



# CONTINUING NURSING EDUCATION

UNIVERSITY of WASHINGTON

School of Nursing

JP Form #1, Rev 6/29/19

**TO:** UW Providers of Continuing Education

**RE:** Joint Providership of an Educational Offering with UWCNE

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Thank you for your interest in providing a continuing education activity with UWCNE. This packet explains requirements for UWCNE to be the ANCC-accredited provider and award contact hours for an activity.

If your organization is a UW continuing education unit, center, research project, school or other entity with the capacity to plan and conduct a successful continuing education offering, UWCNE welcomes the opportunity to collaborate with you. The process is actually quite straightforward and helpful in promoting high quality education. Our staff will work closely with you to make the process as smooth as possible.

**1. UWCNE or an ANCC Approver Organization?**

UWCNE is accredited as a **provider** of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation (ANCC). The program was most recently **accredited with distinction**, effective September 25, 2017 to March 31, 2022. UWCNE can award contact hours when it is **the designated ANCC-accredited provider** of an educational activity. You will need to complete our Joint Providership Agreement in order for UWCNE to be the designated ANCC-accredited provider for your offering.

Another option is to go through another ANCC approver organization (typically a state nursing association). Contact ANCC for a list of approver organizations. The Washington State Nurses Association (WSNA) was formerly an ANCC approver but discontinued being an approver in December 2017.

For information about jointly providing an offering with UWCNE, please read on.

**2. ANCC Definition of Joint Providership**

If UWCNE is responsible for awarding contact hours, UWCNE is considered the **ANCC-accredited provider** and other organizations involved in planning and conducting the offering are **joint providers**. (Prior to January 2015, ANCC referred to joint providers as co-providers.) We will refer to your organization as the Primary Joint Provider.

**3. UWCNE Nurse Planner**

**UWCNE is required to designate a nurse planner** to serve on the planning committee and ensure that a joint providership activity meets ANCC accreditation criteria. Kristen Trivelli will be the designated nurse planner for your activity. Her role is to be part of the planning process from the beginning. Please list her on your planning committee as follows:

**Kristen Trivelli, DNP, ARNP, FNP-C**, Lead Nurse Planner, Continuing Nursing Education, University of Washington School of Nursing, Seattle

4. **Joint Providership Agreement and Attachments**

A signed Joint Providership agreement should be finalized at least **two months (60 days) prior to the start of an activity**.

The Primary Joint Provider is responsible for submitting the following items to UWCNE as part of the joint providership agreement.

- a) **Joint Providership Checklist (JP Form #2)**
- b) **Joint Providership Agreement: Part 1, Course Information, and Part 2, Delegation of Responsibilities (JP Form #3)**

If applicable, please include a separate copy of Part 2 for each additional organization that participates as a joint provider for the activity.

c) **Required Attachments:**

- 1. **Detailed program schedule.** For live activities, include a schedule that shows the topics, speakers and timing (including breaks, lunch, etc.). For enduring activities, include a list of all learning activities (modules, assignments, evaluation methods, etc.) and the amount of time required to complete each activity.
- 2. **Biographical data forms.** Include a UWCNE bio data form for each speaker/presenter/author and each planning committee member. (JP Form #4)
- 3. **Disclosure and Conflict of Interest forms.** Include a signed disclosure and conflict of interest form for each speaker/presenter/author and each planning committee member, i.e., anyone in a position to control educational content presented in the activity. If any potential conflict is disclosed, steps must be taken to resolve the conflict in collaboration with the UWCNE nurse planner prior to holding the activity. (JP Form #5)
- 4. **Disclosure summary.** Provide a document that summarizes the responses of speakers/presenters/authors and planning committee members on the disclosure forms. Indicate on JP Form #3 your plan for making this information available to participants before the activity begins (e.g., posting it on the activity's website, handing it out at the activity). (JP Form #6) **If there are no disclosures** from any of the individuals in a position to control content presented in the activity, you may use the following statement as your disclosure summary in lieu of JP Form #6.

**Disclosure Information and Conflicts of Interest**

A conflict of interest occurs when an individual has an opportunity to affect educational content about health-care products or services of a commercial company with which she/he has a financial, professional, or personal relationship. The planners and presenters/authors of this CNE activity have disclosed no relevant financial, professional, or personal relationship with any commercial interest organizations pertaining to this activity. Note: Please let us know on your evaluation form if you perceive commercial bias to be present in any educational session.

- 5. **List of requirements for successful completion.** Indicate on the JP Form #3 how you will inform participants prior to the start of the activity about requirements for earning contact hours (typically in promotional materials and/or on the activity website).

6. **Draft of promotional materials.** UWCNE must review promotional materials before they are printed or distributed in order to confirm that wording about UWCNE, joint providership and professional credit meets ANCC and UWCNE criteria.
7. **Evaluation form.** Submit a copy of the evaluation form to be completed by participants and, as applicable, other methods of evaluating the activity and measuring desired learning outcomes. JP Form #7 has examples of questions to ask on forms for online and in-person activities. Be sure to include a question about perceived commercial bias if applicable.
8. **If applicable, Commercial Support Agreements and Sponsorship Agreements.** Include a list of exhibitors and educational grants from commercial interest organizations and nonprofit sponsors to be disclosed to participants. A signed Commercial Support Agreement (for commercial interest organizations) or Sponsorship Agreement (for nonprofit organizations) is required if funding or in-kind support is received to support the activity. (JP Form #10)

## 5. Contact Hours to be Awarded

Based on the detailed program schedule for a live activity (or content outline and pilot study for online/enduring activities), the Nurse Planner will designate the number of contact hours to be awarded. **One contact hour is equal to 60 minutes.** Time spent on an overview of the activity that reviews the activity's purpose, objectives, requirements for successful completion, evaluation, disclosures/conflict of interest and content to be presented is included. Time spent on breaks, lunch and administrative announcements is excluded.

Any presentations which meet pharmacology criteria at the advanced practice level for nurse practitioners should be designated with an Rx on the program schedule/content outline in order for this designation to be included on the certificate. Rx guidelines are in the attachment with the Biographical Data Form (JD Form #6). As mentioned previously (in 4c, 5) above, **criteria to be used to determine successful completion and award contact hours** must be available to participants prior to registration.

## 6. Evaluation and Outcomes

ANCC accreditation requires that an offering be evaluated using specific criteria. Please see UWCNE guidelines and sample evaluation forms for live and online activities. You may use your own evaluation format or modify ours as long as basic elements are included. UWCNE can create and manage online evaluations for your activity as an additional service if desired.

## 7. Disclosures and Conflict of Interest

It is the policy of UWCNE to ensure balance, independence, objectivity and scientific rigor in all of its educational programs. Speakers, authors, reviewers and planning committee members are required to disclose to UWCNE and to learners/participants any financial or other relationships they have with a commercial interest organization or any proprietary entity producing health care goods or services consumed by, or used on, patients and relevant to the content of an offering. Exemptions are non-profit or government organizations, non-health care related companies, healthcare facilities and providers of clinical service directly to patients. **Conflict of interest** develops when an individual has an opportunity to affect educational content about the products or services of a commercial interest with which the individual has a financial relationship. The **intent of this policy** is to openly identify such relationships, resolve areas of potential conflict of interest, and inform learners of any such relationships so that they can form their own opinions as to whether a presentation reflects bias in either exposition or conclusion.

UWCNE meets this disclosure requirement and resolves potential conflicts of interest by using the following procedures.

- 1) Each speaker/author and planning committee member is required to read, complete, sign and date a new Disclosure Form for each offering. A new form is only required annually for offerings that are repeated several times a year. The Joint Provider collects and submits the forms to UWCNE with the Joint Providership Agreement.

- 2) The UWCNE nurse planner:  
(Before the activity)
  - (1) reviews all disclosure forms and evaluates any disclosed relationships for potential conflict of interest.
  - (2) confirms that the attestation section of the form has been signed by those who disclose a commercial interest relationship.
  - (3) resolves any potential conflict of interest or actual/perceived bias.
  - (4) confirms with the course coordinator that an impartial observer will monitor the activity for any perceived or actual bias in educational content presented by an individual who discloses a commercial relationship.
  - (5) reviews the written summary of disclosed relationships and confirms the method by which participants will be informed of these relationships.
  - (6) reviews any signed Commercial Support Agreements for funding and/or in-kind support received from commercial interest organizations for the activity and confirms the method by which support will be disclosed to participants.  
(After the activity)
  - (7) reviews documentation on the Post Activity Report submitted by the Joint Provider describing the presence or absence of bias evident to the observer for presenters who disclosed a relevant commercial relationship.
  - (8) reviews a summary of participant evaluations for participant perceptions of the presence or absence of bias.

**8. Professional Credit Statements on Promotional Materials**

The number of contact hours to be awarded should be included on promotional materials along with appropriate accreditation statements. The only **required statement** is our ANCC accreditation statement (first bullet under “Nurses” below). **The statement must stand alone and not run together** with the number of contact hours to be awarded or other statements. Statements for other disciplines may be included as appropriate to the target audience. **Approval of marketing materials by UWCNE is required before materials are printed.**

**Nurses:**

- Continuing Nursing Education at the University of Washington School of Nursing (UWCNE) is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.
- UWCNE is approved as a clock hour provider by the Washington State Board of Education.
- Provider approved by the California Board of Registered Nursing, Provider #7218.

**Psychologists:** UWCNE qualifies as a Washington State CE program sponsor under Washington Administrative Code (WAC) 246-924-240.

**Respiratory Therapists:** UWCNE qualifies as a Washington State CE program sponsor under WAC 246-928-442.

**Social Workers and Counselors:** UWCNE qualifies as a Washington State CE program sponsor under WAC 246-809-610.

**All Other Disciplines:** A certificate will be awarded for use in documenting attendance at this offering co-provided by the UW School of Nursing.

9. **Distribute Instructions to All Participants for Registering Online for Contact Hours.** At the activity or via email, provide participants with a copy of instructions for registering for contact hours. UWCNE will provide an instruction sheet with specific information for you to duplicate and distribute. The instructions will vary depending upon whether your organization is underwriting the certificate fee or having individuals pay the certificate fee themselves.
10. **Submit a Post-Activity Report to UWCNE within 7-30 days after the offering.** This brief form will be in the “administrator portal” that we create for the activity once the agreement is signed. Use the form to report the presence or absence of bias in educational content presented by individuals who disclose commercial interest relationships. You can also upload the following required documents with the report.
  - a) Roster of all participants with a clear notation next to any individuals who did not successfully complete course requirements.
  - b) Sign-in sheets (Please email UWCNE an electronic copy and retain the originals in your file.)

c) A summary of participant evaluations of the activity.

**Program Changes:** If the program schedule is revised on short notice that may affect the number of contact hours to be awarded, please email the revised schedule to the nurse planner ASAP so that the certificate can be updated with the correct number of contact hours.

**11. Maintain Planning Documents for Six Years.** As the primary joint provider, you are responsible for keeping an activity file (paper or electronic) for six years that includes a copy of handouts, minutes of planning meetings, financial reports and original sign-in sheets. UWCNE will also maintain records of the activity for six years.

**12. Joint Provider Fees.**

**Set-Up Fees (including Rush Fees, Change Fees, Additional Service Fees):** Refer to the UWCNE Joint Provider Pricing Sheet for current fees. The set-up fee varies with the resources required to support the activity. UWCNE needs a UW budget number to CTI (cost transfer invoice) for these fees.

**Certificate Fee:** A separate fee is charged per person to generate a certificate and handle recordkeeping for 6 years. The fee can be paid online by individual participants who choose to register for contact hours or underwritten by the primary joint provider and paid via a UW budget. Please indicate on the Joint Providership Agreement form (at the end of Part 1) whether each registrant is responsible for paying his/her own recording fee or if your department/program will underwrite the fee.

**14. List of Forms and Informational Documents:**

The following documents are available to facilitate and streamline the process of working together on a joint provider offering.

- JP#1 – Letter of information to UW providers of continuing education about jointly providing an offering with UWCNE
- JP#2 – Joint Provider Checklist
- JP#3 – Joint Providership Agreement: Part 1 (Course Information) and Part 2 (Delegation of Responsibilities)
- JP#4 – UWCNE Biographical Data Form with Guidelines for Pharmacology Hours
- JP#5 – UWCNE Disclosure and Conflict of Interest Form
- JP#6 – Disclosure Summary template
- JP#7 – Evaluation Guidelines and Two Sample Forms (includes sample questions for live and online activities)
- JP#8 – Verbs for Formulating Objectives for Learning Outcomes
- JP#9 – How to List Professional Credit Information on Promotional Materials
- JP#10 – Commercial Support Agreement, if applicable
- JP#11 – Recording Release Form template, if applicable
- JP#12 – UWCNE Joint Providership Pricing

**We welcome any suggestions for improving these documents and making the process of providing an activity with UWCNE as helpful and supportive as possible!**