

Massachusetts Association of Registered Nurses Job Description

Date: 8/08

Title: Nurse Peer Review Leader
Accredited Approver Unit/Continuing Education Committee

Qualifications: Must be an RN with a graduate degree, either the baccalaureate or graduate degree must be in nursing.
Must have experience with the American Nurses Credentialing Center's Commission on Accreditation (ANCC) Criteria
Must have strong leadership and communication skills

Reports to: The Board of Directors of the Massachusetts Association of Registered Nurses (MARN)

Responsibilities: Include but are not limited to:

Insures that the MARN Accredited Approver Unit is in compliance with current ANCC criteria.

Reviews the most current ANCC Manual and monitors the ANCC web site for current information in an ongoing manner

Attends ANCC informational or educational events as necessary

Develops and revises Policies and Procedures that will drive the activities of the Accredited Approver Unit based on the most up-to date-criteria.

Oversees the development of all forms, letters, correspondence as well as the applications for individual activities and provider units to insure adherence to all ANCC Criteria.

Insures that all peer reviewers are RN's with at least a baccalaureate in nursing and have the knowledge and experience necessary to perform in the peer review role.

Oversees the orientation of all CEC members/peer reviewers as needed on an individual basis: insures that all peer reviewers are updated on new information from ANCC on a consistent basis.

Oversees the peer review process of all applications in a continuous and consistent manner.

Oversees the record keeping process for all applications in accordance with ANCC Criteria.

Page 2: Nurse Peer Review Leader Job Description

Communication:

Communicates with the ANCC as necessary or as required and responds to any request made by the ANCC for information and/or documents

Communicates with the MARN Board of Directors as necessary or as required and responds to any requests in a consistent manner.

Communicates with applicants as necessary: works with the CEC/AU to provide information to customers at the annual Provider Forum and through direct communication facilitated by the staff person.

Evaluation/Outcomes

Oversees the activities of the MARN CEC/Approver Unit Evaluation/Outcome Committee including the development of the evaluations/outcomes plan, its implementation and all goal setting for the CEC/AU.

Continuing Education Committee/ Accredited Approver Unit

Attends Continuing Education Committee/Accredited Approver Unit meetings as scheduled or notifies the Chair of inability to attend.