

IPCE Activity Role Assignment Definitions



Role Assignment:

Definition

Committee Member

An individual or individuals selected to be involved with the planning of an educational activity. Helps evaluate the root causes of the gap or why the gap exists.

Content-Expert – Committee Member

An individual selected to be involved with the planning of each individual activity and is to be considered an expert of the content to be developed for the educational activity. Every planning committee **MUST** have a content expert.

Faculty/Speaker/Author

The individuals or individuals responsible for teaching, authoring, or otherwise communicating the activity content to learners

Lead (Nurse) Planner

A nurse, with at least a bachelor's degree in nursing and an unencumbered nursing license, that has been identified to lead the development of the educational activity and also is responsible for ensuring that the educational activity adheres to the ANCC Accreditation Program guidelines.

Lead Planner

An individual that has been identified to lead the development of the educational activity. This role does not have to be a specific profession and can be designated to the individual most qualified to lead the educational activity design.

Proxy

An individual that has been selected to perform administrative duties for the Lead Planner (i.e. Fill out IPCE paperwork, submit IPCE application, etc.)

Peer Reviewer

In the event that an individual has conflict of interest and mitigation steps needs to be made, this individuals would be responsible to reviewing the educational content to ensure that is remains free of bias and is commercial free.

Note: The Planning Committee must include ***at least*** two people.

*If needing CNE credit: The planning committee must have a Nurse Planner and content expert. The Nurse Planner may function as both the Nurse Planner and content expert; however, two people must be involved in the planning of each educational activity.