

**Massachusetts Association of Registered Nurses
Continuing Education Committee
Approver Unit
Role Responsibilities**

Staff Member

January 1, 2007

Reviewed January, 2008

Reviewed: January. 2009

Reviewed: March, 2010

Will assist the CEC/Approver Unit to meet their overall and annual goals

Will communicate with the members of the CEC/Approver Unit to assess ongoing and priority needs

Will respond to any inquiry from a potential or actual provider , from ANCC or the Board of Directors of MARN in a timely manner.

Will send out applications to become a provider in a timely manner.

Will receive all applications, log them in, do a quantitative review and either request missing documents/information or if complete, assign them to a peer reviewer.

Will keep a log of all applications, including their status i.e. denied, approval pending or approved.

Will send any payments received to the Treasurer of the MARN.

Will assist the Committee with marketing plans and activities.

Will assist the Committee with their ongoing communication with MARN BOD, MARN members, potential and actual providers and sponsors.

Will alert current provider units of the impending end of their approval period within a reasonable period of time to allow them ample time to apply without a lapse in their approval status.