



ACCREDITED APPROVER UNIT

Policy Manual

Required Disclosures Disclosures if applicable

Policy:

The ANA Massachusetts Approver Unit (AU) is responsible for ensuring that Approved Providers and Individual Activity Applicants disclose required elements for their Nursing Continuing Professional Development activities, regardless of activity type.

Procedure:

Providers of NCPD activities must provide evidence of conveying required disclosures to participants in advance of the start of the activity:

Live activities - required information must be provided to the learner prior to initiation of the educational content.

Enduring materials (print, electronic, or web-based activities) - required information must be visible to the learner prior to the start of the educational activity.

Blended activities – required information must be provided to the learner prior to the start of the activity as above

Required information may not occur or be located at the end of an educational activity.

Required disclosures are to include the following:

- 1 **Approved Provider statement of the activity provider:** Verbiage should be consistent with the statement provided by the Accredited Approver and should match the statement on the sample or actual certificate or document of completion. New applicants should provide a sample accreditation statement disclosure that would be provided to learners if accreditation was achieved.
- 2 **Criteria for awarding contact hours:** Criteria for awarding contact hours disclosure statement should be consistent with the criteria documented in the planning process.

Notice of requirements to receive contact hours. Learners are informed of the criteria that will be used to award contact hours, which may include but are not limited to :

- a. Actual time spent in the educational activity
- b. Required attendance time at activity (e.g. 100% of activity, missing no more than 10 minutes of activity)
- c. Successful completion of a post test (e.g. attendee must score x% or higher)
- d. Completed evaluation form/method and/or
- e. Return demonstration

3. **Presence or absence of relevant financial relationships and mitigation of relevant financial relationships for all individuals in control of content:**

Please review Standards for Integrity and Independence in Accredited Continuing Education (<https://accme.org/accreditation-rules/standards-for-integrity-independenceaccredited-ce>) for full details on identifying, mitigating, and disclosing financial relationships.

○ If relevant financial relationships were identified the disclosure statement must include:

- The names of individuals with relevant financial relationships •
- The names of the ineligible companies with which they have a relationship (Identify ineligible companies by their names only, do not include logos or trade names) The names of the ineligible companies with which they have a relationship (Identify ineligible companies by their names only, do not include logos or trade names.)
- 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: Jane Doe is on the speakers' bureau for ABC Pharmaceuticals. The relevant financial relationships have been mitigated. No relevant financial relationships were identified for any other individuals with the ability to control content of the 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: Jane Doe, Jeanne Monroe, and Eva Sheehan have no relevant financial relationship(s) with ineligible companies to disclose.
Example: None of the planners or presenters for this activity have relevant financial relationship(s) to disclose with ineligible companies.

Exceptions: PUs do not need to identify, mitigate, or disclose relevant financial relationships for any of the following activities:

- Education that is non-clinical, such as leadership or communication skills training.
- Education where the learner group is in control of content, such as a spontaneous case conversation among peers.

If applicable:

1. **Commercial support:** 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. Corporate or product logos, trade names or product groups messages may not be included in the disclosure.
2. **Expiration date for enduring materials.** If the activity is enduring, the expiration date must be provided to learners
 3. **Joint providership.** If the activity is jointly provided, the disclosure will include the name of the Provider and the name of the joint provider

REVISED 1/2022

REFERENCE: Writing to the ANCC NCPD Accreditation Criteria for Approved Providers Version 1.0. 11.1.2021 pages 22 and 23

Reference

2015 ANCC Primary Accreditation Approver Application Manual, p 32
Reviewed 7/2018 SR, JG
Revised 4/2016 JG/SR, 4/2017 JG/SR