



## New Hampshire Nurses' Association

### Glossary

This glossary is adapted from the following resources: *Application Manual: Accreditation Program*, (ANCC, 2009); *Scope and Standards of Practice for Nursing Professional Development* (ANA, 2000).

**Adult Learning Principles:** The basis for, or the beliefs underlying, the teaching and learning approaches to adults as learners based on recognition of the adult individual's autonomy and self-direction, life experiences, readiness to learn, and problem orientation to learning. Approaches include mutual, respectful collaboration of educators and learners in the assessment, planning, implementation, and evaluation of education activities.

**Appeal:** A process that allows the applicant to obtain a determination by an appellate body with regard to an adverse decision made by an original decision-making body.

**Approval:** A decision made by an accredited approver that the criteria for approval of continuing education have been met.

**Approved Provider:** Recognition by an ANCC-accredited approver of a provider's capacity to award contact hours for continuing education activities, planned, implemented, and evaluation by the provider.

**Approver Unit:** Within the organization, the distinct body responsible for coordinating all aspects of the continuing education approval process.

**Biographical Data:** Information required of persons involved in the peer review process or the planning and delivery of continuing educator activities. The data provided should document their qualifications relevant to the continuing education process or a specific activity with respect to their education, professional achievements and credentials, work experience, honors, awards, and/or professional publications.

**Commercial Interest:** Any entity either producing, marketing, reselling, or distributing healthcare goods or services consumed by, or used on, patients or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes health care goods or services consumed by, or used on, patients. Exceptions are made for non-profit or government organizations and non-healthcare related companies. This definition allows a provider of continuing education to be owned by a firm that is *not* a commercial interest. It also allows a provider to have a "sister company" that is a commercial interest, as long as the provider has and maintains adequate corporate firewalls to prohibit any influence or control by the "sister company" over the continuing education program of the provider.

**Commercial Support:** Financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a CNE activity.

**Commission on Accreditation (COA):** Appointed by and accountable to the ANCC Board of Directors, this body is responsible for development and implementation of the ANCC program for accreditation and approval of continuing education in nursing.

**Contact Hour:** A unit of measurement that describes 60 minutes of an organized learning activity, this is either a didactic or clinical experience.

**Content:** Subject matter or definitive information about an educational activity that relates to the education objectives.

**Content Specialist:** An individual with documented qualifications that demonstrate education, knowledge, and experience in a particular subject matter.

**Continuing Nursing Education (CNE):** Systematic professional learning experiences designed to augment the knowledge, skills and attitudes of nurses and therefore enrich the nurses' contributions to quality health care and their pursuit of professional career goals.

**Continuing Education Unit (CEU):** A specific, standard measure (ten(10) clock hours) of educational achievement used by many universities and professional organizations under the criteria of the International Association for Continuing Education and Training (AICET) to attest to clock hour completion of continuing education activities.

**Co-providership Agreement:** A document which outlines the specific conditions under which two providers are planning, developing, and implementing an educational activity.

**Co-providership:** Planning, developing, and implementing an education activity by two (2) or more organizations or agencies.

**Education Activity:** A planned, organized effort, either learner directed or provider directed, aimed at accomplishing educational objectives.

**Educational Objective:** A statement of a learner outcome(s) of an education activity that is measurable and achievable within the designated time frame.

**Enduring Materials:** A non-live continuing nursing education activity that "endures" over time. Examples of enduring materials include audio tapes, videotapes, self study packets, or computer assisted learning materials which are used alone or with printed or written materials. Enduring materials can also be delivered via Internet.

**Gift "in-kind":** Non-monetary support (e.g., marketing assistance, meeting room, etc.) provided by the giver to the provider of the continuing nursing education.

**Evaluation:** A systematic process by which a judgment is made about consequences, results, effects, or merit of a continuing education provider unit or continuing education activity in order to make subsequent decisions. *For purposes of the accreditation system, evaluation is a systematic assessment of administration, program and learning outcomes.*

**Key Element:** Essential components of each criterion.

**In-service Education:** Learning experiences provided in the work setting for the purpose of assisting staff members in fulfilling the assigned responsibilities specific to the expectations of the employer or to perform job related duties.

**Lead Nurse Planner:** Nurse planner responsible for ensuring that all nurse planners are performing in a manner consistent with the policies, procedures and expectations of the accredited approver unit and with the ANCC criteria.

**Learner-Directed:** Activities initiated and implemented by the individual participant.

**Nurse Planner:** A registered nurse who is actively involved in all aspects of planning, implementing, and evaluating continuing nursing education consistent with ANCC criteria. For an approved provider, the "Nurse Planner" must have a baccalaureate, or higher degree in nursing.

**Nursing Professional Development:** The lifelong process of active participation by nurses in learning activities that assist in developing and maintaining their continuing competence, enhancing their professional practice, and supporting achievement of their career goals.

**Off-Label Use:** Using products for a purpose other than that for which it was approved by the Food and Drug Administration (FDA).

**Provider:** An individual, institution, organization, or agency responsible for the development, implementation, evaluation, financing, record keeping, and quality of nursing continuing education activity.

**Provider-Directed:** Those activities that are initiated and implemented by an individual or organization other than the individual participant.

**Provider Unit:** The administrative body responsible for coordinating all aspects of the nursing continuing education activities sponsored by a provider.

**Purpose/Goal:** A statement describing why and for whom an educational program has been designed.

**Target Audience:** Group for which a learning experience has been designed.

**Teaching Strategies:** Instructional methods and technologies in accord with principles of adult learning.