

Interim Monitoring Guidelines

The Commission on Magnet designates Magnet Recognition for Nursing Excellence for a period of four years. In order to maintain Magnet designation, your organization must remain in compliance with the Components and policies of the ANCC Magnet Recognition Program.

After designation, the organization moves into a monitoring and evaluation phase, which includes the annual submission of the Demographic Data Collection Tool™ (DDCT) Report, the Interim Monitoring Report (IMR), and periodic phone conversations with the Analysts in the Magnet Recognition Program office.

Submission of Reports

- **Interim Monitoring Report is** submitted via email to cyndy.hagstrom@ana.org.
- Demographic Data Collection report submitted is submitted online via the DDCT™ at <https://ddct.anccmagnet.org/>. Please see related support documents located at <http://nursecredentialing.org/Magnet/Magnet-FormsTemplates/DemographicInfoForm>.

The reports are due by the final day of the organization’s designation anniversary month. The table below represents the timeline for submission of the DDCT Report and IMR:

Timeline – <u>Four Year Designation</u>	Report
Interim Year 1	» DDCT Report
Interim Year 2	» Interim Monitoring Report » DDCT Report » Analyst Interim Call
Interim Year 3	» DDCT Report » Application Submission
Interim Year 4	» DDCT Report - submitted on the 15 th of the month (or earliest business day following this date) prior to documentation submission month » Research Table » SOE Selection Table » Written Documentation

Annually

The DDCT report must be updated and submitted each year via the web-based portal by the final day of the anniversary month of the organization’s designation.

Access information is provided below. If you are going to this site for the first time enter the MPD’s or CNO’s work email address, then hit “Forgot Password” link. This will allow you to establish your own password.

<https://ddct.anccmagnet.org/>

DDCT Instruction: <http://www.nursecredentialing.org/Magnet/Magnet-FormsTemplates/DemographicInfoForm>

Systems must submit separate:

- *DDCT report for each facility as well as for system level assets.*
- *Nurse satisfaction, patient satisfaction, and clinical indicator data for each facility*

Contact the Magnet Recognition Program Outcomes Analyst at 301.628.5264 or cyndy.hagstrom@ana.org with any questions related to the DDCT Report.

Two year(s) after Magnet designation

The submission via email of an **Interim Monitoring Report** is required (in addition to the DDCT) by the final day of the anniversary month of the organization's designation.

Acquisition of Additional Clinical Care Sites

If the organization has acquired additional hospitals, ambulatory centers, etc. since the most recent designation, please provide a brief summary listing of the new sites. Indicates when data collection began for nurse satisfaction, patient satisfaction, and the nursing sensitive indicators. Include the data available to date in the Interim Monitoring Report.

Interim Monitoring Report Content

1. Nurse Satisfaction Survey

- Provide unit-based, national benchmarked nurse (RN) satisfaction data from the most recent survey administered. Only one set of nurse (RN) satisfaction data is required.
 - The database vendor must provide you with a benchmark at the unit level.
 - The data will be reviewed to assess the organization's performance relative to the national mean or median of the national database used.
- Provide the name of the vendor.
- Use the format of the required tables and graphs in the 2014 Magnet Program Application Manual[®].
- Provide the registered nurse response rate as a percentage of all RNs employed in the organization.

Note: To meet the requirements of the 2014 Magnet Program Application Manual[®], a survey tool must address the following requirements:

- *Each category must be represented by more than one item to improve the measurement of the concept.*
- *Autonomy. All three aspects of autonomy (as defined in the 2014 Magnet Program Application Manual[®]) must be covered:*
 - *Control over nursing practice,*
 - *Clinical autonomy, and*
 - *Organizational autonomy.*
- *Fundamentals of Quality Nursing Care. All seven aspects (as defined in the 2014 Magnet Program Application Manual[®]) must be covered:*
 - *The Nursing Professional Practice Model illustrates the alignment and integration of nursing integration of nursing practice with the mission, vision, philosophy, and values of the organization.*
 - *Nursing leadership develops a strong vision and well-articulated philosophy that supports and promotes high standards for nursing practice.*
 - *Nurses are clinically competent.*
 - *Nurses incorporate evidence-based findings and standards findings and standards into the delivery of patient care.*
 - *Nurses partner with patients and families to diagnose plan, and deliver*

- individualized patient-centered care.*
- *A culture of safety is promoted in the nurse work environment.*
- *Nurses participate in the surveillance, reporting, and evaluation of continuous quality improvement.*
- *Leadership access and responsiveness must reference nursing administration/CNO.*
- *Interprofessional relationships must include all disciplines.*
- *RN-to-RN teamwork and collaboration must specify RNs rather than the broader team.*

- *Professional development must include at least education and resources.*
- *Adequacy of resources and staffing must include, at a minimum, these two elements.*

Vendors may contact cyndy.hagstrom@ana.org to engage in joint categorization of vendor questions.

2. Patient Satisfaction Survey Data

- Provide the most recent 8 quarters (for which a comparative benchmark is available) of inpatient, pediatric, and ambulatory/outpatient patient satisfaction data at the unit or clinic level. Select and report data for four (4) measures from the categories listed in the 2014 Magnet Program Application Manual[®]
 - The database vendor must provide you with a benchmark at the unit level.
 - The data will be reviewed to assess the organization's performance relative to the mean or median of the national database used.
- Provide the name of the vendor.
- Use the format of the required tables and graphs in the 2014 Magnet Program Application Manual. Include the full question in addition to the category on each graph/data table.

Note: Vendors may contact cyndy.hagstrom@ana.org to engage in joint categorization of vendor questions.

3. Nursing Sensitive Indicator Data

- Select indicators listed in the 2014 Magnet Program Application Manual[®]
- Provide nationally benchmarked unit- or clinic-level nurse-sensitive clinical indicator data using tables and graphs to display the most recent 8 quarters (for which a comparative benchmark is available) (at minimum) of data.
- Use national databases when available. If a national database is not available, the organization must demonstrate that internal benchmarks are based on professional standards, literature review, internal trended data, or all three.

The Magnet Recognition Program Outcomes Analyst reviews and analyses the IMR that is submitted and follows this review with an email message back to the organization that provides findings and recommendations.

If the MPO does not receive the required documents by the last day of a Magnet-designated organization's second anniversary month and the organization has not notified the MPO regarding the delay, the Magnet Commission will determine any necessary action. If it is anticipated that it will not be possible to submit the Interim Report by the required day, the Outcomes Analyst (cyndy.hagstrom@ana.org) should be contacted as soon as possible.

If there is evidence of decline in meeting Magnet expectations, the Magnet Commission may:

- Require additional data be submitted

- Request an immediate site visit

Contact the Magnet Recognition Program Outcomes Analyst at 301.628.5264 or cyndy.hagstrom@ana.org with any questions related to the Interim Monitoring Report.

Interim Courtesy Call: Following the IMR review that is conducted by the Outcomes Analyst, an Interim Courtesy Call will be scheduled with the Senior Magnet Program Analyst to:

- Discuss any questions that the organization might have about application/ documentation preparation for redesignation
- Discuss any pertinent issues identified on the IMR
- Address any questions that have arisen during the interim period

Contact the Magnet Recognition Program Outcomes Analyst at 301.628.5264 or cyndy.hagstrom@ana.org with any questions related to the Interim Monitoring Report.

Three years after Magnet designation

An online application (in addition to a new DDCT report) must be completed and submitted per the directions noted on-line at

<http://www.nursecredentialing.org/Redesignation.aspx>

Four years after Magnet designation

Written documentation is submitted for appraisal on the 1st business day of one of the following months closest to the month of designation.

- February
- April
- June
- August
- October

The DDCT report that accompanies a documentation submission, is to be submitted on the 15th of the month (or earliest business day following this date) prior to the documentation submission month. For example, the DDCT will be submitted on January 15, 2015 when documentation is scheduled for submission on February 1, 2015.

When developing the documentation for re-designation, the Magnet-designated organization must comply with the Application Manual in effect at the time the documentation will be submitted. It is the responsibility of Magnet-designated organizations to remain current with any changes promulgated by the Magnet Recognition Program. These changes can be located on the Magnet website.