

4723-14-12

OBN approver policies and statements.

- (A) An OBN approver shall establish written policies and shall implement the policies as written that address the following:
- (1) The scope of the approver unit's approval activities including, but not limited to, identification of the target audience of providers and the type of applications to be granted approval;
 - (2) Qualifications for, selection of, and job descriptions for all paid or volunteer staff members of the approver unit, including a mechanism for identifying and handling potential conflicts of interest for individuals involved in the approval process;
 - (3) A peer review process to be used for review and approval of all continuing education activities which includes a defined peer review process for the approver's own continuing education activities;
 - (4) An application process and guidelines for approval and reapproval of individual faculty-directed and independent study continuing education activities, in accordance with rule 4723-14-15 or rule 4723-14-16 of the Administrative Code, which ensure that the approval or reapproval process is complete prior to the date the continuing education activity is offered;
 - (5) An application process and guidelines for approval and reapproval to be used by a provider unit which applies to have its total continuing education program approved in accordance with rule 4723-14-17 of the Administrative Code. The process shall ensure that the internal review and documentation used by the provider are completed prior to the date any continuing education activity is offered;
 - (6) The documentation, review process, and record-keeping to be used by the OBN approver offering its own continuing education activities which ensure that all documentation and reviews are completed prior to the date any continuing education activity is offered;
 - (7) The process for awarding contact hours for an approved continuing education activity, including a statement of minimum requirements an individual must meet to receive contact hours;
 - (8) A system for record-keeping which ensures that the following records are maintained, safely stored, and readily retrievable for not less than six years:

- (a) A copy of the entire application package submitted to the board by the OBN approver and all reapproval applications;
 - (b) A copy of each continuing education application reviewed by the OBN approver with all attachments;
 - (c) Documentation of the review and action taken on each application;
 - (d) A copy of any letter stating OBN approver decisions and all other pertinent correspondence; and
 - (e) All additional or clarifying information concerning the application;
- (9) An evaluation process which provides for evaluation of the activities of the OBN approver;
 - (10) The process for assuring that the OBN approver number is used in all correspondence and advertising in accordance with paragraph (E) or (F) of rule 4723-14-14 of the Administrative Code;
 - (11) The process for development and distribution to the public of material related to approval activities including, but not limited to, a current list of continuing education activities approved or offered by the OBN approver;
 - (12) Possible actions an OBN approver may take in response to an application for approval submitted by a continuing education provider, including the time period for notifying the applicant regarding the action taken;
 - (13) The options a continuing education provider may take while an application for approval of a continuing education activity is pending before an OBN approver, including a process for appealing a negative decision by the approver;
 - (14) The process for withdrawal of approval of a continuing education provider's activity or program which includes a description of the circumstances that can lead to loss of approval and the process used to notify consumers regarding the loss of approval;
 - (15) Publication of deadlines for submission of continuing education provider applications and fees for the approval process; and

- (16) The process used for reporting to the board when reports are required.
- (B) The policies required by this rule shall be dated and reviewed in accordance with the approver unit's evaluation plan.
- (C) An OBN approver shall develop a written statement of its beliefs and goals which is congruent with this chapter of the Administrative Code and which reflects its beliefs about the promotion and improvement of health care through the provision of approved continuing education.
- (D) An OBN approver shall develop, date, and periodically review an organizational chart defining the lines of authority and communication within the approver unit and the unit's administrative structure.

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CERTIFIED ELECTRONICALLY

Certification

10/16/2002

Date

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