

# Endorsement of Online Learning Activity

## Application for endorsement – Online Learning Activity

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 and subscribers.

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 CPD activities are peer reviewed by multiple nurse experts and validated against a set of quality standards. 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 activity endorsed?

Having your CPD activity endorsed by APNA is a great way to ensure that it is fit-for-purpose for primary health care nurses. We can also promote your CPD activity to our members and subscribers to ensure that nurses know that your quality education is available for them.

### Benefits of APNA Endorsement:

- Ensure your CPD activity meets the needs of primary health care nurses
- Evidence that your activity has been reviewed by multiple nurse experts and that the education is based in best practice guidelines
- Listing of your education activity on APNA's website for nurses to find
- Endorsed activity directly promoted to APNA's 24,000+ members and subscribers
- Allows the use of APNA's endorsement logo for your marketing purposes.

### 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 its nursing database.

### What online learning activity can be endorsed by APNA?

Any continuing professional development activity for Australian primary health care nurses may be submitted for endorsement.

### How much does it cost?

APNA provides options for endorsement including and excluding direct promotion by APNA to its members and subscribers. A non-for-profit and bulk discount is available, please email [endorsement@apna.asn.au](mailto:endorsement@apna.asn.au) for more information..

<b>APNA endorsement with promotion:</b>	
<ul style="list-style-type: none"> <li>• 24 months of APNA endorsement</li> <li>• Listing of CPD activity on APNA website</li> <li>• APNA endorsement logo for marketing use</li> <li>• Promotion of CPD activity multiple times in The Connect, APNA's weekly newsletter received by 24,000+ members and subscribers.</li> </ul>	
0 – 2 CPD hours	\$1250.00 inc. GST
3 CPD hours +	\$1300.00 + \$50.00 / hour inc. GST
<b>APNA endorsement without promotion</b>	
<ul style="list-style-type: none"> <li>• 24 months of APNA endorsement</li> <li>• Listing of CPD activity on APNA website</li> <li>• APNA endorsement logo for marketing use</li> </ul>	
0 – 2 CPD hours	\$650.00 inc. GST
3 CPD hours +	\$700.00 + \$50.00 / hour inc. GST

## 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 activity. 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 activity. Any infringement or misuse could result in legal proceedings and the withdrawal of endorsement.

APNA Endorsement is valid for 24 months from the date of endorsement. Activity providers are required to forward a summary of participant feedback against the three mandatory questions at the end of each activity. See Quality Standard 4 (below) for a list of the mandatory questions.

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 activity 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 'without promotion' 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.

## 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 [www.apna.asn.au](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 [endorsement@apna.asn.au](mailto:endorsement@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](mailto:endorsement@apna.asn.au) web: [www.apna.asn.au](http://www.apna.asn.au)

## APNA Endorsement Quality Standards

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

### Quality Standard 1

*The online learning activity is highly relevant to the needs of primary health care nurses to provide high quality nursing care in a primary health care setting*

Online learning activities 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 activity. Experts who understand primary health care nursing should be involved in the development of the online learning activity.

### Quality Standard 2

*The content of the online learning activity is evidence based and of high quality*

Information contained in online learning activities must be evidence based; outcomes should reflect current best practice and materials should be appropriately referenced. The title and learning objectives of the activity should be appropriately matched to the content delivered.

### Quality Standard 3

*The delivery of the online learning activity is professional*

The online learning material is safe, accessible and appropriate. There is sufficient time allocated within the activity for reflection. The activity is delivered in accordance with adult learning principles.

### Quality Standard 4

*The online learning activity includes a formal evaluation*

Endorsed online learning activities must include a formal evaluation of primary health care nurse participants. Endorsed activities must include three mandatory questions which demonstrate to what degree the learning objectives and learning needs have been met. Recognition of attendance must be offered and participants directed to a grievance form located on the APNA website.

*Mandatory questions are outlined below:*

1. Rate to what degree your learning needs have been met: (Not met/Partially met/Entirely met)
2. Rate to what degree this activity is relevant to your practice: (Not relevant/Partially relevant/Entirely relevant)
3. Please rate to what degree the learning objectives of the program have been met:  
(List the learning objectives for the online learning activity with each objective to be rated as Not met/Partially met/Entirely met).

### Quality Standard 5

*The online learning activity is developed and delivered 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 within the Australian Nursing & Midwifery Accreditation Council (ANMAC) Code of Ethics. A copy of the ANMAC Code of Ethics is available from the Nursing and Midwifery Board of Australia website.

## Application form

Please complete this form to apply for APNA Endorsement of your online learning activity. Copies of this form are available from the APNA website at [www.apna.asn.au](http://www.apna.asn.au). If additional room is required for any answers please attach a separate document. This application must be submitted with all relevant supporting documentation and payment before assessment will commence.

### Section One: Basic Details

1.1 Title of online learning activity:

1.2 Duration of activity (hours):

1.3 Cost per participant \$

1.4 How many registrants do you anticipate accessing the online learning activity?

### 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 who have been consulted in the development of this activity e.g. needs analysis, reference group, APNA, individual nurses (not a requirement):

3.2 State how the activity content is relevant to primary health care nurses (Please attach the core document or provide login access to the course and include the target audience for this learning activity):

# Endorsement of Online Learning Activity

## Section Four: Evidence based and of high quality

(Relates to Quality Standard 2)

4.1 Provide a brief description of the proposed activity's intended learning outcomes.

4.2 How does this online learning activity promote best practice?

4.3 List all learning objectives this activity aims to provide.

4.4 Please provide access to the online learning activity.

## Section Five: Professional delivery

(Relates to Quality Standard 3)

5.1 Is the online learning environment safe, accessible and appropriate?    Yes    No

5.2 Is there sufficient time allocation within the proposed activity for reflection?    Yes    No

5.3 Provide names and qualifications on the experts who have written the educational material.

## Section Six: Evaluation

(Relates to Quality Standard 4)

6.1 Detail the process that will be used to evaluate this activity. Attach a copy of the evaluation form you will distribute to participants upon completion of the activity. Ensure the evaluation form includes the 3 mandatory questions (see Quality Standard 4).

6.2 Please provide a copy of any certificates that will be given to the participant on completion of the activity. If certificates are not provided, please outline how participant attendance will be recognised.

# Endorsement of Online Learning Activity

## Section Seven: Developed and delivered by a credible organisation

(Relates to Quality Standard 5)

7.1 Does the organisation have public liability insurance and/or professional indemnity insurance?

If yes, please provide a copy.    Yes    No

7.2 Does this activity 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

## Section Eight: Declaration

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

Terms and Conditions of APNA Endorsement of an Online Learning Activity

1. Endorsement will only be granted by APNA if the supplied information is correct.
2. APNA has the right to remove endorsement for an online learning activity if the content is changed considerably. Please note the activity is endorsed, not the organisation.
3. The APNA endorsed logo may only be used with authorisation from APNA.
4. Endorsement becomes invalid after 24 months from the date of endorsement.
5. APNA reserves the right to withdraw endorsement in the event the activity was not delivered according to the information presented in the application for endorsement approved by APNA.
6. If your application is unsuccessful you will be given the opportunity to resubmit 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.
7. One application form for each activity needs to be submitted with the appropriate fee.
8. The APNA Endorsed logo must be included on the completion certificate issued for this activity (logo will be provided upon successful endorsement. The APNA Endorsed logo must be displayed in a size no less than 12mm x 12mm).
9. Organisations agree to include the three mandatory questions outlined in this application form in all evaluations of APNA Endorsed activities, and to provide a summary of this evaluation to APNA at the conclusion of each activity.

Signed:

Date:

Printed name:

Organisation:

## Important check list for applicants:

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

1. Title, date, duration, cost, proposed registrant numbers for activity
2. Education provider name, contact details and organisation purpose
3. Relevance of activity to primary health care nurses
4. Brief description of the activity
5. How the activity promotes best practice
6. Access to online learning activity
7. Details of safe, accessible and appropriate learning environment
8. Sufficient time allocation for reflection included
9. Name and qualifications on the experts who have written the educational material
10. Details on activity evaluation, including the three mandatory questions
11. Certificate of attendance or completion
12. Evidence of public liability and/or professional indemnity insurance (valued though not required)
13. Evidence of any activity or organisation endorsements from other relevant professional bodies (valued though not required)

# Endorsement of Online Learning Activity

## 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 send me an invoice

OR Please charge my:    MasterCard    Visa

Amount (Incl GST):

APNA endorsement with promotion		With promotion: non-for-profit/bulk discount (please write in agreed amount)
0 – 2 CPD Hours	\$1250.00 inc. GST	
3 CPD Hours +	\$1300.00 + \$50.00 / hour inc. GST	
APNA endorsement without promotion		Without promotion: non-for-profit/bulk discount (please write in agreed amount)
0 – 2 CPD hours	\$650.00 inc. GST	
3 CPD hours +	\$700.00 + \$50.00 / hour inc. GST	

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 _____	