**ANCC NCPD Accreditation Organizational Self-Assessment Tool - Provider**

The ANCC Accreditation Program identifies organizations worldwide that demonstrate excellence in Nursing Continuing Professional Development (NCPD). Accredited organizations use evidence based ANCC criteria to plan, implement and evaluate the highest quality NCPD activities.

The first step in pursuing accreditation as an ANCC Accredited Provider is an organizational self-assessment. The self-assessment process is used to evaluate organizational readiness to meet accreditation criteria, and to identify potential gaps that may need to be addressed within the organization.

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|  | **Current State****(Describe)** | **Compliant with Requirement****(Yes/No)** | **Gap – what needs to be revised or improved?** **(Yes/No)** | **Action Plan to Address Gap****(Describe)** |
| **Eligibility Requirements** |  |  |  |  |
| * **Accredited Provider Program Director Qualifications**:
* Is a registered nurse with a current, unencumbered nursing license (or international equivalent)
* Holds a graduate degree or higher.
* Holds a baccalaureate degree or higher in nursing (or international equivalent)
* Has authority within the PU to ensure compliance with the ANCC Accreditation Program criteria that pertain to the operations of the organization as a PU
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| * Nurse Planners (if any) within the applicant organization are currently licensed registered nurses with a baccalaureate degree or higher in nursing.
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| * The applicant organization has position descriptions for the Accredited Provider Program Director (required) and Nurse Planner (if applicable) that accurately reflect job responsibilities according to ANCC accreditation criteria.
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| * The applicant organization has planned, implemented and evaluated at least 3 educational activities of at least one hour in length using ANCC accreditation criteria with active involvement of a qualified Nurse Planner. The activities may not be jointly provided.
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| * The applicant organization has been operational using ANCC accreditation criteria for at least 6 months.
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| * The applicant organization is not classified as an ineligible company. An ineligible company is any entity whose primary business is producing, marketing, selling, reselling, or distributing health care products used by or on patients
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| **Criterion/Responsibility Requirements** |  |  |  |  |
| * Has responsibility for ensuring that the PU adheres to the ANCC Accreditation Program criteria for all operational aspects of providing continuing nursing professional development activities and criteria that pertain to the operations of the organization as a PU.
* Has responsibility for the orientation of all NPs in the organization with respect to the ANCC Accreditation Program criteria;
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| * A Nurse Planner has actively participated in planning, implemented and evaluating each educational activity awarding or to award ANCC contact hours.
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| * Each educational activity has been developed to address an identified gap in knowledge, skills and/or practices for registered nurse learners.
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| * Content for educational activities has been developed using best-available evidence.
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| * All educational activities have been planned independently, free from the influence from ineligible companies.
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| * The Accredited Provider Program Director and all Nurse Planners are able to correctly calculate contact hours (continuing education credit) for live and enduring educational activities.
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| * The Accredited Provider Program Director and all Nurse Planners are able to operationally define the following:
1. ineligible companies
2. relevant financial relationships
3. commercial support
4. joint providing
* content integrity
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| * The Accredited Provider Program Director and all Nurse Planners are able to describe required disclosures that must be provided to learners prior to an educational activity:
	+ accreditation statement
	+ criteria for awarding contact hours
	+ presence or absence and mitigation of relevant financial relationships
	+ commercial support
* expiration date for enduring activities
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| * The Accredited Provider Program Director and all Nurse Planners are able to identify and evaluate appropriate learning outcomes at the individual activity level.
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| * The Accredited Provider Program Director and all Nurse Planners are able to identify the required components for a certificate of completion provided to learners.
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| * The Accredited Provider Program Director ensures that the provider unit identifies and evaluates appropriate quality outcomes related to the provider unit operations and professional development of nurses.
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| **Other** |  |  |  |  |
| The applicant organization has the resources and support to maintain records for 6 years. |  |  |  |  |
| The applicant organization understands and has the resources to pay all accreditation-related expenses including application, annual and other associated fees.  |  |  |  |  |
| The applicant organization understands and has the resources to submit all required accreditation documents to ANCC in a timely manner. |  |  |  |  |