



ONS Continuing Nursing Education Approver Unit Application Instructions

Table of Contents

	Page #
General Instructions	
Submission Deadlines	2
Fees and Payment Process	2
Review Process	3
Withdrawing an application	4
Program Approval and Expiration	4
Recordkeeping	5
Certificates	5
Post-activity Requirements	5
Changes in Activity after Approval	5
Revocation of Approval	5
Application Completion Instructions	
Activity Information	6
Conflict of Interest	6
Nurse Planner	6
Content Experts, Other Planners, Presenters/Authors	7
Professional Practice Gap	7
Identified Learners	8
Writing Desired Outcome	8
Program Content, Time Frames and Learning Techniques	8
Learner Engagement Techniques	9
Contact Hour Calculation	9
Evidence to Support Content	10
Criteria for Successful Completion	10
Methods of Evaluation	10
CNE Certificate	10
Pharmacotherapeutic Content	11
Joint Providership	11
Commercial Support	12
Disclosures for Learners	13
Post-Activity Documentation Requirements	14

You can access the ONS Approver Unit Submission System and download template forms from:

<https://www.ons.org/education/approver-unit>

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

Education Department, Oncology Nursing Society

CEApprover@ons.org

866-257-4ONS (toll free)



General Instructions

ONS reviews and approves continuing education activities for both generalist and advanced practice nurses. Through a peer review process, ONS evaluates the quality and appropriateness of education activities that are of benefit to nurses who care for people with cancer in oncology and non-oncology settings across the disease continuum.

The Oncology Nursing Society is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Submission Deadlines

When submitting an application for review, please adhere to the appropriate deadline as they reflect the minimum amount of time required to process your application. Please ensure that the application is complete as only complete applications can be processed in the allotted time period.

- Regular application submission
 - Applications and all supporting materials must be submitted through the Online Submission System at least FOUR weeks prior to the start date of the program. Applications must be received by 4:30 pm EST/EDT or will be logged in for the next business day. Please remember to allow extra time around holidays and for larger programs.
- Expedited review submission
 - ONS has an expedited review process for applications submitted ≥ 2 weeks and < 4 weeks before a program begins.
 - Applications accepted for expedited review will have an additional fee assessed based upon the size of the program (see fee structure below).
 - To be accepted for expedited review, applications must be fully completed including all supporting materials. Applicants must be available to make any required changes within 24 hours after initial review and then again after peer reviewer decision.

Fees and Payment Process

- 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.
- The online application form will ask you to provide information regarding how you are paying.
 - Credit card payment: Provide phone number and name of person submitting payment information so Customer Relations can contact you to take the payment over the phone. They will immediately send a receipt after receiving payment
 - Check: If you are planning to pay by check, you should indicate so in the application so we know to expect it. Please make checks payable to the ONCOLOGY NURSING SOCIETY, include the application CE# and CE Activity Provider name, and mail to:

Oncology Nursing Society
PO Box 3510
Pittsburgh, PA 15230

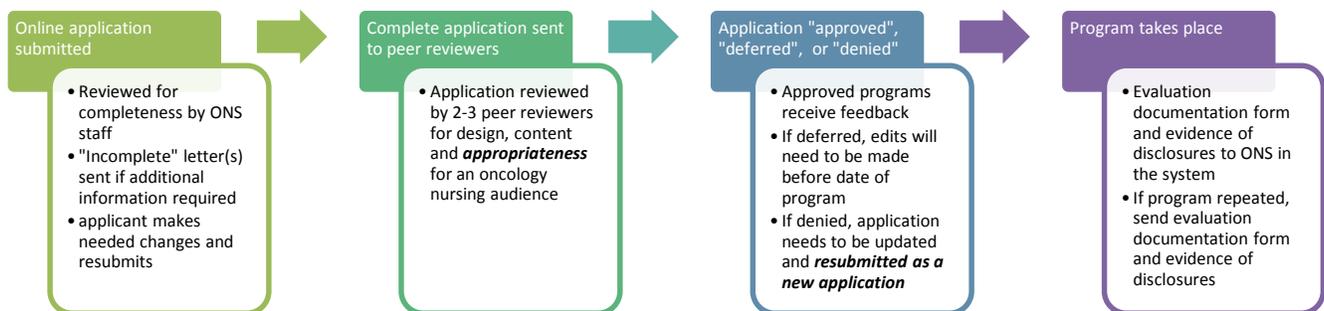
- Fees are based upon the type of organization submitting the application and the number of contact hours the program is for.

Contact hours	ONS Chapter	Other Organizations
≤ 7	\$85	\$115
7.1-14	\$125	\$165
>14	\$200	\$265

Expedited fees: For applications submitted >2 weeks and < 4 weeks before a program begins, an additional fee will be assessed.

Type of applicant	Additional fee for expedited review
ONS Chapter	\$50
Other Organizations	\$100

Review process



- All applications are considered confidential. All files are kept in password protected files and only available to members of the ONS approver unit (ONS Approver Unit staff and peer reviewers as needed).
- Initial review:
 - Applications are screened for completeness upon receipt. If the application is incomplete or contains errors, applicants will be notified within 2 business days 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 are forwarded to the ONS approver peer reviewers. Applicants are notified when their application is sent to the reviewers.
- Types of action taken on applications include approved, deferred, or denied,
 - Applicants will be notified of action taken on their application by e-mail.
 - Approved: Applications that do not require additional edits are approved. Applicants receive an approval letter with instructions for follow-up documentation requirements.
 - Deferred: Applications that need additional clarification or edits are considered deferred applications. The applicant will receive an e-mail that includes a list of deficiencies that must be addressed before approval.



- Clarifications and edits requested in the e-mail must be submitted through the Online Submission System at least one business day before a program is to begin.
- Common reasons applications are deferred include: missing or incomplete disclosure forms, incorrectly written outcomes, inadequate documentation of content, and incomplete information about commercial support
- Denied: Applications with significant deficiencies that cannot be corrected before the scheduled program will be denied. Applicants will receive an e-mail that includes a list of deficiencies that led to the determination of denial.
 - Programs that have been denied cannot award nursing contact hours to their attendees.
 - Resubmission of a denied application is handled the same as a new application. The applicant must correct deficiencies and resubmit the application with an additional application fee for review as a new activity. The standard submission deadlines apply.
 - Applicants who wish to appeal their denial must notify the ONS approver unit by e-mail.
NOTE: The denial appeal process takes at least two weeks to complete.

Withdrawing an application

An applicant may request via e-mail that an application be withdrawn at any time.

- If the request for withdrawal is received within seven days of submission of the application, 50% of the application fee will be returned. The remaining 50% of the fee will be retained to cover administrative costs.
- If the request for withdrawal is received more than seven days after submission of the application, no refund of the application fee will be given.

Program Approval and Expiration

- Activities are approved for a period of two years. **Approval cannot be granted after the program has begun.**
- The expiration date of the program will be identified in the approval letter.
- Once a program has expired, applicant 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 was first sought, the applicant can request a one-time deadline extension. The applicant will need to submit a request of an extension including documentation that the program was reviewed by one or more content experts. The deadline may be extended up to an additional two years if the material is felt to be current and relevant.

Record keeping

All correspondence, a complete copy of the application, attachments and corrections, evidence of disclosures, and evaluation documentation form must be maintained by the nurse planner and/or person submitting the application in a retrievable file that is accessible only to authorized personnel for **six** years.



Certificates

- Providers of ONS-approved continuing nursing 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 the accreditation and ONCC statements.

Post-activity requirements

- Specific post-activity documentation must be submitted through the ONS Approver Unit Application System according to the following timelines.
 - For one-time or repeat programs, you will need to submit the information within six weeks of the program.
 - For enduring materials programs (e.g. recorded webcasts, monographs, online programs), the information must be submitted on a quarterly basis.
- More details about the specific materials that must be submitted can be found in the [Post-Activity Documentation Requirements](#) section of these instructions.
- CNE activity providers who do not submit these materials in a timely fashion may have their program approval revoked by ONS.

Changes in activity after approval

- If any change occurs in the CNE activity provider, outcomes, 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 updated biographical sketch and full disclosure forms prior to the beginning of the activity. No additional fee will be charged.

Revocation of approval

The Nurse Peer Review Leader or the Director of ONS 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.



Application Completion Instructions

Activity Information

Complete all demographic and program detail items on this page. Specific considerations include:

- **Date(s) of CNE activity:** Include dates for the initial offering of the program. If you will be repeating the program, you only need to put the dates for the initial offering.
- **Name of CNE activity provider:** Please indicate the name of the organization, group or person planning and implementing the educational program. This is the person, group or organization that maintains ownership of the program including all steps of the planning process and maintaining documentation (this is not ONS).
- **Does your program start in less than 4 weeks but more than 2 weeks?** If so, your application will need to be expedited. Please see page 2 for information about Submission Deadlines and the Fee and Payment Process.

Planning Team information

Conflict of Interest (COI)

- A conflict of interest exists when an individual has a financial relationship with a commercial entity whose products or services will be addressed during an educational program.
- Everyone who can influence the content of a program needs to be evaluated for a conflict of interest. This includes the nurse planner, content experts, other planners, and presenters/authors
- It is the responsibility of the nurse planner to evaluate whether planning team members have a COI and take steps to resolve it.

A nurse planner: Each planning team must have one qualified nurse planner who is responsible for ensuring adherence to the ONS and ANCC criteria as documented in these instructions and the application. The nurse planner:

- Must be directly involved in planning and producing the education event according to the ONS and ANCC criteria.
- Must be an RN with a minimum of a bachelor's in nursing.
- Cannot have a conflict of interest (as evaluated by someone who has knowledge of the criteria for conflict of interest). The nurse planner cannot evaluate their own conflict of interest.
- Must sign off on the application. There are four items that the nurse planner must agree to/check off either as the person who is submitting the application or after the initial edits are made if someone else is submitting the application.
- There must be a completed ONS Disclosure Form submitted for the nurse planner

Content Expert(s), Other Planners, and Presenters/Authors

- Content expert: Each planning team must also include at least one person with relevant content expertise related to the educational activity topic. They must submit an ONS Disclosure Form

Anyone else in the position to influence the content of the program – including other planners and presenters/authors – must be listed on the application and submit an ONS Disclosure Form. This form provides the information the nurse planner to evaluate for any conflicts of interest.

<u>Resolution of Conflict of Interest</u>	
If anyone in a position to influence the content of a program is found to have a conflict of interest, the nurse planner must take steps to resolve the conflict of interest. Potential steps include:	
Planning team member	Other Planners and Presenters/Authors
<ul style="list-style-type: none"> • Planning team member with conflict of interest recused themselves from decisions about content related to products or services of companies with whom they have a financial relationship. • The nurse planner or a content reviewer performed a review of the program plan to ensure there is no bias. 	<ul style="list-style-type: none"> • The individual was replaced. • Content was reassigned to an individual without a financial relationship to the commercial entity who provides the service or product. • Content including verbal, audiovisual and print were closely evaluated for preference for specific commercial products.
Note: This list is not all inclusive. You may use other methods for resolving a conflict of interest and decreasing the risk of bias. Disclosure of any pertinent financial relationships and COI must be made to the audience, but <i>disclosure does not resolve a COI</i> .	

Activity Planning

There are several steps in program planning that need to be documented in the application.

1. **Professional practice gap:** The first step in planning a CNE program is to identify the professional practice gap that your program needs to address. To establish what this gap is, you need to consider 3 questions:
 - a. Current state of knowledge/skill/practice: What does your audience currently know or are able to do related to the topic of this program?
 - b. Desired state of practice: What do you want them to know or be able to do related to the topic of this program?
 - c. Practice gap: What do they need to know or be able to do to achieve the desired state of practice?



2. **Type of gap:** Does your practice gap indicate a lack of knowledge or skill, or need for a change in practice?
 - a. Gap in knowledge: Did you find that there is something your learners don't know that contributes to the gap?
 - b. Gap in skill: Are your learners lacking a skill they need to perform at the desired state of practice?



- c. Gap in practice: Is there some reason that your learners are not able to apply their knowledge and skills in practice?

3. Evidence to validate the professional practice gap:

- a. What types of data sources did you collect to identify and validate the practice gap?
- b. You will need to provide a brief summary of the data you gathered that validate the practice gap and the need for an educational intervention. The summary does not need to be long, but needs to provide enough information to support the need for the educational program.

4. Identified learners: Who is this program designed for? What types of nurses need this program? Will other types of healthcare professionals also be targeted by this program?

5. Desired outcome: What is the main thing that you want your learners to do or be able to do at the end of your program? This must be clearly indicated by the desired outcome of your program. Desired outcomes must be:

- a. Written in terms of learner outcomes.
- b. Include an action verb and reflect a change in knowledge, skill or practice.
- c. Measureable by the evaluation method you choose for your program.

Desired outcomes

Goals and objectives are no longer required for CNE programs. The focus is now on identifying the main change in knowledge, skill and/or practice that you want for your learners. While only one outcome is required for each program, you may wish to have more than one outcome for longer or more complex programs, or programs with more than one type of desired change.

d. Examples of desired outcomes:

- i. Change in knowledge: By the end of the program, the learner will be able to identify key components to include in a distress screening for people with cancer.
- ii. Change in skills: By the end of the program, the learner will demonstrate through role play the key components of a distress screening for people with cancer.
- iii. Change in practice: Within 4 weeks of attendance at the program, the nurse will begin providing their patients with recommendations appropriate to their assessed level of distress.

6. Program content, time frames and learner engagement techniques

- a. Educational Planning Form (<https://www.ons.org/education/approver-unit>): must be completed and submitted with each application. It must include the following information:
 - i. Content: You will need to provide an outline of the content to be presented, including major topic areas for each presenter. The content must be listed in enough detail to show how the outcome will be met and to justify the time allotted.
 - ii. Clock times and minutes: Both of these columns must be completed for each content area so that we can validate the contact hours requested.
 - iii. Presenter/author:
 - 1. For live or recorded programs, list the people who will be presenting each area of content.



2. For enduring programs (online courses, printed materials), list the people who developed the material for each content area.
- iv. Learning techniques: List out the types of learning techniques you will be using during the educational program for each content section. Learning techniques should be appropriate for the type of gap you identified.

Gap in Knowledge	Gap in Skill	Gap in Practice
<ul style="list-style-type: none"> • Speaker/learner dialogue • Time for reflection or self-check • Pre and/or post tests • Analyzing case studies • Games 	<ul style="list-style-type: none"> • Analyzing case studies • Demonstration/Return demonstration • Simulation 	<ul style="list-style-type: none"> • Review of current practice • Return demonstration • Simulation • Supervised practice

- v. Learner Engagement: As part of your learning techniques, remember to include learner engagement strategies that will help your learners apply the content into practice and to help them achieve the desired outcome of the program.

Learner Engagement Strategies

The literature clearly demonstrates the importance of engaging learners during educational programs. By actively involving your learners, you increase the likelihood that they will assimilate the knowledge and skills being taught and then integrate them into practice. Suggested learner engagement techniques include:

- Integrating opportunities for dialogue or question/answer
- Including time for self-check or reflection (either on their own or responding to questions such as through audience response systems)
- Analyzing case studies
- Providing opportunities for problem-based learning

7. **Contact hour calculation:** On the Educational Planning Form, indicate the method used and number of contact hours you are requesting for your program.
- For live programs, your calculation will be based upon the minutes you have listed on the Educational Planning Form.
 - For enduring programs, you will need to indicate what method you used to calculate your contact hours. If you have done a pilot test, you will also need to show your calculations on the Educational Planning Form.



8. Evidence to Support Content:

- a. On the Educational Planning Form, submit a list of the resources used to plan this CNE program. This does not need to be an exhaustive list, but should include enough references to show the content is supported by current evidence.
- b. Content for nursing continuing education program must be based upon the best available evidence, preferably from the past 5-7 years.
- c. Types of evidence might include journal articles, book chapters, evidence-based websites, clinical guidelines or expert resources. Please note that while a presenter may be an expert in the topic they are presenting, further evidence-based resources should be cited as well to show that the program is not just based on opinion.

Activity Completion

1. **Criteria for successful completion:** Please indicate what criteria you will be using to determine successful completion of the educational program.
2. **Methods of evaluation:** In this section, you need to indicate how you intend to collect data that will be used to demonstrate whether the desired outcome of your program was achieved.
 - a. You can choose from a variety of short and long term evaluation methods. You should select all that apply.
 - b. Evaluation results will need to be reported using the ONS Approver Unit Application System. For more detail about required data elements, see the [Post-Activity Documentation Requirements](#) section of this application.

Potential Evaluation Questions

There is no longer a standard evaluation form that must be completed by the attendees of the program. How you collect your data will depend upon your outcome and what types of data you have access to from your learners. If you wish to use a learner-completed evaluation form, some potential questions include:

- Did you gain new knowledge while completing this activity?
- Did you gain new skills while completing this activity?
- Do you intend to make a change in your practice based upon the content of this educational activity? If no, why not?
- What do you need (or want) to improve about your practice that ONS might help you with?

You should also consider other questions that will provide you with information about whether the program outcome was met or that will help you identify additional practice gaps that could be addressed with future programming.



3. **CNE Certificate:** A copy of the final CNE certificate must be submitted with the application.
- a. The CNE certificate must include, at a minimum:
 - i. Name of learner
 - ii. Number of contact hours
 - iii. Name and contact information for activity provider. Contact information may include mailing address or email address.
 - iv. Title and date of activity
 - v. Official approval statement.

“This continuing nursing education activity was approved by the Oncology Nursing Society, an accredited approver by the American Nurses Credentialing Center’s COA.”
 - b. Use of the ONS logo: You may choose to place the ONS logo on your CNE certificate. Please note that the ONS logo may not be altered. If you are not using the template CNE certificate and wish to use the logo, please obtain an approved logo file from ONS (ceapprover@ons.org) before proceeding with printing.
 - i. Unless you are an ONS chapter, the only place you can use the ONS logo is on the CNE certificate.
 - ii. ONS Chapters may use the ONS logo along with their chapter logo on advertising and other program materials.
 - c. A template for the CNE certificate is available at <https://www.ons.org/education/approver-unit>.
 - d. **Pharmacotherapeutic content:** If part of your target audience is APNs, ONS encourages you to inform your learners about the amount of time (hours/minutes) of the program that focuses on pharmacotherapeutic content.
 - i. Pharmacotherapeutic 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.
 - ii. The amount of pharmacotherapeutic content included in a program may be indicated on the CNE certificate as well as on advertising materials. This is an indication of the portion of the total program that focuses on pharmacotherapeutic content and is not to be added to the contact hours awarded for the whole program.
 - iii. The amount of pharmacotherapeutic 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 pharmacotherapeutic content for successful completion of this Educational Activity”.
 - iv. The amount of presentation time allotted to pharmacotherapeutic content is to be indicated on the CE certificate submitted with the application. The specific pharmacotherapeutic content and where it will be discussed must also be noted on the Educational Planning Form .
 - v. This statement about pharmacotherapeutic content does not indicate approval from a pharmacy accrediting organization (is not official Continuing Pharmacy Education [CPE]).



Collaboration and Support

1. **Joint Providership**

- a. Joint providers are institutions, organizations, or agencies (besides the provider listed on the front of this application) who are involved in planning, developing, and implementing an educational activity. Joint providers may NOT be commercial companies.
- b. The CNE activity provider listed on the front page of the application, is responsible for maintaining primary responsibility for determination of objectives and content, selection of faculty/presenters, awarding of contact hours, record keeping, and evaluation.
- c. If you are jointly providing this program with another organization, you need to include the name and contact information for each co-provider in the Joint Providership section of the application.
- d. All materials associated with your program (such as marketing materials, agendas and certificates) must clearly indicate which organization has been approved to award contact hours. This is the group that applies to ONS.

2. **Commercial Support**

- a. Commercial support includes financial or in-kind contributions by a commercial interest with the intent of supporting program costs. Commercial interests include companies (such as pharmaceutical or equipment companies) who manufacture, distribute or market products used in the treatment of cancer patients.
- b. Commercial support does not include:
 - i. Funding given by providers of direct clinical services to patients, government entities, non-profits or non-healthcare related entities. These are considered non-commercial sponsors and do not need to be disclosed.
 - ii. Money paid specifically for display space.
- c. NOTE: All financial funding must be paid directly to the program provider who will manage all payments for services, honoraria and other expenses. Presenters cannot be paid directly by a commercial supporter.
- d. If your program has commercial support, please provide the company name and contact information for each support.
- e. A *commercial support agreement* must be submitted from each company providing commercial support outlining the terms, conditions and purpose of the commercial support.
- f. Maintaining integrity of the program: It is the responsibility of the CNE activity provider to ensure that commercial support does not lead to a bias in the content or other program aspects.



3. Disclosures for Learners:

- a. ANCC requires a variety of disclosures be made to learners prior to the start of all CNE programs. These include:
 - i. ONS accreditation statement
 - ii. Criteria for successful completion of program
 - iii. Absence or presence of conflicts of interest for planners/presenters/authors
 - iv. Joint providership (if applicable)
 - v. Commercial support (if applicable)
 - vi. Expiration date of enduring materials (e.g. online courses, recorded webcasts, monographs), 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.
- b. You will also need to provide your learners with the appropriate ANCC accreditation statement before your program begins. The specific statement used will depend on whether you market your program before approval or wait until after your program has been approved.
 - i. If you provide the accreditation statement before your program has been approved, such as on marketing materials, you will use the following statement:
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.
 - ii. If you provide the disclosure statement after the program has been approved, such as on the day of program, you will use the following statement instead:
This continuing nursing education activity was approved by the Oncology Nursing Society, an accredited approver by the American Nurses Credentialing Center’s COA.
- c. After the program is completed, you must provide ONS with documentation that the appropriate disclosures were made.
 - i. This may include a copy of materials such as advertising materials, handouts or presentation slides.
 - ii. If the disclosures are provided orally, you must provide ONS with a signed attestation from an attendee that the appropriate disclosure statements were given.

Disclosure Attestation for Oral Disclosures

To be completed by ONE program attendee.

As an attendee of _____ (name of program), I verify that the following disclosures were or were not made before the beginning of the program.	
Type of disclosure	Disclosure made?
Criteria for successful completion of program	Yes/No
Absence or presence of conflicts of interest for planners and presenters	Yes/No
ANCC Accreditation Statement	Yes/No
Commercial Company Support (if applicable)	Yes/No/Not Applicable
Joint Providership (if applicable)	Yes/No/Not Applicable
_____	_____
Attendee signature	Date



Post-Activity Documentation Requirements

Specific documentation must be submitted within 6 weeks after each offering of your program or quarterly for enduring programs. The following materials must be submitted:

1. The Evaluation Documentation Form (which is completed within the ONS Approver Unit System) which requires the following information.
 - a. Number of participants who received CNE
 - b. Desired outcome for program
 - c. Method of data collection used to evaluate the desired outcome (checklist)
 - d. Percentage of participants who achieved program outcome
 - e. Description of data used to determine percentage who achieved program outcome
 - f. What you would do differently for future offerings
2. Documentation that appropriate disclosures were made. This would include a copy of whatever materials were used to provide the learners with the disclosure information, such as marketing materials, handouts or slides, or a disclosure attestation signed by a participant. (See the [Disclosures for Learners](#) section of these instructions.) A template disclosure form can be found on the ONS website.