

**ONCOLOGY NURSING SOCIETY**  
**CONTINUING EDUCATION APPLICATION**  
**INSTRUCTIONS**



1) The ONS Approver Unit

The Approver Unit approves continuing education activities for both generalists and advanced practice nurses. ONS provides a review process for education activities submitted by local ONS chapters as well as other providers of continuing education that is of benefit to oncology nurses. Recognized experts in cancer nursing content and principles of adult education serve on the ONS Peer Review Panel which provides review of applications and evaluation results.

2) Submission Deadlines

When submitting an application for review, please adhere to the appropriate deadline as this reflect the minimum amount of time required to process your application. Applications received after the appropriate deadline will not be processed and will be returned to the applicant. Please ensure that the application is complete as only complete applications can be processed in the allotted time period.

- Emailing: Please email one copy of the application. We must receive the application at least **FOUR** weeks prior to the start date. Applications should be e-mailed to: [CEApprover@ons.org](mailto:CEApprover@ons.org).
- Mailing: Please send four copies of the application. We must receive the applications at least **SIX** weeks prior to the start date. Applications should be mailed to:  
 Education Team  
 Oncology Nursing Society  
 125 Enterprise Drive  
 Pittsburgh, PA 15275-1214
- Applications must be received by the close of the business day EST or will be logged in for the next business day. Please remember to allow extra time around holidays.

3) Fees (as of 1/4/2010)

ONCOLOGY NURSING SOCIETY CONTINUING EDUCATION FEE SCHEDULE			
Number of Contact Hours	ONS Members/ ONS Chapters	Non-Profit Organization	For-Profit Organization
1 – 5	\$80	\$95	\$110
5.1 - 10	\$120	\$135	\$150
10.1 - 15	\$140	\$155	\$190
>15	\$220	\$250	\$280

- Payment must be received before your application will be sent for review. Please allow at least 3 ½ weeks from receipt of payment (by check or credit card) for your application to be processed. Applications will be returned to the program provider if the fee is not received with sufficient time for the application to be reviewed.
- If submitting electronically you may:
  - o Send credit card information with your application.
  - o Note payment has been sent. (Along with your check, please provide a copy of the cover page of your application. Please send payment: to the Oncology Nursing Society, Attn. Julie Napiecek, 125 Enterprise Drive, Pittsburgh, PA 15275.)
- Checks should be made payable to the **ONCOLOGY NURSING SOCIETY**.

4) Required Disclosures

ANCC requires that each of the following items be disclosed to learners. You need to inform learners whether or not each of these is present. See page 13 of the CNE application for suggested disclosure statements.

- Criteria for Successful Completion of the Continuing Nursing Education Program
- Financial Disclosures and Conflicts of Interest
- Commercial Company Support
- Noncommercial Sponsor Support
- Non-Endorsement of Products
- Off-Label Product Use
- For enduring documents (e.g. monographs, CNE articles), a statement must appear on all marketing materials and on the title page stating the final date that contact hour(s) will be awarded for the activity.

5) Pertinent Financial Relationships and Conflict of Interest

All individuals involved in the planning and implementation of educational programs submitted to the ONS Approver Unit must provide full disclosure of financial relationships that they or their spouse/partner have with any entities that provide a commercial product or service included in the educational content of the program. This is done through the completion of the ONS CE Approver Unit Disclosure Form found in the application. Relevant relationships are those where an individual currently has or had a financial relationship in any amount in the last 12 months with a commercial interest whose products or services will be discussed in the CNE activity content over which the individual has control either as a planner or presenter/content expert.

Financial relationships must be disclosed prior to an individual's involvement in program planning or presentation. If a planner, presenter or author is found to have a financial relationship with a commercial interest whose products or services will be included in the program or materials, a conflict of interest exists and must be resolved prior to further participation in the program. The administratively responsible person must describe on the application how the conflict of interest has been resolved. If the conflict of interest cannot be resolved (e.g. presenter is employee of a commercial company whose products will be discussed) then CE will not be awarded for the program.

Relevant financial relationships and steps taken to resolve any conflicts of interest must be revealed to the activity audience.

6) Activities with Commercial Support

If the activity has commercial support from outside the provider's organization, please review the ONS Position on Corporate Support. A copy of this position can be viewed on the ONS website (<http://www.ons.org/publications/positions/CorporateSupport.shtml>) or obtained from ONS Customer Service (1-866-257-4ONS).

**NOTE: ONS will not sign any letters of agreement between the program provider and any commercial interest supporting the program as ONS is not involved in the planning process or monitoring of the content for bias.**

7) Advertising

A copy of the advertising materials for a program must be submitted with the application.

- When advertising prior to approval of the CE application, the following statement must appear on the advertising materials: "This activity has been submitted to the Oncology Nursing Society for approval to award contact hours. ONS is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's COA."

- The ONS logo may not appear on promotional materials unless the program is sponsored by an ONS chapter. ONS Chapters may use the ONS logo along with their chapter logo on advertising materials.
- If a mock-up of the advertising materials is sent with this application, a copy of the final product must be sent to the ONS office **before** the start of the event.

#### 8) Calculating contact hours

- One contact hour is awarded for each **60 minutes** of an organized teaching-learning experience, including time for questions/answers and the evaluation.
- Introductions, housekeeping announcements, breaks and meals may not be included when calculating contact hours.
- The minimum number of contact hours that may be awarded for a program is 0.5.
- Contact hours can be calculated to the tenth or hundredth place, but cannot be rounded up. For instance, if your program is 75 minutes, dividing by 60 gives you 1.25. You may either request 1.2 or 1.25 contact hours – you may NOT round up to 1.3 contact hours.
- ONS encourages program providers to indicate the portion (hours/minutes) of the total program that focuses on pharmacology content. Please see the instruction manual for more information. This does not indicate approval from a pharmacy accrediting organization.
- Pharmacology content
  - The amount of pharmacology content included in a program may be indicated on the CE certificate awarded to participants at the end of the program as well as on advertising materials. This is an indication of the portion of the total program that focuses on pharmacology content and is not to be added to the contact hours awarded for the whole program.
  - The amount of pharmacology content should be expressed as actual length of time presented in hours and/or minutes. For example, the CE certificate may state: “XXXXX has been awarded xx contact hours including xx:xx hours and minutes of pharmacology content for successful completion of this Educational Activity”.
  - Pharmacology content may include (but is not limited to) medication classification, indications, mechanism of action, dosing, administration issues, drug and food interactions, side effects, monitoring and management.
  - The amount of presentation time allotted to pharmacology-related content is to be indicated on the CE certificate submitted with the application. The specific pharmacology content and where it will be discussed must also be noted on the content outline.
  - **This statement about pharmacology content does not indicate approval from a pharmacy accrediting organization.**

#### 9) Review process

- All applications are considered confidential.
- Applications are screened for completeness upon receipt. An e-mail confirmation will be sent within 72 business hours notifying applicants that their CE application has been received.
- If the application is incomplete or contains errors, applicants will be notified about the deficiencies that must be corrected before the application can be forwarded to the reviewers. The application process cannot proceed until all required revisions have been provided.
- Complete applications will be forwarded to the ONS CE Approver Review Panel reviewers.
- Types of action taken on applications include approval, deferral, and denial.
  - Applicants will be notified of action taken on their application by e-mail and/or fax. A hard copy of the approval or denial letter is available upon request.
  - Deferred applications: Notification will include a list of deficiencies to be addressed before approval.

- o Common reasons applications are deferred include missing or incomplete biosketches or full disclosure forms, incorrectly written objectives (lack of action verb, more than one outcome), missing advertising materials, incomplete information about commercial support (not listing contact information for the company providing support), and inconsistencies between the content outline and evaluation form.
- o Denied applications:
  - ♦ Applicants who wish to appeal their denial must notify the ONS National Office by e-mail or letter postmarked within 10 days of the date of letter of denial.
  - ♦ Resubmission of a denied application is handled the same as a new application. The program provider must correct deficiencies and resubmit the application with an additional application fee for review as a new activity.

10) Program Approval and Expiration

Activities are approved for a period of two years. **Retroactive approval cannot be granted.**

- The expiration date of the program will be identified in the approval letter.
- Once a program has expired, providers will need to resubmit the entire application and fee as if it were a new program.
- If the program consists of enduring materials (such as a monograph, videotape) which will remain exactly the same as when approval first sought, the provider can request a deadline extension. The program will be reviewed by a panel of experts and the deadline extended for an additional two years if the material is felt to still be relevant.

11) Record keeping

All correspondence, a complete copy of the application, attachments and corrections, records of attendance including the number of contact hours awarded to each participant, and summative evaluation(s) must be maintained by the administratively responsible person in a retrievable file that is accessible only to authorized personnel for **six** years.

12) Certificates

Providers of ONS-approved continuing education will issue a certificate to participants to verify attendance and award contact hours. A copy of the final certificate must be included with the application. Please refer to the sample certificate in the application for the proper wording of accreditation and ONC-PRO statements.

13) Post-activity requirements

Within six weeks of any live continuing education activity approved by ONS, the provider must submit to ONS the following:

- A list including the name, RN/non-RN status, mailing address and e-mail address (if have one) of each participant
- The number of contact hours awarded to each participant
- A summary of the evaluation completed by participants including all comments written on the evaluation form.

For programs that learners can complete whenever they wish (e.g. monographs, online programs), the above information must be submitted on a quarterly basis.

Program providers who do not submit these materials in a timely fashion may have their program approval revoked by ONS.

The summary evaluations are reviewed by members of the ONS Peer Review Panel for issues that might require follow-up. Program providers will receive follow-up communication if issues or recommendations to improve future programs are identified.

14) Changes in activity after approval

If any change occurs in regard to the program provider, objectives, or content of an activity, the activity must be resubmitted as a new application with application fee.

Changes in the coordinating staff or faculty must be submitted via an updated biographical sketch and full disclosure form prior to the beginning of the activity. No additional fee will be charged.

15) Withdrawing an application

A sponsor may request in writing that an application be withdrawn at anytime.

- If the request for withdrawal is postmarked within seven days of the receipt of the application at the ONS National Office, 50% of the application fee will be returned along with the application to the provider. The remaining 50% of the fee will be retained to cover administrative costs.
- If the request for withdrawal is postmarked after seven days of the receipt of the application at the ONS National Office, no refund of the application fee will be given.

16) Revocation of approval

The Continuing Education Approver Team or the Director of Education may revoke an approval decision and deny continuing education credit if a provider does not adhere to the criteria by which the educational activity was originally approved.

If you have any questions regarding this application, please contact:

Education Team, Oncology Nursing Society

[CEApprover@ons.org](mailto:CEApprover@ons.org)