The Role of the Nurse Planner

The Nurse Planner (NP) is accountable for oversight of all phases of the educational activity, from the initial planning stages until the post-activity assessment.

A Nurse Planner is a Registered Nurse who holds a current, unencumbered nursing license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent). The NP is actively involved in all aspects of planning, implementation and evaluation of the CNE activity. The NP must have direct involvement in: a) planning the activity from the beginning; b) preparation of the application; and, c) the evaluation and reporting process throughout the 2-year approval period. The NP should be familiar with the principles of adult education, and is responsible for ensuring that appropriate educational design principles are used and the processes are consistent with the requirements of the ANCC Primary Accreditation Program.

The Nurse Planner’s role in identifying and resolving actual and/or potential conflicts of interest is inclusive and requires in-depth evaluation of all individuals in a position to control the content of an educational activity. ANCC (2015) mandates that “The Nurse Planner is responsible for ensuring that all individuals who have the ability to control or influence the content of an educational activity disclose all relevant relationships with any commercial interest, including, but not limited to, members of the Planning Committee, speakers, presenters, authors, and/or content reviewers. Relationships with commercial interest organizations are considered relevant if they existed within the past twelve months” (p 27). If a planner / presenter has a relevant relationship with a commercial interest organization, the Nurse Planner must implement a process and take action to resolve the conflict of interest prior to approval to award CNE.

The NP validates that all required application materials are complete. The NP is responsible for orchestrating and maintaining post-activity evaluation summaries; these must be available upon request by the AHNA. Additionally, the NP ensures that the educational activity is consistent with the AHNA / ANA Holistic Nursing: Scope & Standards for Practice (2013).

The NP is responsible for receiving and responding to all communication from the AHNA Education Assistant and Nurse Peer Review Leader. If you have further questions about the Nurse Planner’s role and responsibilities, email approval@ahna.org.

We would like to acknowledge that the role of the NP requires hours of detailed oversight to ensure adherence to criteria and quality of nursing education necessary to move the profession forward.