

## ACPAN Accreditation Criteria:

In addition to the minimum requirements outlined on the webpage for this application, education providers will be assessed against the following education endorsement standards before being awarded with ACPAN Accreditation.

### 1. Purpose and relevance:

The purpose of the education activity must be relevant to the perianaesthesia nursing profession and must:

- contain terminology and depictions of perianaesthesia practice that adheres to the ACPAN Education Standards and relevant ANZCA Standards.
- briefly outline the intended target audience as perianaesthesia nurses (beginners, experienced nurses or advanced practice)
- identify level of the education activity
- identify the perianaesthesia practice setting (either Anaesthetics or PACU); and
- outline the main purpose of the education activity (objectives/ aims/ outcomes).

### 2. Knowledge & Skill

The education activity must cover topics related to ANZCA PS08 2016 and ACPAN Education Standards 2018 and enhance perianaesthesia nursing knowledge in terms of depth, breadth, and scope of knowledge:

- depth – this needs to include generalist concepts and knowledge through to specialist concepts and knowledge for all perianaesthesia nurses ;
- breadth – this can range from single topics through to broader levels of knowledge
- scope of knowledge – this needs to range from evidence based fact through to abstract concepts and includes relevant industry standards applicable to perianaesthesia nursing; and
- practical application to the perianaesthesia nursing profession or be reflective of the perianaesthesia practice environment.

### 3. Active Learning & Education Principles

The education activity needs to demonstrate Learning Objectives (LO) that reflect what the participant will have learnt by the end of the education activity. These LO should focus on knowledge, skills and abilities that are relevant to the perianaesthesia nursing profession context to which they are applied.

The NMBA Registration Standard: *Continuing Professional Development (CPD) (2016)* states that learning and development occurs throughout a nurse's career. CPD is an important foundation of lifelong learning and helps nurses maintain their competence to practice.

ANZCA PS08 2016, maintains that a trained assistant to the anaesthetist is integral to safe patient care.

CPD hours will be allocated for each education activity based on the information provided for assessment. Education activities must:

- clearly state the number of learning hours of the activity as per The NMBA Registration Standard: *Continuing Professional Development (CPD) (2016)*;
- provide a brief description of the content of the education activity;
- identify aims outcomes; and
- identify summative and formative assessment activities.

Education activities should be developed using sound educational frameworks, curriculums and theories, be related to industry standards and must include evidence of evaluation and assessment.

- Identify evaluation tools and process
- Allow participants to provide feedback
- Identify assessment tools (summative or formative assessment)

#### **4. Professional Practice, Critical Thinking & Analysis**

Integral to a perianaesthesia nurses' role is the ability to critically think and reflect on practice and to analyse evidence and research in relation to their own professional practice and development.

The education activity should clearly identify how a perianaesthesia nurse can enhance their critical thinking and analytical skills and should provide opportunities for reflective practice through discussion, activities, quizzes and relevant scenarios.

#### **Annual Reporting Requirements- Maintaining Accreditation**

The organisation must provide an annual report to the ACPAN Education Council for the purpose of maintaining accreditation.

An annual report processing fee of \$100 applies.

The annual report should be submitted on the ACPAN Accreditation- Annual Report Template and will include:

- names, position titles and education qualifications of the staff who review education activities;
- dates that the education activities were conducted in the last year;
- names and qualifications of staff teaching the activities;
- number of participants who attended the activities;
- results achieved by the participants (if applicable);
- an end of year summary of the evaluation of the activity; and
- any proposed changes to the activity.

#### **How to apply:**

Log in to the ACPAN website and select "Accreditation" to submit an application. Fill in the online application form. Make sure all fields are completed so all required information is provided, and the approval process is not delayed. You will receive a confirmation of your application by email.

The outcome of the application will be forwarded to the person responsible for seeking accreditation. The ACPAN Education Council will record the details of the submission and ACPAN will maintain a register of all accredited programs. A list of ACPAN Accredited activities will be available on the ACPAN website.

### Intellectual property:

When applying for accreditation, a declaration must be signed to confirm that the education activity has not been (partly) copied or using tools from any other source without their formal permission. For each education activity, a separate application is required. Accreditation is valid for 3 years.

### Approval process:

Applications must be submitted at least 3 months before the education activity is offered. The courses are assessed by the Education Council to ensure high standards of teaching methods and content are met. The review process may take up to 12 weeks. Once your education activity is approved you receive an ACPAN accreditation reference number. You will need this number for reaccreditation.

### Re-Accreditation:

After 3 years, re-accreditation is possible. You will need fill in the online application form, select re-accreditation and fill in the ACPAN re-accreditation reference number received during the initial application and accreditation. During the re-accreditation process, the information provided during the initial accreditation needs to be updated and evaluation summary needs to be included.

### Fees

ACPAN will charge a fee for processing all annual reports and maintaining the register as outlined below. In addition to this, a fee of \$100 will be charged for processing an annual report as outlined.

Length of Activity	Fee
<1 day	\$500
1 day	\$1000
2-4 days	\$1500
5 or more days	\$2000

## Example: Course evaluation form for use:

Please rate your response to the following scale:

1 = Strongly disagree 2 = Disagree 3 = Unsure 4 = Agree 5 = Strongly agree

Question	1	2	3	4	5
1. The aims of the training were clearly explained					
2. The learning outcomes were explicit and attainable					
3. The assessments matched the learning outcomes					
4. The prerequisite learning resources were useful					
5. The trainers were organised and prepared					
6. The trainers had an excellent knowledge of the content					
7. The trainers were informative and engaging					
8. The trainers responded to questions with in depth answers					
9. The trainers provided effective feedback					
10. The training venue was appropriate for the activities					
11. The resources were relevant and adequate for the activities					
12. The content was comprehensive, informative and relevant					
13. Demonstrations were clear and informative					
14. It was easy to login and access eLearning (where applicable)					
15. Overall, I am satisfied with the quality of the course					
16. Overall, I feel confident I can transfer the learning to my practice					

Your feedback is much appreciated and used to improve the course.