

ANA-Nursing Professional Development Certification Exam Review Course Agenda (2009)

07:30 – 08:00 AM	Registration/Coffee
08:00 – 08:05 AM	Introduction and Course Overview
08:05 – 10:00 AM	<i>Principles of Practice: Part I</i> (Organizational Culture, dynamics, mission, vision, values and goals, principles of education, characteristics of the adult learner and domains of learning; professionals standards and accrediting bodies)
10:00 – 10:15 AM	Break
10:15 – 12:15 PM	<i>Principles of Practice: Part II</i> (Ethical & legal issues along with current theories of Change Management and Evaluation Models/Methods & Outcomes Measurement; Risk Management, Regulatory Considerations, Accountability & Analysis)
12:15 – 13:00 PM	Lunch
13:00 – 14:30 PM	<i>Principles of Practice: Part III</i> (Boundaries, Conflict of Interest, Intellectual property and confidentiality, Practice & Excellence issues, credentialing, evidence based practice, Issues & Trends plus functions of the nursing professional development specialty)
14:30 – 14:45 PM	Break
14:45 – 16:15 PM	<i>Educator Role: Part I</i> (Functions of the Nursing Educator, Orientation, In-services, Competency Management, Preceptor Development, CE's, Application of the Assessment, Planning Implementation & Evaluation Process;)
16:15 – 16:30 PM	Break
16:30 – 17:30 PM	<i>Educator Role: Part II</i> (Documentation for accreditation, Regulatory issues & risk management; Design & delivery skills along with program marketing, use of technology, test construction, presentations, flyers and marketing)

End of Day One Lectures

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07:30 – 08:00 AM	Registration/Coffee
08:00 – 09:30 AM	Leader Role: (Application of the Role, Nursing Professional Development, Performance Indicators, Role Modeling, Professional Interactions, Resource Management and Communications)
09:30 - 09:45 AM	Break
09:45 – 11:45 AM	Consultant, Facilitator & Change Agent Role: (Consultation Process & Application of these Roles, application of the Facilitator Role, Coaching Process, Project Management and communication in forms of feedback, evaluations & conflict management/conflict resolution)
11:45 – 12:30 PM	Lunch Break
12:30 – 14:30 PM	Researcher Role: (Facilitation, development, Integration and application of EBP research, Research Process, IRB approval, Information Management, Processing & Information Systems.)
14:30 – 14:45 PM	Break
14:45 – 16:15 PM	Presentation Techniques and Test Taking Strategies
16:15 – 16:30 PM	Course Evaluation/Certificates

End of Day Two Lectures