relationships of a financial, professional, or personal nature related to their application review assignments.**

**Content Specialist:** An individual with documented qualifications that demonstrate education, knowledge, and experience in a particular subject matter (ANA, 2000, p. 23).

**Continuing nursing education:** Systematic professional learning experiences designed to augment the knowledge, skills and attitudes of nurses and therefore enrich the nurses’ contributions to quality health care and their pursuit of professional career goals (ANA, 2000, p. 24).

**Continuing Education Unit (CEU):** A specific, standard measure (ten (10) clock hours) of educational achievement used by many universities and professional organizations under the criteria of the International Association for Continuing Education and Training (IACET) to attest to clock hour completion of continuing education activities.

**Coprovidership:** Planning, developing and implementing an educational activity by two (2) or more organizations or agencies. ANCC Accreditation criteria requires that the accredited organization be responsible for particular aspects of the process to assure adherence to all the ANCC criteria and is therefore the Provider of the activity. The partner organization is referred to as the Co-Provider. A commercial interest may NOT be a co-provider. A written co-provider agreement is completed.

A co-providership relationship exists when each organization in the relationship maintains its own identity and responsibilities separate from the other co-providers. If the organization ‘work as if they were one’, a coalition or consortium (made up of the various organizations) is the provider and a co-provider relationship does not exist. Unless the coalition or consortium is, itself, accredited as a provider of continuing nursing education, the activities the coalition or consortium provides must be approved by an accredited approver to award contact hours (ANCC Accreditation Application Manual, 2009, p.58).

**Educational Activity:** A planned, organized effort, either learner directed or provider directed, aimed at accomplishing educational objectives (ANA, 2000, p. 24).

**Education Design I (EDI): Provider directed** educational activity that involves participant attendance. It is distinguishable by the fact that the pace of the activity is determined by the provider who plans and schedules the activity. The provider controls all aspects of the learning. Provider directed activities may be presented in a number of different vehicles – electronic, journal, lecture, etc. It is possible for an activity that is ‘learner-paced’ to be provider directed such as presented in a journal article (ANCC Accreditation Application Manual, 2009, p.58).

**Educational Design II (EDII): Learner-directed** educational activity designed for completion by learners, independently, at the learner’s own pace and a time of the learner’s choice.

**Educational Objectives:** A statement of a learner outcome(s) of an education activity that is measurable and achievable within the designated time frame (ANA, 2000, p. 24).

**Enduring Materials.** Printed, recorded, or computer assisted instructional materials that may be used over time at various locations, which constitute a planned CNE activity. Examples of such materials for independent learning include: programmed tests, audio tapes, video tapes, and computer assisted learning materials which are used alone or in combination with printed or written materials (ACCME, 2005).

**Federal Nursing Service:** This term can be used in two ways: 1) It is a constituent member of ANA, and 2) it is designated for a type of governmental entity that is national in scope and provides nursing services, e.g., the Army Nurse Corps, the Indian Health Service.

**In-service Educational Activities:** Learning experiences provided in the work setting for the purpose of assisting staff members in performing their assigned functions in that particular agency or institution (ANA, 2000, p. 24). *Inservice Education is not approved for CE credit.*

**Lead Nurse Planner.**

**Role:** The Lead Nurse Planner is responsible for ensuring that all nurse planners are performing in a manner consistent with the policies, procedures, position descriptions, and expectations of the accredited provider unit and with the ANCC criteria. All nurse planners contribute oversight and must be actively involved in both the planning and the analysis of evaluation data for the educational activity. **Qualifications:** A registered nurse who is responsible for planning, developing, implementing, and evaluating continuing education activities and must hold a baccalaureate or higher degree in nursing. **Other Planners are content experts and/or part of the target audience.** The planner must demonstrate competence in performing successfully at the expected level. Accepted demonstration of competence may be evaluated by review of the planner's professional portfolio. The portfolio should demonstrate the presence of the following knowledge and skills: ANCC requirements, adult learning theory, and critical thinking skills.

**Nursing Professional Development:** Lifelong process of active participation by nurses in learning activities that assist in developing and maintaining their continuing competence, enhancing professional practice and supporting achievement of their career goals (ANA, 2000, p. 24).

**Off-Label Use:** Using a pharmaceutical agent for a purpose other than the purpose for which it was approved by the FDA.

**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 the approver and/or provider unit.

**Outcomes:** "The end result of a learning activity – usually a change in knowledge, competence, practice, or patient care – measured by written evaluation or change in practice" (ANA, 2000, p. 25). (The overall goal of a learning activity is different from measured outcomes. An outcome may measure whether an activity's goal is met but may also address other elements of learning.

When referring to **outcomes of an evaluation of the accredited unit**, the outcomes should address: goals, process, and outcomes relative to the mission, vision, beliefs, goals and operations of the accredited unit (ANCC Accreditation Application Manual, 2009, p.58).

**Point-of-Care Learning.** Learning conducted in the practice setting. (This is also sometimes referred to as "bedside learning".) The learning consists of a learning "project" related to an immediate need of the nurse/nurses for knowledge to guide the nurse's/nurses' practice. The point of care learning can be done "**asynchronously**" (with it being initiated in the practice setting to address an emergent need for knowledge to guide the nurse's practice) or **multiple activities** addressing a single underlying goal or purpose may be 'bundled' as one activity. The **minimum number of contact hours allowed remains 0.5 (30 minutes).**

The learning project must be conducted in a manner consistent with the ANCC Accreditation Program educational design framework (e.g. self-determined: need identified, intended objective for conducting the learning, subject (content) searched & reviewed, and evaluation of search & review outcome). The content of the learning activity is often drawn from internet searches or searches of enduring materials such as textbooks, journals, etc. (ANCC Accreditation Application Manual, 2009, p.58).

**Purpose:** A statement describing why and for whom an educational program has been designed (ANA, 2000, p. 24).

**Specialty Nursing Organization:** A national nursing body that has a majority of voting members who are registered nurses practicing in a specialized nursing area, as so defined in the organization's governing documents. Organizations that, in whole or in part, have previously disaffiliated with the American Nurses Association are ineligible for SNO status.

**Sponsorship.** Support (monetary or 'in kind') furnished to the provider of the educational activity. Sponsorship must be acknowledged to the learners. A written agreement is completed. When an educational activity is supported by more than one entity, each entity is a co-sponsor. Sponsors and co-sponsors do NOT participate in planning, developing, and implementing the educational activity (ANCC Accreditation Application Manual, 2009, p.58).

**Staff Development:** The systematic process of assessment, development and evaluation that enhances the performance or professional development of healthcare providers and their continuing competence (National Nursing Staff Development Organization 1999) (ANA, 2000, p. 25).

**Target Audience:** Group for which an educational activity has been designed (ANA, 2000, p. 26).