Individual Activity Application

Instructions

1. Submit the Individual Activity Applicant Eligibility Verification Form.
2. Complete the Individual Activity Application. Additional application documents should be attached within the PDF application. For directions on how to attach a document within the application, please watch this video.
3. Applications must be submitted with payment to the Individual Activity Application Portal.
4. Your application will be assigned for review and you will receive an email from the Program Director notifying you of the timeline of the review process and next steps.
5. If you have questions or need assistance with this process, please email AHenry@virginianurses.com.

Application Fees:
Individual Activity Application fees can be found here. Application fees are for the review of the individual activity and are non-refundable once the application has been submitted. Please note: Applications will not be reviewed until fees are received.

Helpful Tips:

- If your activity is intended to build upon the educational and experiential bases of the professional RN for the enhancement of practice, education, administration, research, or theory development, to improve the health of the public and RN's pursuit of their professional career goals, then it is considered continuing nursing education.
- Review the resources and process for completing an Individual Activity Application.
- Review the Individual Activity Application Frequently Asked Questions (FAQs) Resource.
- The Nurse Planner's role is to guide the planning process and ensure adherence to ANCC Educational Design Criteria.
- This application should guide the planning of your educational activity. You will find it much easier to complete the application if it is used to facilitate the development of your activity rather than completing it after you plan the activity.
- If providing an enduring activity or repurposing a live activity as enduring, the planning team will need to demonstrate an appropriate learning outcome, evaluation method, learner engagement strategies, and disclosures that align with the method of delivery.
- **If you are advertising this activity prior to approval,** you may use the following statement on your marketing materials:

  "This activity has been submitted to the Virginia Nurses Association for approval to award contact hours. The Virginia Nurses Association is accredited as an approver of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation."
- Once approved, your activity may be provided as many times as you choose during the two-year approval period as long as you do not make significant changes to the activity.

Basic Activity Information

Applicant's name (organization or individual):

Address or web address of organization:

Indicate organization type below:

☐ Hospital/Health System	☐ Professional Association
☐ Home Health Agency	☐ College/University
☐ Long Term Care Facility	☐ Government Agency
☐ Healthcare Office/Practice	☐ Continuing Education Company
☐ Business Providing Services to Healthcare Industry	☐ Other:

Title of Activity:

How many contact hours are you applying to award?

What type of activity are you providing? Blended Activity

Please provide further details on the activity

☐ Live activity (Ex. Course/conference/webinar)

- Date(s) of live activity:
- City & State where activity will be held (if in-person):

☐ On-Demand/Enduring material (Ex. Recorded webinar/online course/article)

- Start date of enduring material:
- Expiration/end date of enduring material (the expiration date should be based on content of the activity but cannot exceed the 2-year approval):
- Please identify the date you will review the material to determine if updates are required.
  (You are required to ensure enduring content remains current and relevant. You are required to remove the enduring material from circulation to update the content as needed.)

☐ Live activity that will be repurposed and also provided as an on-demand/enduring activity (Ex. Workshop that will be recorded)

- Date(s) of live activity:
- City & State where activity will be held (if in-person):

- Start date of enduring material:
- Expiration/end date of enduring material (the expiration date should be based on content of the activity but cannot exceed the 2-year approval):
- Please identify the date you will review the material to determine if updates are required (You are required to ensure enduring content remains current and relevant and remove the enduring material from circulation to update the content as needed.):

☐ Blended Activity-Programs that involve a "live" AND enduring component (Example: Pre-work article review and live workshop):

- Start & Expiration Date(s) of pre-work and/or post-activity work:
- Date(s) of live portion of activity:
- City & State where live activity will be held (if in person):

Nurse Planner Contact Information for this Activity:

The **Nurse Planner** must be a registered nurse who holds a current, unrestricted nursing license (or international equivalent) **AND** holds a baccalaureate degree or higher in nursing (or international equivalent) **AND** must be actively involved in planning, implementing and evaluating this NCPD educational activity. **The nurse planner is accountable for all information provided in the application.**

Name with license & degree credentials:

Email address:

Phone Number:

The VNA Accredited Approval Unit will use the email address provided for the Nurse Planner for all communication regarding the status of this application.

Planning Team Members:

A planning team must consist of a minimum of two individuals. Please identify the Nurse Planner and the Content Expert. If the Nurse Planner is also the Content Expert, there must be at least one additional planning team member. The Nurse Planner is responsible for adherence to the ANCC criteria. There should be only one individual designated as the Nurse Planner, but there may be additional nurses and non-nurses on the planning team. Please identify all planning team members and include credentials.

- **Nurse Planner Name and Credentials:**
- **Content Expert Name and Credentials:**
- **Name and Credentials for other planning team member(s):**

Identification, Mitigation, and Disclosure of Financial Relationships

We adhere to the Standards for Integrity and Independence in Accredited Continuing Education. These standards ensure that approved educational activities are high quality, evidence based, and free of industry bias and marketing. As a part of this process, if your activity is clinical in nature, you will be required to assess all individuals in a position to control the content for relevant financial relationships that may influence their role. Please follow the steps below and refer to the Standards for Integrity and Independence in Accredited Continuing Education for guidance in identification, mitigation, and disclosure of financial relationships with ineligible companies. Check out this supplemental resource video on the Standards for the Integrity and Independence in Accredited Continuing Education.

Step 1: Determine and Select if the content of the activity is Non-Clinical or Clinical.

☐ ***NON-CLINICAL*** If the content is NON-CLINICAL (Ex. Leadership development, legislative advocacy, preceptor development, faculty instructional development, simulation facilitator training, etc.) and has no potential to discuss healthcare products/services used on or by patients, please proceed to the Educational Design Criteria section.

☐ ***CLINICAL*** If the content is CLINICAL (Ex. Diabetes Management, Nutrition, Pharmacology, etc.), proceed to Step 2. Steps 2 through 5 are *required* for clinical content.

Step 2: Collect Information about All Financial Relationships with Ineligible Companies* for ALL individuals in a position to control content (planners, presenters, faculty, authors, and/or content reviewers). Provide evidence that financial relationship data has been collected and analyzed for all individuals in a position to control content, including the planning team, by:

☐ **Documenting the data on the table below.**

☐ **Attaching a copy of one completed Financial Disclosure Form, assessment email, or other evidence demonstrating the process used to assess for relevant financial relationships with ineligible companies within the past 24 months. Must demonstrate that you defined what an ineligible organization is and assessed for relationships in the past 24 months.**

An ineligible company is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Step 3: Determine if there is a relevant financial relationship with an ineligible company within the last 24 months and document on the table below.

Financial relationships are relevant if all of the following three conditions are met for the individual who will control content of the education:

1. A financial relationship, in any amount, exists between the person in control of content and an ineligible company.
2. The financial relationship existed during the past 24 months.
3. The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.

- If there are not relevant financial relationships, mitigation is not required and you may proceed to Step 5.
- If there are relevant financial relationships, mitigation is required and you should proceed to Step 4.
- Owners/employees from ineligible companies must be excluded from planning, presenting or any role that has control of content, unless one of these three exceptions is met:
    - When the content of the activity is not related to the business lines or products of their employer/company.
    - When the content of the approved activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
    - When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.

Step 4: Mitigate relevant financial relationships. Describe the steps taken to mitigate the risk of undue influence in planning and/or providing the activity. This should be described in the table below. Examples of mitigation strategies include:

- Divesting the financial relationship
- Recusal from controlling aspects of planning and content with which there is a financial relationship
- Peer review of planning decisions by persons without relevant financial relationships
- Peer review of content by persons without relevant financial relationships
- Attest that clinical recommendations are evidence-based and free of commercial bias (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines)

Step 5: Disclosure to Learners prior to the start of the activity. Develop and attach a sample of the required disclosures in section M.

- **If there are no relevant financial relationships, disclose to learners:** There are no relevant financial relationships with ineligible companies for those with the ability to control the content of this activity.
- **If there are relevant financial relationships, disclose to learners the individual, their role, the ineligible organization, the nature of the relationship, and that it has been mitigated:** Dr. John Doe, faculty for this educational event, has received a research grant from ABC pharmaceuticals. The relevant financial relationship listed for this individual has been mitigated and there are no other relevant financial relationships with ineligible companies for those with the ability to control the content of this activity.

□ **Identify the individual that has reviewed the Nurse Planner's financial disclosure and identified and mitigated any relevant financial relationships.**

Identification, Mitigation, and Disclosure of Financial Relationships Documentation Table

This table must be complete for all individuals in a position to control content.

Name of Individual	Individual's Role(s) in Activity (Planner, Presenter, Etc.)	Name of Ineligible Company(s)	Nature of Relationship(s)	Mechanism(s) Implemented to Mitigate Relevant Financial Relationships Appropriate to Role(s) in the Activity

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Educational Design Criteria

A. What is the problem/opportunity/issue that has created the need for this educational activity for your target audience? (Professional Practice Gap) (Please provide a 1-2 sentence response.)

B. Provide a brief summary of the evidence that supports the problem/opportunity/issue (identified in A) exists for your target audience. Provide an analysis of the evidence that demonstrates the problem exists. What data supports the need for this educational activity? How is the evidence (e.g. data, trends in literature) informing you that a gap exists for the target audience? This should not be a description of the content of the activity. Stating that there is a "need" or a "request" for the activity is not adequate.

Examples of types of evidence to validate the need for the activity:

- Survey data from stakeholders, target audience members, subject matter experts or similar
- Input from stakeholders such as learners, managers, or subject matter experts
- Evidence from quality studies and/or performance improvement activities to identify opportunities for improvement.
- Evaluation data from previous education activities
- Trends in literature
- Direct observation

C. What is the underlying educational need that this activity is designed to address for your target audience? (Note: The underlying educational need should align with the Professional Practice Gap identified in A. and the measurable learning outcome(s) identified in E.)

☐ Gap in Knowledge (The learner does not know.)

☐ Gap in Skills (The learner does not know how.)

☐ Gap in Practice (The learner does not know how to implement in practice.)

D. Who is the target audience for this activity? (Must include the Registered Nurse)

E. What is the measureable learning outcome for the learner at the end of this activity?

- What do you want the learner to know, or be able to do, or apply in practice, after participating in the activity and how will you know if you are successful?
- The measurable learning outcome must tie to the professional practice gap and the underlying educational need. If the underlying need is knowledge, the outcome should be related to measuring a change in the learner's knowledge, etc.
- The measurable learning outcome is not a list of objectives.
- The measurable learning outcome must align with the type of activity provided.
- The learning outcome needs to be written in measurable terms and should include the outcome and the metric that the outcome is measured by.
    - Examples: 100% of participants will demonstrate knowledge of basic arrhythmia interpretation by passing a post-test with a score of 80% or higher.; 75% of learners will identify 1 piece of knowledge related to patient engagement that they will use to change or enhance their practice.; 75% of participants will demonstrate skill with de- escalation through participation in a simulation.

F. Please describe your Evaluation Method. How will you evaluate if the learner has gained knowledge, is able to implement a skill, or will apply what has been learned to practice?

- Your evaluation should determine if the learning outcome identified in E. has been achieved at the level of identified educational need (knowledge, skill, or practice).
- Evaluation can be conducted in various ways, including through observation of participants in engagement strategies throughout the program, post-test, performance in a simulation or other skill demonstration, end of program discussion, verbal or written response to specific questions, etc. A form is not required.
- The evaluation method must align with the type of activity provided.
- The description of the evaluation method should discuss how the evaluation data is obtained and analyzed and should clearly describe the data being collected. For example, do not simply state that an end of program discussion will be completed but share what types of questions will be asked.

G. **Content of Activity:** Please provide a paragraph description or outline of the evidence-based content.

- Identify the presenters, authors, content developers for each portion of the activity.
- If this is a conference, please describe how the sessions will contribute to meeting the overall learning outcome. Please do not provide a description of each individual session.
- Documentation should include the number of contact hours and the calculation method.
- **If the activity is 2 hours or longer, please attach the agenda for the entire activity.**

☐ **Agenda is attached.**

How did you determine the amount of contact hours to be awarded?

- This may include time allotted on agenda/outline, complexity of content, historical data, pilot study, Mergener Formula, etc.)
- The number of contact hours awarded for an activity needs to be logical and defensible.
- Breaks and non-educational activities are not included in the calculation of contact hours.
- 1 contact hour=60 minutes
- Contact hours may be rounded up or down to the nearest quarter hour (i.e. if the calculation is 1.19 contact hours, it may be rounded up to 1.25 contact hours)

H. **Please provide current and evidence-based resources that will support the development of the content of this educational activity.**

- Best practice is to use references and resources that have been published with the last 5-7 years.
- If a content expert will be a resource, please also ensure there is another evidence-based resource to support the content.
- It is not required that references be provided in APA format, however references should include adequate detail to ensure the reference can be located (i.e. List the authors, specific title, dates of publication, page number, link). Solely providing a website link is insufficient.
- **It is not required to provide an exhaustive list of all content resources.**

I. **Please describe the learner engagement strategies that will be used to actively involve the participant in the activity.**

- This section is about learner engagement strategies and not teaching methods.
- Examples of engagement strategies include discussion, reflection, Q&A, skills practice, case studies, role play/simulations, gaming etc. *PowerPoint and lecture are not engagement strategies.*
- Please ensure you have engagement strategies appropriate for the type of activity.
- If the live activity is repurposed as an On-Demand/Enduring activity, the planning team will need to identify engagement strategies for both types of activities.

J. Criteria for Awarding Contact Hours
Determine what the learner must do or achieve in order to receive contact hours for the activity. Clearly outline what is expected. The criteria for awarding contact hours should relate to the learning outcome(s) and be enforceable for the activity. **Criteria identified must match the educational disclosure provided to learners in Section M.** Check all that apply:

☐ Attendance for a specified period of time (e.g., 100% of activity, or miss no more than 10 minutes of activity) - **Describe:** ______

☐ Credit awarded commensurate with participation

☐ Attendance at 1 or more sessions

☐ Completion/submission of evaluation form (not required unless part of your evaluation process)

☐ Successful completion of a post-test (e.g., **attendee must score** ____ **% or higher**)

☐ Successful completion of a return demonstration

☐ Other - **Describe:** ______

K. Will this activity be Jointly Provided? Joint Providership is when two or more organizations plan, develop, and implement an educational activity together. You may not jointly provide an educational activity with an ineligible organization.

☐ **Yes** ☐ **No**

- **Joint Provider Organization(s):** ______
  Please note that materials associated with this activity (marketing materials, advertising agendas, and certificates of completion) must clearly indicate the Individual Activity Applicant awarding contact hours and responsible for adherence to the ANCC criteria.

L. Will Commercial Support be provided for this activity? Commercial Support is financial or in-kind support from ineligible companies. If you choose to accept commercial support you are responsible for ensuring that the education remains independent of the ineligible company and that the support does not result in commercial bias or influence in the education.

☐ **Yes** ☐ **No**

- If the educational activity will receive commercial support, a Commercial Support Agreement must be completed, signed, and dated by the ineligible company and the Individual Activity Applicant organization.
- If multiple ineligible companies will provide support, an agreement is required for each ineligible company.
- A Letter of Agreement provided by the ineligible company may fulfill this requirement if it outlines appropriate management of commercial support, maintenance of the separation of promotion from education, and promotion of improvements in health care and NOT proprietary interests of an ineligible company.

☐ **Commercial Support Agreement Attached**

M. Educational Disclosures

- Learners must receive required educational disclosures **prior to the start** of the educational activity.
- Educational disclosures can be provided via printed materials (ex. agenda), verbally, via presentation slide, registration email, etc.
- Two sets of educational disclosures are required if the live activity is repurposed as an On-Demand/Enduring Activity.
- You are required to attach a sample copy of educational disclosure(s) that will be provided to the learner in this activity file.
- *The VNA logo is not approved for third-party use.*

Required educational disclosures:

- **Individual Activity Approval Statement:** *This nursing continuing professional development activity was approved by the Virginia Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.*
- **Criteria for successful completion in order to receive contact hours**: The criteria disclosed should be congruent with the criteria documented in Section J.
    - Example*:* Criteria for successful completion includes attendance at the entire event and completion of post-test with a score of 80% or higher.
- **Presence or absence of relevant financial relationships for all individuals in a position to control content**.
    - If the content is non-clinical, no financial disclosure should be made.
    - If a relevant financial relationship is present, the disclosure must include:
        - The names of individuals with relevant financial relationships
        - The names of the ineligible companies with which they have a relationship
        - The nature of the financial relationships
        - A statement that all relevant financial relationships have been mitigated. The mitigation steps do not need to be outlined.
        - Example: Dr. John Doe, faculty for this educational event, has received a research grant from ABC pharmaceuticals. The relevant financial relationship listed for this individual has been mitigated and there are no other relevant financial relationships with ineligible companies for those with the ability to control the content of this activity.
    - If no relevant financial relationships were identified, the disclosure should inform the learners that no relevant financial relationships with ineligible companies were identified.
        - Example: There are no relevant financial relationships with ineligible companies for those with the ability to control the content of this activity.
- **Commercial Support (If applicable)**
    - If the educational activity received commercial support, there must be a disclosure to learners of the names of the ineligible companies that gave the support and the nature of the support.
    - No logos, trade names, or product group messages for the organization can be provided in the disclosure.
    - Example: ABC Pharmaceuticals has provided an unrestricted educational grant for this conference.
- **Expiration date** must be disclosed if on-demand/enduring materials
    - Example: Nursing contact hours will be awarded for completion of this activity until December, 31, 20XX.
- **Joint providership (If applicable)**
    - If the activity is jointly provided, there should be a statement that demonstrates that two or more groups were involved in the planning and development of the activity.
    - Example: This activity is being jointly provided by [Insert Individual Activity Applicant Name] and [insert Joint Provider Organization's name].

How will you provide the educational disclosures to the learner?

☐ **A copy of the educational disclosure(s) that will be provided to learners is attached.** ***Please note, a sample of a live educational disclosure and On-Demand educational disclosure must be provided if a live activity is repurposed.***

N. Certificate/Documentation of Completion

The certificate must include:

- Title and date of the educational activity
- Name and address of the provider of the educational activity (web address is acceptable)
- Number of contact hours awarded
- Individual Activity Approval Statement: *This nursing continuing professional development activity was approved by the Virginia Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.*
- Space for participant's name

☐ **A copy of the certificate that will be provided by your organization to learners that participate in this educational activity is attached.**

O. Post Activity Recordkeeping and Reporting:

- **Recordkeeping:** You are required to maintain secure and confidential records of this activity for a minimum of 6 years from the date of delivery. This includes: the application file, evaluation summation, and a record/roster of all participants with the amount of contact hours awarded to each participant.
- **Reporting:** The VNA requests submission of a Summative Evaluation of your activity within 30 days of the activity or by January 15th for on-demand/enduring activities. Please submit this to our Summative Evaluation portal. The Summative Evaluation should be an analysis of the evaluation data and include:
    - Whether the activity was effective in achieving the measurable learning outcome.
    - What was learned from the evaluation data that can be applied to future activity planning.
    - You will also be asked to report the total number of individuals participating in the activity, the total number of RNs who participated in the activity, the amount of commercial support received, and intent to repeat the activity.

Attachments Checklist:

☐ A copy of one completed Financial Disclosure Form/ other evidence demonstrating the process used to assess for relevant financial relationships with ineligible companies within the past 24 months.

☐ Agenda (If activity is greater than 2 hours)

☐ Educational Disclosure(s) that will be provided to the participant prior to the start of the activity

☐ Certificate of Completion

☐ Commercial Support Agreement (If present)