

## AMERICAN NURSES CREDENTIALING CENTER (ANCC) COMMISSIONS PROFILE

<b>COMMISSION NAME</b>	The Commission on Accreditation
<b>FOR A TERM BEGINNING</b>	Jan 1, 2018.
<b>*AUTHORITY ESTABLISHED BY AND ACCOUNTABLE TO</b>	ANCC Board of Directors
<b>TOTAL NUMBER OF MEMBERS</b>	Shall consist of no fewer than nine members appointed by the ANCC Board.
<b>PURPOSE</b>	Shall govern ANCC's Accreditation Program activities.
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provide strategic direction for the Accreditation Program including:             <ol style="list-style-type: none"> <li>a. Primary Accreditation: organizational credential; Accredited Providers and Accredited Approvers</li> <li>b. Joint Accreditation: organizational credential; Jointly Accredited Providers</li> <li>c. Nursing Skills Competency Program: program credential; skills-based competency courses</li> <li>d. Practice Transition Accreditation Program: program credential; RN Residency/RN or APRN Fellowship programs</li> </ol> </li> <li>2. Approve accreditation criteria based on standards established by ANCC and research;</li> <li>3. Make final decisions regarding the awarding of Accreditation following evaluation of evidence collected by Accreditation appraisers; and</li> <li>4. Oversee the appeals process for the program.</li> </ol>
<b>COMPOSITION</b>	<p>The composition of the Commission on Accreditation, hereafter referred to as the COA, is a minimum of nine commissioners. Commissioners are chosen based on the needs of the COA and are selected from the following ANCC Accredited or Approved constituencies:</p> <ul style="list-style-type: none"> <li>* ANA constituent members</li> <li>* Nursing specialty organizations</li> <li>* Colleges and universities</li> <li>* Healthcare facilities</li> <li>* Federal nursing services</li> <li>* Professional education organizations</li> <li>* Others, as determined by the COA</li> <li>* Foreign residence or international experience</li> <li>* Non-Nursing Member</li> </ul> <p><b>Note:</b> The representative shall have major responsibility for the continuing education activities of the accredited organization.</p>
<b>REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Nursing roles require a graduate degree, and a baccalaureate or masters degree in nursing.</li> <li>2. RNs are required to be full members of ANA during their tenure on the COA. Go to <a href="http://www.nursingworld.org/joinana.aspx">www.nursingworld.org/joinana.aspx</a> for ANA membership information. This requirement is waived for the non-nurse and international members.</li> <li>3. Appointees may not be currently engaged as a volunteer or staff member in any other ANCC operational program (e.g., reviewer, appraiser or Commission member for Certification, Magnet Recognition<sup>®</sup>, and/or Pathway to Excellence<sup>®</sup> Programs).</li> </ol>

<b>TERM OF OFFICE</b>	Each commissioner serves a 4-year term or until a successor is appointed.
<b>TERM LIMIT</b>	<ol style="list-style-type: none"> <li>1. No member may serve more than two consecutive terms or eight consecutive years.</li> <li>2. A member who has served more than one-half term shall be considered to have served a full term.</li> </ol>
<b>TIME COMMITMENT</b>	<p>Regular meetings of the COA shall be held at least annually at a time and place determined by the Chairperson and special meetings may be called by the Chair or upon request of a majority of the members. Currently the COA members:</p> <ol style="list-style-type: none"> <li>1. Meet annually for two days.</li> <li>2. Review evidence collected by Accreditation appraisers as documented on a Final Report, and validate adherence to accreditation criteria (estimated 30 minutes – 4 hours per application based on type of accreditation decision and overall compliance of applicant with criteria). Applications are received on a rolling calendar basis. Validation of adherence to criteria is documented on a COA motion form.</li> <li>3. Participate in one conference call monthly (average 90 minutes). Voting decisions are made during the monthly conference call and Commissioners are expected to review decision documentation prior to call.</li> <li>4. Accept individual, sub-committee, or task force responsibilities as assigned by the chairperson. Members may also be asked to represent the ANCC by attending meetings of other units to present reports.</li> <li>5. Become and remain knowledgeable about accreditation criteria, policies, procedures, and the review process.</li> <li>6. New Commissioners are strongly encouraged to attend a 1 day orientation onsite at the ANCC headquarters. Date TBD</li> </ol>
<b>EXPENSES</b>	Expenses for meetings are reimbursed by the American Nurses Credentialing Center; however, no honoraria are paid.
<b>CONFLICT OF INTEREST/INTELLECTUAL PROPERTY FORMS</b>	Please note that successful candidates will be expected to sign conflict of interest disclosure forms and other agreements that protect ANCC intellectual property.
<b>REMOVAL</b>	Any COA member may be removed with or without cause at any time by majority vote of the ANCC Board of Directors.
<b>VACANCIES</b>	<ol style="list-style-type: none"> <li>1. Absence from two consecutive face-to-face meetings, failure to uphold the duties of the position, or absence of 20% of monthly conference calls without a valid reason for non-attendance are causes for declaring a vacancy in the position. Such vacancy shall be determined by a majority vote of the appointing body.</li> <li>2. A vacancy shall be filled for the balance of the unexpired term by the body specified for original appointment/election.</li> </ol>
<b>QUESTIONS?</b>	If you have any questions regarding the role and responsibilities of COA Members, please contact Kathy Chappell, PhD, RN, FNAP, FAAN, Vice President, Accreditation Program and Institute for Credentialing Research at ANCC at 1-800-284-2378, extension 5231, or <a href="mailto:Kathy.chappell@ana.org">Kathy.chappell@ana.org</a>

\* Documentation/policy codifying the ANCC Units is the *ANCC Bylaws*, revised Apr. 18 2016, unless otherwise indicated. (Revised 4/6/15)