



Introduction

Accredited Nursing Skills Competency Programs are combined educational/evaluative experiences designed consistent with recognized criteria which provide evidence of the learner's satisfactory ability to perform a particular skill set at a given point in time. A credentialing process for these programs has been developed to provide a standardized format through which practitioners can validate to consumers and employers their knowledge and skills in a particular to their areas of practice.

The organization applying for accreditation of a Nursing Skills Competency Program is expected to meet all ANCC Commission on Accreditation (COA) principles of educational design. Compliance with all ANCC accredited Nursing Skills Competency Program criteria on a consistent basis is expected of the accredited Nursing Skills Competency Program for the full credentialed period. It is NOT required that the provider of an accredited Nursing Skills Competency Program be accredited by the ANCC Accreditation Program as a provider of continuing nursing education. Accredited Nursing Skills Competency programs are provided by single entities. They are not co-provided.

Application Instructions

In addition to the Organization and Program Information form, the ANCC Nursing Skills Competency Program application is composed of two pieces – Proof of Eligibility and Support for Program Criteria. Please be certain to address each of the "**Supporting evidence**" bullet points in each section. All documents and attachments must be clearly labeled following the application outline.

Supporting evidence should be provided as a series of narrative statements or documents, written in a concise and easily understood manner. The goal is to explain as clearly as possible how your organization's educational program meets the eligibility and program criteria. Supporting exhibits may be integrated with the narrative or accumulated in a separate section of the report.

When your application is complete:

- Check that all attachments are properly labeled following the application outline
- Sign and date the Attestation Form
- Consolidate all materials in one complete package. Materials may be submitted in printed and/or electronic format. Acceptable electronic formats include CD or flash drives. All electronic documents must be compatible with Microsoft Office applications and must be titled to match the application outline.
- Mail the completed documents to:

Nursing Skills Competency Program
American Nurses Credentialing Center
8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910-3492

If you have questions about your application, please contact the ANCC Accreditation office at 301.628.5261.



Proof of Eligibility/Administrative Criteria

A wide variety of healthcare and health-related organizations and entities may apply for ANCC accreditation of a Nursing Skills Competency Program. Some examples of eligible entities include acute care facilities, universities, specialty nursing organizations, proprietary education providers, and constituent member associations.

Organizations applying for ANCC accreditation of a Nursing Skills Competency Program must meet the following criteria:

I. Sponsoring Entity

- A. The structure of the sponsoring organization supports delivery of the Nursing Skills Competency Program.

Supporting evidence:

1. Describe the structure and line of authority of the sponsoring entity (e.g. organizational chart with reporting relationships).

- B. The sponsoring entity designates an individual who ensures adherence to the following essential elements required by the Program:

- i. Adherence to current ANCC Accreditation Nursing Skills Program Competency Program criteria
- ii. Communication with ANCC Accreditation Program staff in the following areas:
 - Requests from ANCC for data
 - Organizational changes
 - Change in program administrator
 - Curricular changes, e.g. changes of objectives, content, practice opportunities or time frame
 - Termination of Program
- iii. Acknowledgement of ANCC Nursing Skills Competency Program accreditation and use of appropriate language on marketing materials and verification of completion documents.
- iv. Recognition that accreditation status does not imply COA approval or endorsement of commercial products nor does it imply an endorsement of the participant in a Nursing Skills Competency Program.

Supporting evidence:

1. Signed attestation form (see end of Proof of Eligibility section, page 4).

II. Human Resources

The numbers and roles of individuals within the organization are sufficient and appropriate to support the administration of the Nursing Skills Competency Program.

Supporting evidence:

1. Describe the people - and their qualifications - who are responsible for administration (logistical arrangements, follow-up, communication, etc.) of the Nursing Skills Competency Program.
2. Describe the role(s) played by each of the people described above.



III. Records

- A. Records are confidential, securely maintained for a minimum of five years and retrievable as needed by authorized personnel.

Supporting evidence:

1. Describe where and how records are stored, how confidentiality is maintained and how records are secured, maintained and retrieved by authorized personnel.
2. Attach a copy of the policy on authorized release of records.

- B. A current syllabus for the Nursing Skills Competency Program must be on file.

Supporting evidence:

1. Submit the syllabus.
2. Describe how the syllabus is kept current in regard to changes to objectives, content and time frames, showing dates changes were made.

- C. The following items must be maintained in the file:

- Names of participants (with unique identifiers), date of completion and achievement level.
- Location where Nursing Skills Competency Program was provided (if applicable)
- Names and qualifications of presenter/content experts
- Program format, e.g. conference, simulation, distance education (methodology)
- Sample of written verification of participation and successful completion of the Program
- Copy of marketing materials for the Program, e.g. brochure, activity announcements
- Summaries of participants' evaluations

Supporting evidence:

1. Describe the procedure used to keep the records stated above.
2. Submit, if available, any tools (e.g. checklists) used to ensure complete records are maintained.

IV. Attestation Form

The provider of the Nursing Skills Competency Program adheres to all applicable state and federal laws and regulations and to all policies and procedures (including proof of eligibility and program criteria) referenced within this application.

Supporting evidence:

1. Submit a signed attestation statement. See following page.



**Attestation Form for
ANCC Accredited Nursing Skills Competency Program**

The signature below of the _____ [Title] indicates that the entity providing the Nursing Skills Competency Program complies with all applicable internally established policies and procedures – including Proof of Eligibility and Program Criteria documented in this application – and all applicable state and federal laws and regulations.

Name (please print/type) _____

Signature _____

Date _____



Program Criteria

I. Assessment

An assessment of the environment and/or the learners supports the need for the Nursing Skills Competency Program.

Supporting evidence:

1. Describe how the need for the program was assessed.
2. Describe how the target audience was identified.

II. Planning

A. Planners:

- At least two individuals collaboratively plan the Nursing Skills Competency Program activity.
- Each individual must have relevant education and experience.
- The following areas must be represented on the planning committee: a. relevant content expertise; b. target audience; c. knowledge and experience in education design, particularly as it applies to training programs; d. responsibility for adherence to ANCC criteria; e. expertise in the application of the Nursing Skills Competency Program skills/knowledge in settings consistent with needs of the target audience. One individual, as appropriate, may represent multiple areas on the planning committee.

Supporting evidence:

1. Identify the criteria used to select the planners of the activity.
2. List the experience, education, and content expertise of the planners of the program. If the program has been revised since its inception, provide information about the planners of the most recent revision.
3. Describe how conflict of interest and/or bias is prevented from entering the content design or implementation of the Nursing Skills Competency Program.

B. Curriculum: The curriculum supports the goal of the program through relevant/realistic objectives, content, and time frames.

Supporting evidence:

1. Submit a syllabus or learning plan for the entire program. Components must include:
 - a. Measurable objectives defined in terms of learner outcomes
 - b. Content which is related to and consistent with the objectives
 - c. Time allocated, consistent with objectives/content
 - d. Content which is contemporary and reflective of commonly accepted standards of practice
2. Submit the instructional materials to be used. (If instruction is to be electronic, submit the web site or discs.)

C. Teaching Strategies: Teaching strategies are congruent with objectives and content.

Supporting evidence:

1. Describe how teaching strategies are chosen to enable participants to meet program objectives.



- D. Learning Environment: The learning environment supports the curriculum and provides needed resources for learners.

Supporting evidence:

1. Describe how the learning environment was selected.
2. Describe how the learning environment provides the needed resources for learners.
3. Physical facilities, if appropriate: Describe how sites selected for the program accommodate teaching strategies, environment comfort, and target audience accessibility.
4. Distance learning, if appropriate: Describe how learners access the learning environment.

- E. Successful Completion: Expected evidence of learner achievement and criteria for successful completion of the Nursing Skills Competency Program are clearly delineated and are distributed to potential participants prior to initiation of the learning activity. Learner outcomes are critical elements for the skill or skill set. Critical elements are single, discrete, observable behaviors that are mandatory for acceptable performance of the designated skill. The evidence of learner achievement may be specified in terms of knowledge acquired, skills developed, and/or attitude changed.

Supporting evidence:

1. Describe how satisfactory learner achievement is determined and how criteria for successful completion are determined (e.g. must receive 80% on written test, etc.). If the program includes multiple components (didactic, demonstration, clinical, practice, etc.), successful completion of each component must be described. List the specific criteria for evaluation in each area evaluated (knowledge/skills/attitude). This must include a demonstration by the learner of the skills taught. Application in practice must be demonstrated.
2. Provide samples of tools used for each evaluation component, e.g. post-test, skills oversight & checklist, etc.
3. Describe the planned method for dealing with the learner who does not satisfactorily complete program requirements.
4. Describe how prospective participants are informed of these criteria.

- F. Participants receive written verification of successful completion of the Accredited Nursing Skills Competency Program. Verification must include, at a minimum, name of the participant, name and address of the providing organization(s), name of the program, date of successful completion, contact hours earned (if applicable), and the official accreditation statement (if applicable). The verification must be provided on official ANCC Accredited Nursing Skills Competency Program certificate paper.

Supporting evidence:

1. Describe what documentation participants receive to validate completion of the Nursing Skills Competency Program.

- G. There is a method to validate a person's successful completion of the Nursing Skills Competency Program to potential consumers/employers when authorized by the participant.

Supporting evidence:

1. Describe how the organization will handle requests from third parties about a participant's Nursing Skills Competency Program completion status.



III. Implementation

- A. Presenters: Presenters have knowledge and expertise in the content area and in educational principles.

NOTE: The presenter of the course must be proficient at what is being taught.

Supporting evidence:

1. Describe criteria used in selection of presenters for the Nursing Skills Competency Program.
2. Describe the method or reasons those particular qualifications were chosen.
3. Submit data for each current presenter that illustrates their educational background, content expertise, and knowledge of educational principles.
4. Provide evidence that the presenter has had education/training in XYZ and some evidence that they have been performing it proficiently.
5. Provide documentation that the presenter(s) has/have experience in skill training and assessment. (Be aware that the instructional approaches in teaching skills differ somewhat from traditional CE, so background in strictly CE teaching may not be sufficient.)

- B. Overseers/Mentors: Overseers/Mentors have appropriate knowledge, expertise, and attitudes to teach/evaluate the skills of the learner in the skills being taught.

Supporting evidence:

1. Describe how overseers/mentors are chosen, trained, and evaluated to ensure they have the needed knowledge, skills, and attitudes to successfully function in this role.
2. Describe criteria used in selection of mentors for the Nursing Skills Competency Program.
3. Describe the method or reasons those particular qualifications were chosen
4. Submit data for each current mentor that illustrates their educational background, content expertise, and knowledge of educational principles.
5. Provide evidence that the mentor has had education/training in XYZ and evidence that they have been performing it proficiently.
6. Provide documentation that the mentor(s) has/have experience in skill training and mentoring.

- C. Teaching Strategies: Teaching strategies are congruent with objectives and content.

Supporting evidence:

1. Describe how teaching strategies are used to enable participants to meet program objectives.

IV. Evaluation

- A. Program: The Nursing Skills Competency Program is appropriately monitored. Changes in the Program are made as needed.

Supporting evidence:

1. Describe how the program is or will be monitored on an ongoing basis, and revised as needed.
2. Describe how the presence (or absence) of bias is evaluated.
3. Describe who and how the responsibilities associated with termination of the program will be managed.



- B. Curriculum: The curriculum of the Nursing Skills Competency Program is evaluated annually by the program planners and administrator. Components must include, at a minimum, objectives, content, time frames, teaching strategies, presenter effectiveness, practice change outcomes, and learning environment.

Supporting Evidence:

1. Describe how each component of the curriculum is evaluated.
2. If the Nursing Skills Competency Program has already been implemented and changes have been made in the curriculum on the basis of the evaluation process, describe the changes and the rationale for each change.

- C. Learner Feedback: Learners have an opportunity to provide input into the learning experience. Components must include, at a minimum, achievement of each program objective, usefulness of the content for practice, change in practice as a result of attending the Nursing Skills Competency Program, effectiveness of each presenter, appropriateness of the teaching strategies, and appropriateness of the physical facilities (if used).

Supporting Evidence:

1. Provide a copy of the evaluation tool used by participants to evaluate the program.
2. Provide a summary of participant evaluations from the most recent delivery of the program, if already provided.
2. If the Nursing Skills Competency Program has already been implemented, give specific examples of how evaluation data have influenced the ongoing program.

- D. Practice Impact: Evaluation includes analysis of how learners have implemented the program-designated skill sets in practice.

Supporting Evidence:

1. Describe how follow-up data are collected from program participants.
2. If the Nursing Skills Competency Program has already been implemented, give specific examples of how follow-up practice data have influenced the on-going program.

- E. Appeal: The learner is provided with options to pursue if the learner does not achieve the criteria for successful completion of the Nursing Skills Competency Program

Supporting Evidence:

1. Describe the appeal process – its conditions, its processes, its possible outcomes. Provide supporting evidence for the description such as policies or appeal panel reports or minutes.

- V. Re-Qualification (optional):

There is a clearly defined process for re-qualification of individuals who have successfully completed the initial program.