

Interim Monitoring Requirements

Please note: this policy, in effect since November 2018, supersedes the information on page 96 in the 2019 manual

Policy: The Commission on Magnet designates Magnet Recognition for Nursing Excellence for a period of four years. In order to maintain Magnet designation, an organization must remain in compliance with the Components and policies of the ANCC Magnet Recognition Program.

After designation, the organization moves into a monitoring and evaluation phase, the Interim Monitoring Report (IMR) due by the final day of the organization’s designation anniversary month, year two, and periodic phone conversations with the Analysts in the Magnet Recognition Program office.

Procedure:

Submission of Reports

- **Interim Monitoring Report** is submitted via email to the assigned-Senior Magnet Program Analyst
- Demographic Data Collection report is submitted online

The reports are due by the final day of the organization’s designation anniversary month. The table below represents the timeline for submission of the DDCT Report and IMR:

Timeline – <u>Four</u> Year Designation	Report
Interim Year 1	None
Interim Year 2	Interim Monitoring Report <ul style="list-style-type: none"> • AVP/Director and Nurse manager Education and Eligibility Table • CNO Attestation Letter (*see below) • One graph, representing any unit, for RN satisfaction, • One graph, representing any unit for a nurse sensitive indicator • One graph, representing any unit, for a patient satisfaction category. • A <u>total of three graphs</u> must be submitted. Graphs should meet the requirements in the 2019 manual for graph presentation. • Nurse Research Table • DDCT Report • Analyst Interim Call

Interim Year 3	Application Submission <ul style="list-style-type: none"> • Include all supporting documents as listed in the 2019 Magnet Application Manual NOTE: the DDCT is <u>not</u> required year 3
Year 4 Re-designation	<ul style="list-style-type: none"> • DDCT Report • AVP/Director and Nurse manager Education and Eligibility Table • Nurse Research Table • Unit Level Data Crosswalk • Written Documentation • Once all the documents and the DDCT have been approved, a call will be set up with your assigned Senior Magnet Program Analyst.

If there is evidence of decline in meeting Magnet expectations, the Magnet Commission may:

- a. Require additional data be submitted
- b. Request an immediate site visit

Year 2 Interim Report Requirements:

- Nurse Leadership Education and Reporting Table
- CNO Attestation Letter (see below)
- One Graph for each: Nurse Satisfaction, Nurse Sensitive Indicator and Patient Satisfaction following the format in the 2019 Magnet Application Manual
- Nurse Research Table
- DDCT Report
- Analyst Interim Call

***CNO attestation**

Name and address of organization: _____ Date: _____

I attest Name of the organization submit Nurse Satisfaction, Nurse Sensitive Indicators (acute and/or ambulatory), and Patient Satisfaction (acute and/or ambulatory). to a national vendor per the guidelines in the 2019 Magnet Application Manual.

Name of CNO

Interim Courtesy Call:

An Interim Courtesy Call will be scheduled with the Senior Magnet Program Analyst to:

- a. Discuss any pertinent issues identified on the IMR documents
- b. Discuss any questions that the organization might have

- about application/documentation preparation for re-designation
- c. Address any questions that have arisen during the interim period

Contact the Sr. Magnet Program Analyst with any questions related to the Interim Monitoring Report.

Systems must submit separate:

- Demographic Data Collection Tool reports for each facility and the supporting documents for each entity in the system.

Four years after Magnet designation

Written documentation is submitted for appraisal on the 1st business day of one of the following months closest to the month of designation.

- February
- April
- June
- August
- October

When developing the documentation for re-designation, the Magnet-designated organization must comply with the Application Manual in effect at the time the documentation will be submitted. It is the responsibility of Magnet-designated organizations to remain current with any Manual Updates and changes promulgated by the Magnet Recognition Program. The Manual Updates and changes can be located on the Magnet website.