

Application for endorsement of resource

APNA is committed to supporting primary health care nurses in developing their knowledge and skills. APNA aims to support, facilitate and promote professional development opportunities to its members. Continuing professional development (CPD) is an essential part of a nurse's role, to ensure they are current with the latest clinical teaching and they fulfill their AHPRA registration requirements.

What is APNA endorsement?

APNA Endorsement is a process by which professional development activities are peer reviewed by members of the profession and validated against a set of quality standards. Through endorsement APNA recognise best practice adult learning within the context and scope of primary health care nursing practice. Primary health care nurses undertaking APNA Endorsed activities can be confident that they are relevant, professionally delivered and include a formal evaluation.

Why have your educational resource endorsed?

We promote endorsed resources to primary health care nurses to ensure that quality resources which meet the high standards demanded by the profession are recognised. To have a resource approved for APNA endorsement you must be a credible organisation committed to supporting the needs of our primary health care nurses. APNA will work with the applicant to promote the endorsed resource appropriately and allow use of the APNA endorsement logo for marketing of the resource.

Benefits

- Promotion of the endorsed resource via APNA's website.
- Allow the use of APNA's endorsement logo for marketing purposes.
- Endorsed resource advertised multiple times to APNA's database via The Connect

The aims of APNA endorsement are:

- To guide organisations in the standards required by the profession.
- To encourage organisations to adopt best practice educational principles when developing CPD activities.
- To recognise APNA members' commitment to CPD and guide participants in the allocation of appropriate CPD hours for the purpose of meeting their requirements under national registration.
- Provide the opportunity for education providers to receive feedback from APNA, ensuring endorsed activities accurately reflect the primary health care nursing context and scope of practice.
- An easy way for APNA members to find endorsed CPD on topics they seek to expand their knowledge on.
- For APNA to advertise quality education to it's nursing database.

What educational resource can be endorsed by APNA?

Any resource developed meeting evidence based guidelines to support education and learning needs for primary healthcare nurses or to advance nursing in primary health care can be submitted for endorsement.

Application process:

The completed application form along with all supporting documents and payment must be submitted to the APNA office. Once the application and payment has been confirmed, applications are forwarded to nominated APNA assessors for adherence to the quality standards. All APNA assessors have advanced knowledge in various specialties. Applications may be submitted at any time; however, applicants should acknowledge the time taken to complete an application process to ensure sufficient time is granted before the proposed date of each activity. Applicants are usually notified of the outcome of their application within 4 – 6 weeks.

If there are issues that needs to be resolved for the application to be successful, there will be an opportunity to provide a response to feedback from the assessor to improve their activity and meet endorsement criteria. However, a maximum of three rounds of feedback are given and if the issues are not resolved the application will be unsuccessful and your application will be declined.

Successful endorsement:

Once endorsement is granted, APNA will contact you to outline the conditions of endorsement and to provide an electronic copy of the APNA Endorsed logo for use in promoting your resource. APNA's name and logo is copyright and is not to be used without authorisation from APNA. The APNA Endorsed logo can only be used in conjunction with the relevant APNA Endorsed resource. Any infringement or misuse could result in legal proceedings and the withdrawal of endorsement.

APNA must be notified if considerable changes are made to an endorsed activity's content, delivery, outcomes or objectives during the endorsement period. APNA will then review changes and advise if the endorsement is still valid. It is the responsibility of the applicant organisation to contact APNA should the content be changed considerably.

Endorsement becomes invalid once the 24 month endorsement period ends. Providers may apply for re-endorsement after this period. APNA will assess the activity and evaluate the re-submission. If an endorsed resource fails to adhere to APNA Endorsement standards and guidelines at any point within the 24 month endorsement period then APNA Endorsement may be withdrawn, and evidence requested demonstrating how the activity will meet the required standards. In all cases APNA is committed to working with applicants to ensure a successful APNA Endorsement program.

What if my application is unsuccessful?

If there are issues that needs to be resolved for the application to be successful, there will be an opportunity to provide a response to feedback from the assessor to improve their activity and meet endorsement criteria. However, a maximum of three rounds of feedback are given and if the issues are not resolved the application will be unsuccessful and your application will be declined.

If your application is unsuccessful you may resubmit your application at full cost. If resubmitting, applicants will be required to clearly demonstrate how they have addressed any issues or concerns and will meet APNA's expected quality standards. APNA's endorsement is at APNA's discretion.

How much does it cost?

0 – 2 CPD hours	\$1250.00 inc. GST
3 CPD hours +	\$1300.00 + \$50.00 / hour inc. GST

Only one resource can be endorsed per application and endorsement of that activity will apply for 24 months.

CPD hours:

APNA will provide guidance to successful applicants on the relevant CPD hours that participants may be entitled to claim. APNA is not responsible for logging participants CPD hours at the completion of an endorsed activity. It is the responsibility of the attendee to keep a log of their CPD hours. APNA does offer a CPD Portal that allows APNA members to securely record, store and retrieve their CPD through a simple and accessible web portal. The CPD portal can be found at <http://www.apna.asn.au/>.

Submitting an application and enquiries:

For any enquiries regarding APNA endorsement please contact us via email or telephone (see below). Submission of applications can be sent via email to <mailto:education@apna.asn.au> or by mail to:

Professional Services APNA
Level 17, 350 Queen Street,
Melbourne VIC 3000
Tel: 03 9322 9500 Fax: 03 9669 7499
Email: endorsement@apna.asn.au
web: www.apna.asn.au

APNA Endorsement Quality Standards

Below are a set of standards for endorsement of resources. Please provide adequate information to meet these standards.

Quality Standard 1

The resource is highly relevant to the needs of primary health care nurses to provide high quality nursing care in a primary health care setting

The resource should be relevant to the needs of primary health care nurses and the context of their nursing practice. APNA encourages that at least one primary health care nurse is consulted in the development of the resource. Experts who understand primary health care nursing should also be involved in the development of the resource.

Quality Standard 2

The content of the resource is evidence based and of high quality

Information contained in the resource must be evidence based and outcomes should reflect current best practice.

Quality Standard 3

The production and distribution of the resource is professional

The resource is widely available and easily accessible to nurses.

Quality Standard 4

The resource is formally reviewed on a regular basis.

APNA recommends an annual review of the resource.

Quality Standard 5

The resource is developed by a credible organisation

In order to be eligible for APNA Endorsement an organisation must conduct its business within relevant state and Commonwealth legislation and demonstrate their expertise in the area of application.

Application form

Please complete this form to apply for APNA Endorsement of your resource. Copies of this form are available from the APNA website at www.apna.asn.au. If additional room is required for any answers please attach a separate document. This application must

Section One: Basic Details

1.1 Title of resource:

1.2 Type of resource:

1.3 Date of publication:

1.4 Duration of resource:

1.5 Is this resource to be reviewed? Yes No

If yes, how often?

1.6 Where is the resource accessed?

1.7 Is there a cost to access the resource?

Section Two: Education Providers Details

2.1 Contact name:

2.2 Phone number:

2.3 Fax:

2.4 Email:

2.5 Name of organisation:

ABN No:

2.6 Postal address:

2.7 Contact details for APNA website: (if different from above details)

2.8 Organisation purpose:

Section Three: Relevant to the needs of primary health care nurses

(Relates to Quality Standard 1)

3.1 List any primary health care nurses and/or credible organisations who have been consulted in the development of this resource e.g. needs analysis, reference group, APNA, individual nurses (not a requirement):

3.2 State how the content of the resource is relevant to primary health care nurses (Please attach a copy of the latest version of the resource):

Section Four: Evidence based and of high quality

(Relates to Quality Standard 2)

4.1 How does this resource promote best practice?

Section Five: Feedback and review

(Relates to Quality Standard 4)

5.1 Detail the process that will be used to review this resource. (see Quality Standard 4).

5.2 Will nurses be given an outlet to provide feedback on the resource? If yes, how?

Section Six: Developed and delivered by a credible organisation

(Relates to Quality Standard 5)

6.1 Does this resource or the organisation have endorsement from any other relevant professional body? (i.e. RACGP).
If yes, please list below and provide evidence with your application. Yes No

Endorsement of Resource

Section Seven: Declaration

I hereby consent that the information and details given in this application are true, complete and up-to-date. If this resource is endorsed by APNA, I agree to the Terms and Conditions provided by APNA for endorsement of resources.

Terms and Conditions of APNA Endorsement of a resource

1. Endorsement will only be granted by APNA if the supplied information is correct.
2. APNA has the right to remove endorsement for a resource if the content is changed considerably. Please note the resource is endorsed, not the organisation.
3. If your application is unsuccessful you will be given the opportunity to resubmit at 50% of the original endorsement fee. If resubmitting, applicants will be required to clearly demonstrate how they have addressed any issues or concerns and will meet APNA's expected quality standards. Unsuccessful applications may only be submitted a total of three times. APNA's endorsement is at APNA's discretion.
4. The APNA endorsed logo may only be used with authorisation from APNA.
5. Endorsement becomes invalid after 24 months from the date of endorsement.
6. One application form for each resource needs to be submitted with the appropriate fee.
7. The APNA Endorsed logo must be included on the resource (logo will be provided upon successful endorsement. The APNA Endorsed logo must be displayed in a size no less that 12mm x 12mm).

Signed:

Date:

Printed name:

Organisation:

Important check list for applicants:

Include brief notes or copies of supporting documentation for each point listed (if applicable). Please tick the boxes.

1. Title, publication date, accessibility, cost
2. Provider name, contact details and organisation purpose
3. Copy of resource
4. Relevance of resource to primary health care nurses
5. Brief description of the resource
6. How the resource promotes best practice
7. Name of experts who developed and/or consulted on the resource
8. Details on the review of the resource
9. Evidence of endorsements from other relevant professional bodies (valued though not required)

Endorsement of Resource



Payment Details

Fill in the section below and send to:
Professional Services, APNA, Level 17, 350 Queen Street, Melbourne VIC 3000
Tel: 03 9322 9500 Fax: 03 9669 7499 Email: endorsement@apna.asn.au

Organisation:

Contact person:

Contact persons email:

Address:

Telephone:

Signature:

Date:

I have enclosed a cheque/money order payable to 'Australian Primary Health Care Nurses Association Inc'

OR Please charge my: MasterCard Visa

Amount (Incl GST) Price on application:

Card number

Expiry date /

Cardholder's name

Signature

OFFICE USE ONLY	
Date received _____	Renewal Date _____
Application ID _____	Duration _____
Assessor(s): _____	
Comments _____	
Payment received _____	Cheque No _____ Receipt No _____
Approved (Y/N) _____	Re-Submit (Y/N) _____ Refund (Credit No) _____
Acknowledgement Correspondence _____	Date _____
Signature _____	