

UNIVERSITY OF PITTSBURGH SCHOOL OF  
NURSING

CONTINUING EDUCATION COMMITTEE PROVIDER UNIT  
POLICY AND PROCEDURE

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**TITLE OF POLICY:** SELECTION OF CONTINUING EDUCATION COMMITTEE MEMBERS

**DATE EFFECTIVE:** May, 1995

**DATE REVIEWED:** December 2018

**POLICY:**

It is the policy of the University of Pittsburgh School of Nursing to identify registered nurses to serve on the Continuing Education Committee. Committee members, who are registered nurses, may act as Nurse Planners, who can assist the Director of Professional Development and Continuing Nursing Education to ensure that appropriate educational design principles are used and processes are consistent with the requirements of the American Nurses Credentialing Center's (ANCC) Primary Accreditation Program.

**PROCEDURE:**

1. Committee members/faculty volunteers for the University of Pittsburgh School of Nursing Provider Unit are selected by the Dean and Director of Professional Development and Continuing Nursing Education based on the following criteria:
  - a. A currently licensed RN with a baccalaureate degree or higher in nursing who is actively involved in all aspects of planning, implementation, and evaluation of a continuing education activity
  - b. Professional nurses who have expertise in an area of specialization in nursing.
  - c. Professional nurses who function in the community for continuing education interests and concerns.
2. Membership and responsibilities of the Continuing Education Committee are outlined in Article VI, Section 13 of the University of Pittsburgh School of Nursing Bylaws

Revised: 7/97, 5/98, 12/00, 0/15, 12/18

Reviewed: 00/01, 12/18

Approved TFO: 11/15

Attachment: Nurse Planner Position Description