



ACN ENDORSED COURSES

# ACN Endorsement Program

Information and application package



Australian College of Nursing

[www.acn.edu.au](http://www.acn.edu.au)



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## ACN Endorsement Background

The Australian College of Nursing (ACN) has a long-standing history of providing quality education for nurses in Australia. As an accredited higher education provider and a registered training organisation (RTO), ACN has expertise in developing and reviewing education specifically targeted at meeting the needs of the nursing profession. In addition, our strong academic governance structure ensures all our programs are quality assured.

ACN is pleased to provide our endorsement service for continuing professional development (CPD) activities aimed at enhancing the knowledge of the nursing profession leading to improved health outcomes for our community. Endorsement provides a national benchmark for the nursing profession. The endorsement process is designed to enable nurses to recognise that an ACN endorsed CPD activity:

- has been scrutinised against a set of standards that are developed in-line with professional nursing and education requirements
- meets the standards set by ACN
- will add value to a nurses' professional development.

### Continuing Professional Development

Endorsed CPD activities will be allocated CPD hours to assist nurses in meeting the Nursing and Midwifery Board of Australia's (NMBA) [Registration Standard for Continuing Professional Development](#). The NMBA registration standard for CPD requires nurses to complete a minimum number of CPD hours per year directly related to a nurse's context of practice. The NMBA describes CPD as the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities needed throughout their professional lives.

### Eligible CPD activity to qualify

A CPD activity needs to enhance nursing knowledge, skills and abilities through active learning. A CPD activity can include a workshop, conference, seminar, DVD, online learning package or short course. The endorsement process is the same regardless of the mode of delivery.



## ACN Endorsement standards

Please address the eight standards in an application form. ACN's eight endorsement standards have been developed in line with:

- [The Australian Qualifications Framework Second Edition 2013](#)
- [Nursing and Midwifery Board of Australia \(NMBA\) Guidelines for Continuing Professional Development](#)
- [Registered Nurse Standards for Practice 2016](#)
- [Enrolled Nurse Standards for Practice 2016](#)
- [Nurse Practitioner Standards for Practice 2014](#)

### 1. Purpose/Relevance

The purpose of the CPD activity must be relevant to the nursing profession and the diverse context of nursing practice.

- briefly outline the intended target audience (enrolled nurses, registered nurse, nurse practitioner etc)
- identify level of the CPD activity (beginners, experienced nurses or advanced practice)
- identify the type of practice setting to which your CPD activity applies (clinical care, management, administration, education, research, health promotion etc)
- outline the main purpose of the CPD activity.

### 2. Knowledge

The CPD activity must enhance nursing knowledge in terms of depth, breadth, and scope of knowledge.

- depth – this needs to include generalist concepts for all nurses through to specialist knowledge for discipline specific nurses
- breadth – this can range from single topics through to multi-discipline broader levels of knowledge
- scope of knowledge – this needs to range from evidence based fact through to abstract concepts.

Where a CPD activity consists of several units (see above under eligible CPD activity) each unit must be accompanied by key learning outcomes (KLOs) in support of the claims against the standards.

### 3. Skill

The CPD activity needs to have practical application to the nursing profession and be reflective of the diverse roles nurses perform in the health care profession. It should be highlighted that skills are broader than tasks and the CPD activity needs to encompass the complex skills required to perform nursing roles

- ensure that the CPD activity clearly demonstrates application to the nursing profession
- some nursing roles require product training such as haemodialysis, apheresis, ventilation equipment etc (this is necessary for them to fulfil their role and update their skills)
- please ensure that when providing product-training sessions, the CPD activity clearly illustrates the application to nursing practice.



#### **4. Active learning**

The CPD activity needs to have Key Learning Objectives (KLO) that reflects what the participant will have learnt by the end. These KLO should focus on knowledge, skills and abilities that are relevant to the health care profession and nursing context to which they are applied. The NMBA Registration Standard: *Continuing Professional Development (2016)* states that learning and development occurs throughout a nurse's career. CPD is an important foundation of lifelong learning and helps nurses maintain their competence to practice.

CPD hours will be allocated for each CPD activity based on the information provided for assessment.

- clearly state the number of CPD hours of the activity
- provide a brief description of the content of the CPD activity
- identify how the CPD activity meets the KLOs.

#### **5. Professional practice**

Nurses work in diverse roles across the health care spectrum. The CPD activity needs to clearly articulate how the KLOs can be incorporated into nursing practice for the target nursing audience such as enrolled nurses, registered nurses and nurse practitioners. If the CPD activity relates to extended or advanced practice it needs to identify how this relates to the nursing scope of practice. If the CPD activity is for all health professionals please stipulate how the KLOs can be incorporated into nursing practice for the target nursing audience.

#### **6. Critical thinking and analysis**

Integral to a nurses' role is the ability to critically think and reflect on practice and to analyse evidence and research in relation to their own professional practice and development. The CPD activity should clearly identify how a nurse would use it to enhance their critical thinking and analytical skills.

#### **7. Provision of care**

This standard relates to the provision and coordination of care. Nursing assessment, planning, implementation and evaluation of care is fundamental to this standard. It should be clear, from the CPD activity outline, how the CPD activity is connected to this standard.

- applications must demonstrate how the CPD activity will enhance nursing practice
- ensure that the CPD activity and KLOs are reflected in what is documented here to meet the standard. It must be contextualised.

#### **8. Collaborative practice**

This standard relates to the interdisciplinary relationship within the health care team. The KLOs should clearly express how nursing members of the interdisciplinary team would benefit from attending this CPD activity and the competencies gained from attending.

- demonstrate how the CPD activity benefits the interdisciplinary health care team
- articulate how the audience can use the knowledge and skills learned in the CPD activity for the benefit of the interdisciplinary health care team.

**Each claim will need to be addressed in an application. Responses should be limited to 200 words against each particular standard.**



## ACN Endorsement process

### Application

You will need to submit an application for each CPD activity requiring ACN Endorsement. If your CPD activity consists of multiple units, and you intend to submit these units collectively as one application, you must be able to clearly show that each unit is part of the larger CPD activity and students will only receive a completion certificate upon completion of all modules within the CPD activity. If you intend to award certificates and CPD hours at the end of each unit, these will be considered as separate applications.

CPD activities cannot be endorsed retrospectively. A student must have both commenced and completed their study within the endorsed period to be eligible for ACN endorsed CPD hours. Endorsement is valid for two years from the date of endorsement or when there is significant change to the content of the endorsed CPD activity (more than 10 percent).

All applicants need to complete the [online application](#). Applicants must also demonstrate how their CPD activity meets ACN's eight endorsement standards. It is your responsibility to submit sufficient evidence to show that the standards are met or going to be met. You are also required to submit supporting documents as outlined in this application information package.

### Exclusion criteria

ACN reserves the right to refuse both application and endorsement of any CPD activity put forward for endorsement. Applications may be refused endorsement if they:

- do not meet ACN Endorsement standards
- provide insufficient evidence
- do not comply with the Copyright Act 1968 and relevant legislation
- are marketing a product or brand
- are in breach of ACN advertising policy.

### Assessment

A preliminary assessment of the application will be made by ACN administrative staff, if all required information and documentation is available, your application will be forwarded to the ACN Education department for review against ACN standards.

ACNs nurse educators have expertise across a number of areas that include education, management and clinical nursing specialties. Our educators review the application, recommend CPD activity for endorsement and allocate appropriate CPD hours for the activity.

Please note that whilst every effort is made to notify applicants of the outcome of the endorsement within four to six weeks, availability of assessors may result in delays.



## Approval

You will be notified by your nominated email address once your CPD activity has been approved. The email will include approval to use the ACN Endorsement logo as well as guidelines around the use of the logo. Please note that ACNs name and logo are copyright protected and it is an offence to use these without permission from ACN.

Endorsement is valid for two years from the date of endorsement or until significant change to the content of the CPD activity (more than 10 percent). Endorsement for individual events such as conferences is valid only for the duration of the event. However in the event that the content is changed significantly, please contact ACN to see if further endorsement is required.

If your application is not recommended for Endorsement, you will be notified in writing with a summary of findings, no fees will be charged. If you wish to resubmit, you will be required to pay the endorsement fee again.

## Reporting

You are required to complete a CPD activity evaluation report if you have received endorsement for a once off event such as a conference. This involves emailing a summary of the results from the evaluation forms given to participants upon completion of the event, to [endorsement@acn.edu.au](mailto:endorsement@acn.edu.au) within six weeks. If you have received endorsement towards an ongoing event, you will need to send through your evaluation report on an annual basis.



## Frequently asked questions

### What is ACN Endorsement?

Australian College of Nursing (ACN) Endorsement is a quality assurance process in which continuing professional development (CPD) activities for nurses are assessed and endorsed against a set of quality criteria developed in line with professional nursing and education requirements. CPD activities are then allocated relevant CPD hours to assist nurses in meeting the Nursing and Midwifery Board of Australia's [Registration Standard for Continuing Professional Development](#).

### Why do I want ACN Endorsement?

Displaying the ACN logo on your endorsed CPD activity, promotional material and certificates clearly indicates that you are a quality provider of nursing education and training. Nurses attending an ACN endorsed CPD activity have the confidence that the CPD activity has met high standards consistent with the CPD requirements set by ACN.

### What sort of CPD activity can be endorsed?

Endorsement may be for a single CPD activity such as a workshop, conference, seminar, short course, DVD or online learning package. CPD activities that cannot be assessed for endorsement include CPD activities that are marketing a product or a brand. The CPD activity should be nurse focused and beneficial to nurses.

### How long is ACN Endorsement valid?

ACN Endorsement is valid for two years, or until a significant change is required and more than 10% of the content is changed. ACN Endorsement of conferences is only valid for the duration of the conference. You will need to submit a new application for endorsement of your conference each year.

### How long will it take to receive confirmation of endorsement from the date of my application submission?

We aim to have your application reviewed and finalised within four to six weeks, if all the required documentation is in order at application. Please keep in mind that during busy periods, this may take a little longer. ACN does require all your supporting documentation before your application can be reviewed. If your application is missing any of the requested supporting documentation, this will delay the submission to ACN nurse educators and therefore the turnaround time.

### Can my CPD activity be endorsed retrospectively?

No, unfortunately we cannot provide endorsement of a CPD activity in retrospect. A student must have both commenced and completed their study within the endorsed period to be eligible for ACN endorsed CPD hours.

### Can I submit multiple CPD activities on one application?

You will need to submit an application for each CPD activity requiring ACN Endorsement. If your CPD activity consists of multiple units, and you intend to submit these units collectively under one application, you must be able to clearly show that each unit is part of the larger CPD activity and students will only receive a certificate upon completion of all modules within the CPD activity. If certificates and CPD hours are awarded at the end of each unit, you will need to submit separate applications.





## **How do I know how many CPD hours my activity is eligible for?**

One hour of active learning is equivalent to one CPD hour. Please note, the correct terminology is now CPD hours and no longer CPD points. Upon approval of your application, ACN will advise how many CPD hours have been allocated.

## ACN Endorsement Fees

Fees for endorsement are set out below. Assessment and endorsement of a single CPD activity is \$550 (including GST). The fee is not related to the length of the proposed CPD activity. Full payment must accompany your application for endorsement.

If your application is unsuccessful, no fees will be charged.

Endorsement period	Endorsement fee (incl. GST)
2 years	\$550 per CPD activity

### Bulk Discounts

#### *Multiple applications greater than 20*

If you intend to apply for ACN Endorsement for more than 20 CPD activities you may be able to take advantage of our 'bundle' reduced prices. Please contact ACN Endorsement to discuss potential reduced cost for multiple applications greater than 20.

### *Re-Endorsement*

If you have previously had your CPD activity endorsed by ACN you may be eligible for a discount. This discount is only applicable if you have not made significant changes to your CPD activity content.

### *ACN Affiliation Program*

ACN offers four levels of [organisation affiliation](#), all of which are eligible for a discount on ACN Endorsement.

If you wish to become a part of the **ACN Affiliation Program**, please contact our Affiliations Specialist at [affiliation@acn.edu.au](mailto:affiliation@acn.edu.au).

Affiliation level	Endorsement discount
<b>Platinum</b>	20%
<b>Gold</b>	20%
<b>Silver</b>	15%
<b>Bronze</b>	10%

### *Terms and conditions*

1. Endorsement by ACN is only valid if the information provided is correct and complies with the [Copyright Act 1968](#) and relevant legislation.
2. Endorsement becomes invalid if the content or organisational aspect of the CPD activity change by 10 percent or more. Re-submission is then required.
3. Organisations may not advertise that the CPD activity is endorsed, or use the ACN logo without the express permission of ACN.
4. Endorsement becomes invalid after two years from the date of endorsement.



## Required supporting documentation

Please include the following with your application:

### Your organisation:

- Public Liability and/or Professional Indemnity Insurance (Certificate of Currency) – please make sure this is current and has not expired.
- Code of Practice – a set of rules or principles for the conduct or management of, in this case, a CPD activity
- Payment in full, as outlined in the attachment ‘payment details’ of this application.

### Your CPD activity:

- CPD activity outline – this should include your planned CPD activity content, session times, topics and brief description of the CPD activity and target audience. If the CPD activity is **online**, please **include login details**.
- Presentation sample – please include content of the education material that will be presented. For example a power point presentation with course content adequately referenced.
- Short overview of the experts who have developed/written the CPD activity. Include the experts’ names and qualifications.
- CPD activity evaluation – attach a copy of the evaluation/feedback form you plan to use for your CPD activity.
- Your evaluation should include an ability for participants to report the level of relevant learning they experienced for example:
  - have learning needs been met
  - degree of relevance to practice
  - accessible and credible information
- Certificate of attendance/completion to be given to participants on completion of the CPD activity.
  - include name and type of CPD activity
  - space for the name of participant
  - date/time of CPD activity
  - expected CPD hours (to be reviewed by ACN)
  - name of organisation

Please ensure your application is complete and you supply the required supporting documents. If your application is incomplete and supporting documents are not provided, this will delay the approval turnaround time.

If you need any assistance please call us on 1800 265 634 or (02) 6283 3470.

