

WNA Primary Nurse Planner

Revised: 8/23/2023

Position Description

WNA provides educational offerings that support the career development of RNs. The Primary Nurse Planner is the WNA staff member responsible for the oversight of nursing continuing professional development activities delivered by the organization. As the leader of the Approved Provider Unit, the Primary Nurse Planner is accountable to the Accredited Approver Program Director of the Montana Nurses Association, our accredited approver. Within WNA, the Primary Nurse Planner reports to the Executive Director, and collaborates with the Associate Director and other key personnel in the provider unit to achieve the goals, objectives and established standards for quality educational offerings.

Essential Requirements

1. Responsible for leadership of WNA's Continuing Nursing Education Program, including adherence to ANCC accreditation criteria related to the approved provider unit itself and ensuring that the organization consistently meets or exceeds criteria for the educational design process in all activities.
2. Responsible for orientation, updating and monitoring the performance of additional Nurse Planners or replacement Primary Nurse Planner for the approved provider unit as needed.
3. Participates in WNA Education Planning Committees and is actively involved in the planning, implementation, and evaluation of all learning activities for which contact hours are awarded.

Qualifications and Skills

1. Current, unrestricted nursing license in the state of Wisconsin
2. Minimum of a baccalaureate degree in nursing; advanced degree in nursing, education and/or administration is preferred
3. Active member of WNA or willing to join and maintain membership
4. Experience in adult learning (patient teaching, staff development, or faculty roles are examples)
5. Knowledge of ANCC accreditation program criteria for nursing continuing professional development
6. Certification in nursing professional development or interest in pursuing certification is preferred.
7. Proficient in Microsoft Office Suite (Word, Outlook, Excel and PowerPoint) or willing to learn. Additional experience with form and survey generating programs and information sharing platforms is desirable.

Specific Duties

1. Maintain WNA's approved provider status through the Montana Nurses Association by timely completion of the renewal application process and response to monitoring requests.
2. Participate in professional development opportunities offered by MNA, ANPD and others to ensure understanding of current MNA/ANCC requirements and adult education practices.
3. Participates as the Nurse Planner in select WNA Education Planning Committees and is actively involved in the planning, implementation, and evaluation of learning activities for which contact hours are awarded.
4. Direct the process for systematic evaluation of the effectiveness of the approved provider unit in carrying out the work as a provider of continuing nursing professional development education.

5. Maintain required activity documentation in a retrievable format for a minimum of 6 years.
6. Maintain activity data on the Nursing Activity Reporting System (NARS) report as directed by MNA.

In the role of the **Nurse Planner** for educational activities:

7. Participate in activity planning meetings as needed to ensure adherence to ANCC standards.
8. Complete the process for identifying and mitigating relevant financial relationships with ineligible companies for all individuals involved with the ability to control content for educational activities addressing clinical content.
9. Collaborate with WNA staff members to finalize the activity schedule, planner/presenter contact information, etc. and maintain master spreadsheets accessible to all staff.
10. Provide the required activity disclosure statements for use in marketing materials, website and social media postings and educational materials available to learners prior to the start of the activity.
11. Maintain direct communication with presenters/authors/content experts and review references/presentations to promote unbiased content based on best available evidence.
12. Oversee development of educational materials and mechanisms for participant access and active engagement in activities.
13. Develop activity evaluation tools, mechanism for access/distribution, and analyze collected data to inform planning of future activities.

PGH:

WNA is seeking a Primary Nurse Planner for its active Approved Provider unit.

Specific responsibilities and educational qualifications are identified in the position description (see link), but additional points of note include:

- We are currently approved with distinction by the Montana Nurses Association, and our renewal application was submitted October 1.
- This is a consultant position paid monthly on retainer.
- Candidate should be agreeable to a flexible work schedule (with some months requiring more work hours, and some requiring less depending on the workload).
- WNA offers live (in person), live (virtual), and self-study education programs; we also jointly-provide with other organizations to provide education for nurses. In total, we offer approximately 50 education programs per year.
- Travel to WNA-sponsored or jointly-provided education programs is not required.
- Candidate should plan to participate in weekly WNA staff meetings to stay abreast on upcoming education programs or potential programs on the horizon.
- Preferred start date: January 1, 2024 or prior
- The position is remote; computer/other equipment not provided (exceptions may be made).
- Interested candidates should forward letter of interest and CV, including educational qualifications, to Megan Leadholm, WNA Associate Director, at megan@wisconsinnurses.org by December 1, 2023.

Gina: Is this person only involved in the programs that offer contact hours?