



ACCREDITED APPROVER UNIT

Policy Manual

Process for Peer Review of an Approved Provider Application

Policy:

The ANA Massachusetts Approver Unit (AU) has a standardized peer review method for Approved Provider applications:

Procedure:

The provider unit applicant will submit to the ANA MA office, 3 hardcopies of the self-study and three samples of activities provided within the prior year. These samples must reflect the types of activities provided by the applicant, e.g. live, enduring and/or blended. to the ANA-MA office. A quantitative and a qualitative review of the application will be conducted.

1. A **quantitative** review will be completed by the ANA-MA staff person.
 - If complete: the application will be logged in, a number assigned and a permanent record created by the staff person.
 - If incomplete: the staff person will request any missing or incomplete information.
 - When received, the staff person will review this information and if now complete will assign the review to 2 qualified Nurse Peer Reviewers (NPR) who have met ANCC requirements to be a NPR for the review of an application and who have declared that there are no conflicts of interest for this review. One of the 2 NPRs will act as the primary reviewer. If quantitative measures are met,
2. A **qualitative** review will be conducted independently by 2 NPRs as above
 - The NPRS will discuss their findings and agree on any follow-up with the applicant.
 - The Primary NPR will contact the applicant and request clarifications and/ or corrections.
 - The applicant will have one opportunity to submit requested documents.
 - The Primary NPR will submit a document to the AU Director containing the final peer review findings of the two reviewers.
 - The AU Director or her designee, a Senior Nurse Peer Reviewer in the case of a real or potential conflict of interest, will conduct a virtual visit with the Primary Nurse Planner for the applicant organization and the Director will determine the status as one of the following:
 1. **Approved with distinction:** upon review and completion of the virtual visit, the applicant exceeds ANCC criteria. This status is rare and will occur when there is robust documentation of exceeding the criteria.

2. **Approved:** upon review and completion of the virtual visit, the applicant meets all of the ANCC criteria.
3. **Approved with progress reports:** This decision will occur when the Director determines that further Documentation of compliance with ANCC criteria will be required over time.
4. **Denial:** This action is taken when the application is in significant non-compliance with ANCC criteria.
 - After the status is conferred, the staff person will notify the applicant of the decision.
 - The applicant may appeal this decision. See Appeal Process Policy for details.

A complete record of the application and review findings is maintained per ANCC requirements.

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