**Nursing Skills Competency Program**

**Recognition Application Form**

Contents

[Instructions for submission: 3](#_Toc436825536)

[Section 1: Applicant Information 3](#_Toc436825537)

[Section 2: Supporting Documentation 3](#_Toc436825538)

[SD 1. 4](#_Toc436825539)

[SD 2. 4](#_Toc436825540)

[SD 3. 4](#_Toc436825541)

[SD 4. 4](#_Toc436825542)

[SD 5. 4](#_Toc436825543)

[SD 6. 4](#_Toc436825544)

[SD 7. 4](#_Toc436825545)

[SD 8. 5](#_Toc436825546)

[SD 9. 5](#_Toc436825547)

[SD 10. 5](#_Toc436825548)

[SD 11. 5](#_Toc436825549)

[SD 12. 5](#_Toc436825550)

[SD 13. 5](#_Toc436825551)

[Section 3: Course Overview and Content 5](#_Toc436825552)

[COC 1. 5](#_Toc436825553)

[COC 2. 5](#_Toc436825554)

[COC 3. 5](#_Toc436825555)

[COC 4. 5](#_Toc436825556)

[COC 5. 6](#_Toc436825557)

[COC 6. 6](#_Toc436825558)

[COC 7. 6](#_Toc436825559)

[COC 8. 6](#_Toc436825560)

[COC 9. 6](#_Toc436825561)

[COC 10. 6](#_Toc436825562)

[Section 4: Course Faculty 6](#_Toc436825563)

[CF1. 7](#_Toc436825564)

[CF 2. 7](#_Toc436825565)

[CF 3. 7](#_Toc436825566)

[Section 5: Content Integrity 7](#_Toc436825567)

[CI 1. 7](#_Toc436825568)

[Section 6: Evaluation Methods 7](#_Toc436825569)

[EM 1a. 7](#_Toc436825570)

[EM1b. 7](#_Toc436825571)

[EM 2a. 7](#_Toc436825572)

[EM 2b. 8](#_Toc436825573)

[EM 3a. 8](#_Toc436825574)

[EM 3b. 8](#_Toc436825575)

[EM 3c 8](#_Toc436825576)

[EM 4. 8](#_Toc436825577)

[Section 7: Clinical Effectiveness Outcomes 8](#_Toc436825578)

[CEO 1. 8](#_Toc436825579)

[Section 8: Reapplication Summary 9](#_Toc436825580)

[RS 1. 9](#_Toc436825581)

[RS 2. 9](#_Toc436825582)

[RS 3. 9](#_Toc436825583)

[RS 4. 9](#_Toc436825584)

[Attestation 9](#_Toc436825585)

Applicants interested in submitting a course for program recognition must complete the *Nursing Skills Competency Program Recognition Application Form* and submit all required documentation. Applicants that do not meet eligibility requirements will be rejected without substantive review.

# Instructions for submission:

* Application must be submitted using a common, easy-to-read font.
* All photocopies must be legible.
* Acronyms and abbreviations must be defined upon first use in the written document.
* Documents must be numbered sequentially by page.
* Appendices must be clearly labeled and referenced.
* PDF bookmarking is preferred.

# Section 1: Applicant Information

Name of nursing skills competency course submitted for recognition:

Name of organization submitting nursing skills competency course application:

Date of Application:

Point of contact (Name and Credentials) *(Must be a Master’s-prepared RN)*:

For applicants outside the US: To validate international credentials, applicants must present verification from CGFNS International (<http://www.cgfns.org/>). ANCC will not accept verification documents from other credential evaluating organizations.

Phone:

Email address:

# Section 2: Supporting Documentation

**Attach and label with documentation number.**

SD 1. Submit course syllabus and/or agenda

SD 2. Submit content outline

SD 3. Submit all teaching materials including slide decks and handouts

SD 4. Submit **all** testing materials used to evaluate knowledge

SD 4a. Validity (examples – content validity, face validity, item analysis)

SD 4b. Pilot testing with results

SD 4c. Changes made as a result of pilot testing results

SD 5. Submit **all** materials used to evaluate participants’ skills

SD 5a. Evidence of validity and reliability

SD 5b.Inter-rater reliability, if applicable

SD 6. Submit **all** material used to evaluate abilities (check sheets, score cards, etc.)

SD 6a. Evidence of validity and reliability

SD 6b.Inter-rater reliability, if applicable

SD 7. Submit copy of participant disclosures

The course developer(s) must address each item, A-C, in the **planning** process. Participants must receive **written disclosure** for items A-C prior to beginning the course.

SD7a. Successful CourseCompletion: Outcomes and criteria for successful course completion for **initial** and **re-validating** participants, as applicable. *(***Note**: Not applicable or n/a is not an acceptable response)

Example:

* Information on advertising material (Attach copy)
* Written information on handouts for course (Attach copy)
* Other - Describe

SD7b. Expiration Date of the Recognized Course:

Example:

* Participants notified of the course recognition expiration date on advertising (Maximum of 3 years). (Attach copy)
* Participants notified of the 3 year course recognition expiration date on handouts at the start of the course. (Attach copy)
* Other – Describe

SD7c. Non-endorsement of Products by ANCC in conjunction with this course:

* No products are being displayed. (No statement needed)
* Information provided in adverting. (Attach copy)
* Information provided in handouts. (Attach copy)
* Information provided in print at the start of the course. (Attach copy)
* Other – Describe (Attach copy)

SD 8. Submit copy of certificate of completion

SD 9. Submit reference list

SD 10. Submit marketing materials and website link(s) as applicable

SD 11. Submit curricula vitae and/or other evidence of content expertise **and** expertise in adult education (graduate preparation or international equivalent) of the Course Development team.

SD 12. Submit curricula vitae and/or other evidence of content expertise **and** expertise in ability to present content effectively of individuals delivering course content.

SD 13. Submit curricula vitae and/or other evidence of content expertise **and** expertise in ability to evaluate skill effectively of individuals evaluating participant’s performance.

# Section 3: Course Overview and Content

COC 1. Describe the skill or skill set to be validated by successful completion of the course (limited to two sentences).

COC 2. Outcomes for each component of the course will be clearly defined and include knowledge, skill (performance) and abilities (professional behaviors). Each outcome statement should specify what the learner will know or do in order to successfully complete the course.

*Outcomes must be worded in realistic, practice-based, measurable terms.*

|  |  |  |
| --- | --- | --- |
| Knowledge Outcomes | Skills Outcomes | Abilities Outcomes |
|       |          |         |
|         |         |           |
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|           |           |            |

COC 3. Describe the target audience **and** practice setting for the nursing skills competency course.

COC 4. Is the skill or skill set within the scope of practice for the target audience? Please explain.

COC 5. Identify the time period that an individual successfully completing the course is considered to be competent in the skill or skill set including the rationale for the time period (may be no longer than every 3 years).

COC 6.How will the course content be delivered?

[ ]  Live

[ ]  Web based

[ ]  Print

[ ]  Other - Describe:

COC 7. Describe how course content is evidence-based and based on professional standards, guidelines, or regulations as appropriate to meet identified course outcomes.

COC 8. Describe how teaching/learning strategies are appropriate for identified course content and outcomes.

COC 9. Describe how adequate time is provided for the teaching/learning process and is based on the content and outcomes identified.

COC 10. Course files to be stored at (list location):

# Section 4: Course Faculty

Please complete the table below for the course developer(s), individuals delivering course content and individuals evaluating performance including: name, credentials, and role related to course.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Credentials** | **Content Development Role** | **Content Delivery Role** | **Competence Validation Role** |
|       |            | [ ]  | [ ]  | [ ]  |
|        |           | [ ]  | [ ]  | [ ]  |
|       |           | [ ]  | [ ]  | [ ]  |
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|         |        | [ ]  | [ ]  | [ ]  |
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|       |       | [ ]  | [ ]  | [ ]  |
|       |       | [ ]  | [ ]  | [ ]  |
|       |       | [ ]  | [ ]  | [ ]  |

CF1. Describe the expertise of the individuals developing course content.

CF 2. Describe the expertise of the individual(s) delivering course content.

CF 3. Describe the expertise of the individual(s) evaluating performance of the skill or skill set in the clinical setting.

# Section 5: Content Integrity

CI 1. Describe the processes used to minimize potential bias by developers, faculty, and evaluators.

# Section 6: Evaluation Methods

EM 1a. Knowledge Component

[ ]  Written test

[ ]  Case study/case presentation

[ ]  Essay

[ ]  Discussion group

[ ]  Other -

EM1b. Knowledge Component - Describe process to be used and rationale for testing method.

EM 2a. Skill(s) component

[ ]  Laboratory:

 [ ]  Live

 [ ]  Simulation

[ ]  Computer-based

[ ]  Clinical setting

[ ]  Other – describe -

EM 2b. Skill(s) component - Describe process to be used and rationale for testing method chosen.

EM 3a. Abilities component (performance in practice to include professional behaviors appropriate to the skill or skill set)

[ ]  Direct observation of skill or skill set performance in a clinical setting

[ ]  Evaluation of skill or skill set performance using problem based learning or case based approach.

 [ ]  Live

 [ ]  Simulation

 [ ]  Computer-based

[ ]  Other – Describe-

EM 3b. Professional Behaviors evaluated (one option must be check, choose as applicable)

[ ]  Safety

[ ]  Ethical consideration

[ ]  Cultural awareness/sensitivity

[ ]  Other -

EM 3c. Abilities component (performance in practice to include professional behaviors appropriate to the skill or skill set) - Describe process to be used and rationale for testing method chosen.

EM 4.Describe the methods to be used when revalidating a successful participant’s competency at the end of the time period identified in COC 5**.**

# Section 7: Clinical Effectiveness Outcomes

CEO 1. Description of the plan to evaluate clinical effectiveness.

# Section 8: Reapplication Summary

 **Submit the following:**

RS 1. Empirical evidence to demonstrate clinical effectiveness of the recognized course. (Attach)

RS 2. Analysis/interpretation of evidence collected to validate clinical effectiveness.

RS 3. Description of what modifications (if any) were made to the course.

RS 4.Summary of all evaluations from past 18 months. (Attach)

# Attestation

An “X” in the box below serves as the electronic signature of the individual completing this NSCP Course Recognition Application and attests to the accuracy of the information contained.

[ ]  **Electronic Signature (Required) Date:**

**Completed By (Name and Title):**

Please complete and electronically return to: accreditation@ana.org