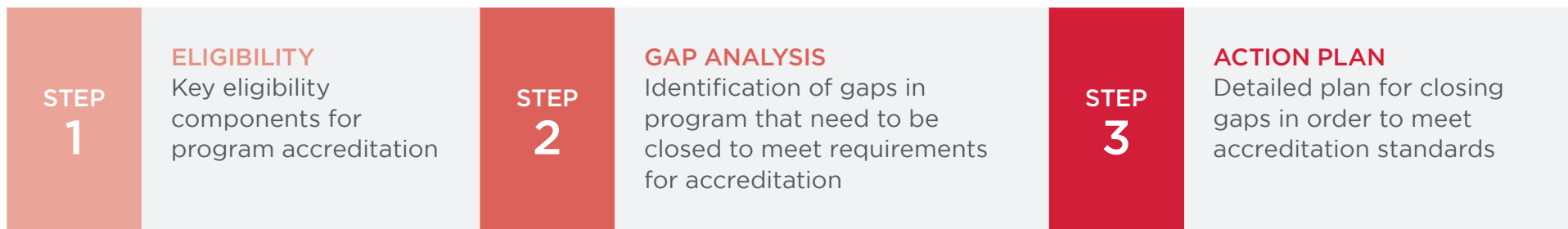


READINESS BUNDLE

As you prepare to pursue accreditation of your RN Residency/Fellowship program, we recommend completing the tools in the readiness bundle to aid in identification of gaps in your program. This analysis will reveal opportunities for program improvement, which will lead to action plan development and the best chance for accreditation success.

Additionally, we recommend completing this review annually in your strategic planning for program revisions.



ELIGIBILITY CRITERIA

Is my RN Residency/Fellowship program eligible for ANCC PTAP accreditation?

CATEGORY: PROGRAM

The program is an organized, time- or competency-bound, and consistently conducted in all sites and practice settings during which RNs may acquire and demonstrate the knowledge and skills to deliver safe and quality care. Components may include but are not limited to:

COMPONENT	EXAMPLE	COMMENTS
<input type="checkbox"/> Orientation (see glossary)	Organization orientation, RN specific orientation, onboarding structured time.	
<input type="checkbox"/> Didactic/ Classroom	Classroom setting introduction, online courses, seminars.	
<input type="checkbox"/> Simulation	Creation of patient scenario intended to teach the learner a specific skill or set of skills. For example: therapeutic communication or myocardial infarction.	
<input type="checkbox"/> Organizational Enculturation	Specific practices and expectations of the learner's role with patients, safety, or key processes in the organization.	
<input type="checkbox"/> Practice-Based Learning (see glossary)	Learning done in the clinical or work setting with a preceptor or other experienced professional. Working with specific patient populations, diagnosis, etc.	

CATEGORY: PROGRAM DIRECTOR

One individual who serves as Program Director and is accountable for ensuring program compliance with the standards.

PROGRAM DIRECTOR REQUIREMENTS	COMMENTS
<input type="checkbox"/> Is a current RN licensed professional.	
<input type="checkbox"/> Possesses a graduate degree or higher (either the baccalaureate or graduate degree must be in nursing or an international equivalent).	
<input type="checkbox"/> Has education experience in adult learning principles.	
<input type="checkbox"/> Maintains accountability and oversight of all participating sites/practice settings.	
<input type="checkbox"/> Serves as primary point of contact for the program.	
<input type="checkbox"/> Maintains accountability for the education design process (development, design, implementation, and evaluation) of the program.	

CATEGORY: PROGRAM TYPE

RN Residency/RN Fellowship

PROGRAM REQUIREMENTS	EXAMPLE
<input type="checkbox"/> RN Residency program is designed for newly licensed RNs with less than 12 months experience.	A six-month curriculum including orientation, performance opportunities in the practice setting, and additional seminars for professional development.
<input type="checkbox"/> RN Fellowship program is designed for experienced licensed RNs with 6 months or more nursing experience.	
<input type="checkbox"/> RN Residency has a duration of at least <u>six months</u> .	
<input type="checkbox"/> May include orientation; must include practice-based learning and supplemental activities to promote professional development.	

COMMENTS

CATEGORY: LEARNER(S) & COHORT

Program Director ensures learners in the program meet the requirements.

LEARNER(S) REQUIREMENTS	COMMENTS	
<input type="checkbox"/> Graduated from accredited nursing program.		
<input type="checkbox"/> Current unencumbered license (or international equivalent) as an RN.		
<input type="checkbox"/> Must be paid at least minimum wage requirements as part of employment.		
<input type="checkbox"/> Cannot be required to pay to participate in program.		
PROGRAM DIRECTOR REQUIREMENTS		
<input type="checkbox"/> Program Director must verify that a minimum of one learner has completed the program before applying for accreditation.		
COHORT REQUIREMENTS		
<input type="checkbox"/> Minimum of one learner who has completed entire program.		
<input type="checkbox"/> Indicate total number of learners who have participated in the program in the previous 12 months for each eligible site and practice setting.		

CATEGORY: SITE(S)

Program Director must identify participating sites when applying.

SINGLE SITE (see glossary)	MULTI-SITE (see glossary)	SITE COORDINATOR(S) (SC) (see glossary)
<input type="checkbox"/> Program has one location with single or multiple practice settings.	<input type="checkbox"/> Program has multiple locations at more than one address and may have more than one practice setting. <hr/> <input type="checkbox"/> A minimum of one learner must have completed the program at each site within 24 months prior to application submission. <hr/> <input type="checkbox"/> The Program Directors knows what site(s) the program is being conducted in. Each site has had a learner complete the program. If the site has not has a learner complete the program the site is not eligible at this time.	<input type="checkbox"/> Must maintain a current, valid license as an RN, hold a baccalaureate degree or higher in nursing, and have education or experience in adult learning principles.

COMMENTS

CATEGORY: PRACTICE SETTING(S)

Program Director identifies participating practice settings where the program is operationalized.

PRACTICE SETTING(S): The area in which an RN practices the nursing profession.

SPECIALTY(IES)/SERVICE LINE(S) REQUIREMENTS	COMMENTS
<input type="checkbox"/> Clinical environment or may include leadership, management, research, and other areas.	
<input type="checkbox"/> Standardized educational design across all sites and specialties.	
ADDITIONAL REQUIREMENTS	
<input type="checkbox"/> Complete one program cohort in all participating practice settings.	
<input type="checkbox"/> Maintain program structures and processes in all participating practice settings.	
<input type="checkbox"/> Maintain single Program Director oversight and accountability in all participating practice settings.	
<input type="checkbox"/> A minimum of one learner must have completed the program in each practice setting within a 24-month time frame (or within a 48-month time frame for reaccrediting applicants) prior to application submission.	
<input type="checkbox"/> The Program Directors knows what practice setting(s) the program is being conducted in. Each practice setting has had a learner complete the program. If the practice setting has not has a learner complete the program the site is not eligible at this time.	
PRACTICE SETTING COORDINATORS (PSC) — OPTIONAL (see glossary)	
<input type="checkbox"/> The role may be utilized within the multi practice setting program to ensure consistency.	
<input type="checkbox"/> Must be licensed RN, hold a baccalaureate degree or higher in nursing, and have education or experience in adult learning principles.	

CATEGORY: COMPLIANCE

Program Director maintains oversight of program compliance.

PROGRAM DIRECTOR MUST ENSURE	COMMENTS
<input type="checkbox"/> Disclosure of previous program denials, suspensions, or revocation of any ANCC credential or any other accrediting bodies.	
<input type="checkbox"/> Compliance with ANCC PTAP requirements of accreditation.	
<input type="checkbox"/> Compliance with all regulation bodies that pertain to ability of site(s) and specialty(ies) to meet PTAP requirements.	
<input type="checkbox"/> Compliance with regulation bodies pertaining to equal opportunity employment.	
<input type="checkbox"/> Compliance with all laws and regulations and must not be excluded or barred by federal law.	

GAP ANALYSIS TOOL

INSTRUCTIONS

The Gap Analysis tool should help you identify missing components or areas to improve upon as you begin your journey to accreditation. Program domains and focus points are listed to aid in your review, and space is provided to include gap details as well. As you investigate the details of your gap, you will notice the tool uses a “structure” or “curriculum” flag. This flag will assist you as you move to your action plan phase. You’ll be able to consider whether this gap requires a structure change, which may involve a multitude of stakeholders and financial resources, or is it a curriculum gap in which the Program Director has the authority to implement changes quickly?

PROGRAM LEADERSHIP

PTAP DOMAIN REQUIREMENT	GAP?	GAP DETAILS	IMPLEMENTATION RECOMMENDATION FOR DESIRED STATE	ACTION PLAN
<p>Program Director has roles and responsibilities throughout the program.</p> <p>Focus points include:</p> <ul style="list-style-type: none"> ▶ Fiscal accountability ▶ Advocation for resources ▶ Strategic planning ▶ Succession planning 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		
<p>Program operationalized consistently throughout all sites and/or practice setting(s).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		
<p>Orientation of stakeholders involved in the program.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		

PROGRAM GOALS & OUTCOMES MEASURES

PTAP DOMAIN REQUIREMENT	GAP?	GAP DETAILS	IMPLEMENTATION RECOMMENDATION FOR DESIRED STATE	ACTION PLAN
<p>Program SMART goals and outcome measures</p> <p>Focus categories include:</p> <ul style="list-style-type: none"> ▶ Learner professional development ▶ Learner competency ▶ Self-reported measure (learner focused) ▶ Stakeholder evaluation ▶ Financial 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		
<p>Program revised based on outcome measures to achieve program goals.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		
<p>Outcome measures shared with key stakeholders.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		

ORGANIZATIONAL ENCULTURATION

PTAP DOMAIN REQUIREMENT	GAP?	GAP DETAILS	IMPLEMENTATION RECOMMENDATION FOR DESIRED STATE	ACTION PLAN
<p>Learner assimilation</p> <p>Focus points include:</p> <ul style="list-style-type: none"> ▶ Program orientation ▶ Participating site(s) and practice setting(s) 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		
<p>Learner scope and standards introduction</p> <p>Focus points include:</p> <ul style="list-style-type: none"> ▶ ANA Scope and Standards of Practice (or international equivalent) ▶ Practice setting scope and standards of practice 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		

DEVELOPMENT & DESIGN

PTAP DOMAIN REQUIREMENT	GAP?	GAP DETAILS	IMPLEMENTATION RECOMMENDATION FOR DESIRED STATE	ACTION PLAN
<p>Program competency infrastructure</p> <p>Focus points include:</p> <ul style="list-style-type: none"> ▶ Learner evaluation competency tools ▶ Competency formative and summative feedback ▶ Competency gap identification ▶ Competency gap identification 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		
<p>Program competency curriculum</p> <p>Focus points include:</p> <ul style="list-style-type: none"> ▶ Competency development ▶ General competencies ▶ Practice setting competencies 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		
<p>Interprofessional team members are integrated into the program.</p> <p>Program faculty</p> <p>Focus points include:</p> <ul style="list-style-type: none"> ▶ Faculty selection ▶ Faculty evaluation 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Structure <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Other <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>NOTES</p>		

DEVELOPMENT & DESIGN CONTINUED

PTAP DOMAIN REQUIREMENT	GAP?	GAP DETAILS	IMPLEMENTATION RECOMMENDATION FOR DESIRED STATE	ACTION PLAN
Program preceptors Focus points include: ▶ Preceptor selection ▶ Preceptor education ▶ Preceptor evaluation (by program director/designee and by learner)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Structure <input type="checkbox"/> YES <input type="checkbox"/> NO Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO Other <input type="checkbox"/> YES <input type="checkbox"/> NO NOTES		

PRACTICE-BASED LEARNING

PTAP DOMAIN REQUIREMENT	GAP?	GAP DETAILS	IMPLEMENTATION RECOMMENDATION FOR DESIRED STATE	ACTION PLAN
Supportive guidance Focus points include: ▶ Mentorship ▶ Peer support ▶ Interprofessional teaming	<input type="checkbox"/> YES <input type="checkbox"/> NO	Structure <input type="checkbox"/> YES <input type="checkbox"/> NO Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO Other <input type="checkbox"/> YES <input type="checkbox"/> NO NOTES		

PRACTICE-BASED LEARNING CONTINUED

PTAP DOMAIN REQUIREMENT	GAP?	GAP DETAILS	IMPLEMENTATION RECOMMENDATION FOR DESIRED STATE	ACTION PLAN
Learner well-being is incorporated in the program.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Structure <input type="checkbox"/> YES <input type="checkbox"/> NO Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO Other <input type="checkbox"/> YES <input type="checkbox"/> NO NOTES		
Professionalism is integrated in the program.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Structure <input type="checkbox"/> YES <input type="checkbox"/> NO Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO Other <input type="checkbox"/> YES <input type="checkbox"/> NO NOTES		
Practice setting learning Focus points include: ▶ Communication ▶ Critical thinking ▶ Ethics ▶ Time management	<input type="checkbox"/> YES <input type="checkbox"/> NO	Structure <input type="checkbox"/> YES <input type="checkbox"/> NO Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO Other <input type="checkbox"/> YES <input type="checkbox"/> NO NOTES		

PRACTICE-BASED LEARNING CONTINUED

PTAP DOMAIN REQUIREMENT	GAP?	GAP DETAILS	IMPLEMENTATION RECOMMENDATION FOR DESIRED STATE	ACTION PLAN
Social determinants of health are integrated throughout the program.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Structure <input type="checkbox"/> YES <input type="checkbox"/> NO Curriculum <input type="checkbox"/> YES <input type="checkbox"/> NO Other <input type="checkbox"/> YES <input type="checkbox"/> NO		
	NOTES			