

WISCONSIN NURSES ASSOCIATION

CONTINUING EDUCATION APPROVAL PROGRAM (CEAP) COMMITTEE

POSITION DESCRIPTION: ACCREDITED APPROVER PROGRAM DIRECTOR (Chair, WNA CEAP Committee)

RN with a master's degree or higher and a baccalaureate or higher degree in nursing, and unencumbered nursing license who has the authority to evaluate adherence to the ANCC criteria and standards in the provision of nursing continuing professional development.

Accredited Approver Program Director Qualifications:

- Current, valid license to practice as an RN
- Master's degree or higher with either a baccalaureate or graduate degree in nursing (If the graduate degree is in a related discipline, then the baccalaureate degree must be in nursing.)
- Membership in C/SNA
- Relevant knowledge and experience to guide the peer review process
- Demonstrated knowledge of current ANCC criteria and standards
- Willingness to ensure adherence to current ANCC criteria and standards

Accredited Approver Program Director Expectations:

Operationally ensure adherence to ANCC criteria and standards and WNA CEAP policies and standard operating procedures, including:

- Appoint qualified registered nurses to serve as nurse peer reviewers (NPRs) for the WNA CEAP Committee and review NPR Biographical Data Forms at least annually / require updates as needed.
- Orient new and provide ongoing education to all Nurse Peer Reviewers on the ANCC criteria and standards.
- Communicate changes, directives, etc. from WNA CEAP and/or ANCC and lead implementation.
- Conduct application review and follow up to ensure all Approved Provider Units (APUs) and Individual Educational Activity (IEA) Applicants adhere to ANCC criteria and standards.
- Participate in the timely review of APU and IEA applications with other Committee members (NPRs) in accordance with ANCC criteria and standards using WNA CEAP standardized review processes.
- Monitor the review process for APU and IEA applications to ensure reviews are conducted according to ANCC criteria and standards.
- Provide appropriate guidance and education to APUs and IEA applicants in relation to ANCC criteria and standards.
- Ensure evaluation of conflicts of interest for each Nurse Peer Reviewer in relation to APU and/or IEA applications.
- Develop and maintain an ongoing evaluation plan including relevant outcome measures for the WNA CEAP Accredited Approver Unit.
- Conduct quality improvement activities to attain the outcomes identified in the WNA CEAP Evaluation Plan.
- Maintain confidentiality of information related to applicants and applications submitted to WNA CEAP.
- Demonstrate effective interpersonal communication with applicant organizations, members of the WNA CEAP Committee, and all stakeholders.
- Prepare and submit application for Accredited Approver status through the American Nurses Credentialing Center.
- Oversee submission of NARS information to ANCC.
- Notify ANCC of changes as required.
- In conjunction with appropriate WNA leadership, ensure compliance with all applicable federal, state, and local laws and regulations that affect the organization's ability to meet ANCC accreditation criteria and standards.