

AMERICAN NURSES CREDENTIALING CENTER

Accreditation Program

Summary of Major Changes to 2006 Accreditation Manual

Overall

- A shift of emphasis of the accreditation review process more toward the applicant organization's goals for continuous quality improvement and its progress toward attaining those goals
- Combined the provider and approver manuals into one manual
- Added an index
- Added a crosswalk between the 2004-2005 manuals and 2006 manual
- Added Annual Report [Annual Report is different with the focus shifted to be consistent with the quality and integrity values of the Accreditation Program. The goal of the annual report is to reflect the quality and integrity of the accredited organization so that the organization may be assisted to recognize any areas of concern in a timely manner. This will result in a smoother, more pleasant re-accreditation experience.]
- Added “Streamlined Accreditation”, a pilot project for streamlining the reaccreditation applications. Organizations that have been accredited for two or more 6-years cycles in a row — with no interim report in the most recent cycle and no complaints against the unit within the past two years — may elect to participate in the pilot study.
- Unified application removed from manual and placed on website.

New Definitions

- **learner directed activity.** A learning activity where the learner takes the initiative, with or without the help of others, in diagnosing their learning needs, formulating learning goals, identifying human and material resources for learning, choosing and implementing appropriate learning strategies, and evaluating learning outcomes.
- **provider directed activity.** The provider controls all aspects of the learning.

Sample Forms Included (for optional use)

- Biographical Data Form
- Activity Outline Form
- Provider Unit Evaluation Form
- Approver Unit Evaluation Form

Criteria

PROVIDER AND APPROVER

- Must include the name and credentials of every position occupying a position on the organizational chart.
- Effective 2007, the contact hour is increased from 50 minutes to 60 minutes.
- An implementation plan is included in manual.
- Under Unit Evaluation: Describe how the provider/approver unit's
 - o goals for improvement have been addressed
 - o what changes and progress have been made toward meeting those goals
 - o what new goals for improvement have been identified
- Under Unit Operations: Providers/approvers must include an attestation that the accredited unit complies with all applicable local, regional, state, or national laws and regulations. The attestation is to be signed by the leaders of the accredited unit

PROVIDER

- Nurse Planner's qualifications have always included a graduate degree, if not in nursing then in a related specialty. Now the graduate degree can be in anything.
- Records of activities must be kept for six years, not just for five years.
- Instead of submitting three sample activities, a list of activities provided in the past year (for continuing applicants) or the past six months (for initial applicants) must be submitted.
- ANCC will identify at least three activities that the appraisers will review on site. ANCC notify the applicant of these activities and will provide 'tabs' to mark the essential material in the file for the appraisers to review. Appraisers will also review additional files not previously identified while on site.

NOTE: Page viii in the new manual mentions "sample activities", and on page 92, the provider application checklist mentions "sample activity pages" – please ignore both these references to sample activities.

APPROVER

- "Nurse Responsible" is now called "Nurse Peer Review Leader"
- Nurse Peer Review Leader's qualifications have always included a graduate degree, if not in nursing then in a related specialty. Now the graduate degree can be in anything.
- A list of approvals awarded in the past year (for continuing applicants) must be submitted.
- ANCC will identify at least three approvals that the appraisers will review on site. ANCC will provide the applicant with 'tabs' to mark the essential material in

- the file for the appraisers to review. Appraisers will also review additional files not previously identified while on site.
- Conflict of interest guidelines: Conflict of interest disclosure statements shall be obtained from all peer reviewers to identify and resolve any potentially conflicting relationships of a financial, professional, or personal nature. Conflict of Interest statements shall be signed on an annual basis. Peer Reviewers shall disclose conflict of interest when applicable.
 - Conflict of interest disclosure statements must be kept in records.
 - Must keep record of past denial by any accredited approver of an applicant for approved provider status.
 - Must keep record of approvals for six years, not just for the length of approval.
 - Approver need to submit copies of approver unit materials that contain the accreditation statement.
 - Approvers now have to describe how instructions for the calculation of contact hours are communicated to applicants.
 - Provider Approval Process
 - o Provider self-assessment is optional
 - o Applicants for approved provider unit status are required to have an established and implemented method (e.g. policies and procedures) for delineating how the approved provider unit operates.
 - o Sample activities submitted; If a selected sample activity is more than 3 contact hours (180 minutes), documentation for only 3 contact hours can be submitted. **NOTE:** The manual leads the approver to believe that the applicant should submit a list of activities, however, the usual 3 samples should be submitted.
 - Activity Approval Process
 - o Nurse planner must have been oriented to the accreditation criterion for education design
 - o If the activity is more than 3 contact hours (180 minutes), documentation for only 3 contact hours can be submitted. **NOTE:** this is not specified in the manual on page 51 under “Application and Review Process to Approve Educational Activities” but will be included in subsequent revisions.

Commercial Support

- Broadened and strengthened

Application Submission

- There is now a mandatory “checklist” to complete and include with application/self study
- Pages must be numbered in sequence, without any breaks.

- Three ring binders are now acceptable.
- Self study submissions are limited 50 pages (provider applicant – including appendix, approver applicant – excluding appendix).

Application Form

- Added space to indicate type of organization
- Added space to specify name to be printed on accreditation certificate
- Added request for attestation signature