

5.36 NOTIFICATION OF ORGANIZATIONAL CHANGES

Education Committee

Policy #: 5.36
Original Policy Number: N/A
Date Reviewed: 5-12, 8-16
Approved: 8-07, 06-12, 8-16

POLICY:

It is the policy of the IAFN to communicate to the American Nurses Credentialing Center (ANCC) all required reports and notice of any changes in provider unit status.

PROCEDURE:

1. The Lead Nurse Planner will submit any reports of approved continuing education activities if requested by ANCC within 30 days of the request:
2. The following changes in Provider Unit organization will be communicated in writing within 30 days to the ANCC:
 - a. Changes in approved provider organization's name, ownership, or structure.
 - b. Changes in Nurse Planner and Committee directly responsible for implementing the provider process.
 - c. Change in the name of the contact person.
3. The Lead Nurse Planner will notify the ANCC in writing within 30 days of the decision to terminate approved provider activities.

On an annual basis, the Lead Nurse Planner will submit to ANCC a summary report of each session or each activity it has provided during the previous 12 months as per the ANCC's directive.