

# **Nursing Skills Competency Program**

## **Application Handbook**

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## Program Overview

ANCC offers course recognition, an independent national standard to measure the quality of courses designed to validate a nurse's skill or skill set in the clinical setting. Consumers, employers and credentialing bodies gain an ongoing, consistent and measurable expectation of knowledge and abilities from nurses who complete ANCC-recognized competency courses. Courses, or portions of courses, may also qualify for contact hours if the provider meets requirements to award CE credit.

The focus of this recognition is on the course, not the provider. Courses must be designed according to ANCC criteria, which include selecting qualified faculty and demonstration of validity and reliability in the evaluation process. Observation of nurses successfully using the skill or skill sets in practice is also required.

## Competence and Competency

Ensuring nurses are competent in skills related to the care they deliver is essential for any practice setting. Competence is the “potential ability and/or a capability to function in a given situation” (Schroeter, 2008), while competency has been defined as “one’s actual performance in a situation” (Schroeter, 2008)<sup>1</sup>. Miller’s framework demonstrates how one’s competence builds upon what one knows to performing a skill in a practice setting (Miller, 1990)<sup>2</sup>. This framework corresponds with the knowledge, skills, and abilities learned through coursework related to a skill. By utilizing a variety of testing methodologies, a nurse’s competence in a specific skill or skill set can be verified.

## Applying for Recognition

Nursing skills competency course recognition is typically granted for 3 years with an option to renew. First time and renewing applicants must:

- Complete an application describing the nursing skills competency course, including curriculum, teaching strategies, instructor qualifications, learning environment, and successful completion criteria.
- Meet all ANCC recognition criteria.
- Submit a \$5500 fee per course.
- Answer questions from the review panel, if any, within 30 days.

A review panel comprised of content experts and curriculum design specialists examines applications.

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<sup>1</sup> Schroeter, K. (2009). Competence Literature Review. Retrieved from [http://www.cc-institute.org/docs/default-document-library/2011/10/19/competence\\_lit\\_review.pdf](http://www.cc-institute.org/docs/default-document-library/2011/10/19/competence_lit_review.pdf)

<sup>2</sup> Miller, G. E. (1990). The Assessment of Clinical Skills/Competence/Performance. *Academic Medicine*, 65(9), S63–S67.

The Commission on Accreditation makes the final decision.

Applicants are not required to be an ANCC accredited provider of continuing nursing education. Course recognition is specific to single applicant entities only.

**Note:** Individuals successfully completing a recognized Nursing Skills Competency Course are *not individually certified* in the skill or skill set. Individuals successfully completing a recognized Nursing Skills Competency Course have demonstrated competency in the defined skill or skill set.

## Supporting Documentation

The course material is an essential component of the application process that provides a context for understanding the course.

**SD 1.** Submit course syllabus and/or agenda

**SD 2.** Submit content outline

**SD 3.** Submit all teaching materials including slide decks and handouts

**SD 4.** Submit **all** testing materials used to evaluate knowledge

**SD 4a.** Validity (examples – content validity, face validity, item analysis)

*Submit all supporting documentation (statistics, item analysis process, etc.)*

**SD 4b.** Pilot testing with results

**SD 4c.** Changes made as a result of pilot testing results

*Submit description of changes made based on pilot testing.*

**SD 5.** Submit **all** materials used to evaluate participants' skills (checklist, simulation scenarios, etc.)

**SD 5a.** Evidence of validity and reliability

**SD 5b.** Inter-rater reliability *if applicable*

**SD 6.** Submit **all** material used to evaluate abilities (check sheets, score cards, etc.)

Abilities to synthesize to patient care.

*Examples include: case studies, simulation, clinical evaluation, etc.*

- SD 6a:** Evidence of validity and reliability  
**SD 6b.** Inter-rater reliability *if applicable*

**SD 7.** Submit copy of participant disclosures

The course developer(s) must address each item, A-C, in the **planning** process. Participants must receive **written disclosure** for items A-C prior to beginning the course.

**SD 7a:** Successful Course Completion: Outcomes and criteria for successful course completion for **initial** and **re-validating** participants, as applicable.

**(Note:** Not applicable or N/A is not an acceptable response)

Example:

- Information on advertising material
- Written information on handouts for course
- Other - Describe:

**SD 7b:** Expiration Date of the Recognized Course:

Example:

- Participants notified of the course recognition expiration date on advertising (Maximum of 3 years). (Attach copy)
- Participants notified of the 3 year course recognition expiration date on handouts at the start of the course. (Attach copy)
- Other – Describe (Attach copy)

**SD 7c:** Non-Endorsement of Products by ANCC in conjunction with this course:

- No products are displayed – No statement needed
- Information provided in advertising (Attach copy)
- Information provided in handouts (Attach copy)
- Information provided in print at the start of the course (Attach copy)
- Other – Describe (Attach copy)

**SD 8.** Submit copy of certificate of completion

Participants successfully completing the recognized course receive documentation titled, "ANCC Recognized Nursing Skills Competency Program" and must include:

- Name of participant
- Course name
- Course date
- Contact information of course provider (Name, address and phone number, or email)
- Expiration date for the participant (**Maximum** of 3 years from the date of successful completion)
- Recognition statement: "Title of Course is recognized as an ANCC Nursing Skills Competency Program."

#### SD 9. Submit reference list

- Current references used to develop course content must be evidence-based and based on professional standards, guidelines, or regulations, as appropriate.
- Copy of standards or guidelines, if applicable
- If program requires textbook please send a copy for review, if applicable.

#### SD 10. Submit marketing materials and website link(s) as applicable

SD 11. Submit curricula vitae and/or other evidence of content expertise **and** expertise in adult education (graduate preparation or international equivalent) of the course development team.

SD 12. Submit curricula vitae and/or other evidence of content expertise **and** expertise in ability to present content effectively of individuals delivering course content.

SD 13. Submit curricula vitae and/or other evidence of content expertise **and** expertise in ability to evaluate skill effectively of individuals evaluating participant's performance.

## Course Overview and Content

### Criteria

1. The skill or skill set must be clearly and concisely described.
2. The target audience for the course must be registered nurses.
3. The skill or skill set must be within the scope of practice of registered nurses.
4. There is valid rationale provided for the time period that an individual is considered to be competent in the skill or skill set.
5. Outcomes for each component of the skills competency course are clearly defined and include knowledge, skill (performance), and abilities (professional behaviors).
6. Outcomes are written as outcome statements and clearly specify what the learner will know and demonstrate in order to successfully complete the course.
7. Course content is evidence-based and based on professional standards, guidelines or regulations as appropriate. Evidence-based references are provided for course content.
8. Content is congruent with the outcomes of the course.
9. Time-frame to deliver course content is valid.
10. Teaching/learning strategies used to deliver course content are appropriate for the subject matter.
11. Participants are informed of objectives and criteria for successful completion prior to initiation of skills course.
12. Participants successfully completing the skills course receive documentation of completion that includes all required components.
13. Applicants are required to retain records related to the nursing skills competency course for a minimum of six (6) years.

## Supporting Evidence

**COC 1.** Describe the skill or skill set to be validated by successful completion of the course.

**COC 2.** Outcomes for each component of the course will be clearly defined and include knowledge, skill (performance) and abilities (professional behaviors). Each outcome statement should specify what the learner will know or do in order to successfully complete the course.

*Outcomes must be worded in realistic, practice-based, measurable terms.*

Example: Upon completion of this program, the learner will be competent to:

**COC 3.** Describe the target audience **and** practice setting for the nursing skills competency course.

**COC 4.** Is the skill or skill set within the scope of practice for the target audience? Please explain.

*Look at scope and standards of practice. Do they require the audience to be competent in this area?*

*Ensure you point us to the right audience.*

**COC 5.** Identify the time period that an individual successfully completing the course is considered to be competent in the skill or skill set including the rationale for the time period (may be no longer than every 3 years).

*Consider the skill you are teaching to. Knowledge changes can happen quickly. Is a person still competent in the time period you specify?*

**COC 6.** How will the course content be delivered?

- Live
- Web based
- Print
- Other (Describe)

**COC 7.** Describe how course content is evidence-based and based on professional standards, guidelines, or regulations as appropriate to meet identified course outcomes.

**COC 8.** Describe how teaching/learning strategies are appropriate for identified course content and outcomes.

**COC 9.** Describe how adequate time is provided for the teaching/learning process and is based on the content and outcomes identified.

**COC 10.** Course files to be stored at (list location):

Applicants are required to retain records related to the nursing skills competency course for a minimum of six (6) years.

## Course Faculty

### Criteria

14. Course development team must have documented expertise in adult education (graduate preparation or international equivalent) and content expertise in subject matter.
15. Individuals delivering course content must have documented expertise in ability to present content effectively and content expertise in subject matter.
16. Individuals evaluating participant performance in the skill or skill set must have documented expertise in ability to evaluate skill performance and content expertise in subject matter.

Course development team, individuals delivering course content, and individuals evaluating participant's performance in the skill or skill set in the clinical setting must have content expertise as exhibited by:

- Certification in specialty area if applicable and recent (within 2 years) experience in clinical area
- Academic preparation in content area and recent (within 2 years) experience in clinical area
- Academic preparation in content area and certification in specialty area
- Advanced professional development (course work, recognized credential) that signifies expertise in content area

Additionally:

Course **development team** must have documented expertise in:

- Adult education (graduate preparation or international equivalent)

Individuals **delivering course** content must have documented expertise in:

- Ability to present content effectively
  - Teaching experience
  - Formal preparation in presentation skills
  - *Presenters do not have to be nurses, but should address nursing care and nursing implications, as applicable.*

Individuals **evaluating** participant's performance in the skill or skill set in the clinical setting must have documented expertise in:

- Ability to evaluate skill effectively
  - Formal preparation to evaluate skill performance

## Supporting Evidence

**CF 1.** Describe the expertise of the individuals developing course content.

**CF 2.** Describe the expertise of the individual(s) delivering course content.

**CF 3.** Describe the expertise of the individual(s) evaluating performance of the skill or skill set in the clinical setting.

## Content Integrity

### Criteria

17. Course content is delivered without promotion or bias.

Ensure that content is delivered without promotion or bias.

Examples of how bias in the course content has been minimized are:

- Each individual delivering course content has signed a statement that says s/he will present information fairly and without bias.
- Sessions will be audited to evaluate for bias
- Participants will be asked to evaluate bias in presentation of the course
- In conjunction with the above, violators of policy will not be asked to present again
- Other - Describe

## Supporting Evidence

**CI 1.** Describe the processes used to minimize potential bias by developers, faculty, and evaluators.

## Evaluation Methods

### Criteria

18. Method of testing and validating the skill or skill test includes evaluation of knowledge, skill (performance) and abilities (professional behaviors).
19. Testing methods are valid and reliable.

### Supporting Evidence

#### Connect EM 1-3 to SD 4-6

##### EM 1. Knowledge Component

A. Indicate testing method(s) used. Examples:

- Written test
- Case Study/Case Presentations
- Essay
- Discussion Group
- Other

B. Describe process to be used and rationale for testing method.

##### EM 2. Skill(s) component

A. Indicate testing method(s) used. Examples:

- Laboratory (Live or Simulation)
- Computer-based
- Clinical setting
- Other

B. Describe process to be used and rationale for testing method chosen.

EM 3. Abilities component (performance in practice to include professional behaviors appropriate to the skill or skill set).

A. Indicate testing method(s) used. Examples:

- Direct observation of skill or skill set performance in a clinical setting
- Evaluation of skill or skill set performance using problem-based learning or case-based approach
  - Live

- Simulation
- Computer-based
- Other

**B. Professional behaviors evaluated:**

- Safety
- Ethical considerations
- Cultural awareness/sensitivity
- Other

**C. Describe process to be used and rationale for testing method chosen.**

**EM 4.** Describe the methods to be used when revalidating a successful participant's competency at the end of the time period identified in COC 5.

## Clinical Effectiveness Outcomes

### Criteria

20. Clinical effectiveness outcomes are defined and measured to include proficiency, safety and/or quality as appropriate.

Clinical effectiveness evaluation demonstrates the impact of a competency program on outcome measures which may include but are not limited to proficiency, safety and/or quality. Evaluation of outcome measures **must be objective** and **may not be limited to self-report measures**.

Applicants must develop a plan to evaluate clinical effectiveness outcomes for the course. Examples include:

- Improved proficiency in skill or skill set
- Improvement in patient safety measures
- Improvement in quality outcome measure
- Other – Describe

Applicants must describe in detail:

- Frequency of evaluation
- Types and methods of learner/participant feedback
- Types and methods of feedback from customers in the clinical setting where the skill/skill set has been implemented (“customer” to be defined by applicant based on content of the course)

Be sure to describe how program monitors outcomes.

Examples include: decrease in incident reports, change in nurses' behavior, decrease in sentinel events, etc.

### **Supporting Evidence**

**CEO 1.** Description of the plan to evaluate clinical effectiveness

### **Renewal of Recognition Summary**

#### **Submit:**

**RS 1.** Empirical evidence to demonstrate clinical effectiveness of the recognized course

**RS 2.** Analysis/interpretation of evidence collected to validate clinical effectiveness

**RS 3.** Description of what modifications (if any) were made to the course\*

**RS 4.** Summary of all evaluations from past 18 months