

# *Writing the Self-Study 2016: Common Errors in Descriptions and Examples*

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# Primary Accreditation Conceptual Framework



# WRITING TO THE CRITERIA

- 2 parts:
  - “**Describe**” – tell the story; similar to a “procedure”
    - No ‘data dumps’
    - If an individual’s name is provided, writer should describe the position/title of the individual to ensure reader can follow the response
  - “**Example**” – provide evidence to substantiate the story; *ideally, mirrors what was said* in the description
    - Can be chosen from activity files or other examples

## Common Errors

- Not addressing the criteria/example
  - Read the criterion carefully and look for key words
  - Example:
    - *SC2-How the Primary Nurse Planner ensures that all Nurse Planners of the Provider Unit are appropriately oriented/trained to implement and adhere to the ANCC accreditation criteria.*
- Not providing both a description AND example
- Not providing a complete description
- Example does not reflect the description provided
- Goals are not measurable and/or do not reflect PU achievements

# OO4—Quality Outcomes

- Goals should be
  - Measurable (i.e. SMART goals)
  - **Related to the PU** (not the larger organization)
  - **Ones the PU can impact and have control over** (not goals that are controlled largely by other departments or the organization as a whole)

# • OO4—Quality Outcomes

- List QO measure that PU collects, monitors, and evaluated specific to PU
- **Examples:**
  - Cost savings for customers
  - Cost savings for Approved PU
  - Volume of participants in educational activities
  - Volume of educational activities provided
  - Satisfaction of staff and volunteers
  - Satisfaction of learners
  - Satisfaction of faculty
  - Change in format of CNE activities to meet the needs of learners
  - Change in operations to achieve strategic goals
  - Operational improvements
  - Quality/cost measures
  - Turnover/vacancy for Approved PU staff and volunteers
  - Professional development opportunities for staff and volunteers

## • OO4—Quality Outcomes

- List QO measures that PU collects, monitors, and evaluated over past 12 months specific to nursing professional development
- **Examples:**
  - Professional practice behaviors
  - Leadership skills
  - Critical thinking skills
  - Nurse competency
  - National certifications
  - High-quality care based on best-available evidence
  - Improvement in nursing practice
  - Improvement in patient outcomes
  - Improvement in nursing care delivery
  - Improvement in nursing professional development re: CNE

## IMPORTANT

*The role of the Primary Nurse Planner is essential throughout the PU and should be well-documented throughout the self-study.*



# SAMPLE RESPONSE

## Description:

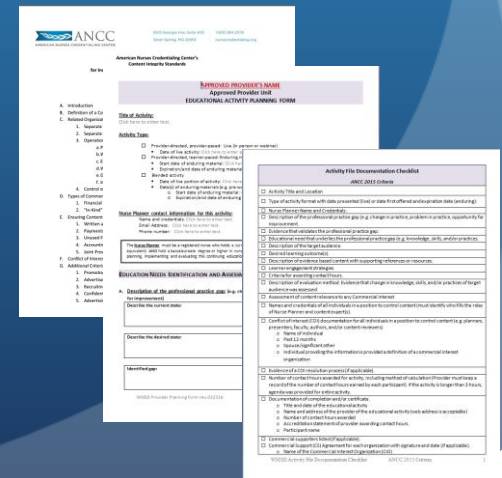
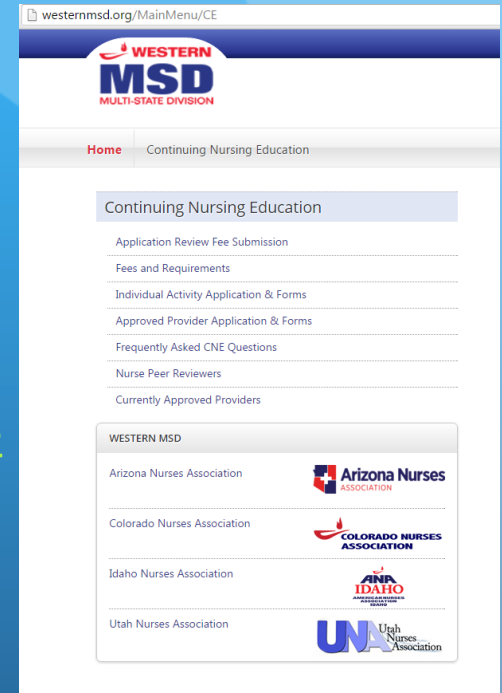
Actual and potential conflicts of interest are evaluated closely by our Primary Nurse Planner. We have not had a conflict of interest identified yet because we very thoroughly review every conflict of interest form for each educational activity.

## Example:

One example of how we evaluate conflict of interest is by closely examining the content chosen for educational activities. If the content chosen is based on the best available evidence and there is no bias located in the content or the slides for the educational activity, then we can be confident that we have evaluated the educational activity before it is presented for potential conflict of interest. Then, we look at the evaluation forms to determine if there is any bias that is reported. If anyone does indicate bias, we look at the comments on the evaluation and follow up on each one that is reported.

# WMSD Resources

- WMSD Website
  - <http://www.westernmsd.org/MainMenu/CE>
- WMSD Approved Provider Application and Resources
  - <http://www.westernmsd.org/MainMenu/CE/Approved-Provider-Application>
  - **Approved Provider Application – Self Study**
  - **Approved Provider Annual Reports**
  - **Approved Provider Activity Documentation Forms**
  - **Resources to Learn ANCC Criteria and Self Study Application Requirements**
    - ANCC Content Integrity Standards
    - <http://www.nursecredentialing.org/Accreditation-CEContentIntegrity.pdf>
- WMSD Website FAQs
  - <http://westernmsd.org/MainMenu/CE/Frequently-Asked-CNE-Questions>



# ANCC Resources

- ANCC Website
  - Resource page
    - <http://www.nursecredentialing.org/Accreditation/ResourcesServices>
  - FAQs
    - <http://www.nursecredentialing.org/AccreditationFAQ.asp>
  - **Accredited Provider** Application manual – *note there are variances for Approved Providers requirements*
    - <http://www.nursecredentialing.org/Search.aspx?SearchPhrase=application+manual>
  - Content Integrity Standards
    - <http://www.nursecredentialing.org/Accreditation-CEContentIntegrity.pdf>

