Successful Chapter Programs

Speakers:

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Full Disclosure: Nothing to disclose

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Full Disclosure: Nothing to disclose

Objectives:

1. Discuss best practices for planning chapter programs.
2. Describe resources that can be used to facilitate the program planning process.

Notes:
Planning Successful Chapter Programs

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York Cancer Center, York, PA
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Oncology Nursing Society

Disclosures

• Barbara Lubejko
  — Employee of ONS
  — Appraiser of applicants to the American Nurses Credentialing Center
• Diane McElwain
  — Nothing to disclose

Program Objectives

• Discuss best practices for planning chapter programs.
• Describe resources that can be used to facilitate the program planning process.
Planning Team/Committee

- **Role:**
  - Identifying need
  - Planning program
  - Applying for credit
  - Evaluating program
  - Maintaining records

- **Who needs to be on the team?**
  - Nurse planner
  - Content experts
  - Other who can help

Planning Team

- **Nurse Planner**
  - Minimum bachelors in nursing
  - Education and/or experience planning professional education activities
  - Familiar with ANCC criteria
  - Involved in all aspects of planning, implementing and evaluating

- **Content expert**
  - Sufficient knowledge of content to determine adequacy and appropriateness
  - Does not need to be a nurse
  - Can be a speaker

- **Other planners: What do they contribute?**

Learning Needs Assessment

- **Who are your learners?**
  - Nursing roles
  - Practice settings
  - Education level

- **How can you find out what do they need to learn?**
  - Evaluations from previous programs
  - Survey
  - Informal discussions
  - Trends in literature
Addressing Learning Needs

- **Gaps**
  - Knowledge (knows)
  - Skills (knows how)
  - Practice (shows/does)
- **Desired outcome/goal**
  - Should match the identified need and gap

<table>
<thead>
<tr>
<th>Type of Gap</th>
<th>Learning Techniques</th>
<th>Desired outcome/goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>Didactic, Discussion, Pre/post test, Case studies, Games</td>
<td>Describe/discuss/identify “Identify three points to include in patient education about management of skin reactions.”</td>
</tr>
<tr>
<td>Skills</td>
<td>Case studies with group discussion, Demonstration/Return demonstration, Simulation</td>
<td>Explains/summarizes/differentiates “Explains the key components of a distress assessment in newly diagnosed cancer patients.”</td>
</tr>
</tbody>
</table>

Writing goals and objectives

- **Goal**: Define the overall outcome you would like for your learners to achieve.
- **Objectives**: Description of the specific knowledge, skill or attitude a successful learner will achieve.
  - Flow from the program goal
  - Focus on single measurable action and outcome
  - Reflect the learner’s progression through the activity
Presenters

• Who can present the desired topic?
  – Content expert
  – Teaching experience
  – Availability
• Where to find presenters?
  – Previous programs
  – Experts in community
  – Chapter members
  – Speakers bureaus

Conflict of Interest

• Conflict of interest requires:
  – Financial relationship with a commercial entity
  – Content of the program includes reference to products or services of that commercial entity
  – Being in a role that can influence the content of a program (planner/presenter/content expert/author)
• CNE programs must be planned and implemented without influence by commercial entities that can benefit
• COI must be resolved before the person may be involved in planning, developing content or presenting

Evaluation of Conflict of Interest

• Data collection
• Evaluation by Nurse Planner
  – Any financial relationships with commercial companies
  – Products of those companies being discussed?
  – If yes COI which must be resolved
• Evaluation of Nurse Planner COI
  – Nurse planner may not have COI
  – May not evaluate own COI
Resolution of Conflict of Interest

- Planner conflict:
  - Recuse themselves from discussions related to products of companies have relationship with
  - Have nurse planner or content expert review the program to ensure no bias

- Speaker conflict:
  - Replace speaker with someone without COI
  - Remove content related to the commercial product; can focus on classes of products but not specific products
  - Have someone without COI present information about commercial products
  - Have nurse planner or content expert closely evaluate the content for preference for specific commercial products

Resolution of Conflict of Interest

- Employees of commercial companies
  - CANNOT be on planning team IF their employer is providing commercial support
  - CAN be on a planning team if the content is NOT related to the products of employer
  - CANNOT present content about products of their employer
  - CAN present non-related content

Evaluating Your Program*

<table>
<thead>
<tr>
<th>Desired outcome/goal</th>
<th>Learning Techniques</th>
<th>Evaluation Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe/discuss/identify</td>
<td>Didactic</td>
<td>Discussion/debriefing at the end of the program</td>
</tr>
<tr>
<td></td>
<td>Discussion</td>
<td>Pre/post test</td>
</tr>
<tr>
<td></td>
<td>Pre/post test</td>
<td>Case study with group discussion</td>
</tr>
<tr>
<td></td>
<td>Case studies</td>
<td>Case study with group discussion</td>
</tr>
<tr>
<td></td>
<td>Games</td>
<td>Case study with group discussion</td>
</tr>
<tr>
<td>Explain/summarizes/differenciates</td>
<td>Case studies with group discussion</td>
<td>Case studies with group discussion</td>
</tr>
<tr>
<td></td>
<td>Demonstration/Return demonstration</td>
<td>Return demonstration</td>
</tr>
<tr>
<td></td>
<td>Simulation</td>
<td>Simulation</td>
</tr>
<tr>
<td>Demonstrate/prepare/uses</td>
<td>Review of current practice</td>
<td>Follow-up survey</td>
</tr>
<tr>
<td></td>
<td>Return demonstration</td>
<td>Interviews</td>
</tr>
<tr>
<td></td>
<td>Simulation</td>
<td>Return demonstration/ simulation</td>
</tr>
<tr>
<td></td>
<td>Supervised practice</td>
<td>Observation of practice</td>
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<tr>
<td></td>
<td></td>
<td>Record audits</td>
</tr>
</tbody>
</table>

*In addition to learner satisfaction, speaker quality and whether met goal/objectives
What challenges have you faced in planning chapter programs?

Challenges in Planning Chapter Programs
• Adequate volunteers within the Chapter
• Knowledge of continuing education planning
• Determining topics of interest to members
• Access to speakers
• Obtaining adequate funding
• RSVP’s

Needs Assessment
Sent in Fall each year — Survey Monkey, ONS Resources
Questions:
• Please indicate those areas of clinical care which you would like to see as a meeting topic. (Select all that apply)
• What cancer sites are of the greatest interest to you? (Select all that apply)
• What areas of Oncology Nursing Practice would you like to see addressed at CCONS meetings?
• What topics are of interest to you in the area of healthcare environment?
• The program committee is dedicated to providing CCONS membership with educational programs that meet their needs, if you have a topic or speaker that you would like to recommend please list below.
CCONS 2013 Programs

Date Topic / Speaker / Location / Committee Person In Charge
- 1/10/2013 CML / Restaurant / Doris Garnett
- 2/13/2013 Update on GYN oncology / Riverside / Alicia Defrancesco
- 3/14/2013 Genetics behind personalized medicine Lisa Maggio Restaurant Lisa Radebaugh
- 4/11/2013 Legal Issues in Oncology Nursing / OSMA / Karen Creek with Doris
- 5/9/2013 The Art of Caring / Restaurant / Lisa Geddis / Team
- 9/12/2013 New Drug Update / Columbus Cancer Clinic / Lisa Geddis
- 10/10/2013 Thromboembolic Events / Zangmeister Center / Bertie Ford
- 11/14/2013 Lung Cancer / OSU / Rupa Ghosh / Berkebile
- 1/12/2014 Transplant in the hem onc patient / Restaurant / Doris Garnett

My World

- One program chairperson for our chapter
- Opportunities to attend other conferences
- Opportunities to meet with pharmaceutical representatives
- Preparing applications and making plans on work time
- Computer savvy

Challenges in Working with Presenters

- Obtaining biographical information and disclosures
- Funding for honoraria and travel
- Obtaining materials for slides, handouts, etc.
- Oversight of presentation
  - Monitor for bias
  - Ensure addressing what requested
- Time keeping
Costs Associated with CNE programming

- Presenters
  - Honoraria
  - Travel
- Program location
  - Room rental
  - AV equipment
  - Meals
- CNE application fees

Managing Program Costs

- Program location
- Local speakers within the chapter and your health systems
- Partnering with local organizations
- Using email and social media for marketing and deciding who maintains “the list”

Funding for Chapter Programs

- Traditional funding sources
  - Commercial companies
  - Registration fees
- Less traditional funding sources
  - Non-commercial organizations
  - Vendor fairs
  - “Advertisements” before a program
Don’t Despair

• Talk to Everyone!
• Tap into your local Physicians and Nurse Experts
• Think outside the box of clinical information only!

Using Commercial Support

• Financial or in-kind contributions by a commercial interest with the intent of supporting program costs.
• Commercial support does not include:
  – Providers of direct clinical services to patients, government entities, non-profits or non-healthcare related entities.
  – Money paid specifically for display space.
• All funding MUST be paid to the provider who will manage all payments for services, honoraria, etc
• Steps to maintain integrity and prevent bias
  – During planning
  – During presentations

ONS Chapter Programming

“In a Box”

• Designed to meet today’s challenges
• “Programs in a Box”
  – PowerPoint slides
  – Speaker notes
  – Handouts
  – Learning Activities
• Chapters choose topic and secure speaker to conduct presentation

1. ONS Commercial Support Position
2. ANCC Content Integrity Standards for Industry Support in Continuing Nursing Educational Activities
ONS Chapter Programming
“In a Box”

- Topics chosen based on member needs in areas not commonly addressed in chapter programming
  - Updates in Cancer Screening
  - Survivorship Care Planning
  - Difficult Patient & Family Communication in Oncology
  - Distress Screening and Management
  - Professional Communication in Oncology Nursing
  - Compassion Fatigue
  - Developing Your Chapter Leadership

ONS Chapter Programming
in a Box

- Free CNE hours will be available through ONS Approver Unit
- Step by step information also included in materials to assist in application process
- Already posted on every chapter’s Virtual Community site
- Questions? Contact Education Dept. at educationcourses@ons.org

Applying for CNE Credit

- Organizations that approve nursing programs (ANCC accredited approvers)
  - State nursing organizations
  - Professional nursing organizations
Tips for Applying for CNE Credit

• Start planning at least 3-4 months before a program
• Check applications requirements when start planning
• Collect data from planning team members and presenters ASAP
• Work with a mentor if possible
• Contact approver with questions

CNE Application Resources

• American Nurses Credentialing Center Manual
  – Educational Design Process
• ONS Approver Unit website
  – General instructions
  – ONS Approver Application – Required information
  – Section by section instructions
  – Template forms
  – Online submission system

ONS Approver Unit Staff

• Email: ceapprover@ons.org
• Barbara Lubejko, RN, MS
  – 412-859-6377
  – blubejko@ons.org
• Rita Berteotti
  – 412-859-6287
Questions?

References/Resources


• ONS Approver Unit webpage - http://www.ons.org/CNECentral/Approver

• ONS Commercial Support Position - http://www.ons.org/Publications/Positions