5.33 RECORD KEEPING AND STORAGE SYSTEM FOR CONTINUING NURSING EDUCATION
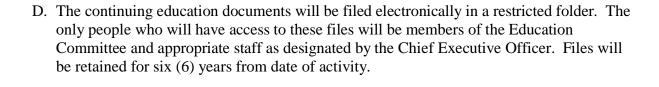## Education Committee

POLICY:

It is the policy of the IAFN that continuing nursing education records will be maintained according to standards set by the American Nurses' Credentialing Center (ANCC).

PROCEDURE:

A. Each continuing education activity will be filed electronically and backed up following the customary backup system.
B. Each file will include the following information (All sample forms will follow ANCC template guidelines):
   a. Title of the activity.
   b. Number of contact hours awarded.
   c. Name, title, and expertise of persons responsible for planning the educational activity and presenters/content specialists and the biographical data form for each.
   d. Description of the needs assessment.
   e. Description of the target audience.
   f. Location(s) and date(s) of the activity
   g. Name and address of participants and number of contact hours awarded to each.
   h. Purpose/goal.
   i. Objectives and content including timeframes.
   j. Teaching/learning strategies, including resources, materials, delivery methods, and learner feedback.
   k. Process to verify completion and how learners were informed of these requirements.
   l. Sample of the certificate awarded to participants.
   m. Copy of the evaluation tool(s) including a summary evaluation.
   n. Marketing/promotional materials.
   o. A copy of the joint providership agreement, if applicable.
   p. A copy of the commercial support agreement, if applicable.
   q. A copy of the faculty disclosure form(s).

C. The Lead Nurse Planner will retain a running list of continuing education activities that will serve as an index for the files. The list will contain the activity title, date(s) given, number of contact hours, and the number of people attending each activity.

D. The continuing education documents will be filed electronically in a restricted folder. The only people who will have access to these files will be members of the Education Committee and appropriate staff as designated by the Chief Executive Officer. Files will be retained for six (6) years from date of activity.