



OPERATING ROOM NURSES ASSOCIATION OF CANADA

RULES & REGULATIONS MANUAL

Title	Perioperative Education Programs Program Review and Approval Process: Guidelines for Self-Assessment
Number	401
Source	Executive & Board; Perioperative Education Committee
Date Revised	January 2011
Date Effective	1998

PURPOSE

The review and approval process for Perioperative Programs for Registered Nurses is intended to provide a comprehensive and systematic analysis of program structures and processes. ORNAC is primarily concerned with ensuring that beginning practitioners are prepared to practice safely, ethically and competently, thereby ensuring quality perioperative patient care. Documents that support Perioperative Programs for Registered Nurses include the *ORNAC Standards, Guidelines and Position Statements for Perioperative Nursing Practice (current edition)*, the *Code of Ethics for Nurses (CNA, 1997)*, *Perioperative Nursing Data Set (AORN)* and the applicable provincial nursing practice standards.

These guidelines have been developed to give providers of perioperative nursing education a framework for program assessment, and to facilitate the ORNAC external review process.

Each applicant for ORNAC Approval shall conduct the following self-assessment, and submit a report in the following format to the Chair, ORNAC Perioperative Nursing Education Committee.

IMPORTANT: ORNAC's Approval Process for Perioperative Programs is available only for those educational programs offering post-basic education for Registered Nurses. Programs offering perioperative education to other health care providers or to both Registered Nurses and others *within the same program* will NOT be evaluated or approved by ORNAC.

SELF-ASSESSMENT REPORT FORMAT

1. Name of educational institution or educational provider, address, telephone number, fax or e-mail information. Include the name of the Director or course leader of the program, with contact information. Indicate whether this is an application for first-time approval, or for renewal.
2. Table of contents for the report. Clearly number all pages.
3. Background information on the program should include:
 - 3.1 Date of last ORNAC program review and approval process (if applicable);
 - 3.2 Description of program activities that address recommendations from previous review and/or major program changes since the last review and approval process;
 - 3.3 Other reports deemed by the educational provider to contain significant data or information that contributes to the program review process;

- 3.4 Two (2) copies of current course information, including syllabuses for each course in the program (indicate the date of the revision of any documents submitted);
 - 3.5 Required textbook(s) for each course in the program;
 - 3.6 General information about the program, including: total program hours for each course; admission requirements; program objectives and expected outcomes; cost; etc., and,
 - 3.7 Describe areas of achievement, areas of requiring further development, as well as the challenges and opportunities faced by the educational provider in meeting specific criteria (Using Guidelines #1-3).
4. Describe, explain and analyze the extent to which the perioperative program meets *ORNAC Recommended Core Curriculum: Perioperative Programs for Registered Nurses*. Explanations of variance will be required for criteria deemed by the self-assessment to be *Not Met* or *Incomplete*, including proposed actions to meet such criteria, with timelines. Describe areas of achievement and areas requiring further development, as well as the challenges and opportunities faced by the educational provider in meeting specific criteria.
 5. Conclusion
 6. Appendices (As listed in the Table of Contents, See Item 2)
 7. Application fees payable to ORNAC, as determined by ORNAC.

Guideline #1: The curriculum provides learning experiences necessary for learners to achieve professional perioperative nursing practice appropriate for beginning practitioners.

Criteria	Sample Self-Assessment Questions	Sample Items Appended to Report
<p>1.1 The program's framework for the curriculum is congruent with <i>ORNAC Standards, Guidelines and Position Statements for Perioperative Nursing Practice (current edition)</i>.</p>	<ul style="list-style-type: none"> • How are <i>ORNAC's Standards, Guidelines and Position Statements for Perioperative Nursing Practice</i> reflected in the program's curriculum? 	<ul style="list-style-type: none"> • Documents, reports and other information that support the Program's assessment & analysis of the incorporation of the ORNAC Standards into the curriculum.
<p>1.2 The program goals & expected outcomes reflect current and emerging roles for perioperative registered nurses, and the entry-level requirements for beginning practitioners in meeting the needs of surgical patients.</p>	<ul style="list-style-type: none"> • How does the program respond to the changing and emerging roles for perioperative registered nurses? • How does the program keep current related to trends in perioperative nursing practice? 	<ul style="list-style-type: none"> • Documents, reports and other information that provide evidence of environmental monitoring and how that information is incorporated into program, for example: <ul style="list-style-type: none"> • Curriculum course outlines, objectives & learning activities • Committee reports
<p>1.3 The teaching and learning strategies address trends and realities in perioperative nursing practice.</p>	<ul style="list-style-type: none"> • Describe how teaching and learning activities reflect the current context of perioperative nursing practice. • How confident is the faculty that teaching strategies are effective in meeting program objectives? 	<ul style="list-style-type: none"> • Indicate the maximum and minimum number of participants • Documents, reports and other information that provide evidence of the relationship between program theory and practice. • Identify the range of teaching strategies
<p>1.4 Program activities (courses, laboratory work, assignments, etc.) support the achievement of program goals, objectives and outcomes.</p>	<ul style="list-style-type: none"> • Is the sequencing of courses relevant to program goals, objectives & outcomes? • How has the program validated the effectiveness of the learning activities? 	<ul style="list-style-type: none"> • Indicate the contact hours for each course. • Indicate the length, breadth and scope of the clinical practicum (services, sites, etc.) • Samples of curriculum plans, course outlines, clinical objectives, etc. • Copies of course assignments.
<p>1.5 Evaluation strategies support the achievement of program goals, objectives and outcomes.</p>	<ul style="list-style-type: none"> • How are the <i>ORNAC Recommended Standards, Guidelines and Position Statements for Perioperative Nursing Practice</i>, CNA Code of Ethics, PNDS and relevant provincial Nursing Practice Standards reflected in the strategies for learning and evaluation? 	<ul style="list-style-type: none"> • Documents, reports and other information that provide evidence of the relationship between program theory and these documents.

Guideline #2: Program activities and resource support the achievement of program goals, objectives and expected outcomes.

Criteria	Sample Self-Assessment Questions	Sample Items Appended to Report
2.1 Program evaluation methods are relevant and meaningful.	<ul style="list-style-type: none"> • What evaluation methods are used to monitor learners' progress? • What measures are taken to ensure these evaluation strategies are relevant and valid? 	<ul style="list-style-type: none"> • Copies of evaluation forms, reports, and evidence of ongoing strategies to improve this process.
2.2 Partnerships with key stakeholders are in place to assist with selecting, planning, and evaluating learning and clinical experiences that facilitate the outcomes of the program.	<ul style="list-style-type: none"> • Who are the stakeholder groups? • How are they involved in program planning, strategy, and evaluating learning experiences? 	<ul style="list-style-type: none"> • Samples of partnership agreements (if applicable). • Evidence of partner's participation in program planning, strategy, and evaluation of clinical learning experiences.
2.3 Ongoing program evaluation is used to guide program revisions.	<ul style="list-style-type: none"> • What program changes have been implemented as a result of feedback from learners, preceptors, faculty and/or employers? • What were the expected outcomes from these changes, and are the expected results being achieved? 	<ul style="list-style-type: none"> • Samples of evaluation tools and reports. • Minutes of meetings where evaluation results were discussed and implemented.
2.4 Faculty qualifications (academic and clinical) are appropriate to meet program goals. Preceptor qualifications are appropriate for the clinical practicum.	<ul style="list-style-type: none"> • How do the faculty qualifications, professional activities, and teaching responsibilities fit with curriculum objectives and learner needs? • Do faculty members meet the professional standards outlines in <i>ORNAC Recommended Standards, Guidelines and Position Statements for Perioperative Nursing Practice</i> and act as professional role models for learners in the field of perioperative nursing? 	<ul style="list-style-type: none"> • Up-do-date curriculum vitae on faculty members (or faculty lists identifying professional designations, academic qualifications, CNA certification in Perioperative Nursing, experience in perioperative nursing, and other credentials). • Summary of faculty, including responsibilities in the program (course assignments, lectures, etc.) • Summary of preceptor qualifications, including educational qualifications & perioperative nursing experience

Guideline #3: Learners are provided with opportunities to demonstrate progress toward achieving professional perioperative nursing practice.

Criteria	Sample Self-Assessment Questions	Sample Items Appended to Report
3.1 Data on learner progress and program completion are collected, analyzed and used to guide program decisions.	<ul style="list-style-type: none"> • How does the program use the data for revising the program and making decisions on program policies? 	<ul style="list-style-type: none"> • Samples of completed evaluations.
3.2 Learners are assisted and supported in meeting program objectives and professional practice requirements.	<ul style="list-style-type: none"> • In what way are learner's needs assessed and met? 	<ul style="list-style-type: none"> • Documentation of the approaches to meet learners' needs.
3.3 Learners have access to resources and opportunities to acquire and demonstrate professional perioperative nursing practice requirements.	<ul style="list-style-type: none"> • What learning activities are provided to ensure that learners achieve perioperative nursing competencies? • What mechanisms are in place to ensure that learners are providing safe, competent, ethical perioperative nursing care? 	<ul style="list-style-type: none"> • Copies of course outlines, seminars, assignments, papers and examination results. • Evidence of ongoing, regular interaction between learners and preceptors.