

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Endorsement of Educational Programs
Number of Pages	4
Approval Date	February 2016
Past Revision Dates	November 2009, November 2007
Next Revision Date	November 2018

All applicants wishing to obtain endorsement of continuing education courses from the National Emergency Nurses Association must meet the following criteria:

PREREQUISITES

1. Program purpose, content and objectives are relevant to Emergency Nursing practice and utilize the nursing process. Focus may be clinical, education, administration or research.
2. Must have written recommendation from the applicant's provincial Emergency Nursing group. Where no provincial group exists, a written recommendation of teaching ability from the employer or other must accompany application for endorsement.
3. Recommended course length is a minimum of 3 hours.
4. All applications must be received by NENA at least three months in advance of the course date for consideration and written endorsement.

SUBMISSION OF INFORMATION

1. Applicants must submit the following information regarding the course or program:
 - a. Outline of teaching package.
 - b. A statement of the objectives, goals and purpose of the course. Objectives must be stated in behavioural terms, which are consistent with the program purpose and describe the measurable outcomes for the learner.
 - c. Length of the program or course.
 - d. The target audience.
 - e. The cost of the course (if any) and the disbursement of fees.
 - f. A bibliography to ensure current information is being presented.
2. Applicants must identify individual faculty, noting areas of content being presented and biographical data.

Biographical data must list:

- a. C.V. with educational qualifications and experience.
 - b. Current position.
 - c. Previous teaching experience.
 - d. Current certifications – BLS, ACLS, BTLS, TNCC, ENPC, ENC(C), etc.
 - e. Recent professional development – attendance at courses, seminars, etc.
 - f. Areas of interest.
3. Teaching methods are clearly identified, are appropriate for the number of participants and consistent with educational principles of adult learning.
 4. An evaluation tool is provided that demonstrates:
 - a. The learner's achievement of each objective.

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- b. The teaching effectiveness of each presenter.
- c. The relevance of content to objectives.
- d. The effectiveness of teaching methods.
- e. The appropriateness of facility.
- f. The achievement of personal objectives by the learner.

ENDORSEMENT PROCESS

1. On receipt of completed application information, the NENA Board of Directors will review and determine the endorsement.
2. The Board of Directors will forward a written decision to the applicant, no later than 30 days prior to commencement of the course or program.

All information received from the applicant requesting endorsement will remain in the files of the National Emergency Nurses Association.

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QUALITY ASSURANCE FOR EVALUATION OF A NENA ENDORSED EDUCATIONAL COURSE

Instructor Name(s) _____

Title of Course _____

Date of Course _____ Location of Course _____

You have just had the opportunity to participate in an educational course endorsed by NENA. To ensure maintenance of quality programs, your valuable input and feedback would be appreciated.

There are two portions to this evaluation: instructor evaluation and an overall program evaluation. Please feel free to comment both negatively and/or positively, if applicable.

INSTRUCTOR EVALUATION

Using the rank ordered scale, please evaluate the instructor's performance for the theoretical content of this course or program.

1. Poor 2. Minimal 3. Satisfactory 4. Very Good 5. Excellent

	1	2	3	4	5	COMMENTS
Objectives were met						
Suitability						
Clarity						
Organization						
Relevant Content						
Creativity (AV aids)						
Presentation Format						
Easy to understand						
Relevance to ED nursing						
Met your needs						
						TOTAL _____ of 50

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COURSE EVALUATION

Circle one:

1. Overall program: Poor Fair Good Excellent
2. Length of program: Too Long Too short Adequate
3. Amount of time for discussion: Too long Too short Adequate
4. Topic(s) Pertinent: Yes No Comments: _____
5. Quality of Facility: Poor Fair Good Excellent
6. Would you attend another workshop by this instructor?

Yes No Comments: _____
7. Do you feel NENA should continue to endorse this course or program?
Yes No Comments: _____
8. Would like to see less of: _____
9. Would like to see more of: _____
10. Not included, but would like to see: _____
11. Areas to exclude: _____
12. Comments and recommendations for future workshops/courses:

Thank you for taking the time to complete this form. Your input is valued.

NENA BOARD OF DIRECTORS