

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**CONTINUING EDUCATION COMMITTEE
PROVIDER UNIT POLICY AND PROCEDURE**

TITLE OF POLICY: JOINT PROVIDERSHIP OF CE ACTIVITIES

DATE EFFECTIVE: December, 1989

LAST REVIEWED/REVISED: November 2015

POLICY: The University of Pittsburgh School of Nursing is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. As a provider, the School of Nursing may work collaboratively with two or more external organizations to plan, implement and evaluate continuing education activities. This collaboration will be known as a Joint Providership.

PROCEDURE:

1. All Joint Providership requests will be reviewed by the Director of Continuing Education and reported to the Continuing Education Committee.
2. A Nurse Planner from the provider unit must be directly involved in all stages of development of the educational activity - from initial planning through implementation and evaluation.
3. When jointly providing an educational activity, tasks involved in planning, implementing and evaluating the activity may be shared, however the final responsibility and accountability remain with the School of Nursing. A completed Joint Provider Agreement signed by the individual completing the documentation pack confirms that the provider unit maintains the responsibility for:
 - a. Determination of the offering objectives and content.
 - b. Selecting planners, presenters, faculty, authors and/or content reviewers
 - c. Awarding of contact hours.
 - d. Recordkeeping procedures.
 - e. Evaluation methods.
 - f. Management of commercial support or sponsorship
4. This agreement will be kept on file with the completed documentation pack.

Revised: 11/95, 6/97, 5/98, 12/00, 11/15

TFO approval: 11/15

Last Reviewed: 00/01

Attachment: Joint Providership Agreement Form