

Course Planning Tip Sheet

Common Nursing Professional Development Terminology

Commercial Interest: An entity producing, marketing, reselling, or distributing health care goods or services consumed by or used on patients. Or an entity that advocates for use of the products or services of commercial interest organizations. Note: nonprofit or government organizations (including professional organizations) and non-health-care-related companies are not considered commercial interests).

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. In-kind contributions are nonmonetary support including marketing assistance, meeting room, event registration assistance, etc. *Providers of commercial support may not have influence or perceived influence over course content and therefore cannot be involved in any stage of planning, developing, implementation, or evaluation of an educational activity.*

Conflict of Interest: An affiliation or relationship of a financial nature with a commercial interest organization that might affect a person's ability to objectively participate in the planning, implementation, or review of a learning activity. *At UCLA Health, all planners and presenters involved in an educational activity must sign a Conflict of Interest form describing any actual or potential conflicts of interest.*

Contact Hour (ANCC): A unit of measurement that describes sixty minutes of an organized learning activity. One ANCC contact hour = sixty minutes.

Contact Hour (BRN): A unit of measurement that describes fifty minutes of an organized learning activity. One BRN contact hour = fifty minutes.

Content: Subject matter of an educational activity that is based on the best available evidence and reflects the desired learning outcomes.

Continuing Education Unit (CEU): A CEU is generally considered to be ten contact hours. The CEU is an educational measurement utilizing criteria of the International Association for Continuing Education and Training (IACET). ANCC does not utilize this term or unit of measurement. The BRN defines one CEU as ten contact hours. *UCLA Health calculates CNE activities in contact hours, not CEUs.*

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.

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Course Coordinator: The individual in charge of planning and facilitating an educational activity. *At UCLA Health, this person is often a Unit Director, Clinical Nurse Specialist, AN2, content expert, etc.*

Curriculum Vitae (CV): A written overview of one's professional experience and other qualifications. This typically includes information on one's academic background, degrees, teaching experience, research, awards, publications, presentations, and other achievements. CVs are more detailed than resumes, particularly related to one's academic teaching background.

Gap Analysis: The method of identifying the difference between current knowledge, skills, and/or practices and the desired best practices.

Needs Assessment: The process of collecting and analyzing information that can influence the decision to initiate a new program or revise an existing one.

Nurse Planner: A registered nurse who is actively involved in all aspects of planning, implementation, and evaluation of each CNE activity. The Nurse Planner is responsible for ensuring that appropriate educational design principles are used and that processes are consistent with the requirements of the California Board of Registered Nursing and the ANCC. *The Nurse Planner goes through specific training with NRE and is an expert in the CNE requirements of the California Board of Registered Nursing and the ANCC. The Nurse Planner will be assigned to the activity by NRE.*

Objective: Statements that define the expected goal(s) of an educational activity.

Outcome: A written statement that reflects what the learner will be able to do as a result of participating in the educational activity. The outcome addresses the educational needs (knowledge, skills, and/or practices) that contribute to the professional practice gap and achieving the learning outcome results in narrowing or closing the gap.

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 (content expert). *All activities receiving ANCC contact hours must have a documented planning committee.*

Professional Practice Gap: The problem in practice or the opportunity for improvement.

Provider-directed, learner-paced: An educational activity in which the provider controls the content of the learning activity, including the learning outcomes based on a needs assessment, and chooses the content of the learning activity, the method by which it is presented, and the evaluation methods. Learners determine the pace at which they engage in the activity (e.g. non-live/asynchronous webinar, print article & self-learning module/independent study).

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Provider-directed, provider-paced: An educational activity in which the provider controls all aspects of the learning activity. The provider determines the learning outcomes based on a needs assessment, and chooses the content of the learning activity, the method by which it is presented, and evaluation methods (e.g. live activities & live webinars).

Resume: A short document describing one's education, work history, and list of achievements. A resume is typically less detailed than a Curriculum Vitae (CV).

Sponsorship: A person or organization that financially contributes to all or part of the cost of an activity in return for the right to advertise during the activity with an intent to increase the sponsor's profit. *UCLA Health does not accept sponsorship for any educational activity awarding contact hours.*

Summative Evaluation: Evaluation that samples the entire range of outcomes associated over a long period and assesses student mastery of those skills. *The Nurse Planner will conduct a summative evaluation with each Course Coordinator at the completion of the educational activity.*

Target audience: The specified registered nurse learners or health care team members the educational activity is intended to impact.

Teaching strategies: Instructional methods and techniques that are in accord with principles of adult learning (e.g. lecture, simulation, case study, role play, etc).

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Accredited Provider: An eligible organization credentialed by the American Nurses Credentialing Center (ANCC) after having submitted to an in-depth analysis to determine its capacity to provide quality continuing education over an extended period of time. *UCLA Health is an Accredited Provider for ANCC.*

Approved Provider: Those individuals, organizations, organized health care systems, educational institutions, or governmental agencies offering continuing education as approved by the board. *UCLA Health is an Approved Provider by the California Board of Registered Nursing.*

References:

1. 2015 ANCC Primary Accreditation Provider Application Manual.
2. California Board of Registered Nursing, Title 16.
3. Keating, S. (2011). *Curriculum development and evaluation in nursing*. New York, NY: Springer Publishing Company.
4. Merriam-Webster.com (2016).