

Tips for Successful Submission of an Individual Educational Activity

The Approver Unit of the International Association of Forensic Nurses seeks to support Individual Educational Activity (IEA) applicants in submitting a successful program.

To streamline your approval process:

1. Read the application carefully – it prompts you how to complete a thorough application.
2. Ensure you complete all required fields and check all required boxes.

Section 4: Conflict Resolution (to be completed by Nurse Planner)

Or document separately

A. Procedures used to resolve conflict of interest if applicable for this activity:

- Not applicable since no conflict of interest.
- Removed individual with conflict of interest from participating in all parts of the activity.
- Revised the role of the individual with conflict of interest so that the relationship is relevant to the educational activity.
- Not awarding contact hours for a portion or all of the educational activity.

For example, Nurse Planners often miss the checkbox on the Conflict of Interest (COI) form in section four. The Nurse Planner must indicate either that they have resolved any conflicts of interest or have determined that conflict resolution is inapplicable.

3. Ensure that all your attachments are included.
For example, if you list 9 presenters and 3 (non-presenter) planning committee members, you need to submit 12 COI forms. Be sure to check your math.
4. Ensure consistent language throughout your document.
For example, if you state the title of your program on the application as “The Benefits of Team Training and Team Communication,” but the planning table says “Team Training Take Five” and the marketing tool says “Team Dynamics: Learn to be a great team through communication,” you will need to select one title and use it consistently on all your documents: the application, the planning table, the marketing tools, the agenda, the certificate sample, and the COIs.
5. Use the planning table to calculate the contact hours. The calculation is: (total number of minutes from the time column) ÷ 60 = contact hours. For programs lasting longer than 4 hours

(those requiring an agenda), the Nurse Peer Reviewers and the Nurse Peer Review Leader should ensure that the times on the agenda match those on the planning table.

For example, if the planning table states:

CONTENT (Topics)	TIME FRAME (if live)	PRESENTER/AUTHOR	TEACHING METHODS/LEARNER ENGAGEMENT STRATEGIES
Provide an outline of the content	Approximate time required for content	List the name/credentials	List the learner engagement strategies to be used by Faculty, Presenters, Authors
Staying In Your Lane: How Nurse Practice Acts Apply to Forensic Nursing <ul style="list-style-type: none"> • History of Nurse Practice Acts • Staying Within the Practice Act • Pitfalls and Practice Outside of Scope • Safeguarding Your Nursing License 	60 minutes	Fictional Nurse, MSN, RN, SANE-A	Interactive polling, discussion, slide deck, Q&A

and the agenda states:

9am – 10am	Staying In Your Lane: How Nurse Practice Acts Apply to Forensic Nursing	Fictional Nurse, MSN, RN, SANE-A
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these two documents correlate; the content is 60 minutes' duration and $60 \div 60 = 1.0$ contact hour.

Ensure that your planning table always corresponds directly to your agenda. The title of the section, the time frame, and the lecturer should all match.

- Finally, we are here to help you and support you in submitting and offering a successful program! Be sure to access the online Approver Unit Manual and other learning resources from the IAFN Approver Unit webpage. The Manual outlines the steps for a successful submission and is a great aid for completing your first, fifth, or twelfth program for review.