NCPD ACTIVITY FILE REQUIREMENT	REQUIRED ELEMENTS
TITLE OF ACTIVITY	
Location of activity	☐ In-person events: Include city, state, country ☐ Virtual and online enduring: Indicate “online” for the activity location.
Type of activity format	Indicate if the activity is live, enduring, or blended.
Nurse Planner name and credentials	☐ Nurse Planner name ☐ Credentials of Nurse Planner
Date or date range	☐ If live, it must include the date the activity was first offered and subsequent offering dates, if applicable. ☐ If an enduring activity, it must include the date the activity was first offered, subsequent review dates, and the expiration date.
Identify the target audience	☐ The target audience **must** include the registered nurse, but may also include other members of the healthcare team.
Description of professional practice gap	☐ What is the problem or opportunity that needs to be addressed by this activity?
Evidence that validates the professional practice gap	☐ What data (quantitative, qualitative, anecdotal) supports the need for this educational activity? ☐ Data can come from a number of sources, including, but not limited to: — Survey data from stakeholders, target audience, and subject matter experts — Input from stakeholders (learners, managers, healthcare team) — Evidence from quality studies and/or performance — Improvement activities to identify opportunities for improvement — Evaluation data from previous activities — Trends in literature — Direct observation ◆ **It is not sufficient to state that the evidence to support the professional practice gap is that there was a “request” or that the education is “mandated.”**

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Educational needs that underlie the professional practice gap	☐ Indicate the underlying educational need: Knowledge, skill, and/or practice. — What do the learners not know **(knowledge)**? — What do the learners not know how to do **(skill)**? — What are the learners unable to implement or integrate into their practice setting **(practice)**?
The established professional competencies and the professional source that developed the competencies.	☐ Identify the professional competencies that have been identified from a professional source (i.e., a specialty organization, ANA scopes and standards, a state practice act). ☐ Identified competencies must align with the professional practice gap and the underlying educational need(s). ☐ Identify the professional source that developed the competencies.
Desired learning outcome(s)	☐ Provide a measurable learning outcome that demonstrates what learners should know, show, or do upon completing the activity. ☐ Learning outcome(s) must align with the professional practice gap, underlying educational need(s), and identified competencies. An outcome must be identified to address each underlying educational need. ◆ **Learning outcomes are distinct from learning objectives.**
Description of the assessment method	☐ A description of the method that will be used to assess/measure achievement of the learning outcome(s) and demonstrate a change in knowledge, skills, and/or practice as a result of the educational offering. ☐ Assessment methods must align with the professional practice gap, underlying educational need(s), identified competencies, and learning outcome(s). An assessment method must be selected to measure each outcome. ◆ **The intent to change practice is not an acceptable short-term or long-term assessment method for measuring impact or change in practice.**
Active learning strategies used	☐ Provide the active learning strategies that were incorporated into the educational activity. ☐ Active learning strategies must be congruent with the activity format and the underlying educational need. ◆ **Q&A is not considered an active learning strategy.**

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Description of the evidence-based content	☐ Describe the content of the educational activity. ☐ May use a table, an outline format, an abstract, a detailed agenda, or a narrative response.
References or resources used to support the evidence-based content	☐ Identify and include the best available evidence reference(s) that support the content of the educational activity. ☐ References are not required to be provided in APA format. However, references should include adequate detail to ensure that the information referenced can be located (i.e., page number, date, standards number). ◆ **External URL links to resources are not acceptable.** ◆ **Having an expert speaker is not sufficient to support evidence-based content. Published references must also be present.**
Attestation that the activity meets the expectations of all three elements of Standard 2	☐ Provide an attestation statement within the activity documentation that states the activity meets the requirements outlined in Standard 2.
Number of contact hours awarded for the activity, including the method of calculation	☐ Provide the number of contact hours awarded, and the method of calculation must be defensible. ◆ **If the activity is longer than three hours, an agenda must be provided for the entire activity.**
Documentation of completion and/or certificate	☐ Title of the educational activity ☐ Date of the educational activity (if enduring, include the actual date that the learner has completed the activity) ☐ Name and address of the provider of the educational activity (web address or email address is acceptable) ☐ Number of contact hours awarded ☐ Approval statement ☐ Space for the learners name ◆ **Initial applicants must submit a sample certificate of completion for each educational activity, that includes the accreditation statement to be used once accreditation is attained. The certificate should include all the required elements outlined above.**

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Demonstration of identification and mitigation of financial relationships with ineligible companies for all individuals in a position to control content as outlined in Standard 3	☐ ***If applicable****, for* ***<u>each individual</u>*** in a position to control content, include: ▪ The names of individuals and their roles in planning the activity. ▪ A list of financial relationships, within the past 24 months, in any amount that exists between the individual and the ineligible company (if any). ▪ The form, tool, or mechanism used to collect information regarding financial relationships. ▪ The form/tool/mechanism must include: — Evidence that the individual is provided with the definition of an ineligible company. — Evidence of the financial relationships with ineligible companies that has been collected for the past 24 months. ☐ *If* ***not applicable*** (due to exceptions outlined in Standard 3): ▪ Include a statement in planning documentation that financial relationships were not identified and mitigated because the educational activity was exempt. ▪ Provide a list of the names and roles of all individuals in a position to control content.
Evidence of mitigation of relevant financial relationships with ineligible companies as outlined in Standard 3 (if applicable)	☐ If a relevant financial relationship is identified, document the mitigation strategy implemented.
Commercial support agreement with date as outlined in Standard 4 (if applicable)	☐ If applicable, provide a dated copy of the commercial support letter of agreement (LOA) with the ineligible company that was executed prior to the start of the accredited education. ☐ The commercial support agreement must align with the requirements outlined in Standard 4.
Evidence of appropriate management of ancillary activities in conjunction with the activity, as outlined in Standard 5 (if applicable).	☐ Marketing materials associated with the activity in which advertising or marketing for or on behalf of ineligible companies is permitted. **OR** ☐ Evidence to demonstrate that the accredited education is separated in space and/or time from nonaccredited ancillary activities (i.e., exhibits or nonaccredited education).

EVIDENCE OF DISCLOSURES TO LEARNERS:	
Approval Statement of the provider awarding contact hours	☐ Must be written as outlined in Chapter 3.
Criteria for awarding contact hours statement	☐ Clearly outline what is expected of the learners in order to earn contact hours.
Presence or absence of relevant financial relationship identification and mitigation statement as outlined in Standard 3 (if applicable)	☐ If a relevant financial relationship is identified, the statement includes: ▪ Name of individual with relevant financial relationship ▪ Name of ineligible companies with which they have a relevant financial relationship(s) ▪ The nature of the relationship(s) ▪ A statement that the relationship has been mitigated ☐ If a relevant financial relationship is not identified, the statement includes: ▪ A statement indicating no relevant financial relationships were identified for all individuals in a position to control content.
Enduring activity expiration date statement (if applicable)	☐ The expiration date must be shared with learners and cannot be more than three years from the initial date the activity was offered.
Joint Providership statement (if applicable)	☐ A statement that the activity is jointly provided, which includes the names of the organizations engaged in joint providership.
Commercial Support statement as outlined in Standard 4 (if applicable)	☐ The name(s) of the ineligible company(ies) that gave commercial support. ☐ The nature of the commercial support, if it was in-kind. Disclosure must not include the corporate or product logos, trade names, or product group messages for ineligible companies.