

5.38 SYSTEM OF AWARDING CREDIT
Education Committee

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POLICY:

It is the policy of the International Association of Forensic Nurses (IAFN) to comply with the American Nurses Credentialing Center's (ANCC) guidelines for awarding credit for educational activities.

PROCEDURE:

Educational learning sessions may be live/enduring activities or independent learning activities, each of which will meet the ANCC guidelines for contact hours.

Live/Enduring Activities will qualify for contact hours as determined by the amount of time spent in organized learning and evaluation.

1. Contact hours are the appropriate ANCC unit of measure for an organized learning activity.
2. A contact hour consists of 60 minutes of organized learning.
 - a. The organized learning activity can be didactic or clinical.
 - b. The evaluation may be considered part of the learning activity and may be included in calculating the number of contact hours.
3. There is no minimum number of contact hours which may be awarded.
4. Contact hours can be awarded in tenths or hundredths; hundredths can be rounded down to tenths, but never rounded up.
5. Contact hour determination for live activities will follow the formula listed below:
 - Divide the total number of minutes of a presentation time (may also add the time for evaluation) by 60 minutes (the length of a contact hour)
 - *For example: 90 minutes of presentation time plus 10 minutes of evaluation time = 100 minutes divided by 60 minutes = 1.66 [or 1.6] contact hours*

Independent Learning Activities will qualify for contact hours determined by pilot testing the activity and then calculating the specific number of contact hours.

1. Pilot testing will be conducted according to ANCC guidelines.
2. Pilot testers will be representative of the target audience and the number of testers will be based upon the purpose and design of the activity.
3. Pilot testing will be conducted with each tester as follows:
 - a. A full learning package, including all requirements is provided for each tester to complete.
 - b. Each tester is instructed to:
 - i. Record the time it took to complete the learning package.
 - ii. Complete the package in one session.
 - iii. Complete the evaluation, which includes attesting to the effectiveness of the pilot testing design and teaching/learning resources.
 - iv. Provide additional information concerning the testing if requested.

4. Evaluation of the pilot test
 - a. A summary of the pilot tester's evaluations will be reviewed to determine if all objectives were met.
 - b. Feedback from pilot testers will provide data for adjustments to the teaching/learning materials.
 - c. If feedback leads to major revisions in the teaching/learning materials, a new pilot test will be conducted following the revisions.
5. Contact hour determination is based on results of the pilot test by the following method:
 - The total amount of time spent by all the pilot testers is divided by the number of pilot testers, which equals the average number of minutes to complete the activity.
 - *For example: The total amount of time to complete the package = 1,229 minutes, divided by 10 pilot testers [1229 minutes divided by 10] = 122.90 minutes. 122.90 minutes divided by 60 minutes (the length of a contact hour) = 2.04 contact hours*