

## Magnet Senior Analysts' Tips

*Submitting a first-time application or seeking redesignation? Read the following tips to ensure adherence to guidelines for data collection, provision of evidence, and formatting when writing to the Sources of Evidence (SOEs)!*

### I. EP23EO Patient Satisfaction—Ambulatory

Starting April 1, 2018, applicant organizations must submit eight quarters of ambulatory data compared with national benchmarks. To ensure that your organization is ready for the April 2018 submission deadline, submit your ambulatory patient satisfaction data to a national database no later than December 2015. This allows enough time for your organization to present eight quarters of results and benchmarks in its written documents. This timeline will give those organizations submitting documents on or after April 2018 enough time to prepare data tables and graphs that include the required eight quarters of data.

### II. Cohort Groups

For both EP22EO and EP23EO, don't forget to include the comparison cohort (teaching hospital, 400-bed hospital, etc.) in your graphs as indicated on pages 50 and 54 of the *2014 Magnet® Application Manual*.

### III. Formatting Non-EOs

Use the outlines prescribed on pages 59–61 of the *2014 Magnet® Application Manual* for formatting **only** the Empirical Outcome (EO) SOEs. Present the SOEs **without** the “EO” suffix in a narrative format with supporting evidence, such as SE8 on the following page.

### **Describe Example and Provide Evidence**

SE8: The organization provides educational activities to improve the nurse's expertise as a preceptor.

- ▶ Describe the organization's preceptor educational program(s) and how each program is evaluated on an ongoing basis. Provide supporting evidence.

### **Example Narrative**

Include the following information in response to SE8:

Organization's preceptor program

- ▶ Describe the organization's preceptor educational program(s).

How the evidence is evaluated

- ▶ Describe how each program is evaluated on an ongoing basis.

For narrative requirements, see the *2014 Magnet® Application Manual*, appendices D and E, pages 103–106.

### **Supporting Evidence**

Provide supporting evidence for the described example.

Organization's preceptor program

- ▶ Evidence to support the organization's preceptor educational program(s) as presented in the narrative.

How the evidence is evaluated

- ▶ Evidence to support how *each* program is evaluated on an ongoing basis as described in the narrative.

## **IV. Providing Evidence**

Organizations may provide a maximum of **five** pieces of evidence per example.

- ▶ Evidence is “something which shows that something else exists or is true” and is “a visible sign of something” —Merriam-Webster (*Merriam-Webster, “Evidence.” Accessed July 31, 2014. [www.merriam-webster.com/dictionary/evidence](http://www.merriam-webster.com/dictionary/evidence)*)
- ▶ Evidence includes but is not limited to:
  - Minutes
  - Agendas
  - Screenshots
  - Policies
  - Procedures
  - Emails
  - Contracts
  - Letters of intent
  - Plans
  - Dashboards

▶ Evidence excludes:

- Photos, unless clearly demonstrating who, what, when, where, and how.
- Testimonials and narrative examples.
- Materials such as tables, lists, or other forms of self-generated information that have been developed for the purpose of clarifying what has been stated in the written documentation. These materials generally serve as additional narrative and do not serve as evidence because they are not taken from actual documentation.

For more information on providing evidence, refer to pages 24, 103, and 105 in the *2014 Magnet® Application Manual*.