

GLOSSARY OF TERMS

[From ANA and ANCC]

accreditation. A voluntary process in which an institution, organization, or agency submits to an in-depth analysis to determine its capacity to provide or approve quality continuing education over an extended period of time.

adult learning principles. The basis for or the beliefs underlying the teaching and learning approaches to adults as learners based on recognition of the adult individual's autonomy and self-direction, life experiences, readiness to learn, and problem orientation to learning. Approaches include mutual and respectful collaboration of educators and learners in the assessment, planning, implementation, and evaluation of education activities.

biographical data. Information required of persons involved in the peer review process or the planning and delivery of continuing education activities. The data provided should document their qualifications relevant to the continuing education process or a specific activity with respect to their education, professional achievements and credentials, work experience, honors, awards, and/or professional publications.

commercial interest. ANCC defines an entity that has a "commercial interest" as any proprietary entity producing health care goods or services, with the exception of non-profit or government organizations.

constituents. Providers that an accredited federal nursing service or specialty nursing organization identifies as being eligible to submit continuing education activities to its approval body, e.g., individual members, chapters, districts, or those providers offering continuing education in the nursing specialty content area. Constituency must be identified at the time of application for accreditation.

contact hour. A unit of measurement that describes 60 minutes of an organized learning activity that is either a didactic or clinical experience.

content. Subject matter of education activity that relates to the education objectives.

conflict of interest. ANCC defines a "conflict of interest" as when an individual has an opportunity to affect CNE content with products or services from a commercial interest with which he/she has a financial relationship. ANCC considers "opportunity to affect CNE content" to include content about specific agents/devices, but not necessarily about the class of agents/devices, and not necessarily content about the whole disease class in which those agents/devices are used.

content specialist. ANA defines a content expert as "An individual with documented qualifications that demonstrate education, knowledge, and experience in a particular subject matter."

continuing nursing education. Systematic professional learning experiences designed to augment the knowledge, skills, and attitudes of nurses and therefore enrich the nurses' contributions to quality health care and their pursuit of professional career goals.

continuing education unit (CEU). A specific, standard measure (ten (10) clock hours) of educational achievement used by many universities and professional organizations under the criteria of the International Association for Continuing Education and Training (IACET) to attest to clock hour completion of continuing education activities. The ANCC Accreditation Program does not utilize this term when referring to continuing nursing education unit of measurement.

co-providership. Planning, developing, and implementing an educational activity by two or more organizations or agencies.

co-sponsorship. See "co-providership" above

educational activity. A planned, organized effort aimed at accomplishing educational objectives.

educational objectives. A statement of the learner outcome(s) of an educational activity that is measurable and achievable within the designated time frame.

electronic 'enduring materials'. Printed, recorded, or computer assisted instructional materials that may be used over time at various locations and which in themselves constitute a planned CNE activity. Examples of such materials for independent learning include: programmed texts, audio tapes, video tapes, and computer assisted learning materials which are used alone or in combination with printed or written materials. (ACCME, 2005)

financial relationships. ANCC defines “financial relationships” as those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial relationships can also include ‘contracted research’ where the institution gets the grant and manages the funds and the individual is the principal or named investigator on the grant. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ANCC considers relationships of the person involved in the CNE activity to include financial relationships of a family member. See “relevant financial relationships.”

in-service educational activities. Learning experiences provided in the work setting for the purpose of assisting staff members in performing their assigned functions in that particular agency or institution.

joint sponsorship. See “co-providership” above

learner directed activity. A learning activity where the learner takes the initiative, with or without the help of others, in diagnosing their learning needs, formulating learning goals, identifying human and material resources for learning, choosing and implementing appropriate learning strategies, and evaluating learning outcomes.

needs. Discrepancy between what is desired and what exists.

nurse planner. The nurse planner must be a registered nurse and hold a baccalaureate degree in nursing.

nursing professional development. The lifelong process of active participation by nurses in learning activities that assist in developing and maintaining their continuing competence, enhancing their professional practice, and supporting achievement of their career goals.

off label. Using products for a purpose other than that for which it was approved by the Food and Drug Administration (FDA).

orientation. The process of introducing nursing staff to the philosophy, goals, policies, procedures, role expectations, and other factors needed to function in a specific work setting. Orientation takes place both for new employees and when changes in nurses' roles, responsibilities, and practice settings occur.

organizational chart. A diagram or other schematic used to depict informal and formal lines of communication and relationships within the overall organization as well as the approver and/or provider unit.

outcome. The end result of a learning activity measured by written evaluation or change in practice.

professional development. See “nursing professional development” (above)

provider directed activity. The provider controls all aspects of the learning. The provider determines the learning objectives based on needs assessment, content of the learning activity, the presentation method, number of contact hours, evaluation, and evaluation methods. Provider directed activities may be delivered in a variety of formats, including electronic, journal, lecture/seminar, etc

purpose. ANA defines purpose statement as “A statement describing why and for whom an educational program has been designed.”

relevant financial relationships. ANCC considers financial relationships in any amount occurring within the past 12 months as “relevant” in terms of creating a conflict of interest. See “financial relationships.”

staff development. The systematic process of assessment, development and evaluation that enhances the performance or professional development of healthcare providers and their continuing competence (National Nursing Staff Development Organization 1999).

target audience. Group for which an educational activity has been designed.

teaching strategies. Instructional methods and techniques that are in accord with principles of adult learning.