

Nurse Planners Attestation Form

The UPMC Provider Unit is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's (ANCC) Commission on Accreditation

Requirements: Nurse Planners must be a currently licensed RN with a bachelor's degree or higher in nursing and be actively involved in all aspects of planning, implementing, and evaluation of each educational activity, for which continuing education contact hours are awarded. 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. This involvement could include participation in face-to-face meetings and/or conference calls or communication with other planning committee members via regular correspondence (email, fax, etc.).

Function/Responsibilities:

- Knowledgeable of the continuing nursing education process and is responsible for adherence to ANCC criteria
- Provide but not approve activities. Serves as an active member of the planning committee from initiation to completion of educational activities.
- You must contact Melinda Splane if you are interested in receiving commercial support.
- Keep Lead Nurse Planner informed of planning process, consults as needed regarding clarification of ANCC criteria
- Complete the UPMC Provider Unit Planning Form for Educational Activities as part of the activity planning process.
- Complete and display the UPMC Provider Unit Activity Information Sheet.
- Ensures the planning committee for the program meets the required ANCC criteria (minimum of two people must be involved in planning the activity; one must be a licensed registered nurse with a baccalaureate or higher degree in nursing –Nurse Planner; and one must have appropriate subject matter expertise).
- Ensures completion and review of Biographical/Conflict of Interest forms by each Planning Committee member and each faculty/presenter/author to ensure appropriate qualifications and evaluation of actual or potential bias.

- Evaluates actual or potential conflicts of interest and applying the resolution process to an actual or potential conflict of interest, if present.
- Implement the ANCC Commission on Accreditation system of awarding contact hours:
 - The appropriate measure of credit is the 60-minute contact hour.
 - A contact hour is 60 minutes of an organized learning activity, which is either a didactic or clinical experience.
 - The minimum number of contact hours to be awarded is one half of one contact hour (0.5).
 - After the first contact hour, fractions or portions of the 60-minute hour should be calculated to the tenth or hundredth of an hour. For example, 2.758 should be 2.75 or 2.7 not 2.8).
 - Welcome, introductions, breaks, and viewing of exhibits are not included in the calculation of contact hours.
 - Evaluation is considered part of the learning activity and may be included in calculation of contact hours.
- Evaluates assessment data to validate the need for the educational activity
- Maintains and stores the UPMC Provider Unit Planning Form for Educational Activities with supporting documents following the educational activity
- Activity file records must be maintained in a retrievable file (electronic or hard copy) accessible for 6 years.
- Again, in an effort to streamline and centralize, you are required to upload the following documentation for every activity:
 - UPMC Provider Unit Planning Form (i.e. this form)
 - List of participant names with unique identifier
 - Certification of Completion