GAP ANALYSIS TOOL 2020

ELIGIBILITY REQUIREMENTS

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
The program meets the ANCC Definition of an RN Residency, RN Fellowship, or APRN Fellowship program. See *PTAP 2020 Application Manual*, page 3.	YES NO		
The program has identified a Program Director: ■ an RN with a current unencumbered license as an RN; ■ graduate degree or higher with either the baccalaureate or graduate degree in nursing; ■ education or experience in adult learning who is responsible for overall planning, implementation, and evaluation of the residency/fellowship program.	YES NO		Identify Program Director (name, credentials):
At least one resident/fellow has completed the program in each workplace setting (WPS). CLICK FOR WPS DEFINITIONS	YES NO		Identify WPS and Residents/Fellows who will be included in the review:

APPLICATION AND ACCREDITATION PROCESS

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
Download and read the full *PTAP 2020 Application Manual*. CLICK TO DOWNLOAD	YES NO		
Download the *PTAP Applicant Timeline & Accreditation Review Checklist*. CLICK TO DOWNLOAD	YES NO	We have identified people with sufficient time available to meet with the PTAP team at specific points in the cycle and write the self-study document.	
Download and review the *PTAP 2020 Application Form*. CLICK TO DOWNLOAD	YES NO		
The applicant has sufficient resources to collect and share necessary programmatic data and information. CLICK TO DOWNLOAD	YES NO		
The program has the resources to pay all accreditation expenses. CLICK FOR EXPENSES	YES NO		

APPLICATION AND ACCREDITATION PROCESS (CONTINUED)

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
Register for a PTAP workshop before submitting an application. **CLICK TO REGISTER**	YES NO	Attending a workshop is not a requirement, but highly suggested. Data *strongly indicates* applicants who attend workshops have a greater understanding of the PTAP Standards and have fewer additional documentation requests. You will also gain access to a Learning Community where you can network with residency and fellowship program directors.	

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES OF THE FIVE DOMAINS
DOMAIN 1: PROGRAM LEADERSHIP

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
Executive leaders at the organization provide support to the program through human, material, and financial resources.	YES NO		
The program has a Program Director who: ■ Orients individuals supporting the program; ■ Advocates for the program through participation on organizational committees; ■ Evaluates the program.	YES NO		

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES (CONTINUED)

DOMAIN 2: QUALITY OUTCOMES

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
The program has at least 4 goals in the following areas: ■ Nursing professional development; ■ Practice-based knowledge, skills, and attitudes; ■ Self-reported; ■ Financial.	YES NO	See *PTAP 2020 Application Manual*, **pages 15–17, for full requirements relating to programmatic data collection.**	List of current goals: 1. 2. 3. 4.
The program has at least 18 months of data (or from initiation of the program to present if less than 18 months).	YES NO		
Program data is shared with key stakeholders.	YES NO		
The program is revised based upon the program data collected.	YES NO		

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES (CONTINUED)

DOMAIN 3: ORGANIZATIONAL ENCULTURATION

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
The program goals are aligned with the organization's Mission, Vision & Values.	YES NO		
Residents are assimilated into the organization.	YES NO		
Residents are introduced to the *ANA Scope and Standards of Practice*, WPS-specific specialty standards, and consensus-based competencies.	YES NO		

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES (CONTINUED)

DOMAIN 4: DEVELOPMENT & DESIGN

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
The program has tools to evaluate: ■ Faculty; ■ Preceptors; ■ Residents.	YES NO		
Program curriculum is developed: ■ To address competencies expected of the resident fellow; ■ Using incremental goals.	YES NO		
Competency assessment is based upon *Scope and Standards of Practice*: ■ All workplace settings have competencies; ■ Competency assessment is consistent across sites/workplace settings.	YES NO		

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES (CONTINUED)

DOMAIN 5: PRACTICE-BASED LEARNING

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
The program has a longitudinal plan for each resident that spans the length of the program.	YES NO		
The program allows for remediation and time for resident/fellow reflection.	YES NO		
The program provides support to the resident/ fellows through peer support and mentorship.	YES NO		
The program includes classroom curriculum and applied learning opportunities including focus on: ■ Well-being; ■ Time management; ■ Communication; ■ Critical thinking; ■ Ethical decision making.	YES NO		

THANK YOU FOR LOOKING AT PTAP! Our team hopes that you have found this resource helpful as you develop or revise your current program and decide to pursue accreditation! Please reach out with any questions. Once you have applied for and are accepted into a PTAP accreditation cycle, you will have access to a comprehensive resource center with tutorials, timelines, writing tips, and templates.

CONNECT WITH A PTAP TEAM MEMBER TODAY! practicetransition@ana.org