

Agency Mission: To assure the citizens of Kansas safe and competent practice by nurses and mental health technicians.

**Kansas State Board of Nursing
Continuing Nurse Education & IV Therapy Committee Agenda
December 14, 2021**

NOTE: The meeting will be held via Zoom. Link to access meeting to follow agenda.

Time: 12:30 p.m. – 2:00 p.m.

Committee Members: Julianna Rieschick, RN, MSN, NEA-BC – Chair
Lori Owen, LPN – V. Chair
Andrea Watson, RN, BSN, OCN, CCRP
Geovannie Gone, Public Member
Melanie Burnett, MSN, RN
Karen Aufdemberg, RN, BSN
Teresa Sanderson, RN

Staff: Chelsey Stephenson – Education Specialist, CNE
Carol Moreland, MSN, RN – Executive Administrator
Michelle Brown, Senior Administrative Assistant

- I. Call to Order
- II. Review of On-Site Packet
- III. Additions/Revisions to the Agenda
- IV. Announcements
- V. Approval of Minutes – September 14, 2021
- VI. Unfinished Business
 1. Update on CNE Regulations
 2. IV-Therapy Task Force Update
- VII. New Business
 1. IOA Statistical Report
 2. Approved National Credentialing Organizations for CNE
 3. Initial LTP Applications
 - a. Allied Health Instructors Academy
 - b. DSD Whole Body Wellness
 - c. HCA MidAmerica Clinical Education
 - d. Kansas Department of Health & Environment
 - e. Nursing CEUs with Laurant
 - f. Victorious Mentoring, LLC
- VIII. Agenda for March 2022 Committee Meeting
- IX. Adjourn

CNE/IV Therapy 1

Please note: Additional items which have come to the attention of the Board or Committee will be handled as time permits. Agenda is subject to change based upon items to come before the Board. Handouts or copies of materials

brought to the Board or Committee for discussion by Committee Members or visitors must be submitted to staff 30 calendar days prior to start of the meeting. Any items received after the 30th calendar day may be addressed at the meeting at the discretion of the President of the Board or Chairperson of the Committee.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89868942310?pwd=VUQyamFhVjNPM0E5SjI4dkZLUiNrQT09>

Passcode: KsbnCEComm

Or One tap mobile :

US: +16699006833,,89868942310#,,,,*5832139501# or +12532158782,,89868942310#,,,,*5832139501#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 898 6894 2310

Passcode: 5832139501

International numbers available: <https://us02web.zoom.us/j/kCgwDdMw9>

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IV-Therapy Task Force Update

An electronic survey was sent to the 24 IV-Therapy Providers asking the following question:

What curriculum/teaching content do you use in your IV-Therapy Providership?

- We utilize the information from the Kansas Nurse Practice Act, IV-Therapy Provider Competency Checklist, Infusion Nurses Society Standards of Practice and a textbook manual of IV Therapeutics – Evidence Based Practice for Infusion Therapy.
- IV Therapeutics by Goroski; Our content has been structured around the IV Regulations.
- The Infusion Therapy Standards of Practice standards are used as a framework.
- Assignment on the Kansas Nurse Practice Act; dose calculations; ATI on IV Therapy; discussion board on legal/ethical content; YouTube videos; PowerPoints; PCA Critical Thinking Assignment; Local Anesthetic Application and Clinical Demonstration.
- Phillip's Manual of IV Therapeutics as a resource (not required); Course is online except for 4 hours of orientation/resource review/fluid review; 8 hour clinical lab experience and 8 hour hospital lab experience.
- KSBN Curriculum Outline
- KSBN Requirements which reflects Infusion Nurse Society standards
- 7th Edition Phillips' Manual of IV Therapeutics; Booth Intravenous Therapy for Health Care Personnel – supplemental content only.
- The KSBN Approved Curriculum KAR 60-16-104 (b)(1)(23)

September 2021**IOAs**

Received: 92

Approved: 59 (2,515.0 hours)

Denied: 33

Pending: 0

LTP Applications

Received: 0

Approved: 0

Denied: 0

Pending: 0

SP Applications

Received: 3

Approved: 3

Denied: 0

Pending: 0

**IVT Providership
Applications**

Received: 0

Approved: 0

Denied: 0

Pending: 0

October 2021**IOAs**

Received: 52

Approved: 41 (1,512.7 hours)

Denied: 11

Pending: 0

LTP Applications

Received: 6

Approved: 0

Denied: 0

Pending: 6

SP Applications

Received: 2

Approved: 2

Denied: 0

Pending: 0

**IVT Providership
Applications**

Received: 0

Approved: 0

Denied: 0

Pending: 0

November 2021 (as of 11/16)**IOAs**

Received: 52

Approved: 40 (1,263.9 hours)

Denied: 12

Pending: 0

LTP Applications

Received: 0

Approved: 0

Denied: 0

Pending: 0

SP Applications

Received: 1

Approved: 0

Denied: 0

Pending: 1

**IVT Providership
Applications**

Received: 0

Approved: 0

Denied: 0

Pending: 0



National Nursing Certification Organizations

A current nursing specialty certificate can be used towards the continuing education requirement. The certificate must be issued by a national professional nursing or medical organization and must be current at the time the continuing education report is submitted. Certification to meet reregistration requirements for any previously deferred contact hours is not acceptable. The certifying organization must have standards that include periodic continuing education or other competency certification requirements. The certification may be for initial certification or for recertification. Certification may be for advanced practice registered nursing or for generalist professional nursing practice.

National Nursing Certification Organizations	Website
Addictions Nursing Certification Board	https://ancbonline.org/
American Academy of Nurse Practitioners*	https://www.aanpcert.org/
American Association of Critical-Care Nurses*	https://www.aacn.org/
American Association of Legal Nurse Consultants	http://www.aalnc.org/
American Association of Neuroscience Nurses	http://aann.org/
American Board for Occupational Health Nurses	https://www.abohn.org/
American Board of Certification for Gastroenterology Nurses	https://www.abcgcn.org/
American Board of Perianesthesia Nursing Certification	https://www.cpancapa.org/
American Midwifery Certification Board*	https://www.amcbmidwife.org/
American Nurses Association	https://www.nursingworld.org/our-certifications/
American Nurses Credentialing Center*	https://www.nursingworld.org/ancc/
American Society of Ophthalmic Registered Nurses	https://asorn.org/certification/
Association of Rehabilitation Nurses	https://rehabnurse.org/
Competency and Credentialing Institute	https://www.cc-institute.org/
Developmental Disabilities Nurses Association	https://ddna.org/
Emergency Nurses Association	https://www.ena.org/
HIV/AIDS Nursing Certification Board	https://www.nursesinaidscare.org/i4a/pages/index.cfm?Pageid=4835
Hospice and Palliative Credentialing Center	https://advancingexpertcare.org/HPNA/Default.aspx
Infusion Nurses Certification Corporation	https://www.ins1.org/crni-certification/
International Society of Plastic and Aesthetic Nurses	https://ispan.org/
Medical-Surgical Nursing Certification Board	https://www.msncb.org/
National Board for Certification of School Nurses	https://www.nbcsn.org/
National Board of Certification and Recertification for Nurses Anesthetists*	https://www.nbcrna.com/
National Certification Corporation*	https://www.nccwebsite.org/
Nephrology Nursing Certification Commission	https://www.nncc-exam.org/
Oncology Nursing Certification Corporation	https://www.oncc.org/
Orthopaedic Nurses Certification Board	https://www.oncb.org/
Pediatric Nursing Certification Board*	https://www.pncb.org/
Wound, Ostomy and Continence Nursing Certification Board	http://www.wocncb.org/

*Certifies Advanced Practice Registered Nurses

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Allied Health Instructors Academy

Name of Program Coordinator: Cheryl Davis, RN, BSN

Date to CNE Committee: December 14, 2021

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	10/11/2021	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	X	
<ul style="list-style-type: none"> Be a licensed professional nurse 	X	
<ul style="list-style-type: none"> Have three years of clinical experience 	X	
<ul style="list-style-type: none"> Have one year of experience in developing and implementing nursing education 	X	
<ul style="list-style-type: none"> Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977) 	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
<ul style="list-style-type: none"> Assessing the need and planning for CNE activities 	X	
<ul style="list-style-type: none"> Fee assessment 	X	
<ul style="list-style-type: none"> Advertisements or offering announcements. Published information shall contain the following statement: "(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: " 	X	
<ul style="list-style-type: none"> Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual responsible for the providership or required policies and procedures within 30 days 	X	

For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum		N/A
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		N/A
• Clinical hours		N/A
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		

• The provider's name, address, provider number, and coordinator		N/A
• The participant's name and license number, and the number of contact hours awarded		N/A
• The title of the offering		N/A
• The date on which the offering was completed		N/A
• Either the completion of a posttest or a return demonstration		N/A
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		

For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:		
	#1 - How to Speak Up Even When It Is Hard	#2 - How to Start a Medical Training Center
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Reviewed by Chelsey Stephenson, Education Specialist, 11/15/2021

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OCT 11 2021

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KSBN EDUCATION

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9 files were uploaded with this form: [CNE Program Coordinator Position Description.docx](#), [Independent Study Participation Verification.docx](#), [Application Cover Sheet.docx](#), [Attendance Roster.xlsx](#), [CNE Offering Evaluation.pdf](#), [Total Program Evaluation.docx](#), [Cheryl Davis - Resume.docx](#), [Packet - How To Speak Up Even When It Is Hard.docx](#), [Packet - How To Start A Medical Training Center.docx](#)

www.ksbn.org**radio** ~ Initial Application**Providername** ~ Allied Health Instructors Academy**providernum** ~ ~**legalbody** ~ ~**address** ~ 118 South Madison Street, Suite 4**adress2** ~ Thomasville, Georgia 31792**telephone** ~ 229-289-5898**email** ~ cdavisswgte@yahoo.com**coordinator** ~ Cheryl Davis, RN, BSN**date** ~ 10-08-2021**planningce** ~ Policy #100: Process of Assessing Need And Planning CNE

Allied Health Instructors Academy, will follow a systematic process for assessing need and planning CNE offerings.

Date: _____ Reviewed: _____

Need Assessment

1.Allied Health Instructors Academy, will assess need for CNE using informal and/or formal methods including:

- a.Identifying healthcare facility business needs through formal or informal survey;
- b.Performing gap analysis through individual interviews, focus groups, surveys, and self-assessments

Assessment of Training Options

1.A list of training options and needs will be generated after the gap

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analysis has been completed.

2.All options will be carefully evaluated to determine which are:

- a.Urgent
- b.Important
- c.Not important

3.Allied Health Instructors Academy, will consider these factors when determining CEU offerings:

- a.Does the offering provide a solution to a problem?
- b.What is the cost of the training to those participating in the offering?
- c.What is the expected return on investment those participating in the offering can expect?
- d.Does the training assist with meeting legal compliance for individual participants or organizations?
- e.After all training options have been assessed, Allied Health Instructors Academy, will have a list of educational priorities suitable for individuals, departments and organizations.

Planning of CNE Offerings

- 1.The CNE Program Coordinator will then evaluate the list of educational priorities and plan CNE offerings for the upcoming year.
- 2.CNE offerings will be planned and scheduled with consideration given to:
 - a.Where will the offering will be conducted?
 - b.How will offering be delivered?
 - c.Is the offering suitable to be provided online?
 - d.If the offering already exists, should it continue to be offered?

feeassessment ~ Policy #101: Process For Fee Assessment

Participants will be aware of the cost of any CNE offering and the process for refunds at the time each offering is announced.

Date: _____ Reviewed: _____

Fee Assessment

- 1.Allied Health Instructors Academy will designate a fee for each CNE offering and publish the fee and refund policy at the time the offering is formally announced.
- 2.The fee for each offering will vary depending on cost of speaker(s), venue, advertising, etc...
- 3.The fee for the offering will be collected at the time of registration and will be payable electronically or with check via mail.
- 4.Payment of the fee secures registration for the offering.

Refunds

- 1.If a participant is unable to attend the offering as scheduled, refunds will be issued as follows:
 - a.Notice received up to 7 days prior to scheduled event: 100% refund
 - b.Notice received less 7 days prior to scheduled event: 0% refund
- 2.Refunds will be made within 14 days of receipt of notice.

Insufficient Funds

- 1.A \$35 fee will be assessed for any payment received that is returned to the organization for insufficient funds in addition to the fee for the offering.
- 2.A participant may not attend an offering until fees have been paid in full.

advertisement ~ Policy #102: Process For Advertisements or Announcements

CNE Offerings will be advertised.

Date: _____ Reviewed: _____

Advertisements or Announcements

- 1.Allied Health Instructors Academy will advertise CNE offerings in a variety of ways, including:
 - a.On the internet via website, social media and email
 - b.Radio
 - c.Television
 - d.Print advertising
 - e.Mail
- 2.Published information shall contain the following statement:
 - a.Allied Health Instructors Academy is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ____contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: _____

approvalprocess ~ Policy #103: Process For Offering Approval

Allied Health Instructors Academy will approve offerings using a standardized system to ensure each offering is appropriate.

Date: _____ Reviewed: _____

Approval Offering

- 1.Each CNE offering submitted to the CNE Program Coordinator must include:
 - a.Summary of planning

b. Behavioral Objectives

c. Content shall meet the definition of CNE in KSA 65-1117(a) which states: Continuing nursing education means learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public.

d. Instructor's education and experience documenting knowledge/expertise

e. Current bibliography (books 10 years, periodicals 5 years)

f. Offering evaluation that includes assessment of learner achievement of each objective, expertise of individual presenters

contacthours ~ Policy #104: Process For Awarding Contact Hours

Allied Health Instructors Academy will award contact hours to participants for completion of full program offering or partial completion of offering.

Date: _____ Reviewed: _____

Awarding Contact Hours

1. Participants completing an entire program offering will be awarded one contact hour based on 50 minutes of participation in a learning experience.

2. Credit for fractions of hours will be awarded to those completing an entire program offering as follows:

a. 15 minutes – 0.25 contact hour

b. 30 minutes – 0.50 contact hour

c. 45 minutes – 0.75 contact hour

Instructor credit will be awarded as follows:

d. 2.0 contact hours for each hour of first time presentation of an approved offering, excluding standardized prepared curriculum (e.g. ACLS, PALS, TNCC, ENPC, MANDT, etc)

3. Independent study credit will be awarded based on time required to complete the offering as documented by CE That Matters' pilot time test results

a. Pilot test time results will be measured as follows:

i. A small group of pilot testers representative of the target audience will document time needed by each to complete the offering;

ii. The CEU Program Coordinator will discard the highest and lowest times, total all remaining times and divide by remaining number of testers to determine the average time needed;

iii. Contact hour credit will be awarded as per this policy.

4. Contact hours for clinical hours will not be awarded.

1. Partial credit will be awarded as follows for late arrival or early departure:
 - a. Participants arriving late or leaving early will note and initial either time of late arrival or early departure;
 - b. Time for breaks will be subtracted from total hours participant was present at the offering.
 - c. Total number of minutes attended will be divided by 50 to calculate number of contact hours to be awarded to participant.

verifycompletion ~ Policy #105: Process For Verifying Participation and Completion of The Offering

Allied Health Instructors Academy will verify participation and completion of offerings by participants.

Date: _____ Reviewed: _____

Verifying Participation – Online Offerings

1. Participants will register for course offerings electronically.
2. Online course settings will not allow participants to advance to post-test and program evaluation without first viewing course content in its entirety.
3. Participants will be required to take a post-test and score 80% or greater to be awarded a Certificate of Continuing Nursing Education.

Verifying Participation – In Person Events

1. Participants will register for course offerings electronically.
2. Participants will sign in upon arrival for event and again after lunch and/or each subsequent day to verify attendance.
3. Participants will complete a program evaluation at the end of the offering.

Verifying Participation – Independent Study

1. Participants will register for course offerings electronically.
2. Participants will document and submit Independent Study Verification Form. Documentation will include:
 - a. Provider Name, Address, Provider Number, Name of Program Coordinator
 - b. Title of offering
 - c. Date offering completed
 - d. Name of presenter(s)
 - e. Participant name, email and license number
 - f. Participant Signature
- g. Participants will email the completed form to:

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hello@alliedhealthinstructorsacademy.com

3. Participants will be required to take a post-test and score 80% or greater to be awarded a Certificate of Continuing Nursing Education.

a. Upon receipt of the Independent Study Verification Form by (Insert Your Provider Name), participant will receive a link to complete the online post-test for the offering.

b. A score of 80% or greater is required for awarding of certificate of continuing nursing education.

c. Upon successful completion of the post-test participants will receive certificate of continuing nursing education electronically.

Policy #106: Process For Issuing Certificates of Completion

Allied Health Instructors Academy will issue certificates of completion to participants based on verification of participation in offerings.

Date: _____ Reviewed: _____

Issuing Certificates of Completion For Online Offering

1. Participants completing an online offering will be required to take a post-test.

2. A score of 80% or greater is required for issuing certificate of continuing nursing education.

3. Certificates of Completion will be provided electronically to participants completing online offerings.

Issuing Certificates of Completion For In Person Offering

1. Participants completing an in person offering will be required to sign in upon arrival, after lunch, and each subsequent day.

2. Certificates of Completion will be provided electronically to those participants with verified participation in each in person offering.

recordkeeping ~

Policy #107: Process For Record Keeping And Storage

Allied Health Instructors Academy will retain appropriate records for each offering, and store records securely and in manner that makes them easily retrievable by authorized personnel.

Date: _____ Reviewed: _____

Record Keeping And Storage

1. Allied Health Instructors Academy will retain the following records for each offering for a period of two years:

a. Summary of planning

b. Copy of announcement/brochure

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- c. Title and objectives
- d. Offering agenda
- e. Pilot time test results if independent study
- f. Bibliography
- g. Summary of participant evaluations
- h. Each instructor's education and experience
- i. Documentation to verify completion of the offering
- j. Records will be stored electronically on a secure site with password protected access to be retrieved easily as needed by authorized personnel.

noticeofchange ~ Policy #108: Process For Notice of Change of Coordinator or Required Policies

The CNE Program Coordinator will notify Kansas State Board of Nursing in writing of any change to CEU Program Coordinator or required policies and procedures within 30 days.

Date: _____ Reviewed: _____

Process for Notifying Kansas State Board of Nursing of Changes

1. The CNE Program Coordinator will notify Kansas State Board of Nursing of any change to CEU Program Coordinator or required policies and procedures within 30 days.
2. Written notification will be mailed to:
Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street
Suite 1051
Topeka, Kansas 66612-1230

programevaluation ~ Policy #109: Total Program Evaluation

Allied Health Instructors Academy will complete a total program evaluation annually and include findings in the annual report to Kansas State Board of Nursing.

Date: _____ Reviewed: _____

Process for Total Program Evaluation

1. The CNE Program Coordinator will complete a total program evaluation at least annually and submit findings in the annual report to Kansas State Board of Nursing.
2. The total program evaluation will include:
 - a. "a systematic process by which an approved provider analyzes outcomes of the overall continuing nursing education program in order

to make subsequent decisions"(60-9-105 (s))

3.The total program evaluation will include evaluation of:

a.Program administration, including program coordinator's responsibilities

b.Program management, including policies and procedures

c.Total program evaluation, including the ability of the plan to measure the overall effectiveness of the providership.

4.At least annually Allied Health Instructors Academy will complete a total program evaluation.

5.The CNE Program Coordinator will include the total program evaluation findings will be included with the annual report submitted to Kansas State Board of Nursing.

Submission date ~ 10-8-2021 20:10:27

Form ID ~ 1672730

Position Description: Continuing Nursing Education (CNE) Program Coordinator

Date: _____

Reviewed: _____

Position Summary

The Continuing Nursing Education (CNE) Program Coordinator will develop, implement and oversee continuing nursing education activities within Allied Health Instructors Academy; maintains the approved provider unit (APU) program and structure; supports overall growth of continuing nursing education activities.

Key Responsibilities:

1. Assessing needs and planning CNE offerings
2. Ensuring all CNE offerings meet criteria for awarding contact hours
3. Monitoring participation and completion of offerings by participants
4. Ensuring records are maintained confidentially for the appropriate period of time and with a system for easy retrieval by authorized personnel.
5. Notifying Kansas State Board of Nursing in writing of any change in CNE Program Coordinator or required policies and procedures.
6. Annual Total Program Evaluation
7. Annual report to Kansas State Board of Nursing

Minimum Qualifications:

1. Three years clinical experience as a Registered Nurse
2. Baccalaureate degree
3. One year of experience developing and implementing educational offerings

Independent Study Participation Verification

Provider Name And Address: Allied Health Instructor's Academy, 118 South Madison Street,
Suite 4, Thomasville, Georgia 31792

Provider #: XXXXXXXX

CNE Program Coordinator: Cheryl Davis, RN, BSN

Title of Offering: _____

Presenter(s): _____

Date Completed: _____

Participant Name: _____

Participant License #: _____

Participant Email Address: _____

Participant Signature: _____

Please email this form to: hello@alliedhealthinstructorsacademy.com for processing. Once received you will receive a link to take the online post-test for this offering. A score of 80% is required to receive credit and certificate of continuing nursing education.

*****FOR OFFICE USE ONLY*****

Post Test Score: _____

Contact Hours Awarded: _____

Date: _____

Cheryl Davis, RN, BSN - CNE Program Coordinator

1. Name and address of organization applying for long-term CNE providership:

Allied Health Instructors Academy
118 South Madison Street, Suite 4
Thomasville, Georgia 31792

2. Name and address of department or unit within organization responsible for approving nursing continuing education

Allied Health Instructors Academy
Attn: Department of Nursing Continuing Education
118 South Madison Street, Suite 4
Thomasville, Georgia 31792

3. Name, education and experience of CNE Program Coordinator

Cheryl Davis, RN, BSN, has been a registered nurse since 2004. She completed her BSN in Nursing at University of Phoenix in 2009. She has 17 years of clinical nursing experience. She has also served as an allied health educator for her own business, South Georgia Career Center, for the last 8 years as instructor for those seeking certification as nursing aides, phlebotomists, medical assistants, and pharmacy technicians. Cheryl Davis meets the KSBN requirements to serve as CNE Program Coordinator, and her resume is attached to this application.

Attendance Register

Title: _____

Presenter: _____ Contact Hours: 1.0

Date: _____ Provider #: XXXXXXXX

CNE Provider: Allied Health Instructors Academy

CNE Program Coordinator: Cheryl Davis, RN, BSN

Participant Name	RN or LPN	License Number	Email Address	Contact Hours Awarded

CNE Offering Evaluation

Criteria	Yes/No If no, please provide details.	Actions/ Recommendations
Summary Of Planning Provided	Yes/No	
Behavioral Objectives Included	Yes/No	
Content Meets Definition of CNE as per KSA 65-1117(a)	Yes/No	
Instructor's education and experience is suitable to the offering	Yes/No	
Current bibliography is provided (books 10 years, periodicals 5 years)	Yes/No	
Offering evaluation includes assessment of learner achievement of each objective, expertise of individual presenters	Yes/No	
Offering is suitable for online presentation	Yes/No	

Date Received: _____

Date Reviewed: _____

Signature, CNE Program Coordinator

Approved: Yes No

Cheryl Davis, RN, BSN, C- HTC

205 Woodland Drive
Thomasville, Ga 31792
(229)289-5898
cdavisswgtc@yahoo.com

Skills

Proficient in Supervising, scheduling, developing and implementing policies and procedures, developing and instructing allied health curriculum. Other skills include Medicare and Medicaid billing , patient assessments, treatment plans, census management for a hospital of 110 beds.

Experience

FEB 2013 - PRESENT

South Georgia Career Center, Thomasville, Ga - Owner, Instructor, Speaker

- Curriculum Development, and Implementation of all Allied Health courses
- Nationally Approved Active Instructor and test facility for Pharmacy Technician, Medical Assistant, Phlebotomy, Insurance Examiner/Paramed, Physical Therapy Aide, EKG
- State Approved Certified Nurse Aide Approval through Non-Public Secondary Education Committee
- Workforce investment Act Grant recipient for Nurse Aide programs (CNA)
- Approved through NHA, PTCB, AMCA, NPS, Pearson VUE

JUNE 2009 - PRESENT

Turning Point Hospital, Moultrie, Ga - *Charge Nurse, Manager Policy and Procedure Committee, Director*

- Census Management
- Scheduler

MAY 2003 - JUNE 2009

Southwestern State Hospital , Thomasville, Ga - *LPN to Charge RN*

- Skilled Nursing Facility Charge Nurse
- Bedside Care, Administer meds, Develop treatment plans

APRIL 1993- AUGUST 2005

Greyhound Bus Lines , Thomasville, Ga - *Owner*

- Daily Operations of a Multi Route Franchise
- Accounting, Inventory, Deposit
- Retail Customer Service

Education

University of Phoenix, Arizona, 2009 – *Bachelors of Science in Nursing*

Southwest Ga Tech, Thomasville, Ga, 2004 – *Associates of Science in Nursing*

– **Registered Nurse RN 192694** expires 1/31/23,

Darton College, Georgia, 1992 – *Associate in Computer Business*

Awards

National Honor Society- Sigma Phi- University of Phoenix- 2009- present

Nurse of the Year- Turning Point Hospital- 2018

Presidential Award- Southwest Ga Tech- 2004

CE Offering #1

CNE Offering Evaluation

⊕ Title Of Offering: How To Speak Up Even When It Is Hard

Criteria	Yes/No If no, please provide Recommended Action.	Recommended Action
Summary Of Planning Provided	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Behavioral Objectives Included	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Content Meets Definition of CNE as per KSA 65-1117(a)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Instructor's education and experience is suitable to the offering	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Yes. CV provided for Cheryl Davis, RN, BSN
Current bibliography is provided (books 10 years, periodicals 5 years)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Offering evaluation includes assessment of learner achievement of each objective, expertise of individual presenters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Offering is suitable for online presentation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Approved for Presentation? All questions must be answered "Yes" for offering to be approved.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A

Date Received: October 6, 2021

Date Reviewed: October 6, 2021

Cheryl Davis, RN, BSN

Signature, CNE Program Coordinator

How To Speak Up Even When It Is Hard

According to the Joint Commission 44% of nurses report they have experience bullying in the workplace. An effective way to diffuse bullying is to communicate assertively. Many nurses are uncomfortable speaking up in confrontational situations. This offering, How To Speak Up Even When It Is Hard, has been developed to educate nurses on the benefits of assertive communication and provide strategies for practice.

Learning Objectives:

- Identify three communication types
- Understand five benefits of assertive communication
- Improve assertive communication by utilizing a structure for forming assertive statements

REGISTER NOW at
<https://www.AlliedHealthInstructorsAcademy.com>

Allied Health Instructors Academy is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1.0 contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: XXXXXXXX

This offering is FREE and will be provided online.

Nurses: How To Speak Up Even When It Is Hard

Presenter: Cheryl Davis, RN, BSN

Objectives:

Upon completion of this program participants will be able to:

- Identify 3 communication types
- Understand 5 benefits of assertive communication
- Improve assertive communication by utilizing a structure for forming assertive statements

Summary Of Planning ~

According to the Joint Commission 44% of nurses report they have experience bullying in the workplace. An effective way to diffuse bullying is to communicate assertively. Many nurses are uncomfortable speaking up in confrontational situations. This offering, How To Speak Up Even When It Is Hard, has been developed to educate nurses on the benefits of assertive communication and provide strategies for practice.

Outline

- 1) Introduction
- 2) Three Types of Communication & How They Make Us Feel
 - a) Passive
 - b) Assertive
 - c) Aggressive
- 3) 5 Benefits of Assertive Communication
 - a) Increased Confidence & Self-Esteem
 - b) Less Anxiety
 - c) Less Depression
 - d) Greater sense of being in control or self-advocating
 - e) Improved Relationships
- 4) 3 Reasons We Are Not Assertive
 - a) Don't want to reject others
 - b) Nervousness/Anxiety
 - c) Vulnerability
- 5) The Temporary Discomfort Of Being Assertive
- 6) Basic Structure For Forming Assertive Statements
 - a) I feel "x" when you "y" in situation "z," and I would like....
- 7) Why Nurses Need Assertive Communication Skills
- 8) Preparing To Get Started Using Assertive Communication
 - a) Practice forming assertive statements
 - b) Practice saying them out loud to a good friend or your spouse
 - c) Take time to get your thoughts together when you encounter a difficult situation
- 9) Summary

Bibliography ~

Adanza, K., Espy, L., & Worthington, S. (2019, December 12). 20 Easy-to-Use Assertive Communication Skills for Confidence and Respect. Retrieved January 20, 2020, from <https://projectbliss.net/assertive-communication-skills/>

Beqiri, G. (2018, November 9). Saying no: Improve assertive communication to reduce stress. Retrieved January 20, 2020, from <https://virtualspeech.com/blog/assertive-communication-reduce-stress>

Gillihan, S. (2018, January 18). 5 Benefits of Asserting Your Needs-and How to Start Today. Retrieved January 20, 2020, from <https://www.psychologytoday.com/us/blog/think-act-be/201801/5-benefits-asserting-your-needs-and-how-start-today>

Mushtaq, B. (2018, May 21). Assertiveness In Nursing. Retrieved January 20, 2020, from <https://crimsonpublishers.com/cojnh/pdf/COJNH.000561.pdf>

Stressed out? Be assertive. (2017, May 9). Retrieved January 20, 2020, from <https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/assertive/art-20044644>

Wignall, N. (2019, December 11). Assertiveness: A Complete Step-by-Step Guide [2020]. Retrieved January 20, 2020, from <https://nickwignall.com/assertiveness/>

Allied Health Instructors Academy – Department of Continuing Nursing Education

COURSE TITLE: How To Speak Up Even When It Is Hard

DATE: _____

INSTRUCTIONS:

Your opinion of this continuing education activity is important in planning future educational activities. Please indicate how you rate the activity in the categories listed below by circling the number which indicates your response to each statement.

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree.

Please make any written comments on the reverse of this form.

RELATIONSHIP OF OBJECTIVES TO OVERALL PURPOSE/GOAL(S) OF THE ACTIVITY:

In general, the below listed objectives were reflective of the overall purpose/goal of the activity. 1 2 3 4

Overall Purpose/Goal:

To educate participants on benefits of assertive communication and how to communicate assertively and effectively.

LEARNER'S ACHIEVEMENT OF OBJECTIVE OF THE CONTINUING EDUCATION ACTIVITY:

Objective 1: Identify 3 types of communication 1 2 3 4

Objective 2: Understand 5 benefits of assertive communication 1 2 3 4

Objective 3: Improve assertive communication by utilizing a structure for forming assertive statements 1 2 3 4

TEACHING EFFECTIVENESS OF EACH INDIVIDUAL FACULTY MEMBER/PRESENTER: Teresa Sanderson, RN, CCM

The presentation was organized and easy to follow. 1 2 3 4

The teaching methods were appropriate for the subject area and content. 1 2 3 4

The speaker demonstrated knowledge/expertise in the topic. 1 2 3 4

The content was based on current professional/scientific information. 1 2 3 4

The speaker clarified content in response to questions. 1 2 3 4

The speaker demonstrated regard for previous knowledge and experience of the learner. 1 2 3 4

The presentation level was appropriate for the background and experience of the learner. 1 2 3 4

The speaker was confident speaking before an audience. 1 2 3 4

The speaker exhibited enthusiasm for the topic. 1 2 3 4

FUTURE LEARNING OPPORTUNITIES THAT WOULD BE BENEFICIAL INCLUDE:

CERTIFICATE OF CONTINUING EDUCATION

First Name

Last Name

License #: XXXXXXXXXX

Date: 00/00/0000

has successfully completed

How To Speak Up Even When It Is Hard

and has been awarded 1.0 contact hour.


Cheryl Davis, RN, BSN

Cheryl Davis, RN, BSN
CNE Program Coordinator

Allied Health Instructors Academy
118 South Madison Street, Suite 4
Thomasville, Georgia 31792

CE Offering #1

CNE Offering Evaluation

 Title Of Offering: Nurses: How To Start A Medical Training Center

Criteria	Yes/No If no, please provide Recommended Action.	Recommended Action
Summary Of Planning Provided	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Behavioral Objectives Included	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Content Meets Definition of CNE as per KSA 65-1117(a)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Instructor's education and experience is suitable to the offering	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Yes. Resume provided for Cheryl Davis, RN, BSN
Current bibliography is provided (books 10 years, periodicals 5 years)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Offering evaluation includes assessment of learner achievement of each objective, expertise of individual presenters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Offering is suitable for online presentation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Approved for Presentation? All questions must be answered "Yes" for offering to be approved.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A

Date Received: October 6, 2021

Date Reviewed: October 6, 2021

Cheryl Davis, RN, BSN

Signature, CNE Program Coordinator

Nurses: How To Start A Medical Training Center

Many nurses are starting professional businesses of their own and many more would like to do the same thing. It can be challenging for nurses to find information related to meaningful business opportunities. This training is designed to educate nurses about how to start a business a medical training center to educate certified nursing aides, phlebotomists, medical assistants, and pharmacy technicians.

Learning Objectives:

- Identify 4 certification courses that medical training centers can provide
- Understand how to determine certification requirements for each program
- Understand basic business operating practices for success

REGISTER NOW at

<https://www.AlliedHealthInstructorsAcademy.com>

Allied Health Instructors Academy is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1.0 contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: XXXXXXXX

This offering is FREE and will be provided online.

Nurses: How To Start A Medical Training Center

Presenter: Cheryl Davis, RN, BSN

Objectives:

Upon completion of this program participants will be able to:

- Identify 5 types of training provided by medical training centers
- Understand how to determine certification requirements for each program
- Understand basic business operating practices for success

Summary Of Planning ~

Many nurses are starting professional businesses of their own and many more would like to do the same thing. It can be challenging for nurses to find information related to meaningful business opportunities. This training is designed to educate nurses about how to start a business a medical training center to educate certified nursing aides, phlebotomists, medical assistants, and pharmacy technicians.

Outline

1. Introduction
2. Nurses As Entrepreneurs
 - a. Growing trend
 - b. Clinical and non-clinical
3. 3 Benefits of Being an Entrepreneur
 - a. Schedule
 - b. Work in something you love
 - c. Professional growth
4. What Is A Medical Training Center
 - a. Definition
5. Types of Training Provided In Medical Training Centers
 - a. Certified Nursing Assistant
 - b. Certified Medication Aide
 - c. Phlebotomy
 - d. Medical Assistant
 - e. Pharmacy Technician
 - f. Medical Billing and Coding
6. Who Is Eligible To Provide Training
 - a. Instructor Qualifications
7. Determining Training Requirements
 - a. State agency for credentialing
 - b. Specific requirements for each role
 - i. Number of hours of training required
 1. Clinical
 2. Classroom
 - c. Develop curriculum to meet requirements
8. Basic Business Operations
 - a. Space for student learning
 - i. Online platform
 - ii. Physical training site
 1. Classroom space
 2. Lab setting
 - a. Simulated learning environment
 - iii. Clinical sites
 - b. Partner with testing sites for student certification
 - c. Professional liability insurance
 - d. Planning for success
9. Summary

Bibliography ~

1. 2021, Top 10 Nursing Trends for 2021; Purdue Global University;
<https://www.purdueglobal.edu/blog/nursing/top-10-nursing-trends/>
2. 2020, 5 Big Benefits of Being an Entrepreneur; Podia; <https://www.podia.com/articles/benefits-of-entrepreneurship>
3. 2019, 10 Healthcare Certifications You Can Get In 2 Years or Less; Aims Education;
<https://aimseducation.edu/blog/10-healthcare-certifications-within-2-years>
4. 2018, How To Start An Allied Health School; BPPE Consulting; <https://bppe.consulting/healthcare-school>
5. 2021, Want To Start Your Own Business? Here Are 8 Tips From The Pros; CNBC;
<https://www.cnbc.com/2021/08/03/want-to-start-your-own-business-here-are-8-tips-from-the-pros.html>

Allied Health Instructors Academy – Department of Continuing Nursing Education

COURSE TITLE: Nurses: How To Start A Medical Training Center

DATE: _____

INSTRUCTIONS:

Your opinion of this continuing education activity is important in planning future educational activities. Please indicate how you rate the activity in the categories listed below by circling the number which indicates your response to each statement.

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree.

Please make any written comments on the reverse of this form.

RELATIONSHIP OF OBJECTIVES TO OVERALL PURPOSE/GOAL(S) OF THE ACTIVITY:

In general, the below listed objectives were reflective of the overall purpose/goal of the activity. 1 2 3 4

Overall Purpose/Goal:

to educate participants on basic requirements to start a medical training center.

LEARNER'S ACHIEVEMENT OF OBJECTIVE OF THE CONTINUING EDUCATION ACTIVITY:

- Objective 1: Identify 5 types of training provided by medical training centers. 1 2 3 4
- Objective 2: Understand how to determine certification requirements for each program. 1 2 3 4
- Objective 3: Understand basic business operating practices for success. 1 2 3 4

TEACHING EFFECTIVENESS OF EACH INDIVIDUAL FACULTY MEMBER/PRESENTER: Teresa Sanderson, RN, CCM

The presentation was organized and easy to follow. 1 2 3 4

The teaching methods were appropriate for the subject area and content. 1 2 3 4

The speaker demonstrated knowledge/expertise in the topic. 1 2 3 4

The content was based on current professional/scientific information. 1 2 3 4

The speaker clarified content in response to questions. 1 2 3 4

The speaker demonstrated regard for previous knowledge and experience of the learner. 1 2 3 4

The presentation level was appropriate for the background and experience of the learner. 1 2 3 4

The speaker was confident speaking before an audience. 1 2 3 4

The speaker exhibited enthusiasm for the topic. 1 2 3 4

FUTURE LEARNING OPPORTUNITIES THAT WOULD BE BENEFICIAL INCLUDE:

CERTIFICATE OF CONTINUING EDUCATION

First Name

Last Name

License #: XXXXXXXXXXXX

Date: 00/00/0000

has successfully completed

Nurses: How To Start A Medical Training Center

and has been awarded 1.0 contact hour.

Cheryl Davis, RN, BSN

Cheryl Davis, RN, BSN
CNE Program Coordinator

Allied Health Instructors Academy
118 South Madison Street, Suite 4
Thomasville, Georgia 31792

Total Program Evaluation

Area	Frequency	Resp. Person	Criteria	Findings	Actions/ Recommendations
Administration			Review job description		
Policies: Assess need, planning - written tool - evaluation summaries			Review survey for appropriateness; were survey findings and identified needs from evaluation summaries used in program planning		
Policies: Fee Assessment			Policy meets organization and customer needs		
Policies: Announcement			Review to be certain they reflect necessary information		
Policies: Offering approval process			Review policies and compare to KSBN requirements		
Policies: Awarding contact hours			Review agendas/pilot test results to verify contact hours awarded; review documentation of partial credit		
Policies: Verifying participation/ completion			Review rosters and certificates; compare to KSBN requirements		
Policies: Record keeping			Audit contents of files for compliance with KSBN requirements		
Policies: Notification of changes			Review procedures for changes reported to KSBN		
Total Program Evaluation effectiveness			Review total program evaluation and compare contents to KSBN requirements		

Signature of CNE Program Coordinator

Date

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: DSD Whole Body Wellness

Name of Program Coordinator: Barbara Smith, Ed.D., MSN, RN

Date to CNE Committee: December 14, 2021

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	10/14/2021	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	X	
• Be a licensed professional nurse	X	
• Have three years of clinical experience	X	
• Have one year of experience in developing and implementing nursing education	X	
• Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977)	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
• Assessing the need and planning for CNE activities	X	
• Fee assessment	X	
• Advertisements or offering announcements. Published information shall contain the following statement: "(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: "	X	
• Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual responsible for the providership or required policies and procedures within 30 days	X	

For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum		N/A
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		N/A
• Clinical hours		N/A
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		

• The provider's name, address, provider number, and coordinator		N/A
• The participant's name and license number, and the number of contact hours awarded		N/A
• The title of the offering		N/A
• The date on which the offering was completed		N/A
• Either the completion of a posttest or a return demonstration		N/A
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		

For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:		
	#1 - Tube Feeding Basics for Children	#2 - TPN Basics for Children
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Reviewed by Chelsey Stephenson, Education Specialist, 11/15/2021

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Secure Site
» **log out**:: www.ksbn.org ::[back to forms index](#) [printable version](#)~ **private and confidential decrypted data** ~**Reference No.:** 25050 **Date submitted:** Oct 13 14:54 2021

9 files were uploaded with this form: [Application Cover Sheet.docx](#), [CV Smith, Barbara A \(10-8-2021\).docx](#), [Debbie Dean resume.docx](#), [Independent Study Participation Verification.docx](#), [Total Program Evaluation.docx](#), [Attendance Roster.xlsx](#), [CNE Program Coordinator Position Description.docx](#), [CNE Offering Evaluation Tube Feeding Basics for Children.pdf](#), [CNE Program Evaluation TPN Basics for Children.pdf](#)

.....

www.ksbn.org**radio** ~ Initial Application**Providername** ~ DSD Whole Body Wellness**providernum** ~ ~**legalbody** ~ ~**address** ~ 6208 East Inglewood Street Mesa, AZ 85205**adress2** ~ Mesa, AZ 85205**telephone** ~ 480-529-6972**email** ~ debbiesuedean@gmail.com**coordinator** ~ Barbara A Smith, Ed.D., MSN, RN**date** ~ 10-13-2021**planningce** ~ Policy #100: Process of Assessing Need And Planning CNE

DSD Whole Body Wellness, will follow a systematic process for assessing need and planning CNE offerings.

Date: _____ Reviewed: _____

Need Assessment

1.DSD Whole Body Wellness, will assess need for CNE using informal and/or formal methods including:

- a.Identifying healthcare facility business needs through formal or informal survey;
- b.Performing gap analysis through individual interviews, focus groups, surveys, and self-assessments

Assessment of Training Options

1. A list of training options and needs will be generated after the gap analysis has been completed.
2. All options will be carefully evaluated to determine which are:
 - a. Urgent
 - b. Important
 - c. Not important
3. DSD Whole Body Wellness, will consider these factors when determining CEU offerings:
 - a. Does the offering provide a solution to a problem?
 - b. What is the cost of the training to those participating in the offering?
 - c. What is the expected return on investment those participating in the offering can expect?
 - d. Does the training assist with meeting legal compliance for individual participants or organizations?
 - e. After all training options have been assessed, DSD Whole Body Wellness, will have a list of educational priorities suitable for individuals, departments and organizations.

Planning of CNE Offerings

1. The CNE Program Coordinator will then evaluate the list of educational priorities and plan CNE offerings for the upcoming year.
2. CNE offerings will be planned and scheduled with consideration given to:
 - a. Where will the offering will be conducted?
 - b. How will offering be delivered?
 - c. Is the offering suitable to be provided online?
 - d. If the offering already exists, should it continue to be offered?

feeassessment ~ Policy #101: Process For Fee Assessment

Participants will be aware of the cost of any CNE offering and the process for refunds at the time each offering is announced.

Date: _____ Reviewed: _____

Fee Assessment

1. DSD Whole Body Wellness will designate a fee for each CNE offering and publish the fee and refund policy at the time the offering is formally announced.
2. The fee for each offering will vary depending on cost of speaker(s), venue, advertising, etc...
3. The fee for the offering will be collected at the time of registration and will be payable electronically or with check via mail.
4. Payment of the fee secures registration for the offering.

Refunds

1.If a participant is unable to attend the offering as scheduled, refunds will be issued as follows:

- a.Notice received up to 7 days prior to scheduled event: 100% refund
- b.Notice received less 7 days prior to scheduled event: 0% refund

2.Refunds will be made within 14 days of receipt of notice.

Insufficient Funds

1.A \$35 fee will be assessed for any payment received that is returned to the organization for insufficient funds in addition to the fee for the offering.

2.A participant may not attend an offering until fees have been paid in full.

advertisement ~ Policy #102: Process For Advertisements or Announcements

CNE Offerings will be advertised.

Date: _____ Reviewed: _____

Advertisements or Announcements

1.DSD Whole Body Wellness will advertise CNE offerings in a variety of ways, including:

- a.On the internet via website, social media and email
- b.Radio
- c.Television
- d.Print advertising
- e.Mail

2.Published information shall contain the following statement:

a.DSD Whole Body Wellness is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ____contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number:

approvalprocess ~ Policy #103: Process For Offering Approval

DSD Whole Body Wellness will approve offerings using a standardized system to ensure each offering is appropriate.

Date: _____ Reviewed: _____

Approval Offering

1.Each CNE offering submitted to the CNE Program Coordinator must

include:

- a. Summary of planning
- b. Behavioral Objectives
- c. Content shall meet the definition of CNE in KSA 65-1117(a) which states: Continuing nursing education means learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public.
- d. Instructor's education and experience documenting knowledge/expertise
- e. Current bibliography (books 10 years, periodicals 5 years)
- f. Offering evaluation that includes assessment of learner achievement of each objective, expertise of individual presenters

contacthours ~ Policy #104: Process For Awarding Contact Hours

DSD Whole Body Wellness will award contact hours to participants for completion of full program offering or partial completion of offering.

Date: _____ Reviewed: _____

Awarding Contact Hours

- 1. Participants completing an entire program offering will be awarded one contact hour based on 50 minutes of participation in a learning experience.
- 2. Credit for fractions of hours will be awarded to those completing an entire program offering as follows:
 - a. 15 minutes – 0.25 contact hour
 - b. 30 minutes – 0.50 contact hour
 - c. 45 minutes – 0.75 contact hourInstructor credit will be awarded as follows:
 - d. 2.0 contact hours for each hour of first time presentation of an approved offering, excluding standardized prepared curriculum (e.g. ACLS, PALS, TNCC, ENPC, MANDT, etc)
- 3. Independent study credit will be awarded based on time required to complete the offering as documented by DSD Whole Body Wellness' pilot time test results
 - a. Pilot test time results will be measured as follows:
 - i. A small group of pilot testers representative of the target audience will document time needed by each to complete the offering;
 - ii. The CNE Program Coordinator will discard the highest and lowest times, total all remaining times and divide by remaining number of testers to determine the average time needed;
 - iii. Contact hour credit will be awarded as per this policy.
- 4. Contact hours for clinical hours will not be awarded.

Partial Credit

1. Partial credit will be awarded as follows for late arrival or early departure:
 - a. Participants arriving late or leaving early will note and initial either time of late arrival or early departure;
 - b. Time for breaks will be subtracted from total hours participant was present at the offering.
 - c. Total number of minutes attended will be divided by 50 to calculate number of contact hours to be awarded to participant.

verifycompletion ~ Policy #105: Process For Verifying Participation and Completion of The Offering

DSD Whole Body Wellness will verify participation and completion of offerings by participants.

Date: _____ Reviewed: _____

Verifying Participation – Online Offerings

1. Participants will register for course offerings electronically.
2. Online course settings will not allow participants to advance to post-test and program evaluation without first viewing course content in its entirety.
3. Participants will be required to take a post-test and score 80% or greater to be awarded a Certificate of Continuing Nursing Education.

Verifying Participation – In Person Events

1. Participants will register for course offerings electronically.
2. Participants will sign in upon arrival for event and again after lunch and/or each subsequent day to verify attendance.
3. Participants will complete a program evaluation at the end of the offering.

Verifying Participation – Independent Study

1. Participants will register for course offerings electronically.
2. Participants will document and submit Independent Study Verification Form. Documentation will include:
 - a. Provider Name, Address, Provider Number, Name of Program Coordinator
 - b. Title of offering
 - c. Date offering completed
 - d. Name of presenter(s)
 - e. Participant name, email and license number
 - f. Participant Signature

g. Participants will email the completed form to:

hello@dsdwholebodywellness.com

3. Participants will be required to take a post-test and score 80% or greater to be awarded a Certificate of Continuing Nursing Education.

a. Upon receipt of the Independent Study Verification Form by DSD Whole Body Wellness, participant will receive a link to complete the online post-test for the offering.

b. A score of 80% or greater is required for awarding of certificate of continuing nursing education.

c. Upon successful completion of the post-test participants will receive certificate of continuing nursing education electronically.

d. DSD Whole Body Wellness staff will document post-test score, contact hours awarded, and date on the Independent Study Verification Form.

e. The Independent Study Verification Form will then be scanned into the confidential and secure online records storage system to be maintained per policy.

Policy #106: Process For Issuing Certificates of Completion

DSD Whole Body Wellness will issue certificates of completion to participants based on verification of participation in offerings.

Date: _____ Reviewed: _____

Issuing Certificates of Completion For Online Offering

1. Participants completing an online offering will be required to take a post-test.

2. A score of 80% or greater is required for issuing certificate of continuing nursing education.

3. Certificates of Completion will be provided electronically to participants completing online offerings.

Issuing Certificates of Completion For In Person Offering

1. Participants completing an in person offering will be required to sign in upon arrival, after lunch, and each subsequent day.

2. Certificates of Completion will be provided electronically to those participants with verified participation in each in person offering.

recordkeeping ~ Policy #107: Process For Record Keeping And Storage

DSD Whole Body Wellness will retain appropriate records for each offering, and store records securely and in manner that makes them easily retrievable by authorized personnel.

CNE/IV Therapy 55

Date: _____ Reviewed: _____

Record Keeping And Storage

1.DSD Whole Body Wellness will retain the following records for each offering for a period of two years:

- a.Summary of planning
- b.Copy of announcement/brochure
- c.Title and objectives
- d.Offering agenda
- e.Pilot time test results if independent study
- f.Bibliography
- g.Summary of participant evaluations
- h.Each instructor's education and experience
- i.Documentation to verify completion of the offering
- j.Records will be stored electronically on a secure site with password protected access to be retrieved easily as needed by authorized personnel.

noticeofchange ~ Policy #108: Process For Notice of Change of Coordinator or Required Policies

The CNE Program Coordinator will notify Kansas State Board of Nursing in writing of any change to CNE Program Coordinator or required policies and procedures within 30 days.

Date: _____ Reviewed: _____

Process for Notifying Kansas State Board of Nursing of Changes

- 1.The CNE Program Coordinator will notify Kansas State Board of Nursing of any change to CNE Program Coordinator or required policies and procedures within 30 days.
- 2.Written notification will be mailed to:
Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street
Suite 1051
Topeka, Kansas 66612-1230

programevaluation ~ Policy #109: Total Program Evaluation

DSD Whole Body Wellness will complete a total program evaluation annually and include findings in the annual report to Kansas State Board of Nursing.

Date: _____ Reviewed: _____

Process for Total Program Evaluation

1.The CNE Program Coordinator will complete a total program evaluation at least annually and submit findings in the annual report to Kansas State Board of Nursing.

2.The total program evaluation will include:

a."a systematic process by which an approved provider analyzes outcomes of the overall continuing nursing education program in order to make subsequent decisions"(60-9-105 (s))

3.The total program evaluation will include evaluation of:

a.Program administration, including program coordinator's responsibilities

b.Program management, including policies and procedures

c.Total program evaluation, including the ability of the plan to measure the overall effectiveness of the providership.

4.At least annually DSD Whole Body Wellness will complete a total program evaluation.

5.The CNE Program Coordinator will include the total program evaluation findings will be included with the annual report submitted to Kansas State Board of Nursing.

Submission date ~ 10-13-2021 14:54:13

Form ID ~ 1672730

1. Name and address of organization applying for long-term CNE providership:

DSD Whole Body Wellness
6208 East Inglewood Street
Mesa, AZ 85205

2. Name and address of department or unit within organization responsible for approving nursing continuing education

DSD Whole Body Wellness
Attn: Department of Nursing Continuing Education
6208 East Inglewood Street
Mesa, AZ 85205

3. Name, education and experience of CNE Program Coordinator

Dr Barbara A Smith, Ed.D, MSN, RN, has been a registered nurse since 1982. She completed her BSN at Pittsburg State University in Kansas in 1982, her MSN at University of Missouri-Kansas City in 1994, and her Doctorate in Education at the University of Phoenix in 2011 . She has 39 years of nursing experience including more than 10 years of clinical nursing as well as more than 20 years as a nursing instructor in the college and university setting. Barbara A Smith, Ed.D, MSN, RN, meets the KSBN requirements to serve as CNE Program Coordinator, and her resume is attached to this application.

829 South Morgan Drive
Peculiar, MO 64078
E-mail: drbarbsmith@comcast.net

Cell: (816) 206-7476

EDUCATION

- University of Phoenix** 11/2011
Doctor of Education in Educational Leadership with a specialization in Curriculum and Instruction
- University of Missouri-Kansas City** 05/1994
Master of Science in Nursing, CNS and Nursing Education
- Pittsburg State University** 05/1982
Baccalaureate of Science in Nursing

PROFESSIONAL NURSING EXPERIENCE

- The University of Kansas Health System-Marillac campus, Overland Park, KS** 07/18 – Present
Staff RN, Acute Mental Health inpatient care for children ages 4-17.
- Chamberlain College of Nursing, Chicago, IL (remote)** 10/13 – 01/17
Online Adjunct Faculty contractor; Visiting Professor; taught Pharmacology I for bachelors nursing students.
- Capella University, Minneapolis, MN (remote)** 03/14 – 09/14
Dissertation Mentor for doctoral Nursing in Education students; revised and taught ED8350:
Advanced Nursing Theory and Concepts for doctoral nursing students.
- University of Central Oklahoma, Edmond, OK (remote)** 09/13 – 07/14
Online Adjunct Faculty; taught Advanced Pharmacology and Advanced Health Assessment for
masters nursing students and Pathophysiology for masters dietetic students.
- Health Specialists, Lenexa, KS** 5/10 – 06/14
Agency RN, Medical-Surgical, Telemetry, and Long-term Acute Care Hospitals.
- Parallon Workforce Management Solutions, Overland Park, KS** 04/12 – 01/14
Agency RN, Intensive Care Units for HCA-owned hospitals.
- Cass Regional Medical Center, Harrisonville, MO** 04/12 – 08/13
PRN Registered Nurse, Medical-Surgical and Intensive Care Units.
- National American University, Rapid City, SD** 09/11 – 11/12
Online Adjunct Faculty, taught Pathophysiology I and II, Pharmacology, Holistic Health Assessment,
Professional Role Development, and Issues in Transcultural Nursing for pre-licensure bachelors and
RN-to-BSN students.
- Favorite Nurses, Overland Park, KS** 07/11 – 01/14 and 1991 – 1994
Agency RN, Wellness Fairs, Intensive Care Units, and post-tornado relief in Joplin, MO.
- Research Belton Hospital, Belton, MO** 11/07 – 06/10
RN, Medical-Surgical and Intensive Care Units.
- Neosho County Community College, Ottawa & Chanute, KS**
1992-1994, Clinical Instructor, Advanced Medical-Surgical Nursing VII students
January – March 2007, Clinical Instructor, Medical-Surgical Nursing III students
August 2007 – January 2008, Clinical Instructor, Nursing III and Nursing VII students

Cox-Monett Hospital, Monett, MO RN, Home Health and Medical-Surgical Unit	03/07 – 08/07
Texas County Technical Institute, New Branson & Bolivar, MO Branch Campuses Director, Professional Nursing Programs: Administered, collaborated, and mentored support staff and faculty. In addition to the administrative role, taught: Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing I, and LPN Transition courses. Through an aligned curriculum, instruction, assessment, and evaluation, positive student and program outcomes were achieved. Students on both campuses had a 100% pass rate on <i>NCLEX-RN</i> .	05/05 – 11/06
University of Arkansas, Fayetteville, AR Instructor, Mental Health Nursing - didactic and clinical components.	01/05 – 05/05
Northwest Arkansas Community College, Bentonville, AR Clinical Instructor, Management and Leadership.	02/05 – 05/05
Crown Nursing, Springfield, MO Agency RN, Medical-Surgical, Step Down, and Intensive Care Units.	09/04 – 05/05
Provena Medical Center, Danville, IL RN Medical-Surgical Nursing Unit.	03/04 – 08/04
Paris Healthcare & Rehabilitation, Paris, IL Instructor, CNA students had a 100% pass rate on state certification examination.	2004
Lakeview College of Nursing, Danville & Charleston, IL Assistant Professor, Medical-Surgical Nursing; Coordinator, Fundamentals of Nursing; and participated in CCNE self-study and accreditation.	08/03 – 05/04
Indiana State University, Terre Haute, IN Clinical Instructor, Medical-Surgical.	Summer, 2003
Pleasant Meadows Manor, Chrisman, IL Supervisor, 180-bed Long-term Care facility.	2001
West Central Community Hospital, Clinton, IN PRN Registered Nurse, Medical-Surgical Unit.	2000 – 2002
Terre Haute Nursing Home, Terre Haute, IN Director of Nursing, Long-term Care facility.	1999
Ashton Court Rehabilitation Center, Liberty, MO Director of Nursing, 150-bed Long-term Care facility.	1999
Cedar Valley Health Center, Raytown, MO Director of Nursing, 150-bed Long-term Care facility.	1998 – 1999
Independence Regional Health Center, Independence, MO RN, Intensive Care Nursing Unit, hospital closed.	1998
Ramona Villa, Kansas City, MO Director of Nursing, 184-bed Long-term Care facility, facility closed.	1997
Morningside Center, Chillicothe, MO Director of Nursing, 60-bed Long-term Care facility.	1996 – 1997

Missouri Western State University, St. Joseph, MO	08/94 – 05/96
Assistant Professor, Medical-Surgical Nursing; participated in National League for Nursing self-study and accreditation. Conducted pilot study of dimensional analysis and used results to improve student achievement, clinical performance, and patient safety.	
Delmar Gardens of Olathe, Olathe, KS	1988 – 1991
Supervisor, 234-bed Long-term Care facility.	
United States Army Nurse Corps	Active Duty: 1984 – 1987 Reserves: 1988 – 2001
<i>Active Duty:</i> Officer Basic Course; six-month Intensive Care Nursing course; Charge Nurse, Medical Intensive Unit; and awarded Voluntary Indefinite Status.	
<i>Army Reserves:</i> Nurse Educator, Intensive Care Unit; Officer-in-Charge, Deployable Medical Systems; and Honorable Discharge, Captain (Promotable).	
Oak Park Manor, Gladstone, MO	1984
Supervisor, 120-bed Long-term Care facility.	
Bethany Medical Center, Kansas City, KS	1983 – 1984
RN, Medical-Surgical Nursing, hospital closed.	
Saint John's Regional Medical Center, Joplin, MO	1982 – 1983
New graduate and Charge RN, Medical-Surgical/Pediatrics.	

PUBLICATION

Smith, B. A. (2011). *Predictors for associate degree nursing students' first attempt on NCLEX-RN* (Doctoral dissertation). Retrieved from ProQuest. (UMI No. 3537310)

PROFESSIONAL MEMBERSHIPS

Research Advisory Panel member, proposed NCSBN Center for Regulatory Excellence Grant Program	
Project entitled, <i>Preceptor Roles and Instructional Requirements</i>	2012 – 2013
Missouri Nurses Association Reviewer for publication, <i>The Missouri Nurse</i>	2011 – 2014
University of Missouri-Kansas City Alumni Association Board, <i>Secretary</i>	2010 – 2015
Missouri League for Nursing	2006 – Present
Sigma Theta Tau International	1994 – Present
American Nurses Association/Missouri Nurses Association	1982 – 1996; and 2010 – Present
National Honor Society	1975

CERTIFICATIONS

Basic Life Support (BLS)	Current
Emergency Nurse Pediatric Course - Provider	Current
Advanced Cardiac Life Support (ACLS)	Expired 2018
Peripherally Inserted Central Line Catheter (PICC)	1994 – 1999
AACN Medical-Surgical Nursing Certification	1994 – 1999
Clinical Nurse Specialist, Graduate Level	

COMMUNITY SERVICE

Veteran Resources Group, <i>supported veterans who were admitted to TUKHS – KCK</i>	2021
UMKC Regalia 5k Run, <i>managed healthcare booth – Kansas City, MO</i>	September, 2014
UMKC Clinical Jump Start, <i>alumni representative – Kansas City, MO</i>	August, 2014
Special Education students, <i>Bible study – Peculiar, MO</i>	2014
UMKC Conservatory and Kauffman Foundation, <i>annual event planning – Kansas City, MO</i>	2012 – 2013
Post-Tornado Recovery/Disaster Relief: <i>Show-Me-Response deployment – Joplin, MO</i>	June, 2011
Alzheimer's Association – Completed <i>Memories-in-the-Making</i> course/Volunteer	2010 – 2012
Kid's Care Clinic – Branson, MO	2005
Flu Shot Clinic – Bolivar, MO	2005
St. Ann's Clinic – Terre Haute, IN	2000 – 2001
American Red Cross – Kansas City, MO	1988 – 1999

REFERENCES

Barbara Everhart, RN, BSN

Research Belton Hospital, *Supervisor*; Cass Regional Medical Center, *Director, Intensive Care Unit*
 2400 East Rock Haven Road
 Harrisonville, MO 64701
 Phone: (816) 380-3474

Sarah Everts, Ph.D.

University of Phoenix Online
Dissertation Chair and Faculty
 5176 State Road 89
 Romulus, NY 14541
 Phone: (315) 246-8399

Karen Gilpin, MSN, RN, CNAA

Neosho County Community College [Retired], *Director*
 520 East Madison
 Iola, KS 66749
 Phone: (620) 365-7190

Debbie

Dean

Licensed Practical

Nurse Mesa, AZ 85205

mcj499@aol.com 480-529-

6972

Dedicated Licensed Practical Nurse with specialty experience in home health/community wellness nursing. Developed strong skill through geriatric skills through a multitude of patient cases. Knowledge of wound care, wound vac care, and ventilation care training. Reliable, ethical healthcare provider with ability to stay calm and intervene during crises. Proven ability to build positive relationships with patients, family members, physicians and other medical professionals.

Work

Experience

Licensed Practical Nurse The

Lung Health Institute -

Scottsdale, AZ October 2015 to

Present

- Verifies patient information by interviewing patient; recording medical history; confirming purpose of visit.
- Prepares patients for treatment by performing preliminary vitals and testing; taking blood pressure, pulse, oxygen saturation, weight, temperature and pulmonary function test.
- Inserts IV catheter and performs blood draw. Must have excellent or above average IV skills.
- Administration of ordered treatments.
- Assesses patient condition during and after treatment by performing post-infusion vitals and assessment of overall status; taking blood pressure, pulse, oxygen saturation, weight and temperature.
- Assists providers and other clinical staff during procedures.
- Performs duties of in-office lab skills.
- Answers questions/concerns that receptionists may not be able to answer, or initiate additional communication with physicians.
- Coordinates with patients and pharmacies to ensure patients obtain necessary medications as needed.
- Performs routine and non-routine patient calls to follow up on progress and concerns.
- Secures patient information and maintains patient confidence by completing

and safeguarding medical records; keeping patient information confidential, as required by HIPAA.

- Counsels patients by transmitting physician's orders and questions about treatment options.

- Maintains safe, secure, and healthy work environment by following established standards and procedures; complying with legal regulations.

- Keeps equipment operational by: following operating instructions; quality control measurements; maintaining supplies; performing preventive maintenance; calling for repairs.

- Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements.

Substitute Nurse Apache Junction Unified School

District - Apache Junction, AZ

January 2014 to

Present

Served as a Substitute Nurse for various schools in the Apache Junction School District. Administered medications, provided first -aid to students. Assessed students that needed medical attention within L.P.N. scope of practice. Communicated efficiently with staff and parents. Keep accurate records of students' health records.

Home Health Nurse Alary's

Home Health - Scottsdale, AZ

March 2008 to 2012

Served as LPN performing both hourly and per diem cases. Cases included wound care and wound vac on adults and geriatrics'. Ventilator and Trachea care for children. Medication re-ordering and filling for patients weekly. Diabetic assessments and insulin injections. Infant and child GI care, which include G- tube feeds. Collection and documentation of patient and contact information for medical and nursing care. Working in a community wellness center testing patients for tuberculosis.

Home Health Care Nurse

Kelly Home Care -

Scottsdale, AZ November

2004 to June 2006

Served as LPN performing both hourly and per diem cases. Cases included wound care and wound vac on adults and geriatrics'. Ventilator and Trachea care for children. Medication re-ordering and filling for patients weekly. Diabetic assessments and insulin injections. Infant and child GI care, which include G- tube feeds.

Pediatric Nurse Maricopa County

Medical Hospital - Phoenix, AZ June

2005 to December 2005

Worked under the supervision of an RN providing bedside care, treatment and clinical documentation for patients on cardiac, oncology and medical-surgical floors. Handled medication administration, dressing changes, IVs and all other aspects of nursing care. Facilitated admissions, discharges and transfers; prepared chart notes and other documentation; and participated on interdisciplinary team.

School Nurse Gilbert Unified
School District - Gilbert, AZ
November 2004 to June 2005

Administer first-aid to elementary and junior students. Maintain health records of students and staff. Participate in record reviews and audits. Assess medical situations and make appropriate notification.

Private Duty Nurse
Gilbert, AZ September
2002 to May 2003

Provided care for a elderly patient in his home. Administered medications, monitored vital signs, prepared meals and light housekeeping.

Phlebotomist Mount Graham Medical
Center - Safford, AZ February 2000
to September 2000

Worked in the lab as a phlebotomist taking blood draws and testing samples for communicable diseases.

Education

Diploma Platt College of
Nursing - Lawton, OK 2000 to
2001

General Studies Southwestern Oklahoma State
University - Weatherford, OK 1994 to 1996

• LPN

References:

Patricia
Paradis 602-
616-3259

Deanne Gould

623-251-1342

Kerri Peller

205-876-3820

Independent Study Participation Verification

Provider Name And Address: DSD Whole Body Wellness, 6208 East Inglewood Street, Mesa, AZ 85205

Provider #: XXXXXXXX

CNE Program Coordinator: Barbara A Smith, Ed.D., MSN, RN

Title of Offering: _____

Presenter(s): _____

Date Completed: _____

Participant Name: _____

Participant License #: _____

Participant Email Address: _____

Participant Signature: _____

Please email this form to: hello@dsdwholebodywellness.com for processing. Once received you will receive a link to take the online post-test for this offering. A score of 80% is required to receive credit and certificate of continuing nursing education.

*****FOR OFFICE USE ONLY*****

Post Test Score: _____

Contact Hours Awarded: _____

Date: _____

Barbara A Smith, Ed.D., MSN, RN - CNE Program Coordinator

Title:

Presenter:

Contact Hours: 1.0

Date:

Provider #: XXXXXXXX

CNE Provider: DSD Whole Body Wellness

CNE Program Coordinator: Barbara A Smith, Ed.D., MSN, RN

Participant Name	RN or LPN	License Number	Email Address	Contact Hours Awarded

Position Description: Continuing Nursing Education (CNE) Program Coordinator

Date: _____

Reviewed: _____

Position Summary

The Continuing Nursing Education (CNE) Program Coordinator will develop, implement and oversee continuing nursing education activities within DSD Whole Body Wellness; maintains the approved provider unit (APU) program and structure; supports overall growth of continuing nursing education activities.

Key Responsibilities:

1. Assessing needs and planning CNE offerings
2. Ensuring all CNE offerings meet criteria for awarding contact hours
3. Monitoring participation and completion of offerings by participants
4. Ensuring records are maintained confidentially for the appropriate period of time and with a system for easy retrieval by authorized personnel.
5. Notifying Kansas State Board of Nursing in writing of any change in CNE Program Coordinator or required policies and procedures.
6. Annual Total Program Evaluation
7. Annual report to Kansas State Board of Nursing

Minimum Qualifications:

1. Three years clinical experience as a Registered Nurse
2. Baccalaureate degree
3. One year of experience developing and implementing educational offerings

CE Offering #1

CNE Offering Evaluation

Title Of Offering: Tube Feeding Basics for Children

Criteria	Yes/No If no, please provide Recommended Action.	Recommended Action
Summary Of Planning Provided	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Behavioral Objectives Included	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Content Meets Definition of CNE as per KSA 65-1117(a)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Instructor's education and experience is suitable to the offering	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Current bibliography is provided (books 10 years, periodicals 5 years)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Offering evaluation includes assessment of learner achievement of each objective, expertise of individual presenters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Offering is suitable for online presentation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Approved for Presentation? All questions must be answered "Yes" for offering to be approved.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Date Received: 10/13/2021

/s/Barbara A. Smith, Ed.D., MSN, RN

Date Reviewed: 10/13/2021

Signature, CNE Program Coordinator

Tube Feeding Basics For Children

Parents of special needs children often experience fear, stress and anxiety related to the diagnosis and care requirements of their children. Their children may require a feeding tube to sustain or improve nutrition. The introduction of a feeding tube can cause additional stress and anxiety for the parents. Nurses have a unique opportunity to provide education and support in this very challenging time for parents. This course has been created to assist nurses in understanding fully both the clinical implications and considerations of managing feeding tubes in special needs children as well as the emotional needs of parents.

Learning Objectives:

- Understand the rationale for tube feedings
- Identify different methods of administering tube feedings
- Differentiate different types of tube feeding formulas
- Parental Considerations

REGISTER NOW at <https://www.DSDWholeBodyWellness.com>

DSD Whole Body Wellness is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1.0 contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: XXXXXXXX

This offering is FREE and will be provided online.

Tube Feeding Basics For Children

Presenter: Debbie Dean, LPN

Objectives:

- Understand the rationale for tube feedings
- Identify different methods of administering tube feedings
- Differentiate different types of tube feeding products
- Parental Considerations

Summary Of Planning ~

Parents of special needs children often experience fear, stress and anxiety related to the diagnosis and care requirements of their children. Their children may require a feeding tube to sustain or improve nutrition. The introduction of a feeding tube can cause additional stress and anxiety for the parents. Nurses have a unique opportunity to provide education and support in this very challenging time for parents. This course has been created to assist nurses in understanding fully both the clinical implications and considerations of managing feeding tubes in special needs children as well as the emotional needs of parents.

Outline

1. Introduction
2. The Parental Experience & Emotional Implications
 - a. Special Needs Diagnosis
 - i. Emotional response
 - ii. Affect on learning ability
 - b. Reaction and Response To Care Requirements
 - i. Implications
 1. Emotional
 2. Financial
 3. Educational
 4. Familial
3. The Role of The Nurse
 - a. Support
 - b. Education
 - c. Understanding
 - i. What is normal for the nurse is foreign to the parent
4. The Rationale For Tube Feedings In Children
 - a. Nutritional requirements
 - i. Are not being met
 - ii. Are partially met but need supplementation
 - b. Causes
 - i. Inadequate oral intake
 - ii. Metabolic disorder
 - iii. Oral motor dysfunction
 - iv. Abnormal GI tract
 - v. Chronic illness or injury
 - c. What parents need to know
5. Different Types of Feeding Tubes
 - a. 4 Types of feeding tubes
 - i. Nasogastric
 - ii. Post pyloric
 - iii. Gastrostomy
 - iv. Jejunostomy
 - b. What parents need to know
 - i. Considerations For Tube Selection And Placement
 - ii. Risk of aspiration
6. Different Methods Of Administering Tube Feedings
 - a. Administration methods
 - i. Bolus
 - ii. Continuous
 - b. What parents need to know
 - i. Safety precautions
 - ii. Managing emergencies
7. Types Of Tube Feeding Formulas

- a. Infants
 - i. Breast milk
 - ii. Standard formula
 - iii. Soy based formula
 - iv. Hydrolized formula
 - v. Elemental formula
 - b. Children over 1 year
 - i. Standard formula
 - ii. Calorie dense formula
 - iii. Reduced calorie formula
 - iv. Hydrolized formula
 - v. Free amino acid formula
 - c. What parents need to know
8. Summary

Bibliography ~

- Berman, L. (Ed.). (2019, July). *Gastrostomy tube (G-tube) (for parents) - nemours kidshealth*. KidsHealth. Retrieved October 11, 2021, from <https://kidshealth.org/en/parents/g-tube.html>.
- Brown, C. (n.d.). *The unplanned journey*. Center for Parent Information and Resources. Retrieved October 12, 2021, from <https://www.parentcenterhub.org/journey/>.
- Clayton, D. (2018). *20 things for parents of kids with special needs*. 20 Things Every Parent of Kids with Special Needs Should Hear. Retrieved October 12, 2021, from <https://www.abilities.com/community/parents-20things.html>.
- EP Magazine. (2021, February). *Pediatric tube feeding: A Dietitian's guide for Caregivers*. "Pediatric Tube Feeding: A Dietitian's Guide for Caregivers" | EP Magazine. Retrieved October 11, 2021, from <https://www.epmagazine.com/blog/pediatric-tube-feeding-a-dietitians-guide-for-caregivers>.
- Kaneshiro, N., Zieve, D., & Conaway, B. (Eds.). (2019, February 20). *Gastrostomy feeding tube - bolus: Medlineplus medical encyclopedia*. MedlinePlus. Retrieved October 11, 2021, from <https://medlineplus.gov/ency/patientinstructions/000165.htm>.
- Klass, P. (2020, July 27). *The pandemic's toll on children with special needs and their parents*. The New York Times. Retrieved October 12, 2021, from <https://www.nytimes.com/2020/07/27/well/family/children-special-needs-pandemic.html>.
- Reed, A. (2018, April 19). *Kids with special needs*. RDLounge.com. Retrieved October 11, 2021, from <https://rdlounge.com/2018/03/28/kids-with-special-needs/>.
- Singhal, S., Baker, S. S., Bojczuk, G. A., & Baker, R. D. (2017, January 1). *Tube feeding in children*. American Academy of Pediatrics. Retrieved October 12, 2021, from <https://pedsinreview.aappublications.org/content/38/1/23/tab-figures-data>.
- Yi, D. Y. (2018, January). *Enteral nutrition in pediatric patients*. Pediatric gastroenterology, hepatology & nutrition. Retrieved October 12, 2021, from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5788946/>.

DSD Whole Body Wellness – Department of Continuing Nursing Education

COURSE TITLE: Tube Feeding Basics For Children

DATE: _____

INSTRUCTIONS:

Your opinion of this continuing education activity is important in planning future educational activities. Please indicate how you rate the activity in the categories listed below by circling the number which indicates your response to each statement.

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree.

Please make any written comments on the reverse of this form.

RELATIONSHIP OF OBJECTIVES TO OVERALL PURPOSE/GOAL(S) OF THE ACTIVITY:

In general, the below listed objectives were reflective of the overall purpose/goal of the activity. 1 2 3 4

Overall Purpose/Goal:

To educate participants on clinical and parental considerations related to tube feeding of children.

LEARNER'S ACHIEVEMENT OF OBJECTIVE OF THE CONTINUING EDUCATION ACTIVITY:

- Objective 1: Understand the rationale for tube feeding. 1 2 3 4
- Objective 2: Identify different methods of administering tube feedings. 1 2 3 4
- Objective 3: Differentiate different types of tube feeding formulas. 1 2 3 4
- Objective 4: Understand parental considerations related to tube feedings. 1 2 3 4

TEACHING EFFECTIVENESS OF EACH INDIVIDUAL FACULTY MEMBER/PRESENTER: Debbie Dean, LPN

The presentation was organized and easy to follow. 1 2 3 4

The teaching methods were appropriate for the subject area and content. 1 2 3 4

The speaker demonstrated knowledge/expertise in the topic. 1 2 3 4

The content was based on current professional/scientific information. 1 2 3 4

The speaker clarified content in response to questions. 1 2 3 4

The speaker demonstrated regard for previous knowledge and experience of the learner. 1 2 3 4

The presentation level was appropriate for the background and experience of the learner. 1 2 3 4

The speaker was confident speaking before an audience. 1 2 3 4

The speaker exhibited enthusiasm for the topic. 1 2 3 4

FUTURE LEARNING OPPORTUNITIES THAT WOULD BE BENEFICIAL INCLUDE:

CERTIFICATE OF CONTINUING EDUCATION

First Name

Last Name

License #: XXXXXXXXXX

Date: 00/00/0000

has successfully completed

Tube Feeding Basics For Children

and has been awarded 1.0 contact hour.

Barbara A Smith, Ed.D., MSN, RN

Barbara A Smith, Ed.D., MSN, RN
CNE Program Coordinator

DSD Whole Body Wellness
6208 E Inglewood Street
Mesa, Arizona 85205
Provider #: LT9999-9999

CE Offering #2

CNE Offering Evaluation

Title Of Offering: TPN Basics for Children

Criteria	Yes/No If no, please provide Recommended Action.	Recommended Action
Summary Of Planning Provided	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Behavioral Objectives Included	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Content Meets Definition of CNE as per KSA 65-1117(a)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Instructor's education and experience is suitable to the offering	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Current bibliography is provided (books 10 years, periodicals 5 years)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Offering evaluation includes assessment of learner achievement of each objective, expertise of individual presenters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Offering is suitable for online presentation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Approved for Presentation? All questions must be answered "Yes" for offering to be approved.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Date Received: 10/13/2021

/s/Barbara A. Smith, Ed.D., MSN, RN

Date Reviewed: 10/13/2021

Signature, CNE Program Coordinator

TPN Basics For Children

Parents of special needs children often experience fear, stress and anxiety related to the diagnosis and care requirements of their children. Their children may require total parenteral nutrition to meet nutritional requirements. The introduction of total parenteral nutrition can cause additional stress and anxiety for the parents. Nurses have a unique opportunity to provide education and support in this very challenging time for parents. This course has been created to assist nurses in understanding fully both the clinical implications and considerations of managing total parenteral nutrition in special needs children as well as the emotional needs of parents.

Learning Objectives:

- Objective 1: Identify 3 types of venous access devices used in TPN administration.
- Objective 2: Differentiate different types of lipids.
- Objective 3: Understand how to safely administer TPN.
- Objective 4: Understand parental considerations related to TPN.

REGISTER NOW at <https://www.DSDWholeBodyWellness.com>

DSD Whole Body Wellness is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1.0 contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: XXXXXXXX

This offering is FREE and will be provided online.

TPN Basics For Children

Presenter: Debbie Dean, LPN

Objectives:

- Objective 1: Identify 3 types of venous access devices used in TPN administration.
- Objective 2: Differentiate different types of lipids.
- Objective 3: Understand how to safely administer TPN.
- Objective 4: Understand parental considerations related to TPN.

Summary Of Planning ~

Parents of special needs children often experience fear, stress and anxiety related to the diagnosis and care requirements of their children. Their children may require total parenteral nutrition to meet nutritional requirements. The introduction of total parenteral nutrition can cause additional stress and anxiety for the parents. Nurses have a unique opportunity to provide education and support in this very challenging time for parents. This course has been created to assist nurses in understanding fully both the clinical implications and considerations of managing total parenteral nutrition in special needs children as well as the emotional needs of parents.

Outline

1. Introduction
2. The Parental Experience & Emotional Implications
 - a. Special Needs Diagnosis
 - i. Emotional response
 - ii. Affect on learning ability
 - b. Reaction and Response To Care Requirements
 - i. Implications
 1. Emotional
 2. Financial
 3. Educational
 4. Familial
3. The Role of The Nurse
 - a. Support
 - b. Education
 - c. Understanding
 - i. What is normal for the nurse is foreign to the parent
4. What Is Total Parenteral Nutrition?
 - a. Nutrition administered IV which bypasses the gastrointestinal tract
 - b. Rationale
 - i. Underdeveloped GI system
 - ii. Congenital abnormality of GI system
 - iii. Chronic illness or injury
 - c. What parents need to know
5. Different Types of Venous Access Devices
 - a. 3 Types of feeding tubes
 - i. Tunneled Central Venous Catheter
 - ii. Peripherally Inserted Central Catheter (PICC)
 - iii. Implanted Port
 - b. What parents need to know
 - i. Considerations For Device Selection
 1. Anticipated duration of use
 2. Benefits and burdens of each option
 - ii. Risk of infection
6. Different Types Of Lipids
 - a. Role of lipids
 - i. Provide essential fatty acids
 - ii. Source of calories and energy
 - b. Types of lipids (Fatty Emulsions or FE)
 - i. Soybean oil
 - ii. Palm kernel oil, coconut oil
 - iii. Fish oil
 - c. What parents need to know
 - i. Benefits and burdens of each option
 - ii. Managing emergencies
7. Summary

Bibliography ~

- Brown, C., Goodman, S., & Kupper, L. (2020, March). *The unplanned journey*. Center for Parent Information and Resources. Retrieved October 12, 2021, from <https://www.parentcenterhub.org/journey/>.
- Calder, P. C., Waitzberg, D. L., Klek, S., & Martindale, R. G. (2020, February 12). *Lipids in parenteral nutrition: Biological aspects*. American Society for Parenteral and Enteral Nutrition. Retrieved October 12, 2021, from <https://aspenjournals.onlinelibrary.wiley.com/doi/full/10.1002/jpen.1756>.
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- Elgnainy, H. (2018, January 26). *Pediatric parenteral nutrition*. Pediatric Parenteral Nutrition. Retrieved October 12, 2021, from <http://www.pediamcu.com/2018/01/pediatric-parenteral-nutrition.html>.
- Hamdan, M., & Puckett, Y. (2021, June 29). *Total parenteral nutrition*. StatPearls [Internet]. Retrieved October 12, 2021, from <https://www.ncbi.nlm.nih.gov/books/NBK559036/>.
- Thomas, D. R. (2020, July). *Total parenteral nutrition (TPN) - nutritional disorders*. Merck Manuals Professional Edition. Retrieved October 12, 2021, from <https://www.merckmanuals.com/professional/nutritional-disorders/nutritional-support/total-parenteral-nutrition-tpn>.
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DSD Whole Body Wellness – Department of Continuing Nursing Education

COURSE TITLE: TPN Basics For Children

DATE: _____

INSTRUCTIONS:

Your opinion of this continuing education activity is important in planning future educational activities. Please indicate how you rate the activity in the categories listed below by circling the number which indicates your response to each statement.

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree.

Please make any written comments on the reverse of this form.

RELATIONSHIP OF OBJECTIVES TO OVERALL PURPOSE/GOAL(S) OF THE ACTIVITY:

In general, the below listed objectives were reflective of the overall purpose/goal of the activity. 1 2 3 4

Overall Purpose/Goal:

To educate participants on clinical and parental considerations related to TPN administration in pediatrics.

LEARNER'S ACHIEVEMENT OF OBJECTIVE OF THE CONTINUING EDUCATION ACTIVITY:

- Objective 1: Identify 3 types of venous access devices used in TPN administration. 1 2 3 4
- Objective 2: Differentiate different types of lipids. 1 2 3 4
- Objective 3: Understand how to safely administer TPN. 1 2 3 4
- Objective 4: Understand parental considerations related to TPN. 1 2 3 4

TEACHING EFFECTIVENESS OF EACH INDIVIDUAL FACULTY MEMBER/PRESENTER: Debbie Dean, LPN

The presentation was organized and easy to follow. 1 2 3 4

The teaching methods were appropriate for the subject area and content. 1 2 3 4

The speaker demonstrated knowledge/expertise in the topic. 1 2 3 4

The content was based on current professional/scientific information. 1 2 3 4

The speaker clarified content in response to questions. 1 2 3 4

The speaker demonstrated regard for previous knowledge and experience of the learner. 1 2 3 4

The presentation level was appropriate for the background and experience of the learner. 1 2 3 4

The speaker was confident speaking before an audience. 1 2 3 4

The speaker exhibited enthusiasm for the topic. 1 2 3 4

FUTURE LEARNING OPPORTUNITIES THAT WOULD BE BENEFICIAL INCLUDE:

CERTIFICATE OF CONTINUING EDUCATION

First Name

Last Name

License #: XXXXXXXXXX

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has successfully completed

TPN Basics For Children

and has been awarded 1.0 contact hour.

Barbara A Smith, Ed.D., MSN, RN

Barbara A Smith, Ed.D., MSN, RN
CNE Program Coordinator

DSD Whole Body Wellness
6208 E Inglewood Street
Mesa, Arizona 85205
Provider #: LT9999-9999

Total Program Evaluation

Area	Frequency	Resp. Person	Criteria	Findings	Actions/ Recommendations
Administration			Review job description		
Policies: Assess need, planning - written tool - evaluation summaries			Review survey for appropriateness; were survey findings and identified needs from evaluation summaries used in program planning		
Policies: Fee Assessment			Policy meets organization and customer needs		
Policies: Announcement			Review to be certain they reflect necessary information		
Policies: Offering approval process			Review policies and compare to KSBN requirements		
Policies: Awarding contact hours			Review agendas/pilot test results to verify contact hours awarded; review documentation of partial credit		
Policies: Verifying participation/ completion			Review rosters and certificates; compare to KSBN requirements		
Policies: Record keeping			Audit contents of files for compliance with KSBN requirements		
Policies: Notification of changes			Review procedures for changes reported to KSBN		
Total Program Evaluation effectiveness			Review total program evaluation and compare contents to KSBN requirements		

Signature of CNE Program Coordinator

Date

CNE/IV Therapy 86

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: HCA Midwest Clinical Education

Name of Program Coordinator: Charla Clark, MSN, RN, NPD-BC

Date to CNE Committee: December 14, 2021

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	10/12/2021	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	X	
• Be a licensed professional nurse	X	
• Have three years of clinical experience	X	
• Have one year of experience in developing and implementing nursing education	X	
• Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977)	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
• Assessing the need and planning for CNE activities	X	
• Fee assessment	X	
• Advertisements or offering announcements. Published information shall contain the following statement: "(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: "	X	
• Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual responsible for the providership or required policies and procedures within 30 days	X	

For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum		N/A
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		N/A
• Clinical hours		N/A
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		

• The provider's name, address, provider number, and coordinator		N/A
• The participant's name and license number, and the number of contact hours awarded		N/A
• The title of the offering		N/A
• The date on which the offering was completed		N/A
• Either the completion of a posttest or a return demonstration		N/A
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		

For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:		
	#1 - Maternal Trauma	#2 - Assess. of Practice Gaps
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Reviewed by Chelsey Stephenson, Education Specialist, 11/15/2021

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OCT 12 2021

259
KSBN EDUCATION» **log out**:: www.ksbn.org ::[back to forms index](#) [printable version](#)~ **private and confidential decrypted data** ~**Reference No.:** 25049 **Date submitted:** Oct 12 10:51 2021

24 files were uploaded with this form: [Appendix A - CNE Policy MidAmerica Clinical Education.pdf](#), [Appendix B - KSBN Flyer Template.pdf](#), [Appendix C - KSBN - Activity Planning Worksheet.pdf](#), [Appendix D - KSBN - Biographical Data Form.pdf](#), [Appendix E - KSBN Course Evaluation.pdf](#), [Appendix F - KSBN Attendance Roster.pdf](#), [Appendix G - KSBN CE Certificate.pdf](#), [Appendix H - Total Program Evaluation - SAMPLE MidAmerica Clinical Education.pdf](#), [Maternal Trauma - CV Barnes.pdf](#), [Maternal Trauma - KSBN - Activity Planning Worksheet.pdf](#), [Maternal Trauma - KSBN Activity Agenda.pdf](#), [Maternal Trauma - KSBN Attendance Roster.pdf](#), [Maternal Trauma - KSBN CE Certificate.pdf](#), [Maternal Trauma - KSBN Course Evaluation.pdf](#), [Maternal Trauma - KSBN Flyer Template.pdf](#), [Maternal Trauma Content.pdf](#), [APG - Activity Agenda.pdf](#), [APG - Activity Planning Worksheet.pdf](#), [APG - Assessment of Practice Gaps Content.pdf](#), [APG - Attendance Roster.pdf](#), [APG - CE Certificate.pdf](#), [APG - Course Evaluation.pdf](#), [APG - KSBN Flyer.pdf](#), [APG Clark - Biographical Data Form.pdf](#)

www.ksbn.org**radio** ~ Initial Application**Providername** ~ HCA MidAmerica Clinical Education**providernum** ~ ~**legalbody** ~ ~**address** ~ 5440 W 110th Street, Suite 400**adress2** ~ Overland Park, KS. 66211**telephone** ~ 8165084069**email** ~ charla.clark@hcamidwest.com**coordinator** ~ Charla Clark MSN, RN, NPD-BC**date** ~ 10-12-2021

planningce ~ The primary advisory group formed includes all five Education Directors and VP of Clinical Education in the HCA MidAmerica Division. This group represents educators throughout all facilities and is able to speak to the unique needs for CNE events, service lines, areas of growth and patient populations. Additionally, a learning needs assessment survey is conducted annually with the opportunity for all nursing staff to participate. This survey contains both select all that apply and open-ended questions to help educators and directors plan both educational offerings and competency assessment the following year. Other strategies to determine CNE subjects include engagement of key stakeholders including quality and risk management and hospital, 91

leadership. Current healthcare trends will also be reviewed and considered when planning for events.

feeassessment ~ As noted in the Continuing Nursing Education Plan policy (Appendix A), the price of an event will be based on the budget of the event including cost of speakers, facilities, refreshments, etc. When possible, events will be held free of charge for internal employees.

In the case of insufficient fund checks, the participant will be charged the price of the program and a \$25 administrative fee. The participant will not be eligible to register for future events until all fees have been paid.

Refunds due to cancellation will be granted if the participant notifies the Course Coordinator within 48 hours of the start of the program. Exceptions may be made for emergencies and/or illnesses at the discretion of the advisory group.

advertisement ~ Marketing materials for each event will be determined collaboratively with the course coordinator and planning committee for the event. Materials must be pre-approved by the program coordinator before being distributed to potential registrants and required language will be verified. A flyer template that includes required language (Appendix B) will be available to course coordinators. The design of the flyer may be tailored to attract the offering's target audience but required language must remain on the form.

Marketing materials may be distributed by but not limited to flyers or brochures on the applicable nursing units, displayed in other targeted areas of the facility, and/or electronically via email or social media post (Facebook, Twitter, GroupMe).

approvalprocess ~ All required steps and documentation for planning will be completed before each offering. The Activity Planning Worksheet (Appendix C) will contain a summary of planning, all behavioral objectives, as well as an outline of the content and/or an attachment of full presentations. Content will be reviewed to ensure it meets the criteria to be considered for CNE and accompanying bibliography must be present to be reviewed and ensure it is up-to-date. Additionally, The Activity Planning Worksheet requires all presenters to attach a Biographical Data Form (Appendix D) or their current curriculum vitae. A Course Evaluation Template (Appendix E) will be available for course coordinators to utilize that contains questions related to the success of achieving learning objectives, speaker expertise and presentation, overall program relevance to professional practice and suggestions for further offerings.

contacthours ~ Participants must sign-in on the course roster at the

beginning of the event and be present throughout the entire offering to receive their certificate of completion. One contact hour is defined as 50 minutes of participation in a learning experience that meets the definition of CNE in K.S.A. 65-1117(a). Fraction of contact hours will be awarded as 0.2 contact hours for every additional 10 minutes, exceeding one contact hour. (Ex. 60 minutes will equal 1.2 contact hours). No contact hours of less than one will be given.

Participants who are more than 15 minutes late or must leave more than 15 minutes before the end of the event will not receive contact hours for the program unless program is at least three hours, then one hour will be deducted from the contact hour credit. Tracking of late arrivals and/or early departures should be noted on the attendance roster.

Partial credit may be given for continuing education offerings that are longer than three hours in length. One contact hour credit will be awarded for each 50 minutes attended beyond the three-hour minimum. The course coordinator will document attendance time on the roster. Instructor credit will be calculated using the same means as participant credit, one contact hour credit for each 50 minutes of instruction.

No independent study hours will be awarded at this time.

verifycompletion ~ The Attendance Roster (Appendix F) will contain program title, date, time, and location. It will also list the provider's name, address, provider number, the number of contact hours awarded for attendance at the entire activity, and the course coordinator. Participants must provide their name as it appears on their nursing license, nursing license number and state, and an email address.

The CNE Certificate (Appendix G) will contain the provider's name, address, provider number, and the number of contact hours awarded to the individual. It will also include the offering's title and date(s). The participant's name and license number will be included on the certificate before it is issued. The course coordinator's signature will be included on each certificate.

recordkeeping ~ Records will be kept electronically on a secured Sharepoint site in which users must be granted access from the program coordinator. Only course coordinator or key stakeholders will be granted access to the Sharepoint site to maintain security of the activity files.

Each offering will retain its own activity folder that will include the Activity Planning Worksheet, the content outline or full presentation including bibliographies of all presenters, faculty biographical data form(s) or a current curriculum vitae for all presenters, the CNE Evaluation

tool being used for the event, a copy of any marketing materials used to promote the offering, a copy of the template used for issuing CNE certificates and any further notes related to the planning of the event.

After the event the course coordinator must add the original attendance rosters, a summary of all evaluations, any handouts/agendas or other items given to participants during the event, and any final budget reports, invoices, or payment records.

noticeofchange ~ KSBN will be notified in writing within 30 days of any change in policies and/or change in personnel/program coordinator. HCA MidAmerica Clinical Education will ask for receipt of confirmation from the KSBN that communication regarding changes was received.

programevaluation ~ As required by the KSBN, HCA MidAmerica Clinical Education will perform a total program evaluation annually. The proposed document (Appendix H) will include the required criteria, who is responsible for it, whether the criteria was met or not met, and any further actions taken or future recommendations. Any other comments that support the ability of the program to measure the overall effectiveness of CNE Providership will also be noted within the document.

Submission date ~ 10-12-2021 10:51:19

Form ID ~ 1672730

Charla Clark MSN, RN, NPD-BC

2200 NE Glen Court
Blue Springs, MO

(816) 719-9159
Charla.Clark@hcamidwest.com

- PROFILE** An experienced nursing education leader with a background in clinical program management and leadership
- Team-oriented leader focused on promoting effective education, competency, and professional development for leaders, educators, and front line staff
 - Thoughtfully skilled at building relationships with department leaders, administrative staff, front line patient care employees, and potential RN recruits
 - Highly organized and proficient in educational design and delivery and programs

Professional Experience

HCA MidAmerica Division
Division Director of Clinical Education Programs

Overland Park, Kansas
February 2020-Currently Employed

Key Achievements

- Directly supervise six Division Specialty Educators across the division from all specialty areas
- Oversee nurse residency programs in all MidAmerica Division facilities including curriculum revisions and operational program changes
- Collaborate with others on a division scale regarding education, programming, and operations
- Primary Nurse Planner and oversight of all division Nurse Planners for Continuing Nursing Education through the Midwest Multistate Division/ANCC accreditation for nursing professional development

HCA MidAmerica Division
Market Director of Clinical Professional Development (East/West)

Overland Park, Kansas
December 2018-February 2020

Market Director of Clinical Professional Development (East/West) with oversight of 18 educators and various educational programs at four facilities including Lafayette Regional Medical Center (25 beds), Menorah Medical Center (155 beds), Centerpoint Medical Center (285 beds), and Overland Park Regional Medical Center (343 beds).

Key Achievements

- Overall employee engagement index of 78% in 2019 with a 96% favorable engagement index specific to direct manager for 18 direct reports
- Led and continue ongoing support of educators with the planning, implementation, and execution of the Donna Wright Model for Competency Assessment and Verification
- Directed the transition from a Continuing Nursing Education Approved Provider to a System Provider. Trained and currently oversee 14 new nurse planners to begin planning educational activities with contact hours
- Key liaison for StaRN and StarTech to ensure successful transition of graduate nurses and newly hired patient care technicians at Centerpoint, Menorah, and Overland Park Regional
- Knowledge and assistance in CMS and TJC regulatory surveys

HCA Centerpoint Medical Center
Manager of Clinical Excellence
Nurse Residency Program Coordinator

Independence, Missouri
November 2016-December 2018
February 2016-November 2016

Manager of Clinical Excellence executing education for over 550 nurses and 120 patient care technicians including inpatient and specialty services. Director of general education programs including nurse residency, new employee orientation, primary nurse planner for CEs, best-practice initiatives, and product and equipment upgrades. Leader of high performing unit-based educators, focused on clinical staff engagement and quality patient care.

Key Achievements

- Reduced overall RN voluntary turnover from 27.3% in 2016 to 13.5% through the improvement of a streamlined orientation and onboarding process and implementation of new clinical programs
- Implemented Vizient/AACN & HCA Nurse Residency Program with a reduction in graduate nurse turnover from 56% in 2015 to 9% in 2018
- Achieved 78% favorable Employee Engagement in professional development opportunities well above HCA enterprise average of 49% through offering engaging curricula for CE courses at the facility level
- Led the planning and assimilation of the education department from 1.0 to 5.0 FTEs

Research College of Nursing Clinical Adjunct Faculty

**Kansas City, Missouri
January-May 2016**

- Supervised and provided support to students in a medical-surgical clinical setting
- Planned learning activities for students to develop nursing knowledge and clinical judgement skills
- Evaluated student performance and assignments and provided weekly feedback

HCA Centerpoint Medical Center Emergency Department, Staff RN & Preceptor

**Independence, Missouri
June 2012-February 2016**

- Collaborated with the interdisciplinary Emergency Department team to manage and coordinate care in a 40 bed, Level II Trauma Center
- Supported and guided new nurses to development clinical reasoning and critical thinking skills as a preceptor

Education

Research College of Nursing Masters of Science in Nursing, Nursing Education

**Kansas City, Missouri
December 2015**

Research College of Nursing/Rockhurst University Bachelor of Science in Nursing

**Kansas City, Missouri
May 2012**

Professional Activities

Guest Lecturer at Research College of Nursing - MSN Program, November 2021. *Evaluation of Outcomes: Competency Verification*

Guest Lecturer at Research College of Nursing - MSN Program, September 2021. *Teaching from an Evidence-Based Prospective: Assessment of Practice Gaps*

Guest Lecturer at Graceland University - BSN Program, August 2017, 2018, 2019, 2021. *Transition from Student to Professional* focusing on successful transition of students to the professional healthcare environment

Poster Presenter at Bobby Siler Scholarship Day, 2015. *NCLEX-RN Pass Rates after Implementation of MC-HESI Exam in One BSN Program.*

Oral Presenter at Mind & Heart Together: Celebrating Intellectual Pursuit, 2012. *Risk Factors Associated with Patient Self-Extubation.*

Professional Affiliations & Certifications

Nursing Professional Development Certification

June 2018

American Nurses Credentialing Center

**Association for Nurse Professional Development
National Member**

June 2018

Honor Society of Nursing, Sigma Theta Tau

May 2012

MidAmerica Clinical Education

POLICY & PROCEDURE - Continuing Nursing Education Plan

Effective Date: January 2022

To Be Reviewed: Annually

PURPOSE:

To outline the plan for providing and planning Continuing Nursing Education by the Education department. The plan includes:

- A. Philosophy and mission of Continuing Nursing Education (CNE)
- B. Needs assessment for planning CNE programs
- C. Guidelines for developing and coordinating CNE programs
- D. Registration, fees, cancellations and selection of facilities and faculty
- E. Evaluation plan for individual CNE offerings
- F. Record keeping responsibilities

PHILOSOPHY/MISSION:

- A. The MidAmerica Continuing Nursing Education Program is designed in accordance with and follows the Kansas State Board of Nursing's definition of Continuing Nursing Education (K.A.R. 60-9-105).
- B. Continuing Nursing Education is an organized, systematic and evaluative educational experience beyond the basic preparation and is mandatory in the state of Kansas for the registered nurse or licensed practical nurse to maintain licensure (K.A.R. 60-9-106).
- C. Education is a process that is most successful and effective when it recognizes the needs of the learner and utilizes the principles of adult learning.
- D. The professional nurse is responsible to participate in programs that meet his/her individual needs for professional growth. Nurses have always recognized a need for ongoing, life-long education, but the need has become more crucial in this time of rapid change and discovery, and advanced technology.
- E. Continuing Nursing Education is defined as "Learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practice nurses for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public," 65-1117(a).
- F. The Continuing Nursing Education program is dedicated to enhance professional knowledge, skills and insights. This will be accomplished through the reinforcement of current knowledge as well as the attainment of new knowledge, skills and insights.
- G. The Continuing Nursing Education program is primarily directed to nurses in the HCA MidAmerica hospitals; as appropriate, conferences may be expanded to include nurses in the surrounding area. Conferences will be discussed to benefit both a multidisciplinary and specialty groups of nurses, based upon identified needs.

ASSESSMENT

Designed to meet the requirements for mandatory contact hours by the Kansas State Board of Nursing (K.A.R. 60-9-105, 60-9-107), a continuing education program is administered through Clinical Nurse Educator Coordinator. Clinical Education will plan offerings based upon identification of learning needs

by needs assessment survey, written evaluation results, quality and risk management data, and staff satisfaction survey.

- A. A needs assessment will be conducted annually to compile objective information concerning areas that the nurses and staff feels further education is warranted. Clinical Education staff will plan the future Continuing Nursing Education offerings based on this information.
- B. In addition, needs will be assessed based on quality, performance improvement, and risk management findings, changes in national standards and/or healthcare trends, and patient/staff needs.

Needs Assessment Procedure:

- 1. The survey will be distributed in Q4 of each year.
- 2. The survey results will be reviewed and program planning initiated.

CNE COURSE DEVELOPMENT AND COORDINATION:

- A. The responsibilities of Clinical Education, as the provider for Continuing Nursing Education programs include:
 - 1. Establish and regularly review policies regarding continuing education developed.
 - 2. Assess the need, availability and accessibility of continuing education activities.
 - 3. Plan and offer relevant continuing education programs to enhance nurses' knowledge, skills, and practice.
 - 4. Require that those planning and conducting the offerings be knowledgeable in the subject area.
 - 5. State behavioral objectives in terms of expected outcomes and use the objectives to develop learning content, experiences and evaluation.
 - 6. Select appropriate time frames, learning facilities, presenters/content experts and utilize the principles of adult learning to ensure objectives can be met.
 - 7. To evaluate programs according to the established objectives to ensure and improve the quality of all offerings.
 - 8. To maintain a safe and efficient filing system of recordkeeping.
 - 9. To evaluate the overall total program evaluation plan.
- B. The responsibilities of the learner participating in Continuing Nursing Education programs include:
 - 1. Recognize personal learning needs
 - 2. Actively participate and engage with the instructor, course activities, etc.
 - 3. Evaluate learning activities
 - 4. Seek ways of implementing new knowledge and skills in practice in the delivery of patient care.

PLANNING:

Each CNE will have a **planning committee**. A representative from Clinical Education must be a member of the planning committee and will coordinate the offering. CNE offerings must be initiated by and coordinated through Clinical Education to meet requirements as a long-term provider of CNE through the Kansas State Board of Nursing

- A. Additional members might include a content expert, learner, and/or another Clinical Professional Development Educator.
- B. The group determines the need for the program, target audiences, outlines course objectives and content, and makes recommendations as to date, time, course schedule and faculty selection.

1. **Faculty Selection** for Continuing Nursing Education Programs: Qualified faculty will be selected to achieve the goals and objectives of the continuing education program. To ensure effective, high quality continuing education programs, these criteria for faculty must be considered:
 - a) Expertise in the subject that is to be taught (evident by academic achievements, work experience).
 - b) Competency in teaching and working with adult learners.
 - c) Maturity, responsible to follow through with vitae, outlines, bibliographies.
2. **Payment of Faculty/Contract Services:** When planning a Continuing Nursing Education conference, a budget will be established. The faculty not employed by HCA MidAmerica Division may be paid a fee which is approved by the Educator Director.
 - a) The course coordinator and faculty discuss fee for service. A Clinical Education invoice will be initiated by the faculty member.
 - b) The fee is approved and the invoice processed at completion of the program by the Coordinator and Vice President of Clinical Education then sent to Accounting for payment of services. An invoice is signed by faculty with their address. A check request is attached, the form is processed with a check being mailed within 2 weeks.
 - c) Cost of producing course materials and audiovisual presentations is generally not reimbursed.
 - d) Members of HCA MidAmerica Division usually donate their time as a professional courtesy.
3. **The Coordinator or Nurse Educator who acts as course coordinator is responsible for:**
 - a) Securing facilities, refreshment and audiovisual equipment
 - b) Communicating with faculty
 - c) Obtaining documentation including course outlines, planning forms and faculty curriculum vitae to determine contact hours to be provided. One contact hour is defined as 50 minutes of participation in a learning experience that meets the definition of CNE in K.S.A. 65-1117(a). Fraction of contact hours will be awarded as 0.2 contact hours for every additional 10 minutes, exceeding one contact hour. (Ex. 60 minutes will equal 1.2 contact hours). No contact hours of less than one will be given.
 - d) Publishing and distributing a brochure or flyer that publicizes the CNE program (preferably 4-6 weeks prior to the date of the program).
 - e) Preparing course evaluations and sharing feedback with planning committee, instructors, and other relevant stakeholders.
 - f) Coordinating pre-registrations of participants, preparing rosters, and certificates
4. **Registration:** Participants are responsible for completing the course registration prior to the registration deadline.
 - a) To register for a program, each participant must provide their name as it appears on their nursing license, license number and a valid email address.
 - b) For non-employee participants, a course fee may be assessed. This fee will be set by the course coordinator with approval by the Education Director and is based on anticipated program costs.
 - c) Nursing students may attend CNE programs free of charge at the discretion of the coordinator for the program, space permitting.
5. **Selection of facilities:** In order to secure the most appropriate facilities for a CNE program, these variables will be considered: Target audience, class size, AV equipment needed, methods of presentation, class length, parking, access for persons with disabilities, cost

6. To evaluate the appropriateness of **participant fees**, fees for Continuing Nursing Education will be evaluated on an annual basis based on analysis of continuing nursing education class budgets and needs.
7. **Maximum enrollment** will be determined by the coordinator. A waiting list will be initiated after the maximum number of registrants is obtained. Those on the waiting list will be notified by phone if an opening becomes available by the program coordinator.
8. **Refunds:** If a refund is needed because of inability to attend, Clinical Education must be notified 48 hours prior to the start of the program, with the exception of illness/emergency.
9. **Cancellation:** If participants registered for classes are unable to attend, they are expected to notify Clinical Education of cancellation 48 hours prior to the start of the program. Every attempt to inform participants on waiting lists will be made.
10. **Insufficient fund check policy:** Upon return of an "insufficient fund check", the registrant will pay the entire cost of the program plus a \$25.00 administrative fee. Participants will not be allowed to register for future CNE classes until all fees have been paid.

IMPLEMENTATION

- A. The course **coordinator is responsible** for:
 1. Preparing/returning the classroom and audiovisual equipment
 2. Registration of participants and distribution of handouts
 3. Introducing speakers
 4. Overseeing the general flow of the program
 5. At the completion of the program, distribution of CNE certificates of attendance and collection of completed course evaluations
 6. Reviewing evaluation results and acting accordingly
 7. Submitting course evaluation to presenters
 8. Notifying the board in writing of any change of the individual responsible for the provider ship or required policies and procedures within 30 days
- B. **Guidelines for attendance:**
 1. Program coordinator will be responsible for overseeing attendance roster during the education offering
 2. All participants must sign the course roster, insuring that their names on both the rosters and certificates are identical to the nurse's name as it appears on his/her nursing license
 3. All participants must be present throughout the entire seminar to receive a certificate of completion. Partial credit may be given for continuing education classes that are longer than three hours in length. One contact hour credit will be awarded for each 50 minutes attended beyond the three-hour minimum. The program coordinator will document attendance time on the roster.
 4. Participants who are more than 15 minutes late or must leave more than 15 minutes before the end of the event will not receive contact hours for the program unless program is at least three hours, then one hour will be deducted from the contact hour credit.
 5. Auditing of programs is permitted with approval of the program coordinator. Participants who audit will register on the class roster, but will not receive contact hours. The coordinator will document on the roster that no credit will be awarded due to the audit.
 6. Children and unregistered persons will not be allowed in the room during conferences.
- C. **CNE certificates:**
 1. Certificates of completion will be issued at the end of the program
 2. The certificate will include course title and date, KSBN provider name and number; participant's name and license number; and signature of the Course Coordinator.

3. The statement "HCA MidAmerica Clinical Education is approved as a provider for Continuing Nursing Education by the Kansas State Board of Nursing. This course offering approved for ____ contact hours applicable for RN, LPN, or LMHT re-licensure. Kansas State Board of Nursing Approved Provider Number: _____" will also be displayed (K.A.R. 60-9-107c).
4. Instructors will be eligible for instructor credit hours in accordance with KSBN regulations (K.A.R. 60-9-105).

EVALUATION:

A. Procedure:

1. Each program will be evaluated to provide a method of evaluating the effectiveness and quality of the conference and all of its components and to lead to refinements in planning future Continuing Nursing Education programs.
2. The completed evaluation forms will be reviewed by the coordinator.
3. The results of the completed evaluation forms will be reviewed by the program coordinator and kept on file in the Continuing Nursing Education files. The evaluation summary will be provided to each presenter.
4. The compiled evaluations will be reviewed by Clinical Education with corrective actions instituted as is appropriate at quarterly meetings.
5. Evaluation data will be utilized to revise continuing education policies & procedures, to identify cost benefit and cost-effectiveness of operations and to improve the quality effectiveness of continuing education programs.

B. Components of Evaluation include:

1. Achievements of objectives
2. Usefulness of content to participant; relevance to practice
3. Faculty - knowledge of material, appropriateness of method or presentation and quality of presentation
4. Organization and management of the overall offering
5. Recommendations for future programs
6. The format of the evaluation will be determined by the Planning Committee and for each conference. Methods may include: Participant's Satisfaction Survey, Continuing Nurse Education Planning Committee Evaluation, Pre & Post Test.

RECORDKEEPING:

- A. Records are maintained in accordance with the regulations of the Kansas State Board of Nursing (K.A.R. 60-9-107 p. 1-4). The Education Director shall appoint a program coordinator for each Continuing Nursing Education offering sponsored by HCA MidAmerica Clinical Education. The program coordinator will submit all required materials to the Education Director for approval and filing.
All continuing nursing education records will be kept electronically on a secured Sharepoint site for a minimum of 2 years. Files will be maintained by year in chronological order.
- B. **Procedure:**
 1. Before program begins, the following information should be filed in the course folder by the Course Coordinator:
 - a. Title page, including: name of course, course description, purpose of course, behavioral objectives, date, time and location of conference
 - b. Content outline or full presentation
 - c. Bibliography

- d. Faculty biographical data form OR curriculum vitae
 - e. Evaluation plan
 - f. Copy of brochure (if used)
 - g. Summary of Planning
- 2. Upon completion of the program, the Program Coordinator is responsible for filing the following:
 - a. Budget for the course (actual if applicable)
 - b. Original attendance rosters
 - c. Summarized evaluation reports
 - d. Handouts
 - e. Final course rosters, signed by the Course Coordinator

HCA MidAmerica Clinical Education

5440 W 110th Street
Overland Park, KS 66211

Continuing Education Attendance Roster

Coordinator: _____

Date: _____ Time _____ Contact Hours Awarded: _____

Program Title: _____ Location: _____ Provider No.: _____

	3/4 ID	Name (Print Clearly)	License Number & State	Job Title	Dept	Email Address (Print Clearly)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



HCA MidAmerica Clinical Education
5440 W 110th Street, Overland Park, KS 66211

This is to certify that [*Participant's Name*] has successfully completed

Insert Name of Course Here

Insert Date(s) Here

Participant License Number: _____

Course Coordinator Signature: _____

HCA MidAmerica Clinical Education is approved as a provider of continuing education in nursing by the Kansas State Board of Nursing. This course offering is approved for X contact hours for RN, LPN, or LMHT re-licensure. Kansas State Provider No. ABC1234



HCA MidAmerica Clinical Education

Continuing Nursing Education – Activity Planning Worksheet

- Submit all documents at least 2 weeks prior to program
 - This form must be submitted and approved before promotion or publication of the program
1. **Name of Program:** Maternal Trauma
 2. **Contact Person:** Emily Lomeli 816-698-7300
 3. **Date, Time, Location:** April 8th, 2022, 12-2p, Women's Conference Room, Overland Park, KS
 4. **Needs Assessment:** An increase in the number of traumatic births along with an increased prevalence for mothers with anxiety, depression, PTSD, and other mental illnesses has added a layer of complexity to the level of care Women's Services nurses must be able to provide patients on any given shift.
 5. **Planning Committee:**
 - a. Courtney Barnes, MD, MPH, Associate Professor and OBGYN, 573-499-6084
 - b. Emily Lomeli, BSN, RN, Women's Services Educator, 816-698-7371
 6. **Behavior objectives:** Upon completion of this activity, the learner should be able to:
 - a. Define and discuss birth trauma and trauma-informed care
 - b. Have increased confidence and understanding in preventing and treating birth trauma, along with discuss changes they will implement in their own practice.
 7. **Course Agenda:** See attached document for course agenda
 8. **Course Content:** See attached presentation *Maternal Trauma Content*
 9. **Instructor Education/Experience:** See attached document for Dr. Courtney Barnes' curriculum vitae
 10. **Bibliography:**
 - a. Ayers, S. (2017). Birth Trauma and Post-traumatic Stress Disorder: The Importance of Risk and Resilience. *Journal of Reproductive and Infant Psychology*. 35(5), 427-430. <https://doi.org/10.1080/02646838.2017.1386874>
 - b. Chan SJ, Ein-Dor T, Mayopoulos PA, Mesa MM, Sunda RM, McCarthy BF, Kaimal AJ, Dekel S. (2020). Risk factors for developing posttraumatic stress disorder following childbirth. *Psychiatry Res*. 2020 Aug;290:113090.
 - c. Garthus-Niegel S, Horsch A, Bickle Graz M, Martini J, von Soest T, Weidner K, Eberhard-Gran M. (2018). The prospective relationship between postpartum PTSD and child sleep: A 2-year follow-up study. *J Affect Disord*. 2018 Dec 1;241:71-79. doi: 10.1016/j.jad.2018.07.067. Epub 2018 Jul 24.
 - d. Holzhauer CG, Kroll-Desrosiers A, Kinney RL, Copeland LA, Bastian LA, Mattocks KM.(2021). Prenatal Stress Exposure and Post-traumatic Stress Disorder Associated With Risk of Postpartum Alcohol Misuse Among Women Veterans. *Womens Health Issues*. 2021 Jun 18:S1049-3867(21)00054-2.

- e. Reed, R., Sharman, R. & Inglis, C. (2017). Women's Descriptions of Childbirth Trauma Relating to Care Provider Actions and Interactions. *BMC Pregnancy Childbirth*, 17(21).
- f. Watson, K., White, C., Hall, H., & Hewitt, A. (2021). Women's Experience of Birth Trauma: A Scoping Review. *Women and Birth*, 34(5), 417-424.

11. Evaluation: See attached document for course evaluation to be used after the event.

12. Post Program:

- a. Evaluation summary must be included and kept in the electronic activity file – a completed summary of all evaluations must be kept in the file after the event
- b. Attendance Roster – a completed attendance roster must be placed in the file after the event.



Friday, April 8th, 2022 from 12-2p

Women's Conference Room

How does a traumatic delivery affect our nursing care throughout Women's Services?

Clinical Education presents
Dr. Courtney Barnes –
Associate Professor of Obstetrics and
Gynecology at University of Missouri
School of Medicine



To Register for this class go to: healthstream.com/hca/maternaltrauma.

Insert QR code here (if applicable)

HCA MidAmerica Clinical Education is approved as a provider of continuing education in nursing by the Kansas State Board of Nursing. This course offering is approved for 2 contact hours for RN, LPN, or LMHT re-licensure. Kansas State Provider No. ABC123

The course planners and presenters that they have no affiliations with, or involvement in, any organization or entity with any financial interest in the subject matter or materials discussed in this presentation.

Courtney Leigh Barnes, M.D., M.P.H.

barnescl@health.missouri.edu

Personal Contact Information
5707 Salton Court
Columbia, Missouri 65203
(573) 289-3433

Professional Contact Information
404 N Keene Street – 3rd Floor
Columbia, Missouri 65201
(573) 499-6084

Education

Residency, University of Michigan, Ann Arbor, Michigan	2005-2009
M.D., University of Missouri, Columbia, Missouri	2001-2005
M.P.H., University of Texas, Houston, Texas	1998-2000
B.A. in French Literature, Emory University, Atlanta, Georgia	1994-1998

Current Academic Position

Associate Professor of Clinical OB/GYN University of Missouri Columbia, Missouri	2018-present
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Professional Experience

Project Leader, Centering Prenatal Care University of Missouri Columbia, Missouri	2017-present
Medical Director, Low Intervention Birth Program University of Missouri Columbia, Missouri	2016-2020
Chairman, Baby-Friendly Hospital Initiative University of Missouri Columbia, Missouri	2009-2020

Academic Appointments

Assistant Professor Department of OB/GYN University of Missouri Columbia, Missouri	2012-2018
Clinical Instructor Department of OB/GYN University of Missouri Columbia, Missouri	2009-2012

Other Positions and Employment

Art Program Director Crème de la Crème School Houston, Texas	2001
Research Assistant, Epidemiology MD Anderson Cancer Center Houston, Texas	1999-2000
Internship, Division of Nutrition and Physical Activity Centers for Disease Control and Prevention Atlanta, Georgia	1999

Certification and Licensure

Diplomate, Obstetrics and Gynecology American Board of Obstetrics and Gynecology	2012-present
Medical License State of Missouri	2009-present
Medical License (Educational-Limited) State of Michigan	2005-2009
Breastfeeding Educator	2010/2013

Professional Memberships and Activities

Society for Maternal Fetal Medicine	2017-2020
Evidence-Based Birth Professional Member	2017-present
American College of Obstetricians and Gynecologists Fellow	2012-present
Junior Fellow	2001-2012
Academy of Breastfeeding Medicine	2013-present
Norman F Miller Gynecologic Society University of Michigan	2005-present

Honors and Awards

Columbia's Favorite OB/GYN Inside Columbia Magazine	2017
Columbia's Favorite Doctors Inside Columbia Magazine	2016
Clinical Innovation Award Department of OB/GYN, University of Missouri	2016
McCain Fellow ACOG District VII Meeting	2009
Golden Apple Teaching Award Greatest contribution to medical student education over 4 years University of Michigan	2009
Golden Beeper Teaching Award Greatest contribution to medical student education among all departments University of Michigan	2009
Bronze Beeper Teaching Award Excellence in Medical Education University of Michigan	2009
Wyeth Resident Reporter ACOG Annual Clinical Meeting	2008
Berlex Award for Excellence in Resident Teaching University of Michigan	2007
You're Super Award – multiple-time recipient Excellence in Patient Care University of Michigan	2005-2009

Committee Assignments and Administrative Services

Team Leader, CenteringPregnancy University of Missouri Columbia, Missouri	2017-present
Faculty Retention Committee	2016
OB Best Practice Committee	2016-2020
Team Leader, Baby Friendly Project University of Missouri Columbia, Missouri	2009-2020
Chairman, Breastfeeding Support Team University of Missouri Columbia, Missouri	2009-2020
Influenza Committee	2010-2011

Educational Activities

How we birth and why it matters to us all Resident Research Day Host St. Louis University St. Louis, Missouri	2020
How we birth and why it matters to us all Missouri Hospital Association Columbia, Missouri	2021
How we birth and why it matters to us all Guest Speaker COMO Wellness Conference Columbia, Missouri	2020
No Man's Land – Not quite derm, not quite GYN Lecturer ACOG Combined Section Meeting Big Cedar Lodge, Missouri	2017

Baby-Friendly – What is it and why it's a big deal Lecturer Regional Perinatology Conference	2015
No Man's Land – Not quite derm, not quite GYN Lecturer University of Missouri Grand Rounds	2015
Vulvar Dystrophies Lecturer Department of Dermatology Lecture Series University of Missouri Residents	2014
Vulvapalooza Lecturer University of Missouri Grand Rounds	2013
Breastfeeding Basics Lecturer University of Missouri Third Year Medical Students	2013-present (6 times per year)
ACE (Ambulatory Clinical Experience) Preceptor Preceptor 1 st and 2 nd Year Medical Students - Outpatient OB/GYN Clinic University of Missouri	2012-present
Breastfeeding – Why all the fuss? Lecturer Department of Family Medicine Grand Rounds University of Missouri	2012
Breastfeeding – Why all the fuss? Lecturer Department of Pediatrics Medicine Grand Rounds University of Missouri	2012
Breastfeeding – Why all the fuss? Lecturer Department of Obstetrics Grand Rounds University of Missouri	2012
Clinical Educator Vulva Clinic OB/GYN Residents	2011-2020
Clinical Educator Family Medicine Residents Outpatient OB/GYN Clinic	2010-2016
Contraception 101 Lecturer University of Missouri Third Year Medical Students	2010-present
STD and Vaginitis Case Review Facilitator University of Missouri Third Year Medical Students	2010-present
	2009-present

OB and GYN Surgery
Clinical Educator
OB/GYN Residents

2009-present

Outpatient Resident Clinic Attending

Clinical Educator	2009-2020
The Effect of Uterine Fibroids on Urinary and Pelvic Floor Symptoms Presenter Residency Research Project	2009
Hyperemesis Gravidarum: Combating Nausea – their and ours Lecturer University of Michigan Grand Rounds	2008
Cystoscopy for the Generalist Facilitator for Cystoscopy Station 23 rd Annual Clinical Update in OB/GYN University of Michigan	2008

Publications

1. Stone, Jennifer DPT, OCS, PHC¹; Skibiski, Katie DPT, PHC¹; Hwang, Sarah MD²; **Barnes, Courtney MPH, MD, FACOG¹** Physical Therapy in Addition to Standard of Care Improves Patient Satisfaction and Recovery Post-cesarean Section, Journal of Women's Health Physical Therapy: January/March 2021 - Volume 45 - Issue 1 - p 10-19.
2. Terry, M., **Barnes, C**, Beal K. 2016. A Tale of Two Baby Friendly Hospitals: Comparison of a Military and Civilian Experience. Breastfeeding Medicine.
3. Wolf J, **Barnes CL**, Aubuchon M. (2014). Polycystic Ovarian Syndrome: A Diagnosis of Exclusion. Pal L (Ed.), In Polycystic Ovarian Syndrome – Current and Emerging Concepts. Retrieved from <http://www.worldcat.org/oclc/861612316>.
4. **Barnes CL**, Mills MP, Aubuchon M. (2011). Chapter 13. Obesity – the American Epidemic: The Impact of Obesity on Hospital Cost in Obstetrics and Gynecology: A Review. Robinson JS, Walid MS, Barth ACM (Ed.), In Toward Healthcare Resource Stewardship. Retrieved from <https://www.novapublishers.com>.
5. Peer Reviewer for International Journal of Obstetrics and Gynecology (2011-present).
6. Peer Reviewer for American Family Physician (2017-present).

Abstracts and Presentations

No Man's Land – Not Quite Derm, Not Quite GYN Eliminating the Fear of Vulvar Complaints ACOG Quad Sectional Meeting	2017
Baby-Friendly – What is it? And why it's important... Perinatology Conference Columbia, Missouri	2016
Adopting Best Practices – if it were easy, everyone would be doing it Keynote Speaker, Mother/Baby Summit Regional Breastfeeding Meeting	2016
Breastfeeding – why it's a public health issue University of Missouri Public Health School	2016
The Baby-Friendly Journey – Guest Speaker Metro Rotary International	2015

Columbia, Missouri

Vulvodynia 2010
Women's Health Symposium
Lake of the Ozarks

Other Creative Activities

Marketing Piece for CenteringPregnancy – rural radio stations	2019
Marketing Piece for Baby-Friendly Project – 2 local radio stations	2018
Staff Education for Baby-Friendly Designation - Creator/Author Online Education Module	2017
Paul Pepper Show – Medical Expert Uterine Fibroids, DaVinci Robotics, Breastfeeding, Low-Intervention Birth Program	2009-2016
Outpatient Prenatal Education – Creator/Co-Author Discharge Education through Electronic Medical Records	2016
KOPN Radio Hour "Your Health Matters" – Guest Medical Expert Project, Low-Intervention Birth Program, CenteringPregnancy	2012-present Breastfeeding, Baby-Friendly
Outpatient Prenatal Education Video Content	2019
Outpatient Prenatal Education – Creator/Author Patient Education Binder	2014

Continuing Nursing Education Evaluation

Program Title: Maternal Trauma

Date: April 8th, 2022

	Topic	1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree	
Content	Relevance to Professional Practice					
	Met Personal Objectives					
	Objectives Support of Overall Purpose/Goal					
	<i>Please rate how well objectives were met during this program:</i>					
	Objective #1	Define and discuss birth trauma and trauma-informed care.				
	Objective #2	Have increased confidence and understanding in preventing and treating birth trauma, along with discuss changes they will implement in their own practice.				
Speaker & Room	Speaker: Courtney Barnes, MD, MPH					
	Content Clear and Organized					
	Presents Subject Material Effectively					
	Instructional Aids Supported Presentation					
	Teaching Methods Facilitated Learning					
	Physical Facility is Conducive to Learning					
	Room Temperature					
	AV Support					
	Seating					
Confidence	Questions:		YES	NO	N/A	
	Did you learn anything today that increased your knowledge?					
	Did you learn anything today that improved your skills?					
	Did you learn anything today that will impact your practice?					
	Are there any barriers in your work environment that will prevent you from using your new knowledge and skills in your practice?					
Comments	<u>Things That Went Well:</u>		<u>Things That Could Be Improved:</u>			



Continuing Nursing Education – Activity Planning Worksheet

- Submit all documents at least 2 weeks prior to program
- This form must be submitted and approved before promotion or publication of the program

1. **Name of Program:** Assessment of Practice Gaps

2. **Contact Person:** Katie Murphy BSN, RN – 816-508-4152

3. **Date, Time, Location:** Monday, January 31st, 2022, MidAmerican Conference Room, Overland Park, KS

4. **Needs Assessment:** Both novice and experience nurse educators have voiced to directors that more training is warranted in supporting their efforts to assess practice gaps and conduct formal and informal needs assessments to effectively plan education and competency management.

5. **Planning Committee:**

- a. Katie Murphy, BSN, RN, 816-508-4152
- b. Valeria Finley, MSN, RN, NPD-BC, 816-276-6000
- c. Charla Clark, MSN, RN, NPD-BC (presenter); 816-719-9159

6. **Behavior objectives:**

- a. Understand the importance of identification and gap analysis process in assessing practice gaps in the NPD Practitioner role.
- b. Discuss types of formal learning needs assessment data collection methods.
- c. Recognize and consider variables in prioritizing and planning based on results from identified knowledge and practice gaps.

7. **Course Agenda:** See attached APG (Assessment of Practice Gaps) Agenda

8. **Course Content:** See attached PPT slide deck: *Assessment of Practice Gaps*

9. **Instructor Education/Experience:** See attached Bio Form for Charla Clark

10. **Bibliography:** (also included in content slide deck)

- Harper, M. G., Bodine, J., & Russell, J. (2020). *Educational design process: Gap analysis and learning*. Association for Nursing Professional Development.
- Wright, D. K. (2016). *The Ultimate Guide to Competency Assessment in Healthcare*. Creative Health Care Management.

11. **Evaluation:** See attached Course Evaluation template.

12. **Post Program:**

- Evaluation summary must be included and kept in the electronic activity file – a completed summary of all evaluations must be kept in the file after the event
- Attendance Roster – a completed attendance roster must be placed in the file after the event.



Assessment of Practice Gaps

Monday, January 31st, 2022

Behavioral Learning Objectives:

Understand the importance of identification and gap analysis process in assessing practice gaps in the NPD Practitioner role.

Discuss types of formal learning needs assessment data collection methods.

Recognize and consider variables in prioritizing and planning based on results from identified knowledge and practice gaps.

CONTENT	TIME	PRESENTER
Practice Gap Identification	9:00a	Charla Clark MSN, RN, NPD-BC
Decision Tree	9:10a	
Needs Assessment & Importance	9:20a	
Data Collection Methods for Needs Assessment	9:30a	
Prioritization of Needs Assessment Results	9:45a	
Questions and Evaluation	9:55a	

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The course planners and presenters that they have no affiliations with, or involvement in, any organization or entity with any financial interest in the subject matter or materials discussed in this presentation.

HCA MidAmerica Clinical Education

5440 W 110th Street
Overland Park, KS 66211

Continuing Education Attendance Roster

Coordinator: Katie Murphy BSN, RN

Date: January 31st, 2021 **Time:** 9-10a **Contact Hours Awarded:** 1 **Provider No.:** ABC1234

Program Title: Assessment of Practice Gaps **Location:** MidAmerica Conference Room, Overland Park, KS

	3/4 ID	Name (Print Clearly)	License Number & State	Job Title	Dept	Email Address (Print Clearly)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



HCA MidAmerica Clinical Education
5440 W 110th Street, Overland Park, KS 66211

This is to certify that **Jane Doe** has successfully completed

Assessment of Practice Gaps
January 31st, 2022

Participant License Number: KS-987654_____

Course Coordinator Signature: *Katie Murphy, BSN, RN*

HCA MidAmerica Clinical Education is approved as a provider of continuing education in nursing by the Kansas State Board of Nursing. This course offering is approved for 1 contact hour for RN, LPN, or LMHT re-licensure. Kansas State Provider No. ABC1234

Continuing Nursing Education Evaluation

Program Title: Assessment of Practice Gaps

Date: January 31st, 2021

	Topic	1 Strongly Agree	2 Agree	3 Disagree	4 Strongly Disagree	
Content	Relevance to Professional Practice					
	Met Personal Objectives					
	Objectives Support of Overall Purpose/Goal					
	<i>Please rate how well objectives were met during this program:</i>					
	Objective #1	Understand the importance of identification and gap analysis process in assessing practice gaps in the NPD Practitioner role.				
	Objective #2	Discuss types of formal learning needs assessment data collection methods.				
	Objective #3	Recognize and consider variables in prioritizing and planning based on results from identified knowledge and practice gaps.				
Speaker & Room	Speaker: Charla Clark					
	Content Clear and Organized					
	Presents Subject Material Effectively					
	Instructional Aids Supported Presentation					
	Teaching Methods Facilitated Learning					
	Physical Facility is Conducive to Learning					
	Room Temperature					
	AV Support					
	Seating					
Confidence	Questions:		YES	NO	N/A	
	Did you learn anything today that increased your knowledge?					
	Did you learn anything today that improved your skills?					
	Did you learn anything today that will impact your practice?					
	Are there any barriers in your work environment that will prevent you from using your new knowledge and skills in your practice?					

Comments	<u>Things That Went Well:</u>	<u>Things That Could Be Improved:</u>



Assessment of Practice Gaps



Monday, January 31st, 2022

9-10am in the MidAmerica Conference Room

Course Objectives:

1. Understand the importance of identification and gap analysis process in assessing practice gaps in the NPD Practitioner role.
2. Discuss types of formal learning needs assessment data collection methods.
3. Recognize and consider variables in prioritizing and planning based on results from identified knowledge and practice gaps.



Attendance is limited! To register today, go to:

www.surveymonkey.com/r/practicegaps

HCA MidAmerica Clinical Education is approved as a provider of continuing education in nursing by the Kansas State Board of Nursing. This course offering is approved for 1 contact hour for RN, LPN, or LMHT re-licensure. Kansas State Provider No. ABC123

The course planners and presenters that they have no affiliations with, or involvement in, any organization or entity with any financial interest in the subject matter or materials discussed in this presentation.

Biographical Data Form

Instructions: Please complete form in its entirety. Information for each presenter must be typed or written directly on a copy of this form, no additional material should be attached.

Name: Charla Clark, MSN, RN, NPD-BC

(Name and degrees)

(City, State, ZIP code)

Address: HCA MidAmerica Division

5440 W 110th Street, Suite 400

Overland Park, KS 66211

(Employer, Department)

(Number & Street)

(City, State, ZIP code)

Telephone Number: 816-719-9159

CNE Event Title & Date: Assessment of Practice Gaps on January 31st from 9-10

Present Position and Description:

Currently, I am the Division Director of Programs. I oversee education programs and projects at unit, facility, and division levels. I work closely the VP of Clinical Education and other education directors to support facility educators needs and promote a successful working environment. I oversee the work of Division Specialty Educators in all specialty service lines.

Education (include basic preparation through highest degree held)

Degree	Institution (Name, City, State)	Major Area of Study	Year Degree Awarded
1. Bachelors	Research College of Nursing	Nursing	2012
2. Masters	Research College of Nursing	Nursing	2015

Use the space below to briefly describe your professional experience and areas of expertise (including publications) as it relates to your role in this continuing nursing education event.

I have over five years of experience as an educator in both academic and front-line healthcare settings. I have conducted needs assessments on multiple occasions and served on committees to support assessment and closure of practice gaps. I work closely with other education directors to support facility educators' needs and promote a successful working environment. Identification and assessment of practice gaps, conducting a successful needs and assessment, and prioritizing findings are crucial steps in the role of an educator.

Proposed Total Program Evaluation – HCA MidAmerica Clinical Education - SAMPLE

The total program evaluation plan should provide a systematic process for collecting and analyzing the data needed to determine if the providership is meeting the established policies and procedures. This is not an evaluation of individual education offerings.

The total program evaluation plan must evaluate the entire program:

- Program administration – program coordinator’s responsibilities
- Program management – policies and procedures
- Total Program Evaluation – ability of the plan to measure the overall effectiveness of the CNE providership.

The total program evaluation is done at least annually and is reported in the annual report to KSBN. It may be presented as a narrative or a chart or in any format appropriate for the provider.

Area	Frequency	Resp. Person	Criteria	Findings	Actions/ Recommendations
Administration	Annual	Charla Clark MSN, RN, NPD-BC	Review job description	Criteria met (or not met)	Completed, no recommendations
Policies: -Assess needs -Planning -Written tool -Evaluation summaries	Annual	Charla Clark MSN, RN, NPD-BC and course coordinators as identified	Review survey for appropriateness; were survey findings and identified needs from evaluation summaries used in program planning	Criteria met	Completed, no recommendations
Policies: Fee Assessment	Annual	Charla Clark MSN, RN, NPD-BC	Policy meets organization and customer needs	Criteria met	Completed, no recommendations
Policies: Announcement	Annual	Charla Clark MSN, RN, NPD-BC	Review to be certain they reflect necessary information	Criteria met	Completed, no recommendations
Policies: Offering approval process	Annual	Charla Clark MSN, RN, NPD-BC	Review policies and compare to KSBN requirements	Criteria met	Completed, no recommendations
Policies: Awarding contact hours	Annual	Charla Clark MSN, RN, NPD-BC and course coordinators as identified	Review agendas/pilot test results to verify contact hours awarded; review documentation of partial credit	Criteria met	Completed, no recommendations
Policies: Verifying participation/ completion	Annual	Charla Clark MSN, RN, NPD-BC and course coordinators as identified	Review rosters and certificates; compare to KSBN requirements	Criteria met	Completed, no recommendations
Policies: Record keeping	Annual and as needed throughout the year	Charla Clark MSN, RN, NPD-BC	Audit contents of files for compliance with KSBN requirements	Criteria met	Completed, no recommendations
Policies: Notification of changes	Annual	Charla Clark MSN, RN, NPD-BC	Review procedures for changes reported to KSBN	Criteria met	Completed, no recommendations
Total Program Evaluation effectiveness	Annual	Charla Clark MSN, RN, NPD-BC and course coordinators as identified	Review total program evaluation and compare contents to KSBN requirements	Criteria met	Completed, no recommendations

Other comments:

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Kansas Department of Health & Environment

Name of Program Coordinator: Cricket Johnston, RN, BSN, MSN

Date to CNE Committee: December 14, 2021

Note: KDHE is a former Long-Term CNE Provider. The Providership was revoked in September 2021. KDHE did not submit their Annual Report or Annual Fee in 2019, 2020 or 2021.

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	11/04/2021	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	X	
• Be a licensed professional nurse	X	
• Have three years of clinical experience	X	
• Have one year of experience in developing and implementing nursing education	X	
• Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977)	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
• Assessing the need and planning for CNE activities	X	
• Fee assessment	X	
• Advertisements or offering announcements. Published information shall contain the following statement: "(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: "	X	
• Notice of change of coordinator or required policies and procedures. The program	X	

coordinator shall notify the board in writing of any change of the individual responsible for the providership or required policies and procedures within 30 days		
For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum		N/A
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		N/A
• Clinical hours		N/A
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	

Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		
• The provider's name, address, provider number, and coordinator		N/A
• The participant's name and license number, and the number of contact hours awarded		N/A
• The title of the offering		N/A
• The date on which the offering was completed		N/A
• Either the completion of a posttest or a return demonstration		N/A
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	

The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		
For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:		
	#1 - Surveyor Review of Form CMS2567	#2 - Survey Management 2021
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Reviewed by Chelsey Stephenson, Education Specialist, 11/15/2021

Reference No.: 25052 **Date submitted:** Nov 4 11:46 2021

radio ~ Initial Application

Providername ~ Kansas Department of Health & Environment

providernum ~ ~

legalbody ~ Health Care Facilities Program

address ~ 1000 SW Jackson Street, Suite 330

adress2 ~ Topeka, KS. 66612

telephone ~ 785-296-4714

email ~ cricket.johnston@ks.gov

coordinator ~ Cricket Lanell Johnston

date ~ 11-04-2021

planningce ~ Planning group consists of Marilyn St. Peter, Director Health Facilities; Angela Jirik, Program Manager; and Cricket Johnston, State Surveyor Training Coordinator.

RECEIVED

NOV 4 2021

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KSBN EDUCATION

The Kansas Department of Health & Environment, Bureau of Community Health Systems, Health Facilities is committed to educational and professional development activities that help nurses care for the health care needs of Kansans in a variety of service types. This is included as Attachment B within the Application to the KSBN for Long-Term Provider Application for Continuing Education.

Programs will be developed with the definition of CNE as per 65-117 in mind and CNE units may be provided participants with contact hours for:

- Risk management concepts, quality improvement methodology, patient safety and topics related to K.S.A 1987 Supp. 65-4921 through 65-4930 and corresponding amendments.

- OASIS educational offerings for the home health provider population
- Educational classes related to facility state licensing applications and standards compliance.

- Educational classes related to the Centers of Medicare and Medicaid Services (CMS) certification requirements and Conditions of Participation (CoPs).

- Educational classes for state surveyors related to nursing topics such as infection control, care planning, patient teaching and forms completion using appropriate language according to CMS.

- State department continuing education requirements for registered nurses.

feeassessment ~ The method for determining the price to charge for CNE is Fee Assessment is that most Educational offerings will generally

be free of charge. Should fees apply, fees must be approved by the Bureau of Community Health Systems, Health Facilities Program Director.

Refunds and/or checks with insufficient funds shall be handled as per Bureau normal procedure. Refunds for advanced cancellations would be provided for any fees collected in accordance with cancellation in advance.

Please reference:

Attachment B, CNE Providership Policy-KDHE.

advertisement ~ The following is the description of sample materials that will be distributed or used to announce the CNE. I have included all information sources used and the media used, printed or electronic. Copies of each announcement must be attached.

All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C). Advertisements and Announcements Published information shall contain the following statement: "The KDHE Bureau of Community Health Systems' Department of Health Facilities advertisements or offering announcements published information shall contain the following statement: "The KDHE Bureau of Community Health Systems' Department of Health Facilities is approved as a provider of CNE by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN re-licensure. Kansas State Board of Nursing provider number: _____";

The KDHE logo may be used on program materials.

Please reference:

Attachment C, CNE Sample Announcements and Brochures and Attachment E, Sample Certificates.

approvalprocess ~ To meet the requirements of being a long-term provider, KDHE policy and procedure for each developed offering requires submission through an approval process by the Continuing Education Coordinator and shall include the following from the established instructor:

- A summary of the planning to establish the need for the training
- The behavioral objectives to be met by the training
- The content, which shall meet the definition of CNE in K.S.A. 65-1117, and amendments

- thereto;
- The instructor's education and experience in the form of a resume or curriculum vitae (CV), or other documentation to support the established knowledge and expertise in the
- content area;
- A current bibliography that is reflective of the offering content. The bibliography shall cite content sources to include books published within the past 10 years, periodicals published within the past five years, or both utilizing proper American Psychological Association (APA) ; and
- An offering evaluation that includes each participant's assessment of training using an evaluation tool of the following:
 - The achievement of each objective; and
 - The expertise of each individual presenter.

Please reference:

Attachment A, CV addressing education and experience for Continuing Education Coordinator and Instructors;

Attachment G, Sample Total Program Evaluation

contacthours ~ Contact hour means 50 total minutes of participation in a learning experience that meets the definition of CNE. (60-9-105(j))

Pilot testers should be representative of target audience; Contact hours may be determined using the time documented by pilot testers by:

- totaling all time and dividing by number of testers, or
- discard high and low times and average the time spent by the rest of the testers

As an approved provider, any of the following may be awarded:
Participant credit is calculated representing actual time attended, including partial credit for one or more contact hours, if the program is not required to be completed in its entirety. Credit may be awarded for fractions of hours over 30 minutes computed towards a contact hour.

The current process is to utilize the above formula as the method of calculating contact hours for actual attendance that will be awarded for each presentation, utilizing the attendance roster. There is no partial credit because of early departures or late arrivals when programs are required to be attended in its entirety. No independent study will be offered at this time. KAR 60-9-107(e) Instructor credit, which shall be two contact hours for each hour of first-time presentation of an approved offering but not to include standardized prepared curriculums such as ACLS, TNCC and etc.

Please reference:

Attachment B, CNE Providership Policy- KDHE;

CNE/IV Therapy 135

Attachment D, Sample Rosters and
Attachment E, Sample Certificates.

verifycompletion ~ This describes the contents of the roster of attendance and certificate of completion used. A sample copy is attached of each. KAR 60-9-107(f)(g) Late arrivals/Early departures/Verification of Participation and Completion

Continuing nursing education (CNE) hours are offered for programs attended in its entirety. CNE's are not provided to individuals arriving after the program has started or who depart prior to the completion of the program and participation in the course evaluation.

Rosters

There shall be documentation to verify participation in each education offering. Participants shall be required to sign a daily attendance roster that includes the provider's name, address, provider number and coordinator; the date and title of the offering and the presenter(s); the participant name and license number, and the number of contact hours awarded.

Certificates of attendance will be awarded following educational offerings to those who meet the participation requirements. Certificates shall be completed prior to distribution to include the following:

- Provider's name, address and provider number;
- Title of the educational offering;
- Date(s) of attendance or completion;
- Number of contact hours awarded;
- Signature of the provider responsible for the providership; and
- The name and license number of the participant.

Please reference:

Attachment B, CNE Providership Policy- KDHE;

Attachment D, Sample Rosters and
Attachment E, Sample Certificates.

recordkeeping ~ Records of the offerings are maintained for a minimum of two years after presentation. The following records will be retained, located with the Coordinator and secured to protect the confidentiality and security of the records. KAR 60-9-107(h)

Main storage responsibility is with the Continuing Education Program Coordinator and all records will be archived and stored in the office of the Continuing Education Program Coordinator.

Records shall be stored in a manner that assures confidentiality and ease of retrieval and accessed only by authorized individuals to include the

CNE/IV Therapy 136

Continuing Education Program Coordinator, State Survey Manager, the Program Director and Bureau Chief.

Documentation for each offering shall be retained for two years and include but not limited to the following:

- 1.The summary of the planning,
- 2.Copy of the announcement or brochures used for advertising;
- 3.Title and objectives
- 4.Offering agenda,
- 5.Bibliography or reference listings, if applicable
- 6.Summary of participant evaluations;
- 7.Instructor education and experience
- 8.Documents which verify completion of the offering such as daily rosters with both am and pm sessions signed.
- 9.Copy of certificate issued
- 10.Training materials presented

Please reference:

Attachment B, CNE Providership Policy- KDHE

Attachment D, Sample Rosters

Attachment E, Sample Certificates

Attachment F, File location statement

noticeofchange ~ The Continuing Education Program Coordinator will be responsible for notifying KSBN of a change of coordinator or policies and verify that you will notify KSBN of any change within 30 days. KAR 60-9-107(b)(3)(H) If the Education Coordinator is not available to provide the notification, then the State Survey Manager will be responsible for the notification.

programevaluation ~ The Continuing Education Coordinator will perform an annual total program evaluation. A copy of the proposed evaluation is attached. The program evaluation is a systematic process by which an approved provider analyzes outcomes of the overall continuing nursing education program in order to make subsequent decision as per 60-9-105(p)(s). The total program is evaluated on an annual basis in any year in which any CNE's were awarded through the program. Evaluation includes (as applicable) a review of program administration, delineating the program coordinator's responsibilities, the management of the program in terms of the program's' guiding policy and procedure and an evaluation of the ability of the programs overall plan and the effectiveness of the CNE providership. Evaluations are to be reported via an annual report to the KSBN and may be documented in a narrative or in a format desired by the provider. A sample program evaluation tool provided by KSBN is attached as Attachment G.

CNE/IV Therapy 137

Please reference:
Attachment G, Sample Total Program Evaluation.

Submission date ~ 11-4-2021 11:46:52

Form ID ~ 1672730

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

Administrative Policy/Procedure Manual Section: ADM 01.15
KDHE Health Facilities Effective Date: 7-21-2015; 02-01-2017
Policy: Continuing Nursing Education (CNE) Providership
Reference: 60-9-107, 65-117, 65-119, 60-4-103

1. PURPOSE

The purpose of this policy is to outline procedures to follow as a provider of nursing continuing education activities that meet the definition of CNE and in accordance with the Kansas State Board of Nursing (KSBN) statutes and regulations. The Kansas Department of Health & Environment, Bureau of Community Health Systems, Health Facilities is committed to educational and professional development activities that help nurses care for the health care needs of Kansans in a variety of service types. This is included as Attachment B within the Application to the KSBN for Long-Term Provider Application for Continuing Education.

2. DISCUSSION

Approval of Continuing Nursing Education (CE) is based upon process defined by the Kansas State Board of Nursing. As per 65-117(1), "Continuing nursing education means learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practice nurse for the enhancement of practice, education, administration, research or theory development of the end of improving the health of the public."

3. PROCEDURES

Provision of Nursing Contact Hours
Programs will be developed with the definition of CNE as per 65-117 in mind and CNE units may be provided participants with contact hours for:

1. Risk management concepts, quality improvement methodology, patient safety and topics related to K.S.A 1987 Supp. 65-4921 through 65-4930 and corresponding amendments.
2. OASIS educational offerings for the home health provider population
3. Educational classes related to facility state licensing applications and standards compliance.
4. Educational classes related to the Centers for Medicare and Medicaid Services (CMS) certification requirements and Conditions of Participation (CoPs).
5. Educational classes for state surveyors related to nursing topics such as infection control, care planning, patient teaching and forms completion using appropriate language according to CMS.
6. State department continuing education requirements for registered nurses.

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

4. ELIGIBILITY

KDHE's Division of Community Health Systems through the Health Facility Program's Continuing Education Coordinator has a clearly defined process for assessing course eligibility for CE. Each course eligible for CNE shall be developed to consider the following:

- a. Learning goals or purpose which is both explicit and measurable in terms of the learners' educational objective and is appropriate for the intended target audience;
- b. The identification of gaps in knowledge, skills and practice considered from a needs assessment which the activity is designed to address;
- c. The assurance that the course content is congruent with the activity's learning goal or purpose and educational objectives;
- d. Criterion for judging successful completion of an activity which is consistent with the learning goal and objectives; and,
- e. Defined methods for verifying participation in an activity.

Assessing Need and Planning CNE

The KDHE advisory groups committee to include the Continuing Education Program Coordinator, State Survey Manager, the Program Director and/or Bureau Chief was formed and factors were reviewed to determine what CNE subjects should be presented and how those presentations will meet the definition of CNE in KSA 65-1117(a).

The Continuing Education Coordinator Nurse Planner

The Continuing Education Coordinator is the nurse planner who is responsible for completing the needs assessment of the targeted audience. The needs assessment may be formal or informal, as appropriate to the course content. This nurse must plan, implement, and evaluate continuing nursing education in accordance with adult learning principles and professional education standards and ethics. The planner is also responsible for all record keeping associated with each educational activity. It is the responsibility of the nurse planner to clearly state the course description, course objectives, and outline of how the course content relates to the practice of nursing. A nurse planner must be a RN with a BSN and experience with education and adult learning principles.

Appropriate record keeping that includes both planning and implementation. For each CNE program the following documentation must be maintained in a secure and confidential manner for two or more years:

Planning

Planning of educational events shall include the consideration of the following:

1. Description of the target audience
2. The method and findings of a need's assessment
3. Names, titles and expertise of the activity planners and presenters

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

4. Signed presenter permissions and Conflict of Interest Disclosure form
5. Learning goal (purpose), objectives and content
6. Instructional strategies, learner feedback mechanisms and resources to be used
7. Methods used to verify participation
8. Notice to learners identifying how successful completion will be measured
9. Promotional materials
- 10.A signed co-provider agreement, if applicable

Implementation

Implementation activities includes at least:

1. Title, location and date of the educational activity
2. All evaluation tools used
3. Participant names and addresses
4. Sample certificate of completion
5. Number of contact hours associated with official accreditation statement awarded to individual participants

Presenter permissions and conflict of interest disclosures

The Kansas Department of Health & Environment (KDHE) Community Health System's Continuing Nursing Education (CNE) Program Approval activities are not affiliated with any other organization. Conflict of interest disclosure statements shall be obtained from all activity planners and presenters to identify the presence or absence of any potentially biasing relationships of a financial, professional or personal nature on the part of those who have an impact on the content of an educational activity. Planners and presenters must disclose the presence or absence of conflict of interest relative to each activity. All potential conflict shall be resolved prior to the planning, implementation or evaluation of the continuing nursing educational activity.

Events are not influenced by any branded product, commercial exhibits or advertisements

The nurse planner must assure that the program does not provide CNE when the content is specific to a branded product. Commercial exhibits and advertisements cannot influence planning or interfere with any educational activity. Advertising is prohibited in or during presentations. Educational materials may not contain any advertising, company or trade names and the content must be over 95% reflective of nursing practice, independent of commercial interest in order to gain approval for CNE.

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

Fee Assessment

The method for determining the price to charge for CNE, what procedure is used in case of insufficient fund checks, and refund requests due to cancellations: The method for determining the price to charge for CNE is Fee Assessment is that most Educational offerings will generally be free of charge. Should fees apply, fees must be approved by the Bureau of Community Health Systems, Health Facilities Program Director. Refunds and/or checks with insufficient funds shall be handled as per Bureau normal procedure. Refunds for advanced cancellations would be provided for any fees collected in accordance with cancellation in advance.

Please reference:

Attachment B, CNE Providership Policy- KDHE.

Process for Advertisements or Announcements

Describe what material will be distributed or used to announce your CNE. Include all information sources used and the media used, printed or electronic. Copies of each announcement must be attached. All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C).

Advertisements or Announcements

The following is the description of sample materials that will be distributed or used to announce the CNE. I have included all information sources used and the media used, printed or electronic. Copies of each announcement must be attached. All announcements are required to contain the required language in KAR 60-9-107(b)(3)(C). Advertisements and Announcements Published information shall contain the following statement: "The KDHE Bureau of Community Health Systems' Department of Health Facilities advertisements or offering announcements published information shall contain the following statement:

"The KDHE Bureau of Community Health Systems' Department of Health Facilities is approved as a provider of CNE by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN re-licensure. Kansas State Board of Nursing provider number: _____"; The KDHE logo may be used on program materials.

Please reference:

Attachment C, CNE Sample Announcements and Brochures and
Attachment E, Sample Certificates.

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

Process for Offering Approval

Please verify in writing that all information listed below will be completed for each offering before it is presented.

1. Summary of planning;
2. Behavioral objectives of the offering;
3. The content of the offering meets the definition of CNE pursuant to KSA 65-1117;
4. Documentation is received of each instructor's experience and education;
5. The bibliography of each presentation is received and up to date;
6. The evaluation form for the learner to assess achievement of the objectives and the expertise of the presenter.

KAR 60-9-107(d) To meet the requirements of being a long-term provider, KDHE policy and procedure for each developed offering requires submission through an approval process by the Continuing Education Coordinator and shall include the following from the established instructor:

1. A summary of the planning to establish the need for the training
2. The behavioral objectives to be met by the training
3. The content, which shall meet the definition of CNE in K.S.A. 65-1117, and amendments thereto;
4. The instructor's education and experience in the form of a resume or curriculum vitae (CV), or other documentation to support the established knowledge and expertise in the
5. content area;
6. A current bibliography that is reflective of the offering content. The bibliography shall cite content sources to include books published within the past 10 years, periodicals published within the past five years, or both utilizing proper American Psychological Association (APA); and
7. An offering evaluation that includes each participant's assessment of training using an evaluation tool of the following:
8. The achievement of each objective; and
9. The expertise of each individual presenter.

Please reference:

Attachment A, CV addressing education and experience for Continuing Education Coordinator and Instructors;

Attachment G, Sample Total Program Evaluation

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

Requirement for Awarding Contact Hours

The following description of the method of calculating contact hours for actual attendance that will be awarded for each presentation, utilizing the attendance roster. This includes the calculation of partial credit, when it is more than one hour, because of early departures or late arrivals. The description also includes how instructor credit is calculated and how independent study credit is calculated. It is understood that any offering of independent study must provide the complete pilot study which determines the amount of contact hours the completed material is worth. KAR 60-9-107(e).

Process for Awarding Contact Hours

Contact hour means 50 total minutes of participation in a learning experience that meets the definition of CNE. (60-9-105(j))

Pilot testers should be representative of target audience; Contact hours may be determined using the time documented by pilot testers by:

- totaling all time and dividing by number of testers, or
- discard high and low times and average the time spent by the rest of the testers

As an approved provider, any of the following may be awarded:

Participant credit is calculated representing actual time attended, including partial credit for one or more contact hours, if the program is not required to be completed in its entirety. Credit may be awarded for fractions of hours over 30 minutes computed towards a contact hour.

The current process is to utilize the above formula as the method of calculating contact hours for actual attendance that will be awarded for each presentation, utilizing the attendance roster. **There is no partial credit because of early departures or late arrivals when programs are required to be attended in its entirety. No independent study will be offered at this time.** KAR 60-9-107(e)

Instructor credit, which shall be two contact hours for each hour of first-time presentation of an approved offering but not to include standardized prepared curriculums such as ACLS, TNCC and etc.

Please reference:

Attachment B, CNE Providership Policy- KDHE;
Attachment D, Sample Rosters and
Attachment E, Sample Certificates.

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

Process for Verifying Participation and Completion of Offering

This describes the contents of the roster of attendance and certificate of completion used. A sample copy is attached of each. KAR 60-9-107(f)(g)
Late arrivals/Early departures/Verification of Participation and Completion
Continuing nursing education (CNE) hours are offered for programs attended in its entirety. CNE's are not provided to individuals arriving after the program has started or who depart prior to the completion of the program and participation in the course evaluation.

Rosters

There shall be documentation to verify participation in each education offering. **Participants shall be required to sign a daily attendance roster for both am and pm sessions that includes the provider's name, address, provider number and coordinator; the date and title of the offering and the presenter(s); the participant name and license number, and the number of contact hours awarded.**

Certificates

Certificates of attendance will be awarded following educational offerings to those who meet the participation requirements. Certificates shall be completed prior to distribution to include the following:

- ☐ Provider's name, address and provider number;
- ☐ Title of the educational offering;
- ☐ Date(s) of attendance or completion;
- ☐ Number of contact hours awarded;
- ☐ Signature of the provider responsible for the providership; and
- ☐ The name and license number of the participant.

Please reference:

Attachment B, CNE Providership Policy-KDHE;
Attachment D, Sample Rosters and
Attachment E, Sample Certificates.

Process for Record Keeping and Storage

Records of the offerings are maintained for a minimum of two years after presentation. The following records will be retained, located with the Coordinator and secured to protect the confidentiality and security of the records. KAR 60-9-107(h)

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

Record Keeping and Storage

Main storage responsibility is with the Continuing Education Program Coordinator and all records will be archived and stored in the office of the Continuing Education Program Coordinator.

Records shall be stored in a manner that assures confidentiality and ease of retrieval and accessed only by authorized individuals to include the Continuing Education Program Coordinator, State Survey Manager, the Program Director and Bureau Chief.

Documentation for each offering shall be retained for two years and include but not limited to the following:

1. The summary of the planning,
2. Copy of the announcement or brochures used for advertising;
3. Title and objectives
4. Offering agenda,
5. Bibliography or reference listings, if applicable
6. Summary of participant evaluations;
7. Instructor education and experience
8. Documents which verify completion of the offering such as daily rosters with both am and pm sessions signed.
9. Copy of certificate issued
10. Training materials presented

Please reference:

Attachment B, CNE Providership Policy- KDHE
Attachment D, Sample Rosters
Attachment E, Sample Certificates
Attachment F, File location statement

Process for Notice of Change of Coordinator or Required Policies

The Continuing Education Program Coordinator will be responsible for notifying KSBN of a change of coordinator or policies and verify that you will notify KSBN of any change within 30 days. KAR 60-9-107(b)(3)(H) If the Education Coordinator is not available to provide the notification, then the State Survey Manager will be responsible for the notification.

Notification of change in providership or policy

All changes in policy must be promulgated to the Continuing Education Program Coordinator from both the agency as well as instructors. The Continuing Education Program Coordinator shall notify the Kansas State Board

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

of Nursing in writing of any change of the individual responsible for the providership or CNE policies and procedures within 30 days of the change.

Please reference:

Attachment B, CNE Providership Policy- KDHE.

Total Program Evaluation

Verify that you will perform a total program evaluation each year. A copy of the proposed evaluation must be attached.

Total Program Evaluation

The Continuing Education Coordinator will perform an annual total program evaluation. A copy of the proposed evaluation is attached. The program evaluation is a systematic process by which an approved provider analyzes outcomes of the overall continuing nursing education program in order to make subsequent decision as per 60-9-105(p)(s). The total program is evaluated on an annual basis in any year in which any CNE's were awarded through the program. Evaluation includes (as applicable) a review of program administration, delineating the program coordinator's responsibilities, the management of the program in terms of the program's' guiding policy and procedure and an evaluation of the ability of the programs overall plan and the effectiveness of the CNE providership. Evaluations are to be reported via an annual report to the KSBN and may be documented in a narrative or in a format desired by the provider. A sample program evaluation tool provided by KSBN is attached as Attachment G.

Please reference:

Attachment G, Sample Total Program Evaluation.

Annual Reporting Requirement and Fees

Submit fees and report to:

KANSAS STATE BOARD OF NURSING
LONDON STATE OFFICNE BUILDING
900 SW JACKSON, SUITE 1051
TOPEKA, KS 66612-1230

Continuing Nursing Education Annual Report
<http://www.ksbn.org/webform/CNEannualreportdir.htm>

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

ANNUAL FEE OF \$50.00 WHICH IS TO BE MAILED OR P.O. PROCESS FOR INTERNAL STATE OF KANSAS AGENCY

Each approved long-term CNE provider shall pay a fee for the upcoming year and submit an annual report for the period of July 1 through June 30 of the previous year on or before the deadline designated by the board (K.A.R. 60-9-107).

Instructions before completing the annual report:

The annual report is due no later than July 31 and covers data from July 1 of the prior year through June 30 of the present year. This report will be submitted electronically and there are attachments you need to submit with this annual report. The documents you attach need to be in

1. Word or PDF format. You will attach the documents after you press the "Submit" button in the report.
2. Each approved long-term CNE provider must pay the annual fee of fifty (\$50.00) dollars. An invoice will be emailed to the Coordinator listed for each long-term provider. Mail this fee to KSBN at the address listed on the invoice along with a copy of the invoice.
3. The Total Program Evaluation must be attached to this annual report **before** this annual report is submitted electronically. The Total Program Evaluation needs to be in Word or PDF format. One example of a total program evaluation is presented below.
4. For EACH of the **first two years** of the providership you must attach the following required materials for one CNE offering (ex: if initial approval occurred after July 1, 2012 you must submit the following for **one** CNE offering for EACH year):
 - a. A summary of the planning
 - b. A copy of the offering announcement or brochure
 - c. The title and objectives
 - d. The offering agenda or, for independent study, pilot test results
 - e. A bibliography
 - f. A summary of the participants' evaluations
 - g. Each instructor's education and experiences
 - h. Documentation to verify completion of the offering
 - i. The KDHE Health Facilities CNE Archival Record coversheet will be completed for each course offering with all listed elements attached. The record will then be retained for a minimum of 2 years and may be required to be submitted to the KSBN.

Please reference:

Attachment I, CNE Archival Record Coversheet

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

KDHE HEALTH FACILITIES PROGRAM CONTINUING NURSING EDUCATION (CNE)

Planning Tool

Attachment J, CNE Sample Planning Tool

Planning Topic(s) SurveyMonkey Y/N

Subject Matter Expert (SME) possibilities and contact information:

Identified Training Needs or Requests:

Possible Learning Aids or Tools or Equipment Needs:

Location(s):

Possible Alternate Locations:

Logistical Planning and Preparation Tracking:

Projected # of participants:

Announcement and registration released Date

Location verified and secured Date

Registration complete Date

Computer, projector, etc. secured Date

Refreshments arranged Y ☐ N ☐ NA ☐

Certificates and other paperwork Y ☐

Other:

Name and Address of Organization

Kansas Department of Health & Environment

Bureau of Community Health Systems

Health Facilities Department

1000 SW Jackson, Suite 330

Topeka, KS. 66612-1365

Attachment B - Continuing Nursing Education Providership Policy-Kansas Department of Health & Environment (KDHE)

Name of CNE Coordinator:

Cricket Johnston RN, BSN, MSN

cricket.johnston@ks.gov

Ph: 785-296-4714

Fax: 785-559-4250

APPENDICES:

Attachments provided with application:

Attachment A, CV addressing education and experience for CNE Coordinator:

Cricket Johnston

Instructors: Cricket Johnston, Marilyn St. Peter, and Angela Jirik

Attachment B, Continuing Nursing Education Providership Policy-Kansas

Department of Health & Environment (KDHE)

Attachment C, Sample announcement/brochures

Attachment D, Sample rosters

Attachment E, Sample certificates

Attachment F, File location statement

Attachment G, Sample Total Program Evaluation

Attachment H, Sample Course Evaluations

Attachment I, CNE Archival Record Coversheet

Attachment J, CNE Sample Planning Tools

Attachment K, Sample Annual Report

Cricket Lanell Johnston

State Surveyor Training Coordinator

Contact

1000 S.W. Jackson Street
Topeka, KS. 66612
785-296-4714
cricket.johnston@ks.gov

Dear Kansas Board of Nursing,

My job title is State Surveyor Training Coordinator with the Kansas Department of Health and Environment in the Bureau of Community Health Systems in the Health Care Facilities Program.

Education:

August 2015 – MSN at Walden University
May 1993 – BSN at Baker University

Education Employment History:

Neosho County Community College, School of Nursing
October 2007 – May 2014 Adjunct Nursing Instructor
Clinical and Simulation

January 2016 – May 2018 Nursing Instructor
Classroom, Clinical and Simulation

Rasmussen College, School of Nursing Kansas
June 2018 – June 2020 Nursing Instructor
Classroom, Virtual, Clinical and Simulation

Type 2 Prevention Life Coach
November 2020 – current – Midland Care 24 for Life

Kansas Department of Health and Environment
July 2021– current State Surveyor Training
Coordinator

Clinical Employment History:

St. Francis Hospital, Maternal/Child 2010–2013
Stormont–Vail Hospital, Maternal/Child 1993–2009

Attachment F, File location statement

Record Keeping and Storage

Main storage responsibility is with the Continuing Education Program Coordinator and all records will be archived and stored in the office of the Continuing Education Program Coordinator. Records shall be stored in a manner that assures confidentiality and ease of retrieval and accessed only by authorized individuals to include the Continuing Education Program Coordinator, State Survey Manager, the Program Director and Bureau Chief.

Documentation for each offering shall be retained for two years and include but not limited to the following:

- The summary of the planning,
- Copy of the announcement or brochures used for advertising;
- Title and objectives
- Offering agenda,
- Bibliography or reference listings, if applicable
- Summary of participant evaluations;
- Instructor education and experience
- Documents which verify completion of the offering
- Copy of certificate issued
- Training materials presented

Nursing CE Total Program Evaluation Process

The total program evaluation plan shall provide a systematic process for collecting and analyzing the data needed to determine if the providership is meeting the established policy and procedures. This process is not simply an evaluation of individual education offering but an evaluation of the entire program. It shall be done annually, or more often should there be significant changes or concerning trends. It shall include the following:

1) Administration

Responsible Person:

Criterion: Review of job description

Findings:

Recommendations:

2) Policies – Fee Assessment

Criterion: Policy meets organization and customer needs

Findings:

Recommendations:

Nursing CE Total Program Evaluation Process

3) Policies – Announcement

Criterion: Announcements have reflected necessary information

Findings:

Recommendations:

4) Policies – Offering approval process

Criterion: Policy meets KSBN requirements

Findings:

Recommendations:

Nursing CE Total Program Evaluation Process

5) Policies – Awarding contact hours

Criterion: Review agenda to verify contact hours and partial contact hours awarded

Findings:

Recommendations:

6) Policies - Verifying participation/completion

Criterion: Review of rosters and certificates compared to KSBN requirements

Findings:

Recommendations:

Nursing CE Total Program Evaluation Process

7) Policies – Record keeping

Criterion: Audit content of files compared to KSBN requirements

Findings:

Recommendations:

8) Policies – Notification of changes

Criterion: Verify any changes were reported to KSBN, as required.

Findings:

Recommendations:

Nursing CE Total Program Evaluation Process

9) Total Program Effectiveness

Findings:

Recommendations:

ADDENDUM H – PLANNING TOOL

KDHE HEALTH FACILITIES PROGRAM CONTINUING NURSING EDUCATION (CNE)

Planning Tool Planning Topic CMS2567 SurveyMonkey YES

Survey utilized to request Topic Suggestions as well as Locations within the state for Training preferences from the State Surveyors.

Received TOPEKA, LAWRENCE, WICHITA, LENEXA/OVERLAND PARK/ KC AND MITCHELL COUNTY as possible locations.

Subject Matter Expert (SME) possibilities and contact information:

Request for CMS Regional Office Education Coordinator to assist the KDHE State Surveyor Training Coordinator in providing training for use of the Forms CMS807 Worksheet and CMS2567 in substantiating deficiencies or Immediate Jeopardy during a State Survey of Non-Long-Term Health Facilities.

Identified Training Needs or Requests:

SURVEYORS –

1. How to fill out the CMS807 Surveyor Worksheet to help qualify whether there is a regulation deficiency or Immediate Jeopardy.
2. Review each of the Eight Principals of Form CMS2567.
3. Review how to locate and utilize the Interpretive Guidelines in the State Operations Manual.
4. Review selecting Prefix Identification Tags correctly for each deficiency example.
5. How to fill out the CMS2567 to support the regulation deficiencies or Immediate Jeopardy.
6. Program to include a practice session online using example issue(s) for the participants to support with evidence.
7. Question/Answer session will also be given after each example issue for further clarification opportunities.

UNDERSTANDING OF THE SURVEY REGULATIONS WOULD BE HELPFUL.

Possible Learning Aids or Tools or Equipment Needs:

PROJECTOR, LAPTOP, AND I-CLICKER TOOLS – Allows for participant engagement. Hand-Outs and Practice Examples Online on Information presented.

Location(s): TOPEKA, KS

ADDENDUM H - PLANNING TOOL

Possible Alternate Locations:

RECEIVED WICHITA, LAWRENCE, LENEXA/OVERLAND PARK/ KC AND MITCHELL COUNTY AS POSSIBLE LOCATIONS. DATE: 10/15/2021

Logistical Planning and Preparation Tracking:

Projected # of participants: 10 PERSON per Training to allow one on one assistance.

Announcement and registration released ☐ Date 09/15/2021_____

Location verified and secured ☐ Date 9/15/2021

Registration complete ☐ Date 10/01/2021

Computer, projector, etc. secured ☐ Date 10/12/2021

Refreshments arranged Y ☐ N ☐ NA ☐

Certificates and other paperwork Y ☐

Other: REFRESHMENTS ARE WATER FROM SITE; LUNCH ON YOUR OWN.

Name and Address of Organization

Kansas Department of Health & Environment
Bureau of Community Health Systems
Health Facilities Department
1000 SW Jackson, Suite 330
Topeka, KS. 66612-1365

Name of CNE Coordinator:

Cricket Johnston RN, BSN, MSN
cricket.johnston@ks.gov
Ph: 785-296-4714
Fax: 785-559-4250

**SURVEYOR USE OF
FORM CMS-807
WORKSHEET**

**SELECTING PREFIX
IDENTIFICATION
TAGS**

**SURVEYOR USE OF
FORM CMS-2567**

ADDRESS

**CURTIS BUILDING
1000 S.W. JACKSON ST
TOPEKA, KS 66612**

3RD FLOOR CONFERENCE ROOM

CONTACT US

**KDHE Health Facilities
(785)-296-4714
cricket.johnston@ks.gov**

**SURVEYOR
REVIEW OF
FORM
CMS2567**

**Required yearly for Kansas State
Surveyors conducting State Surveys
in Non-Long-Term Health Facilities**

THE EIGHT PRINCIPLES FOR FORM CMS 2567

Principle 1: Entity Compliance and Noncompliance–The Entity Compliance and Noncompliance principle addresses how to write a statement, whether the entity has deficiencies or is in full compliance.

Principle 2: Using Plain Language–The Using Plain Language principle describes how to write deficiency citations that are easily understood, objective, and concise.

Principle 3: Components of a Deficiency Statement–The Components of a Deficiency Statement principle identifies the components and procedures to follow when composing a Deficient Practice Statement.

Principle 4: Relevance of Onsite Correction of Findings–The Relevance of Onsite Correction of Findings principle defines how to document a deficient practice even though the entity may have corrected the practice during the survey.

Principle 5: Interpretive Guidelines–The Interpretive Guidelines principle addresses how to locate and utilize Interpretive Guidelines to gain a better understanding of regulatory requirements in the State Operations Manual (SOM).

Principle 6: Citation of State and Local Violations–The Citation of State or Local Violations principle identifies when and how to cite and entity's noncompliance with State or local laws.

Principle 7: Cross-References–The Cross-Reference principle instructs how to cross-reference requirements on Form CMS-2567 when its applicable and provides additional strength to the linked citations.

Principle 8: Condition of Participation Deficiencies–The Condition of Participation Deficiencies principle explains the importance of the extent and severity of deficient practices as well as when and how to cite at the Condition of Participation (CoP) level versus the Standard level.



CONTINUING EDUCATION COURSE EVALUATION

Course Name: Surveyor Review of Form CMS 2567 6 Contact Hours

Provider#01-0100

Date: 10/15/2021 9:00 AM-4:00 PM

Location: Curtis Building 1000 S.W. Jackson Street, 3rd Floor Conference Room Topeka, KS

Instructor Name: Cricket Johnston, RN, BSN, MSN, Kansas State Surveyor Training Coordinator

Please indicate your degree of agreement with the following evaluation comments.

5 is most satisfied and 1 is least satisfied.

Behavioral Learning/ Course Objectives	5	4	3	2	1	N/A
The course was presented in an orderly fashion.						
The material was helpful and informative.						
The instructional material for the course was appropriate.						
The location was centrally located for my area of the state.						
The instructor had clear speech and good volume.						
The instructor stimulated my interest in this topic.						
The instructor was knowledgeable about the course material.						
The classroom atmosphere was conducive to asking questions.						
The room was comfortable. (Temperature, etc.)						
The audio/visual aids were helpful to me.						
The instructor was successful in teaching the course objectives:	5	4	3	2	1	N/A
By the end of the course offering, the Surveyor will demonstrate the use of Form CMS-807 worksheet with 80% accuracy.						
After receiving the information regarding Interpretive Guidelines principle, the Surveyor will demonstrate how to locate and utilize Interpretive Guidelines (to gain a better understanding of regulatory requirements in the State Operations Manual) with 80% accuracy.						
After receiving the information regarding Selecting Prefix Identification Tags, the Surveyor will correctly identify the Prefix Identification Tag for a deficiency with 80% accuracy.						
After receiving the information on statements of compliance and noncompliance, the Surveyor will correctly distinguish each statement's effectiveness with 80% accuracy.						
After receiving the information regarding the Principles of Documentation, the Surveyor will be able to write statements of deficiency with 80% accuracy.						

THANK YOU FOR YOUR ATTENDANCE/FEEDBACK! DON'T FORGET TO SUBMIT YOUR EVALUATION!
CNE/IV Therapy 162



CONTINUING EDUCATION COURSE EVALUATION

After receiving the information regarding the eight Principles of Documentation, the Surveyor will be able to apply their knowledge to complete the Form CMS 2567 with 80% accuracy.						
ADDITIONAL COMMENTS TO WRITE-IN (Optional)	WRITE-IN RESPONSE					
What suggestions do you have to improvement this course?						
What were the strengths of this course?						
What topics would you suggest for future sessions?						
What locations around Kansas would you like us to consider when holding educational events?						
Additional comments:						

THANK YOU FOR YOUR ATTENDANCE/FEEDBACK! DON'T FORGET TO SUBMIT YOUR EVALUATION!
CNE/IV Therapy 163

SURVEYOR REVIEW OF FORM CMS2567 - 2 CONTACT HOURS



OCTOBER 15, 2021 2 PM – 4 PM

CURTIS BUILDING

1000 S.W. JACKSON STREET

3RD FLOOR CONFERENCE ROOM, TOPEKA, KANSAS 66612

PRESENTER: CRICKET JOHNSTON, RN, BSN, MSN

PROVIDER #01-0000

LAST NAME	FIRST NAME	LICENSE #	ADDRESS, CITY, ZIPCODE	PHONE	EMAIL	SIGNATURE AM	SIGNATURE PM
DOE	JOHN	13-123456	3333 DISNEY LANE TOPEKA, KS 66604	785-123-4567	John.doe@ks.gov		

-164-

Kansas Department of Health and Environment

Bureau of Community Health Systems Department of Health Facilities is approved as a provider of continuing education by the Kansas State Board of Nursing. This course offering is approved for 6 contact hours applicable for APRN, RN, or LPN re-licensure.

Kansas State Board of Nursing Provider number: XX-XXXXXX.



1000 SW Jackson St. Suite 330
Topeka, KS 66612

This Certifies that
JOHN DOE
RN 13-XXXXXX

has participated in the following educational activity

SURVEYOR REVIEW OF FORM CMS 2567

and is awarded 6.0 Contact Hours
on October 15th, 2021 9:00 a.m. to 4:00 p.m.

Cricket Johnston, RN
State Surveyor Training Coordinator
Health Facilities Program

Angela Jirik, State Survey Manager

Instructor 1

Cricket Johnston, State Surveyor Training Coordinator

Instructor 2

SURVEY MANAGEMENT 2021

October 25th, 2021

2 pm – 5 pm

CNE 3 hours

Curtis Building, 3rd Floor Conference Room

1000 SW Jackson Street, Topeka, KS 66612

WHAT IS THE PROCESS FOR SURVEYING HEALTH CARE NON-LONG TERM FACILITIES?

We will be going through the process together and doing some role playing regarding the following stages.

- Off Site Survey Preparation
- Entrance Activities
- Information Gathering & Preparation
- Preliminary Decision Making & Analysis
- Exit Conference
- Post Survey Activities

Please join us for this fun, innovative way to make sure you are completing each stage correctly during your surveys.

Survey Management 2021

3 Contact Hours

9/15/2021 2:00 PM – 5:00 PM

2:00 – 2:15 pm	Introductions/Review of agenda
2:15 – 2:30 pm	Stages of Surveys Pre-test
2:30 – 2:45 pm	Off-Site Survey Preparation
2:45 – 3:00 pm	Entrance Activities
3:00 – 3:10 pm	Break
3:10 – 3:25 pm	Information Gathering and Preparation
3:25 – 3:40 pm	Preliminary Decision Making and Analysis
3:40 – 3:55 pm	Exit Conference
3:55 – 4:05 pm	Break
4:05 – 4:20 pm	Post-Survey Activities
4:20 – 4:40 pm	Putting it all together in role modeling (pair-share)
4:40 – 4:45 pm	Questions
4:45 – 5:00 pm	Stages of Surveys Post-Test

BIBLIOGRAPHY:

All materials and information are obtained from the Centers of Medicare & Medicaid Services (CMS) and is found at the following links.

Stages of Surveying -

https://qsep.cms.gov/data/123/IntroductiontoSurveyingNonLongTermCare_M2L2.pdf

Attachment J – Agenda/Bibliography

Surveyor Review of Form CMS 2567

6 Contact Hours

10/15/2021 9:00 AM-4:00 PM

- 9:00 – 9:15 am Introductions/Review of agenda
- 9:15 – 9:45 am Principle 1: Entity Compliance and Noncompliance
- 9:45 – 10:15 am Principle 2: Using Plain Language
- 10:15 – 10:30 am Break
- 10:30 – 11:00 am Principle 3: Components of a Deficiency Statement
- 11:00 – 11:30 am Principle 4: Relevance of Onsite Correction of Findings
- 11:30 – 12:00 pm Lunch on own
- 12:00 – 12:15 pm Questions regarding am Principles
- 12:15 – 12:45 pm Principle 5: Interpretive Guidelines
- 12:45 – 1:15 pm Principle 6: Citation of State and Local Violations
- 1:15 – 1:30 pm Break
- 1:30 – 2:00 pm Principle 7: Cross-References
- 2:00 – 2:30 pm Principle 8: Condition of Participation Deficiencies
- 2:30 – 2:45 pm Break
- 2:45 – 3:45 pm Case study using CMS Worksheet 807 and Form 2567
- 3:45 – 4:00 pm Questions/Evaluation form/CNE Certificates

BIBLIOGRAPHY:

All materials and information is obtained from the Centers of Medicare & Medicaid Services (CMS) and is found at the following links.

Worksheet CMS807 – <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS807.pdf>

Form CMS2567 – <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS2567.pdf>

8 Principals of Documentation – https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107_exhibit_007a.pdf

I hope you found this class helpful for doing your State Surveys



CONTINUING EDUCATION COURSE EVALUATION

Course Name: Survey Management 3 Contact Hours

Provider#01-0100

Date: 10/25/2021 2:00 PM-5:00 PM

Location: Curtis Building 1000 S.W. Jackson Street, 3rd Floor Conference Room Topeka, KS

Instructor Name: Cricket Johnston, RN, BSN, MSN, Kansas State Surveyor Training Coordinator

Please indicate your degree of agreement with the following evaluation comments.

5 is most satisfied and 1 is least satisfied.

<u>Behavioral Learning/ Course Objectives</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>N/A</u>
The course was presented in an orderly fashion.						
The material was helpful and informative.						
The instructional material for the course was appropriate.						
The location was centrally located for my area of the state.						
The instructor had clear speech and good volume.						
The instructor stimulated my interest in this topic.						
The instructor was knowledgeable about the course material.						
The classroom atmosphere was conducive to asking questions.						
The room was comfortable. (Temperature, etc.)						
The audio/visual aids were helpful to me.						
The instructor was successful in teaching the course objectives:	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>N/A</u>
By the end of the course offering, the Surveyor will identify the stages of surveying post-test with 90% accuracy.						
After receiving the information regarding Off-Site Survey Preparation, the Surveyor will demonstrate the process in role-play with 80% accuracy.						
After receiving the information regarding Entrance Activities, the Surveyor will correctly demonstrate the process in role-play with 80% accuracy.						
After receiving the information regarding Information Gathering and Preparation, the Surveyor will correctly demonstrate the process in role-play with 80% accuracy						
After receiving the information regarding the Exit Conference, the Surveyor will correctly demonstrate the process in role-play with 80% accuracy.						
After receiving the information regarding the Post-Survey Activities, the Surveyor will correctly demonstrate the process in role-play with 80% accuracy.						
<u>ADDITIONAL COMMENTS TO WRITE-IN (Optional)</u>	<u>WRITE-IN RESPONSE</u>					



CONTINUING EDUCATION COURSE EVALUATION

What suggestions do you have to improvement this course?	
What were the strengths of this course?	
What topics would you suggest for future sessions?	
What locations around Kansas would you like us to consider when holding educational events?	
Additional comments:	

Kansas Department of Health and Environment

Bureau of Community Health Systems Department of Health Facilities is approved as a provider of continuing education by the Kansas State Board of Nursing. This course offering is approved for 2 CNE's applicable for APRN, RN, or LPN re-licensure.

Kansas State Board of Nursing Provider number: XX-XXXXX.



1000 SW Jackson St. Suite 330
Topeka, KS 66612

This certifies that
JOHN DOE
RN 13-XXXXXX

has participated in the following educational activity

Survey Management 2021

and is awarded 2.0 Contact Hours
on October 25th, 2021 2:00 p.m. to 4:00 p.m.

Cricket Johnston, RN
State Surveyor Training Coordinator
Health Facilities Program

Angela Jirik, State Survey Manager

Instructor 1

Cricket Johnston, State Surveyor Training Coordinator

Instructor 2

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Nursing CEUs with Lauran

Name of Program Coordinator: Barbara Smith, Ed.D., MSN, RN

Date to CNE Committee: December 14, 2021

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	10/14/2021	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	X	
<ul style="list-style-type: none"> Be a licensed professional nurse 	X	
<ul style="list-style-type: none"> Have three years of clinical experience 	X	
<ul style="list-style-type: none"> Have one year of experience in developing and implementing nursing education 	X	
<ul style="list-style-type: none"> Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977) 	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
<ul style="list-style-type: none"> Assessing the need and planning for CNE activities 	X	
<ul style="list-style-type: none"> Fee assessment 	X	
<ul style="list-style-type: none"> Advertisements or offering announcements. Published information shall contain the following statement: "(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: " 	X	
<ul style="list-style-type: none"> Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual responsible for the providership or required policies and procedures within 30 days 	X	

For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum		N/A
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		N/A
• Clinical hours		N/A
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		

• The provider's name, address, provider number, and coordinator		N/A
• The participant's name and license number, and the number of contact hours awarded		N/A
• The title of the offering		N/A
• The date on which the offering was completed		N/A
• Either the completion of a posttest or a return demonstration		N/A
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		

For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:		
	#1 – Stress Management for Healthcare Professionals	#2 - Life Balance with the Oola Framework
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Reviewed by Chelsey Stephenson, Education Specialist, 11/15/2021

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KSNB EDUCATION

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8 files were uploaded with this form: [Application Cover Sheet.docx](#), [CV_Smith, Barbara A \(10-8-2021\).docx](#), [Independent Study Participation Verification.docx](#), [L Shewmaker Resume.docx](#), [Total Program Evaluation.docx](#), [Attendance Roster.xlsx](#), [CNE Program Coordinator Position Description.docx](#), [Packet - Life Balance.docx](#)

www.ksbn.org**radio** ~ Initial Application**Providername** ~ Nursing CEUs With Lauran**providernum** ~ ~**legalbody** ~ ~**address** ~ 2963 Ambrosia Ln W**adress2** ~ Xenia, Ohio 45385**telephone** ~ 937-768-4555**email** ~ lauran2410@live.com**coordinator** ~ Barbara A Smith, Ed.D., MSN, RN**date** ~ 10-13-2021**planningce** ~ Policy #100: Process of Assessing Need And Planning CNE

Nursing CEUs With Lauran, will follow a systematic process for assessing need and planning CNE offerings.

Date: _____ Reviewed: _____

Need Assessment

1.Nursing CEUs With Lauran, will assess need for CNE using informal and/or formal methods including:

- a.Identifying healthcare facility business needs through formal or informal survey;
- b.Performing gap analysis through individual interviews, focus groups, surveys, and self-assessments

Assessment of Training Options

1.A list of training options and needs will be generated after the gap analysis has been completed.

CNE/IV Therapy 176

2. All options will be carefully evaluated to determine which are:
 - a. Urgent
 - b. Important
 - c. Not important
3. Nursing CEUs With Lauran, will consider these factors when determining CEU offerings:
 - a. Does the offering provide a solution to a problem?
 - b. What is the cost of the training to those participating in the offering?
 - c. What is the expected return on investment those participating in the offering can expect?
 - d. Does the training assist with meeting legal compliance for individual participants or organizations?
 - e. After all training options have been assessed, Nursing CEUs With Lauran, will have a list of educational priorities suitable for individuals, departments and organizations.

Planning of CNE Offerings

1. The CNE Program Coordinator will then evaluate the list of educational priorities and plan CNE offerings for the upcoming year.
2. CNE offerings will be planned and scheduled with consideration given to:
 - a. Where will the offering will be conducted?
 - b. How will offering be delivered?
 - c. Is the offering suitable to be provided online?
 - d. If the offering already exists, should it continue to be offered?

feeassessment ~ Policy #101: Process For Fee Assessment

Participants will be aware of the cost of any CNE offering and the process for refunds at the time each offering is announced.

Date: _____ Reviewed: _____

Fee Assessment

1. Nursing CEUs With Lauran will designate a fee for each CNE offering and publish the fee and refund policy at the time the offering is formally announced.
2. The fee for each offering will vary depending on cost of speaker(s), venue, advertising, etc...
3. The fee for the offering will be collected at the time of registration and will be payable electronically or with check via mail.
4. Payment of the fee secures registration for the offering.

Refunds

1. If a participant is unable to attend the offering as scheduled, refunds

will be issued as follows:

- a. Notice received up to 7 days prior to scheduled event: 100% refund
 - b. Notice received less 7 days prior to scheduled event: 0% refund
2. Refunds will be made within 14 days of receipt of notice.

Insufficient Funds

- 1. A \$35 fee will be assessed for any payment received that is returned to the organization for insufficient funds in addition to the fee for the offering.
- 2. A participant may not attend an offering until fees have been paid in full.

advertisement ~ Policy #102: Process For Advertisements or Announcements

CNE Offerings will be advertised.

Date: _____ Reviewed: _____

Advertisements or Announcements

1. Nursing CEUs With Luran will advertise CNE offerings in a variety of ways, including:

- a. On the internet via website, social media and email
- b. Radio
- c. Television
- d. Print advertising
- e. Mail

2. Published information shall contain the following statement:

a. Nursing CEUs With Luran is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ____ contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: _____

approvalprocess ~ Policy #103: Process For Offering Approval

Nursing CEUs With Luran will approve offerings using a standardized system to ensure each offering is appropriate.

Date: _____ Reviewed: _____

Approval Offering

1. Each CNE offering submitted to the CNE Program Coordinator must include:

- a. Summary of planning

b.Behavioral Objectives

c.Content shall meet the definition of CNE in KSA 65-1117(a) which states: Continuing nursing education means learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public.

d.Instructor's education and experience documenting knowledge/expertise

e.Current bibliography (books 10 years, periodicals 5 years)

f.Offering evaluation that includes assessment of learner achievement of each objective, expertise of individual presenters

contacthours ~ Policy #104: Process For Awarding Contact Hours

Nursing CEUs With Lauran will award contact hours to participants for completion of full program offering or partial completion of offering.

Date: _____ Reviewed: _____

Awarding Contact Hours

1.Participants completing an entire program offering will be awarded one contact hour based on 50 minutes of participation in a learning experience.

2.Credit for fractions of hours will be awarded to those completing an entire program offering as follows:

a.15 minutes – 0.25 contact hour

b.30 minutes – 0.50 contact hour

c.45 minutes – 0.75 contact hour

Instructor credit will be awarded as follows:

d.2.0 contact hours for each hour of first time presentation of an approved offering, excluding standardized prepared curriculum (e.g. ACLS, PALS, TNCC, ENPC, MANDT, etc)

3.Independent study credit will be awarded based on time required to complete the offering as documented by Nursing CEU's with Lauran pilot time test results

a.Pilot test time results will be measured as follows:

i.A small group of pilot testers representative of the target audience will document time needed by each to complete the offering;

ii.The CNE Program Coordinator will discard the highest and lowest times, total all remaining times and divide by remaining number of testers to determine the average time needed;

iii.Contact hour credit will be awarded as per this policy.

4.Contact hours for clinical hours will not be awarded.

1. Partial credit will be awarded as follows for late arrival or early departure:
 - a. Participants arriving late or leaving early will note and initial either time of late arrival or early departure;
 - b. Time for breaks will be subtracted from total hours participant was present at the offering.
 - c. Total number of minutes attended will be divided by 50 to calculate number of contact hours to be awarded to participant.

verifycompletion ~ Policy #105: Process For Verifying Participation and Completion of The Offering

Nursing CEUs With Lauran will verify participation and completion of offerings by participants.

Date: _____ Reviewed: _____

Verifying Participation – Online Offerings

1. Participants will register for course offerings electronically.
2. Online course settings will not allow participants to advance to post-test and program evaluation without first viewing course content in its entirety.
3. Participants will be required to take a post-test and score 80% or greater to be awarded a Certificate of Continuing Nursing Education.

Verifying Participation – In Person Events

1. Participants will register for course offerings electronically.
2. Participants will sign in upon arrival for event and again after lunch and/or each subsequent day to verify attendance.
3. Participants will complete a program evaluation at the end of the offering.

Verifying Participation – Independent Study

1. Participants will register for course offerings electronically.
2. Participants will document and submit Independent Study Verification Form. Documentation will include:
 - a. Provider Name, Address, Provider Number, Name of Program Coordinator
 - b. Title of offering
 - c. Date offering completed
 - d. Name of presenter(s)
 - e. Participant name, email and license number
 - f. Participant Signature
- g. Participants will email the completed form to:

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hello@nursingceuswithlauran.com

3. Participants will be required to take a post-test and score 80% or greater to be awarded a Certificate of Continuing Nursing Education.
- a. Upon receipt of the Independent Study Verification Form by Nursing CEUs With Lauran participant will receive a link to complete the online post-test for the offering.
- b. A score of 80% or greater is required for awarding of certificate of continuing nursing education.
- c. Upon successful completion of the post-test participants will receive certificate of continuing nursing education electronically.
- d. Nursing CEUs With Lauran staff will document post-test score, contact hours awarded, and date on the Independent Study Verification Form.
- e. The Independent Study Verification Form will then be scanned into the confidential and secure online records storage system to be maintained per policy.

Policy #106: Process For Issuing Certificates of Completion

Nursing CEUs With Lauran will issue certificates of completion to participants based on verification of participation in offerings.

Date: _____ Reviewed: _____

Issuing Certificates of Completion For Online Offering

1. Participants completing an online offering will be required to take a post-test.
2. A score of 80% or greater is required for issuing certificate of continuing nursing education.
3. Certificates of Completion will be provided electronically to participants completing online offerings.

Issuing Certificates of Completion For In Person Offering

1. Participants completing an in person offering will be required to sign in upon arrival, after lunch, and each subsequent day.
2. Certificates of Completion will be provided electronically to those participants with verified participation in each in person offering.

recordkeeping ~ Policy #107: Process For Record Keeping And Storage

Nursing CEUs With Lauran will retain appropriate records for each offering, and store records securely and in manner that makes them easily retrievable by authorized personnel.

Date: _____ Reviewed: _____

Record Keeping And Storage

1.Nursing CEUs With Lauran will retain the following records for each offering for a period of two years:

- a.Summary of planning
- b.Copy of announcement/brochure
- c.Title and objectives
- d.Offering agenda
- e.Pilot time test results if independent study
- f.Bibliography
- g.Summary of participant evaluations
- h.Each instructor's education and experience
- i.Documentation to verify completion of the offering
- j.Records will be stored electronically on a secure site with password protected access to be retrieved easily as needed by authorized personnel.

noticeofchange ~ Policy #108: Process For Notice of Change of Coordinator or Required Policies

The CNE Program Coordinator will notify Kansas State Board of Nursing in writing of any change to CNE Program Coordinator or required policies and procedures within 30 days.

Date: _____ Reviewed: _____

Process for Notifying Kansas State Board of Nursing of Changes

- 1.The CNE Program Coordinator will notify Kansas State Board of Nursing of any change to CNE Program Coordinator or required policies and procedures within 30 days.
- 2.Written notification will be mailed to:
Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street
Suite 1051
Topeka, Kansas 66612-1230

programevaluation ~ Policy #109: Total Program Evaluation

Nursing CEUs With Lauran will complete a total program evaluation annually and include findings in the annual report to Kansas State Board of Nursing.

Date: _____ Reviewed: _____

Process for Total Program Evaluation

- 1.The CNE Program Coordinator will complete a total program evaluation at least annually and submit findings in the annual report to Kansas State Board of Nursing.
- 2.The total program evaluation will include:
 - a."a systematic process by which an approved provider analyzes outcomes of the overall continuing nursing education program in order to make subsequent decisions"(60-9-105 (s))
- 3.The total program evaluation will include evaluation of:
 - a.Program administration, including program coordinator's responsibilities
 - b.Program management, including policies and procedures
 - c.Total program evaluation, including the ability of the plan to measure the overall effectiveness of the providership.
- 4.At least annually Nursing CEUs With Luran will complete a total program evaluation.
- 5.The CNE Program Coordinator will include the total program evaluation findings will be included with the annual report submitted to Kansas State Board of Nursing.

Submission date ~ 10-13-2021 15:12:07

Form ID ~ 1672730

1. Name and address of organization applying for long-term CNE providership:

Nursing CEUs With Lauran
2963 Ambrosia Ln W
Xenia, Ohio 45385

2. Name and address of department or unit within organization responsible for approving nursing continuing education

Nursing CEUs With Lauran
Attn: Department of Nursing Continuing Education
2963 Ambrosia Ln W
Xenia, Ohio 45385

3. Name, education and experience of CNE Program Coordinator

Dr Barbara A Smith, Ed.D, MSN, RN, has been a registered nurse since 1982. She completed her BSN at Pittsburg State University in Kansas in 1982, her MSN at University of Missouri-Kansas City in 1994, and her Doctorate in Education at the University of Phoenix in 2011 . She has 39 years of nursing experience including more than 10 years of clinical nursing as well as more than 20 years as a nursing instructor in the college and university setting. Barbara A Smith, Ed.D, MSN, RN, meets the KSBN requirements to serve as CNE Program Coordinator, and her resume is attached to this application.

829 South Morgan Drive
Peculiar, MO 64078
E-mail: drbarbsmith@comcast.net

Cell: (816) 206-7476

EDUCATION

- University of Phoenix** 11/2011
Doctor of Education in Educational Leadership with a specialization in Curriculum and Instruction
- University of Missouri-Kansas City** 05/1994
Master of Science in Nursing, CNS and Nursing Education
- Pittsburg State University** 05/1982
Baccalaureate of Science in Nursing

PROFESSIONAL NURSING EXPERIENCE

- The University of Kansas Health System-Marillac campus, Overland Park, KS** 07/18 – Present
Staff RN, Acute Mental Health inpatient care for children ages 4-17.
- Chamberlain College of Nursing, Chicago, IL (remote)** 10/13 – 01/17
Online Adjunct Faculty contractor; Visiting Professor; taught Pharmacology I for bachelors nursing students.
- Capella University, Minneapolis, MN (remote)** 03/14 – 09/14
Dissertation Mentor for doctoral Nursing in Education students; revised and taught ED8350: Advanced Nursing Theory and Concepts for doctoral nursing students.
- University of Central Oklahoma, Edmond, OK (remote)** 09/13 – 07/14
Online Adjunct Faculty; taught Advanced Pharmacology and Advanced Health Assessment for masters nursing students and Pathophysiology for masters dietetic students.
- Health Specialists, Lenexa, KS** 5/10 – 06/14
Agency RN, Medical-Surgical, Telemetry, and Long-term Acute Care Hospitals.
- Parallon Workforce Management Solutions, Overland Park, KS** 04/12 – 01/14
Agency RN, Intensive Care Units for HCA-owned hospitals.
- Cass Regional Medical Center, Harrisonville, MO** 04/12 – 08/13
PRN Registered Nurse, Medical-Surgical and Intensive Care Units.
- National American University, Rapid City, SD** 09/11 – 11/12
Online Adjunct Faculty, taught Pathophysiology I and II, Pharmacology, Holistic Health Assessment, Professional Role Development, and Issues in Transcultural Nursing for pre-licensure bachelors and RN-to-BSN students.
- Favorite Nurses, Overland Park, KS** 07/11 – 01/14 and 1991 – 1994
Agency RN, Wellness Fairs, Intensive Care Units, and post-tornado relief in Joplin, MO.
- Research Belton Hospital, Belton, MO** 11/07 – 06/10
RN, Medical-Surgical and Intensive Care Units.
- Neosho County Community College, Ottawa & Chanute, KS**
1992-1994, Clinical Instructor, Advanced Medical-Surgical Nursing VII students
January – March 2007, Clinical Instructor, Medical-Surgical Nursing III students
August 2007 – January 2008, Clinical Instructor, Nursing III and Nursing VII students

Cox-Monett Hospital, Monett, MO RN, Home Health and Medical-Surgical Unit	03/07 – 08/07
Texas County Technical Institute, New Branson & Bolivar, MO Branch Campuses Director, Professional Nursing Programs: Administered, collaborated, and mentored support staff and faculty. In addition to the administrative role, taught: Fundamentals of Nursing, Pharmacology, Medical-Surgical Nursing I, and LPN Transition courses. Through an aligned curriculum, instruction, assessment, and evaluation, positive student and program outcomes were achieved. Students on both campuses had a 100% pass rate on NCLEX-RN.	05/05 – 11/06
University of Arkansas, Fayetteville, AR Instructor, Mental Health Nursing - didactic and clinical components.	01/05 – 05/05
Northwest Arkansas Community College, Bentonville, AR Clinical Instructor, Management and Leadership.	02/05 – 05/05
Crown Nursing, Springfield, MO Agency RN, Medical-Surgical, Step Down, and Intensive Care Units.	09/04 – 05/05
Provena Medical Center, Danville, IL RN Medical-Surgical Nursing Unit.	03/04 – 08/04
Paris Healthcare & Rehabilitation, Paris, IL Instructor, CNA students had a 100% pass rate on state certification examination.	2004
Lakeview College of Nursing, Danville & Charleston, IL Assistant Professor, Medical-Surgical Nursing; Coordinator, Fundamentals of Nursing; and participated in CCNE self-study and accreditation.	08/03 – 05/04
Indiana State University, Terre Haute, IN Clinical Instructor, Medical-Surgical.	Summer, 2003
Pleasant Meadows Manor, Chrisman, IL Supervisor, 180-bed Long-term Care facility.	2001
West Central Community Hospital, Clinton, IN PRN Registered Nurse, Medical-Surgical Unit.	2000 – 2002
Terre Haute Nursing Home, Terre Haute, IN Director of Nursing, Long-term Care facility.	1999
Ashton Court Rehabilitation Center, Liberty, MO Director of Nursing, 150-bed Long-term Care facility.	1999
Cedar Valley Health Center, Raytown, MO Director of Nursing, 150-bed Long-term Care facility.	1998 – 1999
Independence Regional Health Center, Independence, MO RN, Intensive Care Nursing Unit, hospital closed.	1998
Ramona Villa, Kansas City, MO Director of Nursing, 184-bed Long-term Care facility, facility closed.	1997
Morningside Center, Chillicothe, MO Director of Nursing, 60-bed Long-term Care facility.	1996 – 1997

Missouri Western State University, St. Joseph, MO	08/94 – 05/96
Assistant Professor, Medical-Surgical Nursing; participated in National League for Nursing self-study and accreditation. Conducted pilot study of dimensional analysis and used results to improve student achievement, clinical performance, and patient safety.	
Delmar Gardens of Olathe, Olathe, KS	1988 – 1991
Supervisor, 234-bed Long-term Care facility.	
United States Army Nurse Corps	Active Duty: 1984 – 1987 Reserves: 1988 – 2001
<i>Active Duty:</i> Officer Basic Course; six-month Intensive Care Nursing course; Charge Nurse, Medical Intensive Unit; and awarded Voluntary Indefinite Status.	
<i>Army Reserves:</i> Nurse Educator, Intensive Care Unit; Officer-in-Charge, Deployable Medical Systems; and Honorable Discharge, Captain (Promotable).	
Oak Park Manor, Gladstone, MO	1984
Supervisor, 120-bed Long-term Care facility.	
Bethany Medical Center, Kansas City, KS	1983 – 1984
RN, Medical-Surgical Nursing, hospital closed.	
Saint John's Regional Medical Center, Joplin, MO	1982 – 1983
New graduate and Charge RN, Medical-Surgical/Pediatrics.	

PUBLICATION

Smith, B. A. (2011). *Predictors for associate degree nursing students' first attempt on NCLEX-RN* (Doctoral dissertation). Retrieved from ProQuest. (UMI No. 3537310)

PROFESSIONAL MEMBERSHIPS

Research Advisory Panel member, proposed NCSBN Center for Regulatory Excellence Grant Program	
Project entitled, <i>Preceptor Roles and Instructional Requirements</i>	2012 – 2013
Missouri Nurses Association Reviewer for publication, <i>The Missouri Nurse</i>	2011 – 2014
University of Missouri-Kansas City Alumni Association Board, <i>Secretary</i>	2010 – 2015
Missouri League for Nursing	2006 – Present
Sigma Theta Tau International	1994 – Present
American Nurses Association/Missouri Nurses Association	1982 – 1996; and 2010 – Present
National Honor Society	1975

CERTIFICATIONS

Basic Life Support (BLS)	Current
Emergency Nurse Pediatric Course - Provider	Current
Advanced Cardiac Life Support (ACLS)	Expired 2018
Peripherally Inserted Central Line Catheter (PICC)	1994 – 1999
AACN Medical-Surgical Nursing Certification	1994 – 1999
Clinical Nurse Specialist, Graduate Level	

COMMUNITY SERVICE

Veteran Resources Group, <i>supported veterans who were admitted to TUKHS – KCK</i>	2021
UMKC Regalia 5k Run, <i>managed healthcare booth – Kansas City, MO</i>	September, 2014
UMKC Clinical Jump Start, <i>alumni representative – Kansas City, MO</i>	August, 2014
Special Education students, <i>Bible study – Peculiar, MO</i>	2014
UMKC Conservatory and Kauffman Foundation, <i>annual event planning – Kansas City, MO</i>	2012 – 2013
Post-Tornado Recovery/Disaster Relief: <i>Show-Me-Response deployment – Joplin, MO</i>	June, 2011
Alzheimer's Association – Completed <i>Memories-in-the-Making</i> course/Volunteer	2010 – 2012
Kid's Care Clinic – Branson, MO	2005
Flu Shot Clinic – Bolivar, MO	2005
St. Ann's Clinic – Terre Haute, IN	2000 – 2001
American Red Cross – Kansas City, MO	1988 – 1999

REFERENCES

Barbara Everhart, RN, BSN

Research Belton Hospital, *Supervisor*; Cass Regional Medical Center, *Director, Intensive Care Unit*
 2400 East Rock Haven Road
 Harrisonville, MO 64701
 Phone: (816) 380-3474

Sarah Everts, Ph.D.

University of Phoenix Online
Dissertation Chair and Faculty
 5176 State Road 89
 Romulus, NY 14541
 Phone: (315) 246-8399

Karen Gilpin, MSN, RN, CNA

Neosho County Community College [Retired], Director
 520 East Madison
 Iola, KS 66749
 Phone: (620) 365-7190

Lauran Shewmaker, RN, CCM

2963 Ambrosia Ln W.

Xenia, Ohio 45385

(937) 768-4555

Lauran2410@live.com

EDUCATION

Associate in Applied Science in Nursing	1997
Elizabethtown Community College - Elizabethtown, Kentucky	
Associates in Science	1995
Elizabethtown Community College - Elizabethtown, Kentucky	
Associates in Arts with Distinction	1994
Elizabethtown Community College - Elizabethtown, Kentucky	

CERTIFICATION

Certified Case Manager
Certificate number: 4221484
4/30/2016 - 5/31/2026

EXPERIENCE

Supervisor Case management
Buckeye Health Plan/Centene

Dec. 21, 2015 — present

- ☐ Lead /assist case management team
- ☐ Audit cases
- ☐ Schedule/Lead Interdisciplinary Case Conference meetings
- ☐ Assign cases to case managers
- ☐ Consult with providers to solve member
needs & resolve provider questions
- ☐ Performance and Productivity

Coaching

-

Senior care manager

Buckeye Health Plan/Centene

May 11, 2015 – Dec. 20, 2015

- ☐ **Assign cases to case managers**
- ☐ **Review case manager documentation**
- ☐ **Review excel spreadsheet information**
- ☐ **Train / orient new hires**
- ☐ **Create preceptor schedule for new hires**
- ☐ **Assisted in interviewing new hires**
- ☐ **Assisted in developing pilot program for Engagement project**

Case manager

Buckeye Health Plan /Centene

Oct. 13, 2014 – May 10, 2015

- ☐ **Case management for MyCare Ohio members**
- ☐ **Perform assessments, home visits**
- ☐ **Waiver service coordination**
- ☐ **Level of care assessments**

Case manager (Temp position - Buckeye Health Plan)

Healthcare Scouts Inc.

June 9, 2014 – Oct. 12, 2014

- ☐ **Case management for MyCare Ohio members**
- ☐ **Perform assessments, home visits**
- ☐ **Waiver service coordination**
- ☐ **Level of care assessment**

Homecare Field Nurse / Case Manager / Preceptor

Homecare by Blackstone, Dayton, Ohio

March 8, 2011- June 6, 2014

- ☐ **Perform nursing assessments, education/training for home bound patients**
- ☐ **Interact with physicians/nurse practitioners to coordinate patient care**
- ☐ **Carry out physician/nurse practitioner patient orders**
- ☐ **Evaluate for possible referrals**
- ☐ **Assist with medication management systems**
- ☐ **Educate/train new nurse employees on homecare routine & documentation system**

ADoN / MDS Registered Nurse / Unit Coordinator

Windsor Gardens, Bardstown, Kentucky

July 8, 2008 – Dec 21, 2010

Assistant Director of Nursing

- ☐ **Assisted DoN with staff discipline, conflict resolution, staff scheduling, and payroll review**
- ☐ **Supervised floor staff**
- ☐ **Reviewed and updated monthly medication and treatment sheets**

MDS Nurse

- ☐ Reviewed MDS assessment research data for accuracy
- ☐ Updated assessments and care plans
- ☐ Coordinated care plan meetings

Unit Coordinator

- ☐ Assisted floor nurses with patient care
- ☐ Completed resident assessments, treatments, documentation, and physician notification

Floor Nurse / Night Shift Charge Nurse

Life Care Center of Bardstown, Bardstown, Kentucky

May 24, 2007- Sept 26, 2008

- ☐ Documented resident condition
- ☐ Administered medications
- ☐ Assisted/supervised other floor staff
- ☐ Completed daily assigned duties

RN - Case Coordinator/ Discharge Planner

Lincoln Trail Behavioral Health System, Radcliff, Kentucky

1997-2007

- Reviewed patient medical records for criteria for correct level of care
- Reviewed with insurance company for authorization of treatment days
- Reviewed charts for efficient utilization of service
- Interacted with Physician to coordinate patient care
- Coordinated Care Plan meetings and Discharge Planning

RN - In Home Insurance Examiner

Portamedic, Louisville, Kentucky

1997-1999

- Telephonic coordination with office staff to arrange need for life insurance assessments
- Telephonic contact with client to schedule assessment
- In-home visits to complete assessment/specimen collection according to life insurance protocol
- Process, package and ship specimens

Attendee Roster

Title:

Presenter:

Contact Hours: 1.0

Date:

Provider #: XXXXXXXX

CNE Provider: Nursing CEUs With Laurant

CNE Program Coordinator: Barbara A Smith, Ed.D., MSN, RN

Participant Name	RN or LPN	License Number	Email Address	Contact Hours Awarded

Position Description: Continuing Nursing Education (CNE) Program Coordinator

Date: _____

Reviewed: _____

Position Summary

The Continuing Nursing Education (CNE) Program Coordinator will develop, implement and oversee continuing nursing education activities within Nursing CEUs With Luran; maintains the approved provider unit (APU) program and structure; supports overall growth of continuing nursing education activities.

Key Responsibilities:

1. Assessing needs and planning CNE offerings
2. Ensuring all CNE offerings meet criteria for awarding contact hours
3. Monitoring participation and completion of offerings by participants
4. Ensuring records are maintained confidentially for the appropriate period of time and with a system for easy retrieval by authorized personnel.
5. Notifying Kansas State Board of Nursing in writing of any change in CNE Program Coordinator or required policies and procedures.
6. Annual Total Program Evaluation
7. Annual report to Kansas State Board of Nursing

Minimum Qualifications:

1. Three years clinical experience as a Registered Nurse
2. Baccalaureate degree
3. One year of experience developing and implementing educational offerings

Offering #1

CNE Offering Evaluation

Title Of Offering: Stress Management for Healthcare Professionals

Criteria	Yes/No If no, please provide Recommended Action.	Recommended Action
Summary Of Planning Provided	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Behavioral Objectives Included	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Content Meets Definition of CNE as per KSA 65-1117(a)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Instructor's education and experience is suitable to the offering	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Current bibliography is provided (books 10 years, periodicals 5 years)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Offering evaluation includes assessment of learner achievement of each objective, expertise of individual presenters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Offering is suitable for online presentation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Approved for Presentation? All questions must be answered "Yes" for offering to be approved.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Date Received: 10/13/2021 /s/Barbara A. Smith, Ed.D., MSN, RN

Date Reviewed: 10/13/2021 Signature, CNE Program Coordinator

Stress Management For Healthcare Providers

The nursing turnover and retention problem has existed for decades. The National Nursing Engagement Report by Bradley and King in 2019 indicates that 15.6% of engaged nurses and 41% of unengaged nurses are experiencing feelings of burnout and emotional exhaustion. Further, the onset of the COVID-19 pandemic in 2020 created additional stress for healthcare providers across the board including physicians and paramedical staff due to lack of beds and resources, short-staffing, increased exposure to dying patients, and more. This CE offering, Stress Management for Healthcare Providers, has been created to educate and empower health providers to care for themselves during times of stress.

Learning Objectives:

- Identify effects of chronic stress on physical and emotional health;
- Understand the unique risk of healthcare providers for developing chronic stress
- Understand the difference between prevention coping and promotion coping
- Identify 3 simple strategies to reduce overall stress

REGISTER NOW at <https://www.NursingCEUsWithLauran.com>

Nursing CEUs With Lauran is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1.0 contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: XXXXXXXX

This offering is FREE and will be provided online.

Stress Management For Healthcare Providers

Presenter: Lauran Shewmaker, RN, CCM

Objectives:

Upon completion of the offering participants will be able to:

- Identify effects of chronic stress on physical and emotional health;
- Understand the unique risk of healthcare providers for developing chronic stress
- Understand the difference between prevention coping and promotion coping
- Identify 3 simple strategies to reduce overall stress

Summary of Planning

The nursing turnover and retention problem has existed for decades. The National Nursing Engagement Report by Bradley and King in 2019 indicates that 15.6% of engaged nurses and 41% of unengaged nurses are experiencing feelings of burnout and emotional exhaustion. Further, the onset of the COVID-19 pandemic in 2020 created additional stress for healthcare providers across the board including physicians and paramedical staff due to lack of beds and resources, short-staffing, increased exposure to dying patients, and more. This CE offering, Stress Management for Healthcare Providers, has been created to educate and empower health providers to care for themselves during times of stress.

Outline

- 1) Introduction
- 2) What is stress?
 - a) Definition
 - b) Three types of stress
 - i) Acute
 - ii) Episodic acute
 - iii) Chronic
- 3) Is All Stress Bad?
 - a) When is stress positive?
 - b) What kind of stress is negative?
- 4) Effects of Stress on Physical and Emotional Health
 - a) Acute stress
 - b) Chronic stress
- 5) Healthcare Providers In Distress
 - a) % of healthcare reporting moderate-high level stress
 - i) Physicians
 - ii) Paramedics
 - iii) Nurses
 - b) How healthcare providers are coping with stress
 - c) Health implications for healthcare providers under chronic stress
- 6) Strategies for Coping With and Decreasing Stress
 - a) Coping Skills
 - i) Prevention focused coping
 - ii) Promotion focused coping
 - b) Assertive Communication
 - c) Self-Care: The Missing Link
 - i) Relaxation techniques
 - ii) Plan to enjoy time off
 - iii) Learn to say “No”
- 7) Summary

Bibliography ~

- Brusie, C. (2019, April 7). *Study reveals alarming statistics on nurse burnout*. Nurse.org. Retrieved October 12, 2021, from <https://nurse.org/articles/nurse-burnout-statistics/>.
- Ehrenfeld, T. (2018, December 7). *The three types of stress*. Psychology Today. Retrieved October 12, 2021, from <https://www.psychologytoday.com/us/blog/open-gently/201812/the-three-types-stress>.
- Gooch, K. (2018, April 24). *Study: 92% of nurses report moderate-to-very high stress levels*. Becker's Hospital Review. Retrieved October 12, 2021, from <https://www.beckershospitalreview.com/human-resources/study-92-of-nurses-report-moderate-to-very-high-stress-levels.html>.
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- Krisberg, K. (2018, October 1). *Concerns grow about burnout, stress in health care workers: New demands adding to burden*. The Nation's Health. Retrieved October 12, 2021, from <https://www.thenationshealth.org/content/48/8/1.3>.
- Mayo Foundation for Medical Education and Research. (2019, May 23). *3 simple strategies to help you focus and de-stress*. Mayo Clinic. Retrieved October 12, 2021, from <https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/3-simple-strategies-to-help-you-focus-and-de-stress/art-20390057>.
- U.S. Department of Health and Human Services. (2019). *5 things you should know about stress*. National Institute of Mental Health. Retrieved October 12, 2021, from <https://www.nimh.nih.gov/health/publications/stress/index.shtml>.
- Werneburg, B. L. (2021, April 15). *3 ways to become more stress resilient*. Mayo Clinic. Retrieved October 12, 2021, from <https://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/3-ways-to-become-more-stress-resilient/art-20267213>.

Nursing CEUs With Lauran – Department of Continuing Nursing Education

COURSE TITLE: Stress Management for Healthcare Providers

DATE: _____

INSTRUCTIONS:

Your opinion of this continuing education activity is important in planning future educational activities. Please indicate how you rate the activity in the categories listed below by circling the number which indicates your response to each statement.

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree.

Please make any written comments on the reverse of this form.

RELATIONSHIP OF OBJECTIVES TO OVERALL PURPOSE/GOAL(S) OF THE ACTIVITY:

In general, the below listed objectives were reflective of the overall purpose/goal of the activity. 1 2 3 4

Overall Purpose/Goal:

To educate participants on effects of stress on overall health and strategies to decrease stress.

LEARNER'S ACHIEVEMENT OF OBJECTIVE OF THE CONTINUING EDUCATION ACTIVITY:

Objective 1: Identify effects of chronic stress on overall physical health 1 2 3 4

Objective 2: Understand the unique risk of healthcare providers for developing chronic stress 1 2 3 4

Objective 3: Discuss the difference between prevention coping and promotion coping 1 2 3 4

Objective 4: Identify 3 simple strategies for decreasing overall stress 1 2 3 4

TEACHING EFFECTIVENESS OF EACH INDIVIDUAL FACULTY MEMBER/PRESENTER: Lauran Shewmaker, RN, CCM

The presentation was organized and easy to follow. 1 2 3 4

The teaching methods were appropriate for the subject area and content. 1 2 3 4

The speaker demonstrated knowledge/expertise in the topic. 1 2 3 4

The content was based on current professional/scientific information. 1 2 3 4

The speaker clarified content in response to questions. 1 2 3 4

The speaker demonstrated regard for previous knowledge and experience of the learner. 1 2 3 4

The presentation level was appropriate for the background and experience of the learner. 1 2 3 4

The speaker was confident speaking before an audience. 1 2 3 4

The speaker exhibited enthusiasm for the topic. 1 2 3 4

FUTURE LEARNING OPPORTUNITIES THAT WOULD BE BENEFICIAL INCLUDE:

CERTIFICATE OF CONTINUING EDUCATION

First Name

Last Name

License #: XXXXXXXXXX

Date: 00/00/0000

has successfully completed

Stress Management For Healthcare Providers

and has been awarded 1.0 contact hour.

Barbara A Smith, Ed.D., MSN, RN

Barbara A Smith, Ed.D., MSN, RN.
CNE Program Coordinator

Nursing CEUs With Lauran
2963 Ambrosia Ln W
Xenia, Ohio 45385
Provider #: LT9999-9999

Offering #2

CNE Offering Evaluation

Title Of Offering: Life Balance With The Oola Framework

Criteria	Yes/No If no, please provide Recommended Action.	Recommended Action
Summary Of Planning Provided	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Behavioral Objectives Included	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Content Meets Definition of CNE as per KSA 65-1117(a)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Instructor's education and experience is suitable to the offering	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Current bibliography is provided (books 10 years, periodicals 5 years)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Offering evaluation includes assessment of learner achievement of each objective, expertise of individual presenters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Offering is suitable for online presentation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Approved for Presentation? All questions must be answered "Yes" for offering to be approved.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Date Received: 10/13/2021

/s/Barbara A. Smith, Ed.D., MSN, RN

Date Reviewed: 10/13/2021

Signature, CNE Program Coordinator

Life Balance With The Oola Framework

Life balance and work-life balance have become popular buzz words. For healthcare providers the onset of the COVID-19 pandemic in 2020 created additional stress and work demands for nurses, physicians and paramedical staff due to lack of beds and resources, short-staffing, inability to take time off, frequent communication related to work after hours, and more. This CE offering, Life Balance With The Oola Framework, has been created to educate and empower health providers to assess their personal life balance and create actionable goals to improve it.

Learning Objectives:

- Objective 1: Identify the Seven F's of Oola.
- Objective 2: Understand the Oola Wheel as a tool for measuring life balance.
- Objective 3: Understand the importance of goals and daily action to improve life balance.

REGISTER NOW at <https://www.NursingCEUsWithLauran.com>

Nursing CEUs With Lauran is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1.0 contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: XXXXXXX

This offering is FREE and will be provided online.

Life Balance With The Oola Framework

Presenter: Lauran Shewmaker, RN, CCM

Objectives:

Upon completion of the offering participants will be able to:

- Identify the Seven F's of Oola.
- Understand the Oola Wheel as a tool for measuring life balance.
- Understand the importance of goals and daily action to improve life balance.

Summary of Planning

Life balance and work-life balance have become popular buzz words. For healthcare providers the onset of the COVID-19 pandemic in 2020 created additional stress and work demands for nurses, physicians and paramedical staff due to lack of beds and resources, short-staffing, inability to take time off, frequent communication related to work after hours, and more. This CE offering, Life Balance With The Oola Framework, has been created to educate and empower health providers to assess their personal life balance and create actionable goals to improve it.

Outline

- 1) Introduction
- 2) What Is Work-Life Balance?
 - a) Definition
 - b) What does it mean to live a balance life?
- 3) 5 Causes of Imbalance In Our Lives
 - a) Working more than 8 hours/day
 - b) Toxic work environments
 - c) After hours communication related to work
 - d) Technology overload/Digital interruptions
- 4) 5 Signs That Our Lives Are Not Balanced
- 5) How We Feel When Our Lives Are Not Balanced
- 6) Introduction To The Oola Framework
 - a) 7 F's Of Oola
 - i) Fitness
 - ii) Finance
 - iii) Family
 - iv) Field
 - v) Faith
 - vi) Friends
 - vii) Fun
- 7) Assessing Life Balance With The Oola Wheel
 - a) Score yourself in each of the 7 areas
 - b) Place a dot on the wheel that indicates each score
 - c) Connect the dots and assess your life balance
- 8) Setting Goals To Improve Life Balance
 - a) SMART Goals
 - i) Specific
 - ii) Measurable
 - iii) Attainable
 - iv) Relevant
 - v) Time oriented
 - b) Daily action is required to achieve your new goals
- 9) Summary

Bibliography ~

Braun, D., & Amdahl, T. (2012). *Oola -- find balance in an unbalanced world: The 7 areas you need to balance and grow to live the life of your dreams*. OM Publishing.

Breazeale, R. (2017, May 2). *S.M.A.R.T. goals*. Psychology Today. Retrieved October 12, 2021, from <https://www.psychologytoday.com/us/blog/in-the-face-adversity/201705/smart-goals>.

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Nursing CEUs With Lauran – Department of Continuing Nursing Education

COURSE TITLE: Life Balance With The Oola Framework

DATE: _____

INSTRUCTIONS:

Your opinion of this continuing education activity is important in planning future educational activities. Please indicate how you rate the activity in the categories listed below by circling the number which indicates your response to each statement.

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree.

Please make any written comments on the reverse of this form.

RELATIONSHIP OF OBJECTIVES TO OVERALL PURPOSE/GOAL(S) OF THE ACTIVITY:

In general, the below listed objectives were reflective of the overall purpose/goal of the activity. 1 2 3 4

Overall Purpose/Goal:

To educate participants on benefits of the Oola Framework for life balance.

LEARNER'S ACHIEVEMENT OF OBJECTIVE OF THE CONTINUING EDUCATION ACTIVITY:

Objective 1: Identify the Seven F's of Oola. 1 2 3 4

Objective 2: Understand the Oola Wheel as a tool for measuring life balance. 1 2 3 4

Objective 3: Understand the importance of goals and daily action to improve life balance. 1 2 3 4

TEACHING EFFECTIVENESS OF EACH INDIVIDUAL FACULTY MEMBER/PRESENTER: Lauran Shewmaker, RN, CCM

The presentation was organized and easy to follow. 1 2 3 4

The teaching methods were appropriate for the subject area and content. 1 2 3 4

The speaker demonstrated knowledge/expertise in the topic. 1 2 3 4

The content was based on current professional/scientific information. 1 2 3 4

The speaker clarified content in response to questions. 1 2 3 4

The speaker demonstrated regard for previous knowledge and experience of the learner. 1 2 3 4

The presentation level was appropriate for the background and experience of the learner. 1 2 3 4

The speaker was confident speaking before an audience. 1 2 3 4

The speaker exhibited enthusiasm for the topic. 1 2 3 4

FUTURE LEARNING OPPORTUNITIES THAT WOULD BE BENEFICIAL INCLUDE:

CERTIFICATE OF CONTINUING EDUCATION

First Name

Last Name

License #: XXXXXXXXXX

Date: 00/00/0000

has successfully completed

Life Balance With The Oola Framework

and has been awarded 1.0 contact hour.

Barbara A Smith, Ed.D., MSN, RN

Barbara A Smith, Ed.D., MSN, RN
CNE Program Coordinator

Nursing CEUs With Lauran
2963 Ambrosia Ln W
Xenia, Ohio 45385
Provider #: LT9999-9999

Total Program Evaluation

Area	Frequency	Resp. Person	Criteria	Findings	Actions/ Recommendations
Administration			Review job description		
Policies: Assess need, planning - written tool - evaluation summaries			Review survey for appropriateness; were survey findings and identified needs from evaluation summaries used in program planning		
Policies: Fee Assessment			Policy meets organization and customer needs		
Policies: Announcement			Review to be certain they reflect necessary information		
Policies: Offering approval process			Review policies and compare to KSBN requirements		
Policies: Awarding contact hours			Review agendas/pilot test results to verify contact hours awarded; review documentation of partial credit		
Policies: Verifying participation/ completion			Review rosters and certificates; compare to KSBN requirements		
Policies: Record keeping			Audit contents of files for compliance with KSBN requirements		
Policies: Notification of changes			Review procedures for changes reported to KSBN		
Total Program Evaluation effectiveness			Review total program evaluation and compare contents to KSBN requirements		

Signature of CNE Program Coordinator

Date

CNE/IV Therapy 210

Independent Study Participation Verification

Provider Name And Address: Nursing CEUs With Lauran, 2963 Ambrosia Ln W, Xenia, Ohio 45385

Provider #: XXXXXXXX

CNE Program Coordinator: Barbara A Smith, Ed.D., MSN, RN

Title of Offering: _____

Presenter(s): _____

Date Completed: _____

Participant Name: _____

Participant License #: _____

Participant Email Address: _____

Participant Signature: _____

Please email this form to: hello@nursingceuswithlauran.com for processing. Once received you will receive a link to take the online post-test for this offering. A score of 80% is required to receive credit and certificate of continuing nursing education.

*****FOR OFFICE USE ONLY*****

Post Test Score: _____

Contact Hours Awarded: _____

Date: _____

Barbara A Smith, Ed.D., MSN, RN - CNE Program Coordinator

Long Term CNE Provider Checklist
(K.A.R. 60-9-107)

Name of Provider: Victorious Mentoring LLC

Name of Program Coordinator: Monique Henry, PhD, MSN, BSN, RN-BC

Date to CNE Committee: December 14, 2021

Information Required	Received	NA
Completed application for initial approval or five-year renewal for LT CNE providership shall be submitted at least 60 days before a scheduled board meeting	10/04/2021	
The name and address of the organization on the application	X	
The name and address of the department or unit within the organization responsible for approving CNE, if different from the name and address of the organization		X
The name, education and experience of the program coordinator responsible for CNE	X	
<ul style="list-style-type: none"> Be a licensed professional nurse 	X	
<ul style="list-style-type: none"> Have three years of clinical experience 	X	
<ul style="list-style-type: none"> Have one year of experience in developing and implementing nursing education 	X	
<ul style="list-style-type: none"> Have a baccalaureate degree (unless held this position for the provider at least five years immediately prior to January 1, 1977) 	X	
Policies & Procedures:		
Written policies and procedures, including at least the following areas:		
<ul style="list-style-type: none"> Assessing the need and planning for CNE activities 	X	
<ul style="list-style-type: none"> Fee assessment 	X	
<ul style="list-style-type: none"> Advertisements or offering announcements. Published information shall contain the following statement: "(name of provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for contact hours applicable for APRN, RN, or LPN relicensure. Kansas State Board of Nursing provider number: " 	X	
<ul style="list-style-type: none"> Notice of change of coordinator or required policies and procedures. The program coordinator shall notify the board in writing of any change of the individual responsible for the providership or required policies and procedures within 30 days 	X	

For long term providers, the policies and procedures for the offering approval process shall include the following:		
• A summary of the planning	X	
• The behavioral objectives	X	
• The content, which shall meet the definition of CNE in KSA 65-1117	X	
• The instructor's education and experience, documenting knowledge and expertise in the content area	X	
• A current bibliography that is reflective of the offering content. The bibliography shall include books published within the past 10 years, periodicals published within the past five years, or both	X	
• An offering evaluation that includes each participant's assessment of the following:		
▪ The achievement of each objective	X	
▪ The expertise of each individual presenter	X	
An approved provider may award any of the following:		
• Contact hours as documented on an offering agenda for the actual time attending, including partial credit for one or more contact hours	X	
• Credit for fractions of hours over 30 mins to be computed towards a contact hour	X	
• Instructor credit, which shall be twice the length of the first-time presentation of an approved offering, excluding an standardized, prepared curriculum		N/A
• Independent study credit that is based on the time required to complete the offering, as documented by the provider's pilot test results		N/A
• Clinical hours		N/A
Documentation of Attendance		
Each provider shall maintain documentation to verify that each participant attended the offering. The provider shall require each participant to sign a daily roster, which shall contain the following information:		
• The provider's name, address, provider number, and coordinator	X	
• The date and title of the offering, and the presenter or presenters	X	
• The participant's name and license number and the number of contact hours awarded	X	
Each provider shall maintain documentation to verify completion of each independent study offering, if applicable. To verify completion of an independent study offering, the provider shall maintain documentation that includes the following:		

• The provider's name, address, provider number, and coordinator		N/A
• The participant's name and license number, and the number of contact hours awarded		N/A
• The title of the offering		N/A
• The date on which the offering was completed		N/A
• Either the completion of a posttest or a return demonstration		N/A
Certificate of Attendance/CE Transcript		
A certificate of attendance shall be awarded to each participant after completion of an offering, or a CE transcript shall be provided according to the policies and procedures of the long-term provider	X	
Each certificate and each CE transcript shall be complete before distribution to the participant	X	
Each certificate and each CE transcript shall contain the following information:		
• The provider's name, address and provider number	X	
• The title of the offering	X	
• The date or dates of attendance or completion	X	
• The number of contact hours awarded and, if applicable, the designation of any independent study or instructor contact hours awarded	X	
• The signature of the individual responsible for the providership	X	
• The name and license number of the participant	X	
Recordkeeping & Storage		
For each offering, the approved provider shall retain the following for two years:		
• A summary of the planning	X	
• A copy of the offering announcement or brochure	X	
• The title and objectives	X	
• The offering agenda or, for independent study, pilot test results	X	
• A bibliography	X	
• A summary of the participants' evaluations	X	
• Each instructor's education and experiences	X	
• Documentation to verify completion of the offering	X	
The record storage system used shall ensure confidentiality and easy retrieval of records by authorized individuals	X	
Program Evaluation Plan		

For long-term providers, a copy of the total program evaluation plan	X	
Two Proposed Offerings		
The provider shall submit two proposed offerings, including the following:		
	#1 - High Reliability Organizations: The Goal to Zero Harm	#2 - Domestic Violence: The Pandemic Amidst COVID-19
• A summary of planning	X	X
• A copy of the offering announcement or brochure	X	X
• The title and behavioral objectives	X	X
• The offering agenda or, for independent study, pilot test results	X	X
• Each instructor's education and experience	X	X
• A current bibliography	X	X
• The offering evaluation form	X	X

12/2018

Reviewed by Chelsey Stephenson, Education Specialist, 11/15/2021

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252
KSBN EDUCATION**Reference No.:** 25045 **Date submitted:** Sep 30 19:00 2021

19 files were uploaded with this form: [Victorious Mentoring Attendance Roster \(1\).xlsx](#), [HRO CEU example.docx](#), [Victorious Mentoring CNE 104 - Process For Awarding Contact Hours 1.docx](#), [Victorious Mentoring CNE 105 - Process For Verifying Participation 1.docx](#), [Victorious Mentoring CNE Program Coordinator Position Description \(1\).docx](#), [Victorious Mentoring CNE Program Coordinator - Contract 1.docx](#), [Victorious Mentoring CNE 100 - Assessing Need And Planning CNE 1 \(1\).docx](#), [CEU Domestic violence COVID-19.docx](#), [Victorious Mentoring CNE 103 - Process For Offering Approval 1.docx](#), [Victorious Mentoring CNE 101 - Fee Assessment 1 \(1\).docx](#), [Victorious Mentoring CNE 102 - Advertising - Announcements 1.docx](#), [Victorious Mentoring CNE 106 - Process for Issuing Certificates of Completion 1.docx](#), [Victorious Mentoring CNE 107 - Process For Record Keeping And Storage 1.docx](#), [Victorious Mentoring CNE 108 - Process For Notice Of Changes To Coordinator Or Policies 1.docx](#), [Victorious Mentoring CNE 109 - Total Program Evaluation 1.docx](#), [Monique Henry resume 7.2021.pdf](#), [Sonya Curtis CV March 2021.pdf](#), [Independent Study Participation Verification - HRO.docx](#), [Independent Study Participation Verification - Domestic Violence Amdist COVID 19.docx](#)

www.ksbn.org**radio** ~ Initial Application**Providername** ~ Victorious Mentoring, LLC**providernum** ~ ~**legalbody** ~ Monique Henry**address** ~ 6502 west 89th street apt. 90**adress2** ~ Overland Park, KS 66212**telephone** ~ 8134169946**email** ~ info@victoriousmentoring.com**coordinator** ~ Monique Henry**date** ~ 09-30-2021

planningce ~ the planning committee consisted of two doctoral-prepared nurses. One with a specialization in Nursing Education and the other with a specialization in organizational leadership.

Need Assessment

1. Victorious Mentoring, LLC will assess the need for CNE using informal and/or formal methods including:

CNE/IV Therapy 216

- a. Identifying healthcare facility business needs through the formal or informal survey;
- b. Performing gap analysis through individual interviews, focus groups, surveys, and self-assessments

Assessment of Training Options

1. A list of training options and needs will be generated after the gap analysis has been completed.
2. All options will be carefully evaluated to determine which are:
 - a. Urgent
 - b. Important
 - c. Not important
3. Victorious Mentoring, LLC will consider these factors when determining CEU offerings:
 - a. Does the offering provide a solution to a problem?
 - b. What is the cost of the training to those participating in the offering?
 - c. What is the expected return on investment those participating in the offering can expect?
 - d. Does the training assist with meeting legal compliance for individual participants or organizations?
 - e. After all training options have been assessed, Victorious Mentoring, LLC will have a list of educational priorities suitable for individuals, departments, and organizations.

Planning of CNE Offerings

1. The CNE Program Coordinator will then evaluate the list of educational priorities and plan CNE offerings for the upcoming year.
2. CNE offerings will be planned and scheduled with consideration given to:
 - a. Where will the offering will be conducted?
 - b. How will the offering be delivered?
 - c. Is the offering suitable to be provided online?
 - d. If the offering already exists, should it continue to be offered?

feeassessment ~ Market research was conducted to determine the price range for CNE offerings. The average price was charged.
 Fee Assessment

1. Victorious Mentoring, LLC will designate a fee for each CNE offering and publish the fee and refund policy at the time the offering is formally announced.
2. The fee for each offering will vary depending on the cost of the speaker(s), venue, advertising, etc...
3. The fee for the offering will be collected at the time of registration and will be payable electronically or with a check via mail. CNE/IV Therapy 217

4.Payment of the fee secures registration for the offering.

Refunds

1.If a participant is unable to attend the offering as scheduled, refunds will be issued as follows:

- a.Notice received up to 7 days prior to scheduled event: 100% refund
 - b.Notice received less than 7 days prior to scheduled event: 0% refund
- 2.Refunds will be made within 14 days of receipt of the notice.

Insufficient Funds

- 1.A \$35 fee will be assessed for any payment received that is returned to the organization for insufficient funds in addition to the fee for the offering.
- 2.A participant may not attend an offering until fees have been paid in full.

advertisement ~ Advertisements or Announcements

1.Victorious Mentoring, LLC will advertise CNE offerings in a variety of ways, including:

- a.On the internet via website, social media and email
- b.Radio
- c.Television
- d.Print advertising
- e.Mail

2.Published information shall contain the following statement:

a.Victorious Mentoring, LLC is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ____contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number:

approvalprocess ~ 1.Each CNE offering submitted to the CNE Program Coordinator must include:

- a.Summary of planning
- b.Behavioral Objectives
- c.Content shall meet the definition of CNE in KSA 65-1117(a) which states: Continuing nursing education means learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public.
- d.Instructor's education and experience documenting knowledge/expertise
- e.Current bibliography (books 10 years, periodicals 5 years)
- f.Offering evaluation that includes assessment of learner achievement

of each objective, expertise of individual presenters

contacthours ~ Awarding Contact Hours

1. Participants completing an entire program offering will be awarded one contact hour based on 50 minutes of participation in a learning experience.
2. Credit for fractions of hours will be awarded to those completing an entire program offering as follows:
 - a. 15 minutes – 0.25 contact hour
 - b. 30 minutes – 0.50 contact hour
 - c. 45 minutes – 0.75 contact hourInstructor credit will be awarded as follows:
 - d. 2.0 contact hours for each hour of first time presentation of an approved offering, excluding standardized prepared curriculum (e.g. ACLS, PALS, TNCC, ENPC, MANDT, etc)
3. Independent study credit will be awarded based on the time required to complete the offering as documented by Victorious Mentoring's pilot time test results
 - a. Pilot test time results will be measured as follows:
 - i. A small group of pilot testers representative of the target audience will document the time needed by each to complete the offering;
 - ii. The CEU Program Coordinator will discard the highest and lowest times, total all remaining times, and divide by the remaining number of testers to determine the average time needed;
 - iii. Contact hour credit will be awarded as per this policy.
4. Contact hours for clinical hours will not be awarded.

Partial Credit

1. Partial credit will be awarded as follows for late arrival or early departure:
 - a. Participants arriving late or leaving early will note and initial either time of late arrival or early departure;
 - b. Time for breaks will be subtracted from the total hours participant was present at the offering.
 - c. The total number of minutes attended will be divided by 50 to calculate the number of contact hours to be awarded to the participant.

verifycompletion ~ Verifying Participation – Online Offerings

1. Participants will register for course offerings electronically.
2. Online course settings will not allow participants to advance to post-test and program evaluation without first viewing course content in its entirety.
3. Participants will be required to take a post-test and score 70% or greater to be awarded a Certificate of Continuing Nursing Education.

Verifying Participation – In-Person Events

CNE/IV Therapy 219

- 1.Participants will register for course offerings electronically.
- 2.Participants will sign in upon arrival for the event and again after lunch and/or each subsequent day to verify attendance.
- 3.Participants will complete a program evaluation at the end of the offering.

Verifying Participation – Independent Study

- 1.Participants will register for course offerings electronically.
- 2.Participants will document and submit the Independent Study Verification Form. Documentation will include:
 - a.Provider Name, Address, Provider Number, Name of Program Coordinator
 - b.Title of offering
 - c.Date offering completed
 - d.Name of presenter(s)
 - e.Participant name, email, and license number
 - f.Participant Signature
 - g.Participants will email the completed form to:
info@victoriousmentoring.com
- 3.Participants will be required to take a post-test and score 70% or greater to be awarded a Certificate of Continuing Nursing Education.
 - a.Upon receipt of the Independent Study Verification Form by Victorious Mentoring, LLC, the participant will receive a link to complete the online post-test for the offering.
 - b.A score of 70% or greater is required for awarding of certificate of continuing nursing education.
 - c.Upon successful completion of the post-test participants will receive a certificate of continuing nursing education electronically.
 - d.Victorious Mentoring, LLC staff will document post-test score, contact hours awarded, and date on the Independent Study Verification Form.
 - e.The Independent Study Verification Form will then be scanned into the confidential and secure online records storage system to be maintained per policy.

Issuing Certificates of Completion For Online Offering

- 1.Participants completing an online offering will be required to take a post-test.
- 2.A score of 75% or greater is required for issuing the certificate of continuing nursing education.
- 3.Certificates of Completion will be provided electronically to participants completing online offerings.

Issuing Certificates of Completion For In-Person Offering

- 1.Participants completing an in-person offering will be required to sign in upon arrival, after lunch, and each subsequent day.
- 2.Certificates of Completion will be provided electronically to those

participants with verified participation in each in-person offering.

recordkeeping ~ Record Keeping And Storage

1. Victorious Mentoring, LLC will retain the following records for each offering for a period of two years:

- a. Summary of planning
- b. Copy of announcement/brochure
- c. Title and objectives
- d. Offering agenda
- e. Pilot time test results if independent study
- f. Bibliography
- g. Summary of participant evaluations
- h. Each instructor's education and experience
- i. Documentation to verify completion of the offering
- j. Records will be stored electronically on a secure site with password-protected access to be retrieved easily as needed by authorized personnel.

noticeofchange ~ The CNE Program Coordinator will notify the Kansas State Board of Nursing in writing of any change to CEU Program Coordinator or required policies and procedures within 30 days.

1. The CNE Program Coordinator will notify the Kansas State Board of Nursing of any change to CEU Program Coordinator or required policies and procedures within 30 days.
2. Written notification will be mailed to:

Kansas State Board of Nursing
Landon State Office Building, 900
S.W. Jackson, Suite 1051
Topeka, KS 66612

programevaluation ~ Victorious Mentoring, LLC will complete a total program evaluation annually and include findings in the annual report to the Kansas State Board of Nursing.

1. The CNE Program Coordinator will complete a total program evaluation at least annually and submit findings in the annual report to the Kansas State Board of Nursing.
2. The total program evaluation will include:

a. "a systematic process by which an approved provider analyzes outcomes of the overall continuing nursing education program in order to make subsequent decisions"(60-9-105 (s))

3. The total program evaluation will include evaluation of:

a. Program administration, including program coordinator's CNE/IV Therapy 221

responsibilities

b. Program management, including policies and procedures

c. Total program evaluation, including the ability of the plan to measure the overall effectiveness of the providership.

4. At least annually Victorious Mentoring, LLC will complete a total program evaluation.

5. The CNE Program Coordinator will include the total program evaluation findings will be included with the annual report submitted to the Kansas State Board of Nursing.

Submission date ~ 09-30-2021 19:00:46

Form ID ~ 1672730

Independent Study Participation Verification

Provider Name and Address: Victorious Mentoring, LLC 6502 89th Street Apt. 90, Overland Park, KS 66212

Provider #: XXXXXXXX

CNE Program Coordinator: Dr. Monique Henry, PhD, MSN, BSN, RN-BC

Title of Offering: High Reliability Organizations: The Goal to Zero Harm

Presenter(s): Dr. Sonya Curtis and Dr. Monique Henry

Date Completed: _____

Participant Name: _____

Participant License #: _____

Participant Email Address: _____

Participant Signature: _____

Please email this form to: info@victoriousmentoring.com for processing. Once received you will receive a link to take the online post-test for this offering. A score of 80% is required to receive credit and certificate of continuing nursing education.

*****FOR OFFICE USE ONLY*****

Post Test Score: _____

Contact Hours Awarded: _____

Date: _____

(Insert Name of CNE Program Coordinator) - CNE Program Coordinator

Independent Study Participation Verification

Provider Name and Address: Victorious Mentoring, LLC 6502 89th Street Apt. 90, Overland Park, KS 66212

Provider #: XXXXXXXX

CNE Program Coordinator: Dr. Monique Henry, PhD, MSN, BSN, RN-BC

Title of Offering: Domestic Violence: A Pandemic Amidst COVID-19

Presenter(s): Dr. Sonya Curtis and Dr. Monique Henry

Date Completed: _____

Participant Name: _____

Participant License #: _____

Participant Email Address: _____

Participant Signature: _____

Please email this form to: info@victoriousmentoring.com for processing. Once received you will receive a link to take the online post-test for this offering. A score of 80% is required to receive credit and certificate of continuing nursing education.

*****FOR OFFICE USE ONLY*****

Post Test Score: _____

Contact Hours Awarded: _____

Date: _____

(Insert Name of CNE Program Coordinator) - CNE Program Coordinator



High Reliability Organizations: The Goal to Zero Harm



Healthcare organizations are very fluid, complex, high-risk environments. High reliability organizations (HRO) are those highly complex organizations that experience fewer than anticipated events of harm. Despite the associated risks in healthcare organizations, there is a continuous strive for healthcare organizations to become a high reliable organization and achieve zero patient harm. This course will provide participants with basic knowledge of HRO that can be implemented in healthcare organizations to improve processes and strive for zero patient harm.

Learning Objectives

1. Understand the three pillars of HRO.
2. Understand the five HRO principles.
3. Identify human behavior and response actions.

This offering is FREE and will be provided face-to-face and online.

Register at www.victoriousmentoring.com



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High Reliability Organizations:

The Goal to Zero Harm

Presenters: Dr. Sonya Curtis, DNP, MBA, MSN, RN, CNL and Dr. Monique Henry, PhD, MSN, BSN, RN-BC

Objectives

Upon completion of the course offering, the participants will be able to:

1. Understand the three pillars of HRO.
2. Understand the five HRO principles.
3. Identify human behavior and response actions.

Summary of Planning

Oftentimes, hospitals function at a very high level to maintain patient safety and produce desired outcomes. However, there are times in which systems failures can lead to patient harm. Victorious Mentoring, LLC conducted a literature review related to the importance of High Reliability Organizations (HRO). According to The Joint Commission high reliability initiatives can improve facility outcomes. The report findings included a 70% reduction in falls, 67% improvement in nursing retention, 54% reduction in post-surgical site infections, and 25% in room cleaning times leading to a decrease in delays. Victorious Mentoring, LLC believes the educational offering, High Reliability Organizations: The Goal to Zero Harm, is urgently needed to improve high quality care and patient safety.

Outline

- 1) Introduction
- 2) What is HRO?
 - a. Definition
- 3) Three Pillars of HRO
 - a. Leadership Commitment
 - b. Culture of Safety
 - c. Continuous Process Improvement
- 4) Leadership Commitment
 - a. Daily HRO Huddles
 - b. Leadership Rounding
 - c. Staff Recognition Program
- 5) Culture of Safety
 - a. Just Culture and Safety Reporting
 - b. Swiss Cheese Model
 - c. Human Behavior and Response Actions
- 6) Continuous Process Improvement
 - a. Improvement Initiatives
 - b. Standard Improvement Tools with Measurements
- 7) Importance of Safety Stories
 - a. Frontline care processes
 - b. Five HRO Principles
- 8) Summary

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Victorious Mentoring – Department of Continuing Nursing Education

COURSE TITLE: *High Reliability Organizations: The Goal to Zero Harm*

DATE: _____

INSTRUCTIONS: Please indicate how you rate the activity in each category by marking the number which indicates your response to each statement. Your opinion of this continuing education activity is important in planning future educational activities.

OVERALL OBJECTIVE: Educate participants on High Reliability Organizations and strategies to reach the goal of zero patient harm.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
After the educational offering, I understood the three pillars of HRO.					
After the educational offering, I understood the five HRO principles.					
After the educational offering, I could identify human behaviors and response actions.					
The instructor(s) was knowledgeable about the subject.					
The instructor(s) was responsive and kept me actively engaged.					
After the educational offering, I could describe how to incorporate high-reliability processes to practice, trends and outcomes.					
After the educational offering, I could apply high-reliability principles and values to practices.					
After the educational offering, I could explain the Swiss Cheese Model.					
Overall, I was satisfied with this learning activity.					
I would recommend this training course to others.					
I learned new knowledge and skills from this learning activity.					

Comments:

Presenter Information

Dr. Monique Henry
PhD, MSN, BSN, RN-BC

Dr. Henry obtained a Bachelor of Science in Nursing from Newman University (Wichita, KS), Master of Science in Nursing from University of Phoenix (online), and Doctor of Philosophy with a Specialization in Nursing Education from Capella University (Minneapolis, MN). She is certified in Medical-Surgical Nursing by American Nurses Credentialing Center (ANCC). Dr. Henry has 15 years of experience as a professional nurse in Medical-Surgical Nursing, Orthopedics, Cardiothoracic, Telemetry, Post-Operative Surgical Step Down, Patient Safety, and Education. Dr. Henry have served as a unit nurse, nurse supervisor, quality expert, nurse educator, tutor, and mentor.

Dr. Henry provided professional presentations at the International Nursing Association for Clinical Simulation and Learning conference, as well as the Academy of Medical Surgical Nursing Conference. She authored and co-authored healthcare publications. She currently participates in community health fairs and professionally speaks at non-profit organizations.

Dr. Sonya Curtis
DNP, MBA, MSN, RN, CNL

Dr. Curtis obtained a Bachelor of Science in Nursing from Bethel College (Newton, KS), Master of Science in Nursing from the University of Mary (Bismarck, ND), Master of Business from Baker University (Baldwin, KS), and a Doctor of Nursing Practice from University of Kansas (Kansas City, KS). She is certified as a Clinical Nurse Leader (CNL). Dr. Curtis has 20 years of nursing experience which includes Mental Health Nursing, Nurse Management and Leadership, Clinical Nurse Leader, Community Health Nurse Coordinator, Patient Safety, and Quality Consultant. Dr. Curtis has held multiple leadership roles including Chief Nurse, Chief of Quality Management, and Chief of Outpatient Patient Services. She has served as a member of a national CNL Field Advisory Committee, CNL Ambassador, and Vice-Chair of CNC Board. Dr. Curtis has presented professionally at the American Association of Colleges of Nursing (AACN) CNL Summit, Kansas State Nurse Association conference, and at For Nurses-by-Nurses conference.

Dr. Curtis has author and co-author on several nursing publications. She is a member of various professional nursing organizations and associations. Dr. Curtis is certified as a mentor and coach. Furthermore, she assists with teaching "Train the Trainer" classes to help others obtain their certification; and she has tutored, coached and mentored an array of professionals.



Certificate of Completion



First Name Last Name License #:xxxxxxx Date: 00/00/0000

has successfully completed

High Reliability Organizations:

The Goal to Zero Harm

and has been awarded 1.0 contact hour.

Dr. Monique Henry, PhD, MSN, BSN, RN-BC
CNE Program Director



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Dr. Sonya Curtis, DNP, MBA, MSN, RN, CNL
CNE Program Director

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CNE Offering Evaluation

Criteria	Yes/No If no, please provide details.	Actions/ Recommendations
Summary Of Planning Provided	Yes	
Behavioral Objective Included	Yes	
Content Meets Definition of CNE as per KSA 65-1117(a)	Yes	
Instructor's education and experience is suitable to the offering	Yes	
Current bibliography is provided (books 10 years, periodicals 5 years)	Yes	
Offering evaluation includes assessment of learner achievement of each objective, expertise of individual presenters	Yes	
Offering is suitable for online presentation	Yes	

Policy #104: Process For Awarding Contact Hours

Victorious Mentoring, LLC will award contact hours to participants for completion of full program offering or partial completion of offering.

Date: July 26, 2021

Reviewed: _____

Awarding Contact Hours

1. Participants completing an entire program offering will be awarded one contact hour based on 50 minutes of participation in a learning experience.
2. Credit for fractions of hours will be awarded to those completing an entire program offering as follows:

- a. 15 minutes – 0.25 contact hour
- b. 30 minutes – 0.50 contact hour
- c. 45 minutes – 0.75 contact hour

Instructor credit will be awarded as follows:

- d. 2.0 contact hours for each hour of first time presentation of an approved offering, excluding standardized prepared curriculum (e.g. ACLS, PALS, TNCC, ENPC, MANDT, etc)
3. Independent study credit will be awarded based on time required to complete the offering as documented by Victorious Mentoring's pilot time test results
 - a. Pilot test time results will be measured as follows:
 - i. A small group of pilot testers representative of the target audience will document time needed by each to complete the offering;
 - ii. The CEU Program Coordinator will discard the highest and lowest times, total all remaining times and divide by remaining number of testers to determine the average time needed;
 - iii. Contact hour credit will be awarded as per this policy.
4. Contact hours for clinical hours will not be awarded.

Partial Credit

1. Partial credit will be awarded as follows for late arrival or early departure:
 - a. Participants arriving late or leaving early will note and initial either time of late arrival or early departure;
 - b. Time for breaks will be subtracted from total hours participant was present at the offering.
 - c. Total number of minutes attended will be divided by 50 to calculate number of contact hours to be awarded to participant.

Policy #105: Process For Verifying Participation and Completion of The Offering

Victorious Mentoring, LLC will verify participation and completion of offerings by participants.

Date: July 26, 2021

Reviewed: _____

Verifying Participation – Online Offerings

1. Participants will register for course offerings electronically.
2. Online course settings will not allow participants to advance to post-test and program evaluation without first viewing course content in its entirety.
3. Participants will be required to take a post-test and score 70% or greater to be awarded a Certificate of Continuing Nursing Education.

Verifying Participation – In Person Events

1. Participants will register for course offerings electronically.
2. Participants will sign in upon arrival for event and again after lunch and/or each subsequent day to verify attendance.
3. Participants will complete a program evaluation at the end of the offering.

Verifying Participation – Independent Study

1. Participants will register for course offerings electronically.
2. Participants will document and submit Independent Study Verification Form.
Documentation will include:
 - a. Provider Name, Address, Provider Number, Name of Program Coordinator
 - b. Title of offering
 - c. Date offering completed
 - d. Name of presenter(s)
 - e. Participant name, email and license number
 - f. Participant Signature
 - g. Participants will email the completed form to: info@victoriousmentoring.com
3. Participants will be required to take a post-test and score 70% or greater to be awarded a Certificate of Continuing Nursing Education.
 - a. Upon receipt of the Independent Study Verification Form by Victorious Mentoring, LLC, participant will receive a link to complete the online post-test for the offering.
 - b. A score of 70% or greater is required for awarding of certificate of continuing nursing education.
 - c. Upon successful completion of the post-test participants will receive certificate of continuing nursing education electronically.
 - d. Victorious Mentoring, LLC staff will document post-test score, contact hours awarded, and date on the Independent Study Verification Form.

- e. The Independent Study Verification Form will then be scanned into the confidential and secure online records storage system to be maintained per policy.

Position Description: Continuing Nursing Education (CNE) Program Coordinator

Date: _July 26 , 2021_____

Reviewed: _____

Program Coordinator: Dr. Monique Henry, PhD, MSN, BSN, RN-BC

Position Summary

The Continuing Nursing Education (CNE) Program Coordinator will develop, implement and oversee continuing nursing education activities within Victorious Mentoring; maintains the approved provider unit (APU) program and structure; supports overall growth of continuing nursing education activities.

Key Responsibilities

1. Assessing needs and planning CNE offerings
2. Ensuring all CNE offerings meet criteria for awarding contact hours
3. Monitoring participation and completion of offerings by participants
4. Ensuring records are maintained confidentially for the appropriate period of time and with a system for easy retrieval by authorized personnel.
5. Notifying Kansas State Board of Nursing in writing of any change in CNE Program Coordinator or required policies and procedures.
6. Annual Total Program Evaluation
7. Annual report to Kansas State Board of Nursing

Minimum Qualifications:

1. Three years clinical experience as a Registered Nurse
2. Baccalaureate degree
3. One year of experience developing and implementing educational offerings

Policy #100: Process of Assessing Need And Planning CNE

Victorious Mentoring, LLC will follow a systematic process for assessing need and planning CNE offerings.

Date: July 26, 2021

Reviewed: _____

Need Assessment

1. Victorious Mentoring, LLC will assess need for CNE using informal and/or formal methods including:
 - a. Identifying healthcare facility business needs through formal or informal survey;
 - b. Performing gap analysis through individual interviews, focus groups, surveys, and self-assessments

Assessment of Training Options

1. A list of training options and needs will be generated after the gap analysis has been completed.
2. All options will be carefully evaluated to determine which are:
 - a. Urgent
 - b. Important
 - c. Not important
3. Victorious Mentoring, LLC will consider these factors when determining CEU offerings:
 - a. Does the offering provide a solution to a problem?
 - b. What is the cost of the training to those participating in the offering?
 - c. What is the expected return on investment those participating in the offering can expect?
 - d. Does the training assist with meeting legal compliance for individual participants or organizations?
 - e. After all training options have been assessed, Victorious Mentoring, LLC will have a list of educational priorities suitable for individuals, departments and organizations.

Planning of CNE Offerings

1. The CNE Program Coordinator will then evaluate the list of educational priorities and plan CNE offerings for the upcoming year.
2. CNE offerings will be planned and scheduled with consideration given to:
 - a. Where will the offering will be conducted?
 - b. How will offering be delivered?
 - c. Is the offering suitable to be provided online?
 - d. If the offering already exists, should it continue to be offered?



Domestic Violence: The Pandemic Amidst COVID-19



COVID-19 pandemic have caused more than health concerns for individuals around the world. The virus has drastically changed the day-to-day behaviors of lives and disrupted social experiences as we knew them. Daily life changes including social isolation was predominate around the world, leading to an increase in domestic violence around the world. This course will provide participants with basic knowledge regarding domestic violence during the COVID-19 pandemic and evidence-based recommendations to address domestic violence response and recovery.

Learning Objectives

1. Understand the life changes caused by the COVID-19 pandemic.
2. Understand the rationale for the increase in domestic violence during the COVID-19 pandemic.
3. Identify domestic violence recommendations for response and recovery.

This offering is \$10 and will be provided online.

Register at www.victoriousmentoring.com



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Victorious Mentoring, LLC is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1.0 contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: XXXXXXX

Domestic Violence:

The Pandemic Amidst COVID-19

Presenters: Dr. Monique Henry, PhD, MSN, BSN, RN-BC and Dr. Sonya Curtis, DNP, MBA, MSN, RN, CNL

Objectives

Upon completion of the course offering, the participants will be able to:

1. Understand the life changes caused by the COVID-19 pandemic.
2. Understand the rationale for the increase in domestic violence during the COVID-19 pandemic.
3. Identify domestic violence recommendations for response and recovery.

Summary of Planning

The COVID-19 pandemic has caused mass devastation and wreaked havoc on the individual lives of people across the globe. In addition to the health conditions associated with the virus, stay-at-home and lockdown orders have caused family isolation. This has led to individuals to quarantining with domestic abuses and an increase in domestic and intimate partner violence around the world. Victorious Mentoring, LLC conducted a literature review related to the domestic and intimate partner violence during the COVID-19 pandemic. According to multiple evidenced-based articles, domestic violence and intimate partner violence increased drastically around the world. It was reported that multiple countries including, but not limited to, Brazil, Spain, United Kingdom, and the United States had an increase of 20% to 150% of domestic violence helpline calls, domestic violence, or intimate partner violence. Victorious Mentoring, LLC believes the educational offering, Domestic Violence: The Pandemic Amidst COVID-19 is urgently needed to identify domestic violence and offer recommendations for response and recovery.

Outline

- 1) Introduction
- 2) What is COVID-19?
 - a. Definition
- 3) Effects of COVID-19
 - a. Health effects
 - b. Social effects
- 4) What is Domestic Violence?
 - a. Definition of domestic violence
 - b. Definition of intimate partner violence
- 5) How does COVID-19 correlate with domestic violence?
 - a. Social isolation
 - b. Emotional stressors
 - c. Financial stressors
 - d. Quarantining with abusers
- 6) Statistical Changes
 - a. Domestic violence statistics
 - b. Intimate partner violence statistics
- 7) Domestic Violence Recommendations
 - a. Response to domestic violence
 - b. Recovery after domestic violence
- 8) Summary

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- Piquero, A. R., Riddell, J. R., Bishopp, S. A., Narvey, C., Reid, J. A., & Piquero, N. L. (2020). Staying home, staying safe? A short-term analysis of COVID-19 on Dallas domestic violence. *American Journal of Criminal Justice*, 45(4), 601-635.
- Sharma, A., & Borah, S. B. (2020). Covid-19 and domestic violence: an indirect path to social and economic crisis. *Journal of family violence*, 1-7.

Victorious Mentoring – Department of Continuing Nursing Education

COURSE TITLE: *Domestic Violence: The Pandemic Amidst COVID-19*

DATE: _____

INSTRUCTIONS: Please indicate how you rate the activity in each category by marking the number which indicates your response to each statement. Your opinion of this continuing education activity is important in planning future educational activities.

OVERALL OBJECTIVE: Educate participants on Domestic Violence and recommendations to respond and recover after domestic violence.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
After the educational offering, I understood the life changes caused by the COVID-19 pandemic.					
After the educational offering, I understood the increase in domestic violence during the COVID-19 pandemic.					
After the educational offering, I could identify domestic violence recommendations for response and recovery.					
The instructor(s) was knowledgeable about the subject.					
The instructor(s) was responsive and kept me actively engaged.					
After the educational offering, I could describe COVID-19 and how it correlated with the increase of domestic violence and intimate violence cases.					
After the educational offering, I could apply recommendation for domestic violence to practice.					
After the educational offering, I could explain how social isolation, emotional stressors, and financial stressors play a role in domestic violence.					
Overall, I was satisfied with this learning activity.					
I would recommend this training course to others.					
I learned new knowledge and skills from this learning activity.					

Comments:

Presenter Information

Dr. Monique Henry
PhD, MSN, BSN, RN-BC

Dr. Henry obtained a Bachelor of Science in Nursing from Newman University (Wichita, KS), Master of Science in Nursing from University of Phoenix (online), and Doctor of Philosophy with a Specialization in Nursing Education from Capella University (Minneapolis, MN). She is certified in Medical-Surgical Nursing by American Nurses Credentialing Center (ANCC). Dr. Henry has 15 years of experience as a professional nurse in Medical-Surgical Nursing, Orthopedics, Cardiothoracic, Telemetry, Post-Operative Surgical Step Down, Patient Safety, and Education. Dr. Henry have served as a unit nurse, nurse supervisor, quality expert, nurse educator, tutor, and mentor.

Dr. Henry provided professional presentations at the International Nursing Association for Clinical Simulation and Learning conference, as well as the Academy of Medical Surgical Nursing Conference. She authored and co-authored healthcare publications. She currently participates in community health fairs and professionally speaks at non-profit organizations.

Dr. Sonya Curtis
DNP, MBA, MSN, RN, CNL

Dr. Curtis obtained a Bachelor of Science in Nursing from Bethel College (Newton, KS), Master of Science in Nursing from the University of Mary (Bismarck, ND), Master of Business from Baker University (Baldwin, KS), and a Doctor of Nursing Practice from University of Kansas (Kansas City, KS). She is certified as a Clinical Nurse Leader (CNL). Dr. Curtis has 20 years of nursing experience which includes Mental Health Nursing, Nurse Management and Leadership, Clinical Nurse Leader, Community Health Nurse Coordinator, Patient Safety, and Quality Consultant. Dr. Curtis has held multiple leadership roles including Chief Nurse, Chief of Quality Management, and Chief of Outpatient Patient Services. She has served as a member of a national CNL Field Advisory Committee, CNL Ambassador, and Vice-Chair of CNC Board. Dr. Curtis has presented professionally at the American Association of Colleges of Nursing (AACN) CNL Summit, Kansas State Nurse Association conference, and at For Nurses-by-Nurses conference.

Dr. Curtis has author and co-author on several nursing publications. She is a member of various professional nursing organizations and associations. Dr. Curtis is certified as a mentor and coach. Furthermore, she assists with teaching "Train the Trainer" classes to help others obtain their certification; and she has tutored, coached and mentored an array of professionals.



Certificate of Completion



First Name Last Name License #:xxxxxxx Date: 00/00/0000

has successfully completed

Domestic Violence:

The Pandemic Amidst COVID-19

and has been awarded 1.0 contact hour.

Dr. Monique Henry, PhD, MSN, BSN, RN-BC
CNE Program Director



VICTORIOUS MENTORING

Take control of your future!
Empower yourself with Victorious Mentoring.

Dr. Sonya Curtis, DNP, MBA, MSN, RN, CNL
CNE Program Director

Victorious Mentoring, LLC is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for 1.0 contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: XXXXXXXX

CNE Offering Evaluation

Criteria	Yes/No If no, please provide details.	Actions/ Recommendations
Summary Of Planning Provided	Yes	
Behavioral Objective Included	Yes	
Content Meets Definition of CNE as per KSA 65-1117(a)	Yes	
Instructor's education and experience is suitable to the offering	Yes	
Current bibliography is provided (books 10 years, periodicals 5 years)	Yes	
Offering evaluation includes assessment of learner achievement of each objective, expertise of individual presenters	Yes	
Offering is suitable for online presentation	Yes	

Policy #101: Process For Fee Assessment

Participants will be aware of the cost of any CNE offering and the process for refunds at the time each offering is announced.

Date: July 26, 2021

Reviewed: _____

Fee Assessment

1. Victorious Mentoring, LLC will designate a fee for each CNE offering and publish the fee and refund policy at the time the offering is formally announced.
2. The fee for each offering will vary depending on cost of speaker(s), venue, advertising, etc...
3. The fee for the offering will be collected at the time of registration and will be payable electronically or with check via mail.
4. Payment of the fee secures registration for the offering.

Refunds

1. If a participant is unable to attend the offering as scheduled, refunds will be issued as follows:
 - a. Notice received up to 7 days prior to scheduled event: 100% refund
 - b. Notice received less 7 days prior to scheduled event: 0% refund
2. Refunds will be made within 14 days of receipt of notice.

Insufficient Funds

1. A \$35 fee will be assessed for any payment received that is returned to the organization for insufficient funds in addition to the fee for the offering.
2. A participant may not attend an offering until fees have been paid in full.

Policy #102: Process For Advertisements or Announcements

CNE Offerings will be advertised.

Date: July 26, 2021

Reviewed: _____

Advertisements or Announcements

1. Victorious Mentoring, LLC will advertise CNE offerings in a variety of ways, including:
 - a. On the internet via website, social media and email
 - b. Radio
 - c. Television
 - d. Print advertising
 - e. Mail
2. Published information shall contain the following statement:
 - a. Victorious Mentoring, LLC is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ____contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: _____

Policy #103: Process For Offering Approval

Victorious Mentoring, LLC will approve offerings using a standardized system to ensure each offering is appropriate.

Date: July 26, 2021

Reviewed: _____

Approval Offering

1. Each CNE offering submitted to the CNE Program Coordinator must include:
 - a. Summary of planning
 - b. Behavioral Objectives
 - c. Content shall meet the definition of CNE in KSA 65-1117(a) which states:
Continuing nursing education means learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practical nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public.
 - d. Instructor's education and experience documenting knowledge/expertise
 - e. Current bibliography (books 10 years, periodicals 5 years)
 - f. Offering evaluation that includes assessment of learner achievement of each objective, expertise of individual presenters

Policy #106: Process For Issuing Certificates of Completion

Victorious Mentoring, LLC will issue certificates of completion to participants based on verification of participation in offerings.

Date: July 26, 2021

Reviewed: _____

Issuing Certificates of Completion For Online Offering

1. Participants completing an online offering will be required to take a post-test.
2. A score of 75% or greater is required for issuing certificate of continuing nursing education.
3. Certificates of Completion will be provided electronically to participants completing online offerings.

Issuing Certificates of Completion For In Person Offering

1. Participants completing an in person offering will be required to sign in upon arrival, after lunch, and each subsequent day.
2. Certificates of Completion will be provided electronically to those participants with verified participation in each in person offering.

Policy #107: Process For Record Keeping And Storage

Victorious Mentoring, LLC will retain appropriate records for each offering, and store records securely and in manner that makes them easily retrievable by authorized personnel.

Date: July 26. 2021 Reviewed: _____

Record Keeping And Storage

1. Victorious Mentoring, LLC will retain the following records for each offering for a period of two years:
 - a. Summary of planning
 - b. Copy of announcement/brochure
 - c. Title and objectives
 - d. Offering agenda
 - e. Pilot time test results if independent study
 - f. Bibliography
 - g. Summary of participant evaluations
 - h. Each instructor's education and experience
 - i. Documentation to verify completion of the offering
 - j. Records will be stored electronically on a secure site with password protected access to be retrieved easily as needed by authorized personnel.

Policy #108: Process For Notice of Change of Coordinator or Required Policies

The CNE Program Coordinator will notify Kansas State Board of Nursing in writing of any change to CEU Program Coordinator or required policies and procedures within 30 days.

Date: July 26, 2021

Reviewed: _____

Process for Notifying Kansas State Board of Nursing of Changes

1. The CNE Program Coordinator will notify Kansas State Board of Nursing of any change to CEU Program Coordinator or required policies and procedures within 30 days.
2. Written notification will be mailed to:

Kansas State Board of Nursing
Landon State Office Building, 900
S.W. Jackson, Suite 1051
Topeka, KS 66612

Policy #109: Total Program Evaluation

Victorious Mentoring, LLC will complete a total program evaluation annually and include findings in the annual report to Kansas State Board of Nursing.

Date: July 26, 2021

Reviewed: _____

Process for Total Program Evaluation

1. The CNE Program Coordinator will complete a total program evaluation at least annually and submit findings in the annual report to Kansas State Board of Nursing.
2. The total program evaluation will include:
 - a. "a systematic process by which an approved provider analyzes outcomes of the overall continuing nursing education program in order to make subsequent decisions"(60-9-105 (s))
3. The total program evaluation will include evaluation of:
 - a. Program administration, including program coordinator's responsibilities
 - b. Program management, including policies and procedures
 - c. Total program evaluation, including the ability of the plan to measure the overall effectiveness of the providership.
4. At least annually Victorious Mentoring, LLC will complete a total program evaluation.
5. The CNE Program Coordinator will include the total program evaluation findings will be included with the annual report submitted to Kansas State Board of Nursing.

Total Program Evaluation

Area	Frequency	Resp. Person	Criteria	Findings	Actions/ Recommendations
Administration			Review job description		
Policies: Assess need, planning - written tool - evaluation summaries			Review survey for appropriateness; were survey findings and identified needs from evaluation summaries used in program planning		
Policies: Fee Assessment			Policy meets organization and customer needs		
Policies: Announcement			Review to be certain they reflect necessary information		
Policies: Offering approval process			Review policies and compare to KSBN requirements		
Policies: Awarding contact hours			Review agendas/pilot test results to verify contact hours awarded; review documentation of partial credit		
Policies: Verifying participation/ completion			Review rosters and certificates; compare to KSBN requirements		
Policies: Record keeping			Audit contents of files for compliance with KSBN requirements		
Policies: Notification of changes			Review procedures for changes reported to KSBN		
Total Program Evaluation effectiveness			Review total program evaluation and compare contents to KSBN requirements		

Date

CNE Program Coordinator

CNE/IV Therapy 255

Dr. Monique Henry

2404 Dakota Rock Drive ■ Ruskin, FL 33570 ■ (813) 416-9946
moniquemhenry@yahoo.com

Objective

To use nursing experience, education, and leadership skills to obtain an advanced practice role that incorporates teamwork, ensures healthcare quality, educates, provide support for patient care services, and promote organizational success.

Education

Capella University
Online

7/2012-1/2016
Doctorate in Nursing Education

University of Phoenix
Online

2/2008-9/2009
Master's of Science in Nursing

Newman University
Wichita, KS

8/2001-12/2005
Bachelor of Science in Nursing

Professional Experience

Interim Patient Safety Program Manager

7/2020-present

Michael E. DeBakey VA Hospital, Houston, TX

- Oversee the day-to-day operations of the Patient Safety by ensuring that facility, VISN, and national requirements are effectively met.
- Effectively evaluates Patient Safety Managers through direct observation and frequent day-to-day communication.
- Provides education and mentoring to novice Patient Safety Managers to support professional growth and competency as it relates to role expectations.
- Evaluate facility incident reports for trends. Notifies Executive Leadership and care/service line of observed trends and collaborate with facility stakeholders to address trends to reduce the risk of patient harm.
- Collect, compile, and track data and statistical information to enhance the culture of safety and support the organization's HRO journey to zero patient harm.
- Effectively collaborate with Risk Manager and Peer Review personnel on facility patient safety incidents to ensure comprehensive evaluation of errors are completed.
- Maintains clear, effective communication (verbal and written) with Executive Leadership and facility stakeholders on patient safety information, trends, and lessons learned.
- Facilitate interdisciplinary facility compliance on the National Center for Patient Safety alerts, advisories, and notices.
- Promote HRO principles by implementing a Just Culture and promoting a culture of safety throughout the facility.
- Develop action plans for internal and external reviews as it relates to patient safety outcomes.

- Primarily responsible for oversight and training of the implementation of the patient safety, HFMEA, and RCA process to clinicians, management, and all relevant support personnel within the facility and CBOCs.
- Provide support for facility and CBOC personnel as it relates to patient safety questions, concerns, and trends.
- Supports the functions of a Magnet facility by providing standardized reports related to trends for burns, elopements, falls, and other reported patient incidents.
- Collaborates with quality management to coordinate, facilitate, and participate in all phases of internal and external accreditation and regulatory reviews.
- Tracks, trends, and analyses data from the Joint Patient Safety Reporting System (JPSR). Disseminates information to executive leaders to make sound decisions to create a safety culture.
- Provides professional leadership and patient safety expertise in multiple interdisciplinary facility meetings.
- Collaborate with quality management, inpatient services, and outpatient services for survey readiness of TJC, OIG, and CARF.
- Collaborate in the nursing magnet designation and re-designation process for accreditation.
- Conducts new employee orientation as it relates to patient safety, HRO, and Just Culture.
- Completes weekly patient safety tracers, environment of care rounds, and construction rounds.
- Provide coverage for the QSV Department in the absence of the QSV Director.

Patient Safety Manager

5/2020-7/2020

Michael E. DeBakey VA Hospital, Houston, TX

- Effectively collaborates with Patient Safety Program Manager and assists with the completion of weekly reports for Executive Leadership.
- Thoroughly investigated facility incident report to promote safe patient care and reduce the risk of patient injury.
- Trained novice Patient Safety Managers on appropriate completion of national Patient Safety requirements.
- Supported the Patient Safety department by completing weekly tracers to observe compliance of the National Patient Safety Goals on nursing units and provide education when necessary.
- Effectively completed the HFMEA (proactive risk assessment) to streamline falls data within the facility.
- Effectively completed the Wandering and Missing Patient aggregate and developed recommendations to streamline patient elopement data with the interdisciplinary hospital elopement team.
- Provide facility wide falls education for the QSV learning series.

Patient Safety Specialist

3/2017-5/2020

James A. Haley VA Hospital, Tampa, FL

- Revealed leadership by leading and managing interdisciplinary root cause analysis (RCA) teams to investigate adverse events, identify facility-based system vulnerabilities, and provide evidenced-based clinical initiatives to improve current practice.
- Effectively reported facility adverse events and provided recommendations for system and processes enhancements through root cause analysis, falls aggregates, medication aggregates, and elopements aggregates.
- Implemented a culture of safety throughout the facility by developing and presenting Patient Safety new nursing orientation training to reflect an explanation and active discussion of the National Patient Safety Goals, fall prevention measures used within the facility, as well as fall management.
- Dedicated commitment of non-maleficence through investigating incidents that compromise the safety of patients, conducting RCAs to eliminate system vulnerabilities, and lead aggregate reviews to proactively assess and correct potential system processes that can lead to patient harm.
- Implemented a culture of safety in long term care through the development of actions and outcome measures to enhance patient monitoring and decrease injurious falls.
- Provided leadership, guidance, and support for long term care nursing staff by assisting with the effective implementation of interventions related to patient safety and accreditation requirements.
- Lead and facilitated a multidisciplinary team to complete a proactive risk assessment for the facility to implement strategies to develop standardized, structured and robust process for admitting patients with suicidal and/or homicidal ideations to acute care medical-surgical units have heightened awareness of procedures to make the patients and environments safer and meet the updated Joint Commission requirements for National Patient Safety Goal 15.
- Created Suicide Prevention for Medical-Surgical Units poster presentation, shared findings JAHVH and Clinics at Quality Management, Infection Control and Sterile Processing Services 2018 National Healthcare Quality Week fair, VISN 8 Improvement Forum and the VISN 8 Showcase and National call. Presentation won first place as the fan favorite for poster presentations at the JAHVH National Healthcare Quality Week fair as well as the VISN 8 Improvement Forum.
- Shared innovation of the development, maintenance, and sustainment of the Suicide Prevention for Medical-Surgical Units with VA facilities nationwide. Assisted with the deployment of spread to Bay Pines, West Palm Beach, Madison, WI, Orlando, Sioux Falls, Iowa, Tennessee Valley, Los Angeles, Lyons, NJ, Oklahoma City, OK, and Miami.
- Actively shared knowledge, provided guidance, and demonstrated leadership by training and mentoring colleagues in developing, coordinating, and implementing essential skills needed in the development, maintenance, and sustainment of organizational and performance outcomes.
- Collaborated with Mental Health leadership to develop semi-annual elopement drills to promote the safety of the vulnerable patient population.
- Collaborated with leadership from Mental Health, Emergency Department, Nursing Operations/Patient Flow, and Acute Care to develop a policy to transfer suicidal/homicidal patients from the Emergency department and enhance standardization.
- Presented data driven process and practice changes to national and international nursing conferences.

- Collaborated with the Accreditation Manager and QM specialists to develop effective strategies in leading the Accreditation process for the facility.
- Collaborated with Mental Health leadership with conduct the National Center for Patient Safety Mental Health Environment of Care Checklist, assess ARC vulnerabilities, develop action plans, and make recommendations for improvement to promote safe, effective patient care.
- Collaborated with the Hospital Falls Committee and Safe Patient Handling and Mobility to plan the annual Falls Day celebration to enhance staff, patient, and visitor knowledge regarding falls, provide fall education and interventions used throughout the facility.
- Provided leadership to support proposed evidence-based practice changes to improve hospital and service wide system vulnerabilities for sustainable changes and improved patient outcomes.
- Collaborate with quality management, inpatient services, and outpatient services for survey readiness of TJC, OIG, and CARF.

Registered Nurse

1/2009-3/2017

James A. Haley VA Hospital, Tampa, FL

- Provided direct, evidence-based acute nursing care for geriatric patients suffering from cardiovascular injury.
- Continuously monitored patient's cardiovascular status and implemented nursing judgment to provide evidence-based care.
- Independently functioned as a charge nurse for 32 bed telemetry unit by making assignments based on patient acuity, nursing workload, nursing skill level, and nursing staff area of expertise.
- Evaluated patient outcomes, readmission rates, SAIL report data, and NDNQI data to assess unit practices/risks and implement strategies to meet and exceed standards.
- Collaborated with various departments to develop and create educational offerings related to EPRP measures and compliance to enhance the knowledge of VA staff, veterans, and the organization.
- Initiated the developing, creating, facilitating, and sustaining a pre-operative cardiothoracic surgery class for Veterans receiving CABG and valvular surgery aimed was to measure the effectiveness of the nurse-initiated preoperative class on post-operative outcomes for length of stay, 30-day readmission rates, and surgical site infections with outcomes leading to the average length of stay decreased has decreased from 9.1 to 7.5 days, 30-day readmission rates have improved from 9.3% to 6.8%, surgical site infection rates have decreased from 1.3% to 0, and potential facility cost savings of ranging from \$5,126 - \$9,995 for every patient that attended the pre-operative cardiothoracic class (depending on admitting diagnosis, surgical procedure, and post-operative complications).
- Created a pre-operative cardiothoracic surgery poster presentation that described the class and the veteran's experiences as a result of attending the class. The poster presentation was presented at the International Nursing Association for Clinical Simulation and Learning national conference in Washington, DC in 2017 and Canada in 2018. The poster presentation was presented at the 2016 JAHVH National Quality Week fair and won the

people's choice quality improvement award. The poster was shared amongst VA colleagues at the 2017 VISN 8 Improvement Forum.

- Collaborated with quality management as a global measure champion to improve the global measures within acute care service (tobacco, substance abuse, and alcohol).
- Member of the interdisciplinary Tobacco Treatment Performance Team, a green belt project, to standardize the process of completing TJC required tobacco global measure compliance throughout the hospital.
- Member of the interdisciplinary Rapid Improvement Event, a black belt project, to review and improve the bed placement process throughout the ED, PACT, and the acute care units.
- Collaborated with acute care hospital educators to develop peer to peer global measure tracers to enhance nursing knowledge of global measures, enhanced teamwork, and improve compliance.
- Collaborated with the hospital stroke coordinator to educate acute care service on stroke protocol and develop an easy-to-follow algorithm stroke protocol guide.
- Developed unit level goals and collaborated with staff to implement evidence-based unit level changes to improve patient outcomes.
- Provided mentorship and orientation for nursing students and new employees.
- Collaborate in the nursing magnet designation and re-designation process for accreditation.

Lab and Simulation Faculty/Coordinator
Orbis Education/Utica College

9/2014-1/2016

- Facilitated and managed effective student learning in a hybrid online program, clinical skills laboratory, simulation, and clinical nursing setting to promote professionalism, evidence-based practice, and research.
- Assisted with academic programs by contributing to the development and revision of curriculum, teaching materials, and evaluation measures.
- Effectively wrote and mapped clinical laboratory and simulation learning to didactic learning to meet the standards of CCNE accreditation.
- Developed lesson plans to coordinate alignment of clinical laboratory and simulation learning for nursing staff.
- Developed the simulation laboratory rules, regulations, policies, and procedures to facilitate student learning in a controlled environment.
- Coordinated and managed the scheduling of skills/simulation laboratory and laboratory materials for the nursing program.
- Responsible for the day-to-day operations of managing the skills/simulation laboratory ordering supplies and maintaining the budget.
- Maintained maintenance and repair of lab equipment.
- Mentored onboarding nursing staff to skills/simulation laboratory policies and procedures maintain consistency in learning and assist with the development of personal teaching skills.

Nursing Instructor/Educator
Galen Health Institute

4/2014-8/2014

- Used nursing education, knowledge, skill, and expertise to facilitate learning and guide nursing students through an evidence-based theory, lab, and clinical nursing curriculum.
- Assisted with curriculum evaluation and developed strategies to improve program outcomes.
- Served on an institutional committee.
- Evaluated nursing student performance standards using exams, research projects, skills demonstration, written assignments, and feedback tools.

Care Manager
Humana

4/2012-4/2014

- Completed physical, psychological, emotional, and environmental assessments, for the purpose of providing appropriate, timely interventions to ensure provision of optimal care of chronic and acute illness exacerbations.
- Evaluated member needs and requirements to achieve and/or maintain optimal state of wellness.
- Build Humana capital by precepting new employees, providing educational offerings to the team, motivational interviewing contact person for team, super user for team, point person for team when coach is off, update HEDIS and other requirements from governing agencies.
- Initiated and developed patient specific plan of care that established goals based on disease specific processes, nursing diagnoses, preventative treatment, and therapeutic care.
- Completed telephonic nursing assessments and treatment to disease-based population of patients to promote quality outcomes and prevent hospitalizations.
- Established patient rapport by providing emotional, psychological, and spiritual support to patients and families.
- Acted as a liaison between patients and healthcare professionals to promote quality outcomes related to patient care.

Nursing Instructor/Educator
Everest University

9/2009-4/2012

- Instructed and provided guidance to nursing students with assigned curriculum, evaluated nursing student's competency of the nursing process.
- Assisted nursing students in the provision of high quality, evidence-based nursing care to patients, while facilitating nursing student success in the completion of the nursing program.
- Evaluated nursing student performance standards using exams, research projects, skills demonstration, written assignments, and feedback tools.
- Promoted community-based wellness by guiding nursing students in hosting health fairs.
- Supported nursing students in aiding of the homeless population through various volunteer services.
- Assisted with the development and revision of nursing curriculum, coordinated staff meetings, educational offerings, and team building amongst staff, assisted with the

writing, coordinating, and successful obtainment of nursing program certification of education excellence as provided by the National League for Nursing.

- Actively wrote standards to assist the nursing program to obtain National League for Nursing accreditation.

Adjunct Clinical Instructor

6/2008-12/2010

Hillsborough County Community College/South University, Tampa, FL

- Demonstrated and instructed nursing students in the appropriate application of evidence-based nursing care in various clinical settings.
- Collaborated with health care departments and effectively communicated with hospital staff to provide an observation opportunity for nursing students and ensuring continuity of patient care was maintained.
- Evaluated students based on performance standards.
- Conducted pre-conference and post-conference to enhance critical thinking.

Professional Licensure

- Clear/Active Registered Nurse License in the State of Florida
Expiration 4/30/2023

RN9244554

Certifications

- National Certification in Medical-Surgical Nursing by the American Nurses Credentialing Center
- American Heart Association Basic Life Support
- Lean Six Sigma Yellow Belt Certified
- HRO Just Culture Lead Trainer, James A. Haley VA Hospital, Tampa, FL
- HRO Clinical Team Training Facility Master Trainer, James A. Haley VA Hospital, Tampa, FL

Professional Presentations

Preoperative Cardiothoracic Surgery Simulation Class Poster Presentation
International Nursing Association for Clinical Simulation and Learning

2017
Washington, DC

Preoperative Cardiothoracic Surgery Simulation Class Poster Presentation
Veterans' Affairs VISN 8 Improvement Forum

2017
Orlando, FL

Preoperative Cardiothoracic Surgery Simulation Class Poster Presentation
International Nursing Association for Clinical Simulation and Learning

2018
Toronto, Canada

Prevention of Suicide on Medical-Surgical Nursing Units
Veterans' Affairs VISN 8 Improvement Forum

2018
Orlando, FL

Prevention of Suicide on Medical-Surgical Nursing Units
Veterans' Affairs National Showcase Call

2019
Skype Meeting

Prevention of Suicide on Medical-Surgical Nursing Units
Academy of Medical-Surgical Nurses

2019
Chicago, IL

Cholesterol Community Health Fair	2018 Bristol, FL
Hypertension Community Health Fair	2019 Bristol, FL

Publications

Henry, M. (2016). Doctor of Philosophy in Education: Patient cultural stereotyping in undergraduate nursing students – relationships with cognitive load and patient stability. For Proquest.

Co-authored an article for Journal of Healthcare Quality titled: Improving Inpatient Tobacco Treatment Measures Outcomes Through Standardized Treatment, Care Coordination and HER Optimization

Sonya Curtis, DNP, MBA, MSN, RN, CNL

• 316-207-8410 • seb3230@gmail.com •

EDUCATION

Doctor of Nursing Practice, Organizational Leadership
University of Kansas

May 2016
Kansas City, KS

Master of Science in Nursing, Nursing Administration
University of Mary

December 2006
Kansas City, MO

Master of Business Administration
Baker University

December 2005
Baldwin, KS

Bachelor of Science in Nursing
Bethel College

May 2002
North Newton, KS

PROFESSIONAL EXPERIENCE

Interim Director of Quality, Safety, and Value (Full-Time, 40hrs/week) January 4, 2021 – February 8, 2021
Veterans' Administration Medical Center (Grade: Nurse 5) Houston, TX

- Oversight, coordination, and leadership in developing and managing the comprehensive performance and quality programs, which includes Accreditation, Performance Measures (EPRP), Utilization Management, Risk Management, Patient Safety Program, Diagnostic Referral Center, and Traveling Veterans Coordination.
- Creating and presenting data and information for Clinical Executive Board, Executive Council, QSV Executive Board, Weekly Report to the director and senior leadership.
- Completing and submitting timely OIG Hotline and Congressional reports
- Interviewing and working with Office Medical Investigation (OMI)
- Oversight and implementation of the EPRP and maintains positive relationships with the EPRP organizations to ensure timely completion and submission of EPRP reviews; ensures systems are in place for the analysis, trending, reporting, and dissemination of EPRP data to leadership, management, and staff; facilitates/collaborates in process improvement activities/processes as necessary to improve compliance; provides staff support to improve the understanding of and compliance with these national clinical performance measures.
- Co-Lead for Change management and High-Reliability Organizations (HRO) for Michael E. DeBakey VAMC
- Serves as a leader making recommendations at the unit, team, facility, and/or VISN, and communicating approved recommendations to appropriate personnel.
- Submission evidence of standards compliance (ESC) for Joint Commission Amp and Joint Commission connect database
- Conducted training for Patient Safety Community Care guidebook for the organization and at the VISN level for Patient Safety
- Assigned various responsibilities to complete the Medical Center Director's Performance plan
- Works with the VISN leadership to execute numerous action items and Tort claims
- Attend daily morning meetings with Senior Executives and Leaders and provide morning highlights to the QSV staff, monitor work productivity of administrative staff. Manage VATAS time requests, Manage all OIG Hotline Case Referrals. Update daily with senior leadership. Manage suspense and action items from the Executive Office.
- Working with OSHA, CARF, LTCL, FDA, and other surveying bodies. Leading the entire survey process and following up on and disputing findings. Leading continuous readiness meetings for the entire organization.

Interim Risk Manager (Full-Time, 40hrs/week)
Veterans' Administration Medical Center (Grade: Nurse 3)

July 10, 2020 – Present
Houston, TX

- As Risk Manager (RM) within the Quality, Safety, and Value Services; the RM functions as the supervisor and administrator, overseeing the day-to-day operations of the Risk and Peer Review program. As RM, I evaluate both programs and Peer Review Coordinator.
- Building risk awareness amongst staff by providing support and training.
- Maintaining records of insurance policies, Tort claims, Clinical and Institutional Disclosures.
- Manage Tort Claims- collaborating with the Office of General Counsel Torts Law Group and Executive Leadership, and Work with the Assistant US Attorney for litigation cases
- Works closely with Office of General Counsel (OGC) and Department of Justice (DOJ) to assist in arranging depositions.
- Oversee and assist with managerial inquiries, fact-findings, and administrative investigation boards (AIB)
- Oversee and implements an effective Protected Peer Review Program in compliance with the VHA Protected Peer Review Directive. She oversees the duties and responsibilities of the facility Peer Review Coordinator and Occurrence Screening (OS) Program
- Reporting Practitioners to State Licensing Boards/National Practitioner Data Bank- stemming from Office of Medical and Legal Affairs (OMLA) recommendations
- Active Member of Disruptive Behavior Committee and Workplace Violence Prevention Program
- **As of March 1, 2021, I'm the Interim Peer Review Coordinator for the facility.**

Patient Safety Program Manager (Full-Time, 40hrs/week)
Veterans' Administration Medical Center (Grade: Nurse 3)

June 2019 – Present
Houston, TX

- As Patient Safety Program Manager (PSPM) within the Quality, Safety, and Value Services; the PSPM functions as the supervisor and administrator, overseeing the day-to-day operations of the Patient Safety program. PSPM evaluates the program and Patient Safety Managers.
- Works collaboratively with the Clinical Risk Manager, Peer Review Coordinator, quality management team, mid-level and executive leaders.
- Functions as the lead implementer of patient safety policies and activities developed by the National Center for Patient Safety (NCPS).
- The facility's key person is to help build and implement systems and promote the culture of safety within the medical center and for VA patients in all healthcare settings.
- Primary responsibility for training and implementation of the patient safety, HFMEA, and RCA process to clinicians, management, and all relevant support personnel within the facility and CBOCs.
- Responsible for maintaining clear communication within the medical center and between the NCPS to communicate relevant safety information and lessons learned.
- Has the attitude that building the culture of safety is paramount and the foundation upon which safe operations are based.
- Understand that the culture takes time to build and requires constant nurturing and reinforcement to maintain.
- Active Member of the RME committee
- Completes Patient Safety Annual Report as required by National Center for Patient Safety (NCPS)
- Responsible for the implementation and oversight of patient safety programs advancing our medical center and associated CBOCs toward a Highly Reliable Organization (HRO).
- The PSPM has primary responsibility for training and implementation of the patient safety and Just Culture process to clinicians, management, and all relevant support personnel within the medical center and CBOCs.
- Tracks, trends, and analyses data from the Joint Patient Safety Reporting System (JPSR). Disseminates information to executive leaders to make sound decisions to create a safe culture.
- Conducts VISN 16 SPS rounds (Member of VISN 16 SPS Committee), EOC rounds, Construction rounds, and Hazard Rounds.

- Serves as **Chief of QSV** in the absence of **direct supervisor**.

QSV Consultant (Full-time, 40hrs/week)

May 2016 – June 2019

Veterans' Administration Medical Center (Grade: Nurse 3)

Dallas, TX

- As a Quality Safety Value (QSV) Consultant will plan, coordinate, facilitate, lead and participate in all phases of accreditation and/or regulatory review activities (pre-survey, during survey, post-survey) including, The Joint Commission (TJC), The VA Office of Inspector General (OIG), Commission on Accreditation of Rehabilitation Facilities (CARF), Long Term Care Institute (LTCI), and other internal/external review/accrediting bodies.
- Provide consultative support to Executive Leaders, senior managers, staff, and committees regarding accreditation, internal/external reviews, and continuous readiness activities.
- Lead, facilitate, promote and champion transformation change in the Continuous Readiness teams
- Prepare and present effectively to diverse audiences and audience sizes (diverse audiences include makeup, size, education level, front line to Executives); deliver complex information with an understanding of audience knowledge and priorities; alter approach as necessary to better meet audience's needs.
- Working with Patient Safety Specialists and serving on RCAs and HFMEAs
- Conducted tracers in SPS at Fort Worth and Dallas Campus
- Communicate clearly and precisely both orally and in writing; pay attention to detail; tailor messages to the intended audience(s); recognize and speak to audience's goals and needs; support position with facts or data. Create, implement, and evaluate action plans for leadership, middle managers, and frontline staff.
- Serves as **Quality Manager** and **Chief of QSV** in the absence of **direct supervisor** and **Chief**.

RN to BSN Instructor (Part-Time, 20hrs./week)

January 2018 – June 2019

West Coast University

Dallas, TX

- Approval of non-standard course syllabi and assistance in developing syllabi
- Assistance in dealing with student concerns and or problems
- Guidance in interpreting WCU and campus policies and procedures
- Assistance in curriculum development
- Assistance in adjunct faculty performance evaluations

Mental Health Assistant Nurse Manager (Full-Time, 40hrs/weeks)

September 2015 – May 2016

Veterans' Administration Medical Center (Grade: Nurse 3)

Dallas, TX

- Develop and maintain department budgets, disciplinary actions against employees and patients' medical records
- Track monthly budget figures determining need and cost for supplies and medical equipment
- Evaluate new products and equipment for future purchase
- Collaborate with other department managers to improve operations and service
- Interact with veterans and their family members, resolving disputes and concerns
- Develop service unit goals, coordinate innovative programs, and identify plans for patients
- Continuously monitor Staffing Methodology and covered as a staff nurse
- Experience with Recovery Support Strategic Initiative, Substance Abuse and Mental Health Services Administration (SAMHSA), Mental Health Strategic Analytics for Improvement and Learning (SAIL), and Hospital-Based Inpatient Psychiatric Services (HBIPS)
- Oversee Quality Management Data monthly
- Covered for **Chief Nurse of Mental Health**

Medical-Surgical and PCU Nurse Manager (Full-time, 40hrs/week)

December 2012 – September 2015

Veterans' Administration Medical Center (Grade: Nurse 3)

Leavenworth, KS

- Develop and maintain department budgets, disciplinary actions against employees and patients' medical records

- Track monthly budget figures determining need and cost for supplies and medical equipment
- Evaluate new products and equipment for future purchase
- Collaborate with other department managers to improve operations and service
- Interact with veterans and their family members, resolving disputes and concerns
- Develop service unit goals, coordinate innovative programs, and identify plans for patients
- Continuously monitor Staffing Methodology
- Report information to IPEC
- Oversee Quality Management Data monthly

Clinical Instructor (Part-Time, 20hrs/week)

August 2013 – March 2015

Washburn University

Topeka, KS

- Research evidence-based course preparation and application to clinical practice in behavioral health area to assist nursing students to meet the BSN educational standard
- Clinical and professional development of nursing students
- Assess and grade students based on exams, written assignments, research projects, and feedback tools
- Direct Pre- and Post-conference with lectures, presentations, and case studies
- Collaborate with the physicians, nurse managers, and staff nurses

CLC Nurse Manager (Full-Time, 40hrs/week)

May 2010 – December 2012

Veterans' Administration Medical Center (Grade: Nurse 3)

Leavenworth, KS

- Processed paperwork such as department budgets, disciplinary actions, and patients' medical records
- Tracked monthly budget figures and determined the needs for supplies and medical equipment
- Evaluated new products and equipment that the health care facility may purchase in the future
- As the nurse manager reported to meetings with other department managers to share information, ideas, and problem solving for the organization
- Interact with Veterans and their family members, resolving disputes and concerns
- Developed service unit goals, coordinated innovative programs, and identified plans for patients
- Understanding of HATCh Model (Holistic Approach to Change Model)
- Familiar with MDS and RUG Levels
- Evaluated and monitored for conduct that is safe, legal, and ethical
- Served as Co-chair for VISN 15 Long Term Care Committee (Cultural Transformation)
- Covered as Chief Nurse of GEC during their absence
- Leader for long term care surveys (LTCI)

Clinical Nurse Instructor (Part-Time, 30hrs/week)

March 2009 – July 2015

Pratt Community College

Pratt, Kansas

- Research evidence-based course preparation
- Instructed students in the application of clinical practice in medical-surgical, ICU, ER, and Pulmonary Unit to help students meet the nursing educational standards
- Assess and grade students based on their performance
- Direct Pre and Post conferences with lectures, presentations, and case studies
- Encourage the nursing students to be professional, compassionate, and timely

Clinical Nurse Leader (CNL) (Full-Time, 40hrs/week)

November 2007 – May 2010

Veterans' Administration Medical Center (Grade: Nurse 3)

Topeka, Kansas

- Orientated new employees (RNs, LPNs, and NAs)
- Directed the care coordination of a distinct group of patients to prevent fragmentation in the plan of care
- Actively provided direct patient care in complex situations
- Ensured patients received the latest innovative care delivery by using evidence-based practice
- Collected and evaluated patient outcomes, assessed cohort risk, and made changes to care plans as necessary

PUBLICATIONS

- Contributor for Proposal Abstract: Proposal Writing for Nursing Capstones and Clinical Projects Appendix E: *Project Abstract: Unit-Based Council Chairs' Perception of Unit-Based Councils* pp. 246-247
- Co-Authored an article for Medscape (Online Journal): titled The Clinical Nurse Leader Role 10/18/2017. https://www.medscape.com/viewarticle/887026_print
- Curtis, S. (2017). Doctor of Nursing Practice (DNP): Applying Nursing Science to Nursing Practice. *For Nurses By Nurses Online Magazine*.
- In November 2016, was interviewed. Your Next Shift: A Nursing Career Podcast by Elizabeth Scala - ESP 70: Dr. Sonya Curtis

PROFESSIONAL MEMBERSHIPS

- *Texas State Nurses Association – Member 2020 – PRESENT*
- CNC Board of Commissioners – Treasurer 2017- 2020, Vice-Chair 2020 - PRESENT
- Chi Eta Phi – Nursing Sorority - Member March 2017 – PRESENT, Historian 2018 - PRESENT
- American Nurses Association. (ANA)- *Member 2007- PRESENT*
- Kansas State Nurses Association. (KSNA) – *Member 2007 – 2020, Secretary 2012-2014, Chair of Bylaws Committee 2014-2016, Nominating Committee 2012, and House of Delegate in Training 2012*
- Healthcare Financial Management Association (HFMA)- *Member 2013 - 2018*
- American Association of Colleges of Nursing (AACN) – *CNL Ambassador for State of Kansas 2009- 2016; Texas 2016 -PRESENT, CNC Board of Commissioners 2018 – PRESENT*

CERTIFICATIONS and LICENSURE

- Kansas Registered Nurse, expiration 1/31/2022 – #13-90786 - Original Issue Date: 03/07/2003
- Texas Registered Nurse, expiration 1/31/2022 - #909547 - Original Issue Date: 10/03/2016
- VHA Care Coordination and Home Telehealth certification - 2007
- VHA National Mentor Certification – Fellow – 2008 and 2016 as Master Mentor Trainer
- Clinical Nurse Leader, American Association of Colleges of Nursing – exp. 2023
- Lean Six Sigma - Yellow Belt Certified 10/30/2015; Completed Green Belt class June 2019
- VHA Transformational Coach certification (LEAD for VANTX) – 2017
- Certified in the State of Kansas as a Nursing Assistant and Medication Aide Instructor - 2014

NOTE:

- Patient Safety 101 Training September - 2019: Human Error Investigation, Human error assessment and reduction technique, Patient Safety Science, Just Culture, and understanding Heuristic thinking
- Member of VA CNL Field Advisory Committee (FAC) for Office of Nursing Service: (ended - February 2018)
- Serves as the CNL Clinical Preceptor and DNP Preceptor (2010 – presently)
- Functioned as **Acting Associate Chief Nurse Service** in supervisor's absence (2012-2015)
- Served as **Interim Nurse Manager for Emergency Department, ICU, and Operating Room** (2014-2015)
- Complete the agenda, minutes, and design for **Nurse Managers Core Curriculum VISON 15** (2013-2014)
- **VISION 15 Co-Chair** for Cultural Transformation Committee - ended 2012
- Completed **Facility and VISON LEAD Program, Nurse Manager and Supervisor's Training**
- Served on the steering committee to develop a CNL Master's degree program at Washburn University
- Intimate knowledge about EEOs and conducting negotiations with union representatives
- **Covers as VISON 16 Patient Safety Officer (PSO) in the absence of the VISON 16 PSO.**

REFERENCES

- James Eggers
Executive Administer to the Director
Michael E. DeBakey Veterans Affairs Medical Center
2002 Holcombe Blvd
Houston, TX 77030
(713) 794-7606
(281) 451-6173
James.Eggers@va.gov
- Charlie Lan, DO
Interim Chief of Staff
Michael E. DeBakey Veterans Affairs Medical Center
2002 Holcombe Blvd
Houston, TX 77030
(832) 277-3949
Charlie.Lan@va.gov
- Dzung Le, DO
Section Chief Ambulatory Care
VA North Texas Health Care System
2201 SE Loop 820 (002F)
Fort Worth, TX 76119
(214) 755-9297
Dzung.Le@va.gov
- Jeanette Moody, JD, DNP, MBA, RN, CPHQ, NEA-BC, CENP, CPHRM, CPPS
VISN 21 Deputy Quality Management Officer - Quality, Safety, Value
VA Sierra Pacific Network
391 Taylor Blvd., Suite 200
Pleasant Hill, CA 94523
(916) 923-4530
(314) 565-8648
Jeanette.Moody2@va.gov
- Lynette M. Wheeler, DNP, RN, FAAMA, FACCA, FABC
Chief Operating Officer
Truman Medical Center
7900 Lee's Summit Rd.
Kansas City, MO 64139
(816) 404-7000
Lynette.Wheeler@tmcmed.org
- Crystal Dillard, MHA, RN
VISN 16 Patient Safety Officer
South Central VA Health Care Network
715 S. Pear Orchard Road, Plaza 1
Ridgeland, MS 39157
(834) 441-8760
(601) 206-6900
Crystal.Dilliard@va.gov

Attendance Roster

Title:

Presenter:

Contact Hours: 1.0

Date:

Provider #: XXXXXXXX

CNE Provider: Victorious Mentoring, LLC 6502 89th Street Apt 90, Overland Park, KS 66212

CNE Program Coordinator: Dr. Monique Henry, PhD, MSN, BSN, RN-BC

Participant Name	RN or LPN	License Number	Email Address	Contact Hours Awarded