

# Continuing Education Process

(Events approved through Joint Accreditation by Ascension/St. Vincent’s Health)

The table below outlines the process, details and timelines that should be followed to provide continuing education for your event. **Keeping the timelines contained in this table is important for ensuring continuing education credits can be provided for your event and ensuring that the Ascension Continuing Education Team meets the accreditation standards necessary to maintain our Joint Accreditation provider unit.**

	Timeline	Responsible Party	Item
<b>Before Event</b>			
<input type="checkbox"/>	60 Days Prior to Event	Event Organizer Regional Planner	<p><b><u>SCREENING PROCESS</u></b></p> <p>Complete the <a href="#">Continuing Education Request Form</a> found on the Care Excellence myCommunities site to determine if the activity is eligible for credit hours.</p> <ul style="list-style-type: none"> <li>• For Nursing, Physician and Pharmacy requests only</li> </ul>
<input type="checkbox"/>	After Receipt of Continuing Education Request Form	Event Organizer, Planning team, Continuing Education Team, Regional Planner	<p><b><u>CONSULT MEETING &amp; FORMS PROCESS</u></b></p> <ul style="list-style-type: none"> <li>• The Regional Planner will consult with all members of the planning committee listed within the Continuing Education Request Form.</li> <li>• For national education activities a consult meeting will be scheduled by the Ascension Continuing Education team with all members of the planning committee listed.</li> <li>• After meeting, the Regional Planner or Continuing Education Team will e-mail the following forms to the event requestor/organizer of the learning activity:               <ul style="list-style-type: none"> <li>○ Joint Application</li> <li>○ Joint Disclosure Form</li> <li>○ Needs Assessment</li> </ul> </li> </ul>
<input type="checkbox"/>	After Consult Meeting	Event Organizer Regional Planner	<p><b><u>PLANNING</u></b></p> <ul style="list-style-type: none"> <li>• Complete Application</li> <li>• Send e-mail to all speakers and planners (those that can influence the content of the activity) to complete a Financial Disclosure and CV/Bio</li> <li>• Collect: Proposed agenda, objectives, and planning meeting minutes (these documents are not expected to be final)</li> </ul>
<input type="checkbox"/>	30 Days Prior to Event	Event Organizer Regional Planner	<p>Send completed Application, Disclosure Forms, CV/Bios, marketing materials(flyer) to the Continuing Education team:</p> <ul style="list-style-type: none"> <li>• E-mail – <a href="mailto:katherine.cherry@ascension.org">katherine.cherry@ascension.org</a>; <a href="mailto:lisa.davis2@ascension.org">lisa.davis2@ascension.org</a></li> </ul>
<input type="checkbox"/>	After Completion of Documents	Continuing Education Team	<p>The Continuing Education team will send to CE Committee for review and initial approval. Once approved, the Continuing Education team will send approval and accreditation information to the Regional Planner.</p>

	Timeline	Responsible Party	Item
<b>Before Event</b>			
<input type="checkbox"/>	<b>14 Calendar Days Prior to Event</b>	<b>Event Organizer Regional Planner</b>	<p>Send Final Documents to Continuing Education team including:</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Session Objectives</li> <li>• Presentations</li> <li>• Marketing Materials</li> <li>• E-mail - <a href="mailto:katherine.cherry@ascension.org">katherine.cherry@ascension.org</a>; <a href="mailto:lisa.davis2@ascension.org">lisa.davis2@ascension.org</a></li> </ul> <p><b>If your event is cancelled or rescheduled at any time, please notify the Continuing Education team listed above immediately.</b></p>
<input type="checkbox"/>	<b>After Completed Final Documents are Received</b>	<b>Continuing Education Team and Event Organizer</b>	Regional Planners will provide the evaluation for the event. Continuing Education team will provide the evaluation for national events.
<input type="checkbox"/>	<b>Prior to Event</b>	<b>Event Organizer Regional Planner</b>	<ul style="list-style-type: none"> <li>• Send sign-in sheet for the event to the event organizer. <b>The version provided for this event must be used. Please do not use versions provided for previous sessions. (This is not applicable to webinars/online trainings)</b></li> <li>• The REDCap evaluation link and script will be created by the Regional Planner and emailed to the event organizer.</li> </ul>
<input type="checkbox"/>	<b>Prior to Event</b>	<b>Event Organizer</b>	Update the disclosure slide in the PowerPoint to reflect the speakers for this event.
<input type="checkbox"/>	<b>Day of Event</b>	<b>Event Organizer</b>	<p>Hold Event</p> <ul style="list-style-type: none"> <li>• Encourage participants to complete evaluation at the end of the activity. The participants must complete a survey to be eligible for contact hours.</li> </ul>
<b>After Event</b>			
<input type="checkbox"/>	<b>After Evaluation Link is Received</b>	<b>Regional Planner</b>	<ul style="list-style-type: none"> <li>• Send out evaluation link to all attendees.</li> </ul>
<input type="checkbox"/>	<b>2 Days After Event</b>	<b>Event Organizer</b>	<p>Provide completed sign-in sheet to the Continuing Education team</p> <ul style="list-style-type: none"> <li>• E-mail - <a href="mailto:katherine.cherry@ascension.org">katherine.cherry@ascension.org</a>; <a href="mailto:lisa.davis2@ascension.org">lisa.davis2@ascension.org</a>;</li> <li>• For training delivered in a virtual setting other than myLearning (i.e. Skype, Zoom) please provide an attendance log/participant list from that application.</li> </ul>
<input type="checkbox"/>	<b>14 Days Following Evaluation Assignment</b>	<b>Regional Planner</b>	REDCap evaluations will close 14 calendar days following evaluation link being sent to attendees.
<input type="checkbox"/>	<b>No later than 30 Days Following Close of Evaluation</b>	<b>Continuing Education Team</b>	Regional Planners will create certificates and send to the attendees who completed evaluations in REDCap within 30 days of the evaluation closing.
<input type="checkbox"/>	<b>No later than 30 Days Following Close of Evaluation</b>	<b>Regional Planner</b>	Will notify the continuing education team that all files are complete and will add to JAPARS. Regional Planner will send evaluation summary report to continuing education team.
<input type="checkbox"/>	<b>60 Day Outcomes Measure</b>	<b>Regional Planner</b>	A link will send out Outcomes Measurement to gage changes in the practice behavior of participants