

## GLOSSARY: ACTIVITY APPLICANTS & PROVIDER UNIT APPLICANTS

**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 experiences, 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.” (Nursing Professional Development: Scope and Standards of Practice, ANA, 2010)

**Approved provider:** An eligible organization approved by an ANCC Accredited Approver unit 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. **(ANA Massachusetts Approver Unit is an example)**

**Best available evidence:** Choosing evidence based on an evidence hierarchy, with higher levels of the hierarchy consistent with stronger evidence base (Polit and Beck, 2008)

**Bias:** Tendency or inclination to cause partiality, favoritism, or influence.

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

**Commercial interest:** Any entity either producing, marketing, reselling, or distributing healthcare 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 healthcare goods or services consumed by or used on patients. *Exceptions are made for nonprofit or government organizations and non-healthcare-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.

**Conflict of interest:** An affiliation or relationship of a financial nature with a Commercial Interest Organization that might bias 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 60 minutes of an organized learning activity. 1 contact hour = 60 minutes. (The ANCC Accreditation Program does not utilize the term continuing education unit (CEU) when referring to the CNE

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unit of measurement. The CEU is an educational measurement utilizing criteria of the International Association for Continuing Education and Training (IACET).

**Content:** Subject matter of an education 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 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.

**Enduring materials:** A non-live CNE activity that "endures" over time. Examples of enduring materials include programmed texts, audiotapes, videotapes, monographs, computer-assisted learning materials, or 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**

- ***evaluation - formative*** Systematic evaluation in the process of curriculum construction, teaching, and learning for the purposes of improving any of these three processes (Bloom, 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 practice.

**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.

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**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.

**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 Accredited Approver Unit (ANA Mass. Approver Unit) to evaluate adherence to the ANCC Primary Accreditation Program criteria in the provision 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 assessing that appropriate educational design principles are used and processes are consistent with the requirements of the ANCC Primary Accreditation Program

**Nursing professional development** “The lifelong process of active participation by nurses in learning activities that assist in developing and maintaining their continuing competence, enhancing their professional practice, and support achievement of their career goals.” (Nursing Professional Development: Scope and Standards of Practice, ANA, 2010)

**Outcome:** The impact of structure and process on the organization as a provider or approver and the value/benefit to nursing professional development.

**Outcome measurement:** “The process of observing, describing, and quantifying predefined indicators of outcomes of performance.” (Nursing Professional Development: Scope and Standards of Practice, ANA, 2010)

**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.

**Provider-directed, learner-paced** An educational activity in which the Provider controls the content of the learning activity, including the learning outcome based on needs assessment, the content of the learning activity, the method by which it is presented, and the evaluation methods. The learner determines the pace at which

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the learning activity is engaged (examples include print articles, 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 outcome based on a needs assessment, the content of the learning activity, the method by which it is presented, and evaluation methods (examples include live activities such as webinars).

**Qualitative Review:** A review of the application by a nurse peer reviewer to ascertain whether the quality of the application meets the ANCC criteria (ANA Massachusetts specific term)

**Quantitative Review:** An initial review of the application submitted to ensure all the component parts have been included in the application prior to sending it on for qualitative review. (ANA Massachusetts specific term)

**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. Financial relationships with any commercial interest of the individual's spouse/partner are considered to be relevant relationships.

**Sponsorship:** (as of June 2015 this no longer needs to be reported to ANAMASS) Financial and in-kind support provided by an organization that DOES NOT meet the definition of commercial interest organization.

**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.

**Vendor/ Exhibitor:** A vendor or exhibitor rents space to show or sell items to participants at a conference. This is not considered commercial support as it is unrelated to the educational offering. Vendors and Exhibitors must be placed in a location that allows the participants to choose to view or avoid viewing the vendor/exhibit.

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### **Glossary terms specific for Approved Provider Units**

**Multi-focused organization (MFO)**: An organization that exists for more than the purpose of providing CE.

**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.

**Position description (Approved Provider Unit)**: Description of the functions specific to the role of Primary Nurse Planner and Nurse Planners (if any) that relate to the 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), 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.

**Provider unit**: Comprises the members of an organization who support the delivery of continuing nursing education activities.

**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.

**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.

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

**Virtual visit**: A conference between the applicant and the Lead Peer Review Leader of ANA Massachusetts Approver Unit, via teleconference, telephone, or other electronic means to validate application findings. The NPRL may request additional supporting evidence to seek clarification and verify compliance with accreditation criteria.