

Approved Provider Toolkit “Standards for Integrity and Independence”

Based on the American Nurses Credentialing Center (ANCC) Nursing Continuing Professional Development (NCPD) “Toolkit for the Standards for Integrity and Independence in Continuing Education for Approved Providers.”

This Toolkit addresses Standard 1: Ensure Content is Valid *and* Standard 3: Identify, Mitigate, and Disclose Relevant Financial Relationships.

- The Standards for Integrity and Independence in Accredited Continuing Education (“the Standards”) are applicable to all Approved Provider Units (APUs). The Standards are found here: www.accme.org/standards.
- Implementation of the Standards is required but use of these specific resources is optional.
- If you are using other resources, be sure they meet the requirements of the Standards.
- Check your current policies and training materials against these resources and the Standards to be sure your APU is up-to-date and compliant with the Standards.

Toolkit Documents	Page
Disclosure Information Collection Template - Use this template to collect the right information about financial relationships or compare your process / forms to this sample template.	2
Nurse Planner (NP) Mitigation Worksheet –Is a step-by-step, essential process for Nurse Planners to identify, mitigate, and document management of relevant financial relationships. One NP Mitigation Worksheet with all information for an activity is kept in the activity record.	3-4
Disclosure to Learners Examples - Sample language that shows you how to communicate disclosure to learners.	5
Example of Letters to those in control of content – Contain language that you can use to explain to prospective planners and faculty: A. Why financial relationship information is collected B. Explanation of content integrity standard	6, 7
ANCC Example of Content Validity Documentation – Is an example of how to help reviewers of content document their findings on content validity.	8

WNA Crosswalk of old and new Standards terminology - So you can use the new terminology consistent with the Standards.	Supplement
Revised "Educational Activity Planning & Documentation Form" - For Nurse Planners to plan and document each learning activity title.	Supplement