



**Oncology Nursing
Society**

Continuing Education Toolkit

Providing NCPD for Chapter Programming

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Links to Additional Toolkit Resources

- [ANCC-Accredited Provider Unit Search](#)
- [PowerPoint Template](#)
- [ONCC’s Big List of Free CE](#)



Success Metric: Continuing Education

This toolkit provides information on the *Continuing Education* success metric. To complete this success metric, your chapter must provide at least eight hours of nursing continuing professional development (NCPD) to members during the calendar year.

What Is NCPD?

NCPD is the term for continuing education accredited by the American Nurses Credentialing Center (ANCC). These contact hours were previously known as CEUs, CEs, or CNEs.

The three components of NCPD are:

- **Structural capacity:** The commitment, accountability, leadership, and resources of an organization needed for delivering NCPD
- **Educational design process:** The steps involved in developing, delivering, and evaluating NCPD activities
- **Quality outcomes:** The effects of structure and process on an organization and the value to nursing professional development

Hosting a Program With Existing NCPD

Opportunities are available to host pre-approved programs that have contact hours associated with them. These can be provided by ONS, institutions, or other chapters.

When hosting a pre-approved program, there are several factors to consider:

- Does the content meet an educational need within our chapter?
- Has the content been approved by an active ANCC-accredited approver or provider?
- What is the content expiration date? Does it allow for ample time to present the content and have attendees complete and submit their evaluations?

In addition to programs, a variety of existing resources are available with NCPD contact hours. Members can participate in these opportunities individually, or as a chapter. These include:

- [ONS Podcast™](#) episodes (consider hosting a podcast club)
- [Journal articles](#) (consider hosting a journal club)
- [ONCC's Big List of Free CE](#)

Creating a Program for NCPD Approval

Step 1. Identify a Program Topic

The first step in offering educational content is to identify an appropriate a problem or gap in practice to be the program topic. This can be done through a variety of methods, including surveying membership, reviewing previous program evaluations, looking at individual learning needs assessment (ILNA) categories, or identifying new updates in standards or literature. It is important to consider educational gaps and needs, rather than the programming that the chapter may simply want to host.

[Click here](#) for inspiration on topics and how they align with ONCC's ILNA subject areas.

Some common topic categories include:

- Care continuum (screening and early detection)
- Oncology nursing practice
- Treatment modalities
- Symptom management and palliative care
- Oncologic emergencies
- Psychosocial dimensions of care
- Survivorship
- End-of-life care
- Professional practice

Step 2. Select a Nurse Planner and Planning Committee

Once a topic has been identified, select a program nurse planner. The nurse planner must:

- Be a registered nurse with a current and unrestricted nursing license
- Hold a BSN or higher degree in nursing
- Not have a conflict of interest

The responsibilities of the nurse planner include:

- Leading the planning, delivery, and evaluation of ongoing nursing education
- Forming a planning committee, developing and delivering evidence-based programs, and assessing learner outcomes
- Resolving conflicts of interest among presenters, authors, and planners
- Maintaining program content integrity
- Measuring short-term outcomes in knowledge, skill, and practice
- Completing and preserving required documentation for six years post-program

Other roles include:

- Content experts
- Speakers or presenters

Step 3. Select an NCPD Approver

Chapters may submit individual activities to an ANCC-accredited approver to have a specific educational activity approved. Each accredited approver sets their own fees and review timeline. Some accredited approvers may offer an expedited review process for a higher fee.

Any organization listed as an ANCC-accredited approver can approve a chapter activity. ONS recommends to first check for local nursing institutions, particularly those the chapter may already have a relationship with. State boards of nursing generally provide affordable options; you are not limited to just the board in your state.

[Click Here to Find ANCC Accredited Approvers](#)

Step 4. Develop the Program

Once the topic, nurse planner, and NCPD approver have been identified, the planning team can proceed with compiling the program. Use the application and any resources provided by your approver to help shape the deliverables that need to be developed.

The planning team should consider five main points:

- The gap the program is addressing
- The current state of this gap in oncology nursing
- The desired or achievable program outcome
- Whether the gap is the result of knowledge, skills, or practices
- How the outcome will be measured

Most approvers will ask for a brief outline of the content, with timeframes assigned to each topic or discussion point. You will also be asked to provide information on the presenter(s), as well as the teaching methods and learner engagement strategies for each section.

Step 5. Complete the NCPD Application

Please note that while each ANCC-accredited approver will request similar information, the actual applications requirements may vary between organizations. In general, the applications will request the following information.

Organization Details

Information about the program host (your chapter), including:

- General information (chapter name, contact information, etc.)
- Nurse planner details (including credentials, license number, etc.)
- Information on additional presenters and planning team members
- Conflict-of-interest disclosures

Activity Information

Demographics and program details, including:

- Program title
- Amount of contact hours and criteria for awarding to participants
- Activity type (live, enduring, or blended)
- Description of how the program is addressing a gap in professional practice
- Target audience
- Desired learning outcome
- Description of evaluation method
- Description of evidence-based content
- Supporting references or resources
- Strategies for engaging learners
- Sample completion certificate

Step 6. Host Program

Please note the requirements for educational content that may be offered in conjunction with sponsored content. Education and sponsored content must be either separated by **time** or **space**. This means either hosting those portions in separate rooms or separating educational and sponsored content by at least 30 minutes.

Presentations should have slides for disclosures, and it is also recommended to include slides on implicit bias. Please note that the disclosure requirements may vary depending on the provider.

Step 7. Distribute Evaluations

Evaluation involves assessing changes in knowledge, skills, and practices of the target audience. It measures the effects or any changes that occur, regardless of factors influencing these changes, and may gather data on barriers affecting learners' ability to implement changes. Evaluation can be **formative** (occurring throughout the educational activity) and/or **summative** (taking place at its conclusion).

Evaluations for your activity can fall into two categories: **short-term** and **long-term**.

Short-term methods:

- Post-test (knowledge)
- Formative assessment
- Evaluation of a skill through an intent to change practice
- Return demonstration
- Role-play
- Case study analysis

Long-term methods:

- Change in quality outcome measures
- Observation of performance
- Self-reported changes in practice

Step 8. Provide Certificate

The certificate of completion or document must include:

- Title and date of the activity
- Provider's name and address
- Contact hours awarded
- Accreditation statement
- Space for the participant's name

Metric Completion Checklist

To consider this metric completed, your chapter must have provided members with at least eight hours of NCPD during the calendar year. To confirm completion of this metric please complete the following checklist.

- ☐ Plan the NCPD content your chapter will be creating or using.
- ☐ Have NCPD hours approved by an accredited ANCC approver or provider unit (or use preapproved content).
- ☐ Host eight hours of NCPD content prior to December 31.
- ☐ Report educational activities and hour totals to confirm completion of this metric on your next [Quarterly Report](#).