

## 5.32 JOINT PROVIDERSHIP Education Committee

Policy #: 5.32  
Original Policy Number: 5.32  
Date Reviewed: 5-11, 8-16  
Approved: 2-12, 8-16

### **POLICY:**

It is the policy of the IAFN to work collaboratively with appropriate agencies/organizations in meeting the educational needs of the healthcare community. All jointly provided activities will meet the guidelines as outlined by the American Nurses Credentialing Center's Commission on Accreditation (COA).

### **PROCEDURE:**

1. IAFN will retain responsibility for all the following in co-provided activities:
  - a. Determination of the educational objectives and content
  - b. Selection of the content specialist planners and presenters
  - c. The awarding of contact hours, as appropriate, for the individual educational activity
  - d. Recordkeeping procedures
  - e. Evaluation methods and categories

a. Objectives and Content: A committee consisting of representatives from both the Education Committee of IAFN and the co-sponsoring agency will collaborate in developing the objectives and content of the program. The IAFN Education Coordinator will chair this planning committee.

b. Presenters/Content specialists: The Co-provider will have input in the selection of the faculty and facility however, IAFN will be responsible for ensuring that an appropriate presenter is selected.

c. Awarding of Contact Hours and Record Keeping: IAFN will award contact hours to each participant upon completion of the educational activity and will maintain education activity and participant records according to the ANCC guidelines.

d. Evaluation: IAFN will be responsible for the distribution and summarization of the activity evaluations. The Co-provider will receive a copy of the summary evaluation. Both parties will discuss the overall evaluation of the activity, the benefit of co-providership, and future plans for collaboration on education activities.
2. Co-Providership Agreement: Representatives from IAFN and the co-provider agency will sign the co-providership agreement form. This document becomes a part of the contact hour program file.