



## ACCREDITED APPROVER UNIT

### Policy Manual

#### Responsibilities of an Accredited Approver Unit

##### **Policy:**

The ANA Massachusetts Approver Unit (AU) maintains all of the necessary requirements for ANCC Eligibility as an Accredited Approver

##### **Procedure:**

The AU:

- Is in compliance with all applicable federal, state, and local laws and regulations that affect the organization's ability to meet ANCC accreditation criteria
- Has a Director
  1. who holds a current, valid license as an RN and a master's degree in nursing
  2. who is responsible for Approver Unit compliance
  3. who is responsible for the orientation of all Nurse Peer Reviewers and key personnel in the organization to the ANCC accreditation criteria
  4. who ensures that all Nurse Peer Reviewers hold current, valid RN licenses and a baccalaureate or higher in nursing
  5. who ensures that all current and applicant Approved Providers and Individual Activity applicants adhere to ANCC criteria
  6. who ensures that a Nurse Peer Reviewer reviews each Approved Provider application and each Individual Activity application
  7. who ensures that a Nurse Peer Reviewer understands the ANCC accreditation criteria and is responsible for appropriately applying and monitoring ongoing compliance with these criteria by Approved Provider and Individual Activity applicants/organizations
  8. who is responsible for ensuring evaluation of conflicts of interest for each Nurse Peer Reviewer in relation to the Approved Provider and/or Individual Activity applicants
- has an infrastructure in place to operate as an Approver Unit

- ensures that all Approved Provider and Individual Activity applicants have a Planning Committee with a minimum of a qualified Nurse Planner and one other planner (one of whom must be a content expert) to plan each educational activity

- will notify ANCC in writing, within 7 business days of the discovery or occurrence of the following:
  1. Significant changes or events that impair our ability to meet or continue to meet Accreditation Program requirements or that make us ineligible for accreditation or reaccreditation
  2. Loss of status as a constituent state of the ANA
  3. Any event that might result in adverse media coverage related to the approval of organizations or individual providing CNE
  4. Change in commercial interest status
- evaluates and ensures that Approved Provider market the majority (>50%) of their CNE activities to nurses in their local geographic region or to a state contiguous to the region (based on the DHHS regions: <http://www.hhs.gov/about/regions>)
- The Director or designee will notify the Accreditation Program office, in writing within 30 days, of any change within the Accredited Approver Unit, including but not limited to:
  1. Changes that alter the information provided in the applications, including change of address or name
  2. A decision not to submit self-study documentation after application
  3. Change in Director or suspension, lapse, revocation, or termination of the Director's registered nurse license
  4. Change in Nurse Peer Reviewers (NPR) or suspension, lapse, revocation, or termination of the NPR's registered nurse license
  5. Change in ownership
  6. Indication of potential instability (e.g. labor strike, reduction in force, bankruptcy) that may impact the organization's ability to function as an Approver Unit.

Revised1/2022  
JG

Reviewed 7/2018 SR, JG

Reference

2015 ANCC Primary Accreditation Approver Application Manual, p 9-10

2013 JG

Rev 1/2014 JG, 1/2015 JG/SR

Reviewed 4/2017 JG/SR