

Title: SCHOOL OF NURSING CONTINUING EDUCATION COURSES
Index #: 20-08.01
Division: ACADEMIC
Section: CONTINUING EDUCATION
Effective Date: 4/15/87

Policy Statement:

The Continuing Education (CE) Program is responsible for developing an annual plan for SON CE offerings (i.e., courses, workshops, conferences and institutes) and managing all continuing education offerings presented by and within the School of Nursing. The Continuing Education Program will initiate CE offerings according to identified need via individual courses, contractual agreement or other mechanisms. CE offerings may be initiated by individual faculty or units within the School of Nursing but only in collaboration with the CE Program in the Office of Academic Affairs, School of Nursing. Participants receive Continuing Education credit appropriate for the contact hours of the approved CE offerings. It is expected that continuing education offerings will be self supporting. The CE Program maintains provider status with the California Board of Registered Nurses (CBRN). Procedures required by the CBRN will be followed for any CE offering provided by the School of Nursing.

Rationale for Decision:

The School of Nursing recognizes the importance of CE to its community relations and to the development of educational programs. The School of Nursing has a Continuing Education Program that fits its overall strategic goals. Through provision of centralized services, the CE Program supports those goals and faculty who wish to offer continuing education courses.

Implementing Procedures:

<u>Responsible Party</u>	<u>Action</u>
Director of CE	Develops an overall master plan and budget annually in collaboration with units for review by the Administrative Council.
Faculty or Unit want to initiate a program	1. Schedules meeting with the Director of External Relations/Continuing Education to present program concepts with adequate lead time for the type of event being considered. Issues to be discussed include: content outline; organizing committee members; relevant speakers; potential dates; preferred location; program purpose/objectives; proposed audience; financial feasibility; basic budget development (see Note 1, 2, and Exhibit 20-08.01A).
Director of External	1. Assesses demonstrated need for continuing education

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offering given initial planning and financial feasibility.

2. Based on initial planning and assessment of need:
 - a. Approves continued development of continuing education offering;
 - b. Recommends further conceptual development before proceeding; or
 - c. Advises that further continuing education offering development not be undertaken.
3. If a continuing education offering is approved, the granting of CEUs, number to be granted and assessment of approval fee is accomplished through:
 - a. Completion of Continuing Education Program Approval form (See Exhibit 20-08.01C).
 - b. Submission of CE Program approval form to the Associate Dean for Academic Affairs for signature (see Exhibit 20-08.01b; 20-08.01C).
4. Develops and monitors budget for continuing education course or workshop.

Faculty/Unit and Director of External Relations/Continuing Education

1. Develops and implements continuing education program (See Exhibit 20-08.01A; 20-08.01B).

Notes

1. The School of Nursing uses the American Nurses Association=s recommended contact hours as the basic unit of measurement for continuing education activities. One contact hour is a unit of measurement equivalent to 50 minutes of participation in an organized continuing education experience. One (CEU) is 10 contact hours of participation in an organized continuing education experience.
2. The financial basis of the CE Program is self-support through direct program and contract revenue. Therefore, program budgets need to have at a minimum, a break even budget. Revenues generated above a break-even budget will be distributed according to an approved CE Program Business Plan which is reviewed and updated annually.
3. Revised 7/02/01
Reviewed by Academic Affairs 1/08/03