

4723-14-15

Standards for approval of a faculty-directed continuing education activity.

- (A) Each application for approval of a faculty-directed continuing education activity submitted by a continuing education provider to an OBN approver shall document adherence to all of the following requirements:
- (1) Availability of adequate resources to be used for administering and planning the continuing education activity including identification of the person responsible for administering and planning the continuing education activity;
 - (2) Utilization of a planning committee including at least one licensed nurse from the target audience. When registered nurses, licensed practical nurses, and dialysis technicians are included in the target audience, all shall be represented on the planning committee;
 - (3) Inclusion of behavioral objectives for each segment of the continuing education activity which shall be appropriate for the identified target audience;
 - (4) Identification of a content outline, ~~time frame, faculty member, faculty to participant ratio, and teaching method for each behavioral objective;~~
 - ~~(5) Utilization of adult education principles during planning and implementation of the continuing education activity;~~
 - ~~(6)~~(5) Identification of faculty credentials which shall include the specific qualifications of each faculty member for the topic area to be presented;
 - ~~(7) Utilization of physical facilities which shall be adequate to meet learning needs;~~
 - ~~(8)~~(6) Written co-sponsorship agreements which clearly identify the continuing education provider applicant as responsible for meeting and maintaining board standards;
 - ~~(9)~~(7) Evaluation of the continuing education activity which shall address the achievement of program objectives and the teaching effectiveness of each faculty member;
 - ~~(10)~~(8) Identification of criteria for successful completion of the continuing education activity which are communicated to the participant prior to the continuing education activity; and
 - ~~(11)~~(9) Identification of the target audience and appropriate objectives for the

identified target audience.

(B) Any advertising materials for the continuing education activity shall be completed in accordance with paragraph (E) or (F) of rule 4723-14-14 of the Administrative Code and shall be submitted to the OBN approver for review. A draft may be submitted with the application with a final copy to be submitted for the record.

(C) A document verifying completion of an approved continuing education activity shall be given by the continuing education provider to all attendees who meet the requirements to receive contact hours. The document shall include:

- (1) A space for the name of the attendee;
- (2) The title of the program;
- (3) The date of the program;
- (4) The name of the provider of the continuing education activity;
- (5) The name of the OBN approver and OBN approver number; and
- (6) The number of contact hours earned; and
- (7) When applicable, the number and type of contact hours which meet continuing education requirements in a specified category.

(D) Records shall be maintained by the ~~continuing education~~ provider unit or other person offering the continuing education activity in a safe, secure, and accessible manner for six years and shall include the following for each continuing education activity approved:

- (1) A complete copy of all application data;
- (2) All correspondence with the OBN approver;
- (3) A list of all attendees who were issued contact hours for each date the continuing education activity was offered which includes the number of contact hours granted to each;
- (4) A summary evaluation for each date the continuing education activity is

offered; and

(5) Any change made to the program during its approval period.

(E) ~~Prior to any additional presentation of an approved continuing education activity during the period of approval, the provider~~ During the period of approval, the provider unit or other person offering the continuing education activity approved by the OBN approver shall notify the OBN approver of:

(1) Any additional presentation dates; and

(2) Any change made to the continuing education activity as submitted in the original application.

(F) An OBN approver may approve an individually submitted faculty-directed continuing education activity which complies with the standards set forth in this rule. The approval may be granted for up to two years.

~~(G) A provider unit may not accept applications for continuing education approval outside its provider unit.~~

~~(G)~~(H) An application for reapproval of an individually submitted faculty-directed continuing education activity may be simplified in accordance with policies established by the OBN approver.

Effective:

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Certification

Date

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