

**PEDIATRIC ENDOCRINE NURSING  
RECOGNITION PORTFOLIO  
PROGRAM**

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Commission Chair

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**CONFLICT OF INTEREST  
DISCLOSURE**

- ◉ Conflicts of Interest:
  - ◉ Nothing to disclose

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**DEFINITION**

- ◉ **Certification** refers to the confirmation of certain characteristics of an object, person or organization. This confirmation is often, but not always, provided by some form of external review, education, assessment or audit.
- ◉ A process indicating that an individual or institution has met predetermined standards.
- ◉ Many specialty areas have professional organizations that provide certification to individual practitioners.
- ◉ National organizations can control the process with certain regulations in place or contract control to a 3<sup>rd</sup> party.
- ◉ **Professional Recognition program:** same process without the 3<sup>rd</sup> party.

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## RATIONALE FOR AP-PEN AND PEN PROGRAM

- Purpose: to promote excellence in practice by
  1. Formally recognizing those individuals who meet all the requirements of the program
  2. Encouraging continued professional growth in the practice of PEN and AP-PEN
  3. Establishing and measuring the level of knowledge required for recognition in PEN and AP-PEN
  4. Providing a standard of knowledge required for recognition, thereby assisting the employer, public, and members of health professions in the assessment of the PEN and AP-PEN
  
- Awareness, credibility, accountability

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## DEVELOPMENT OF THE RECOGNITION PROGRAM

- Membership Survey
  - Interest by the membership to develop the program
- Process of development: review of professional organization programs
- Structure of Commission:
  - include no less than five people.
  - at least one NP and one non-advanced practice nurse.
  - commission term limits are two years and a member may serve no more than four consecutive years.
- The members of the inaugural commission (2017) are: Kevin Lewis, DNP, APRN, PPCNP-BC, Rebecca Crespi, RN, MSN, CPNP, CDE, Lisa Davis, MSN, CPNP, Nicole Kirouac, RN, BN, Lisa Pincham, MSN, RN, Mabel Tan, RN, MN
- Applications are reviewed twice a year
  - Cycle 1 - Applications received by May 31
  - Cycle 2 - Applications received by December 31

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## PEN ELIGIBILITY REQUIREMENT

The applicant must fulfill the following requirements:

1. Hold current RN license
2. Work completed to meet eligibility criteria must be completed after achieving RN status and within the past five years

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### AP-PEN ELIGIBILITY REQUIREMENT

The applicant must fulfill the following requirements:

1. Hold current APRN license OR advanced practice nursing position
2. Possess current entry-level Advance Practice certification
3. Hold a Master's, Post-Master's or Doctorate degree as a Nurse Practitioner, Clinical Nurse Specialist (A copy of diploma and official APRN certification must accompany application.)
4. Work completed to meet eligibility criteria must be completed after achieving APRN status and within the past five years

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### APPLICATION PROCESS: CREATING YOUR PORTFOLIO

- Download the application from [www.pens.org](http://www.pens.org)
- Review the directions and checklist
- Gather your supporting documentation
- Fill out required forms
- Upload required material
- Pay fee!

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### PORTFOLIO PROGRAM POINTS

There are eight categories of professional growth activities in which you can earn AP portfolio points.

- A. Continuing Education
- B. Program or Projects
- C. Research
- D. Publication
- E. Teaching
- F. Involvement in Professional Organizations
- G. Academic Education/AP Certifications
- H. Projects/Activities not defined

A total of 100 AP points must be earned during the current five-year recognition period and prior to the application deadline. If greater than 100 points are submitted in portfolio, the reviewers will accept the first 100 points.

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**CATEGORY B:  
PROGRAM OR PROJECT ACTIVITIES**

- B9. Competency based tools\*
  - Original.....5 points (maximum 15 points)
  - Revised .....3 points (maximum 9 points)
- B10. Collection and analysis of outcome data or case study data ++ .....10 points  
(Derived from clinical practice, and not part of a formal research project)
- B11. Grant Activities\* (non-research based) .....10 points  
(e.g., grant money for educational development; or to obtain equipment)
- B12. Prevalence and/or Incidence Study.....5 per study (maximum 10 points)
- B13. Expert consultation on a legal case related to Pediatric Endocrine patient...10 points per case
- B14. Item writing for a certification exam .....10 points for term of service
- B15. Arranging a Product Fair .....5 points
- B16. Product Formulary ++
  - Developing .....10 points
  - Revising.....5 points
- B17. Webmaster (electronic information systems related to Pediatric Endocrine nursing)
  - Develop .....10 points per website  
(maximum 20 points per cert.)
- B18. Standardized Care Plans ++.....5 points  
(maximum 15 points)

++Can be applied as research activities

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**CATEGORY B: PROGRAM OR  
PROJECT ACTIVITIES - EXAMPLE**

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**CATEGORY C: RESEARCH ACTIVITIES**

A minimum of 10 points are required from Category C and must be included in your portfolio. A maximum of 40 points are allowed.

- Acceptable Activity.....AP Points Awarded
- C1. Developing a study .....25 points
  - C2. Grant writing.....25 points
  - C3. Developing or testing of a research tool..20 points
  - C4. Data collection and analysis.....10 points
  - C5. Writing a report of research finding(s) ...10 points

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## CATEGORY C: RESEARCH ACTIVITIES

Acceptable Activity.....Points Awarded

- C1. Developing a study proposal.....25 points
- C2. Grant writing.....25 points
- C3. Developing or testing of a research tool.....20 points
- C4. Data collection and analysis.....10 points
- C5. Writing a report of research finding(s) .....10 points

### Documentation Required

- A copy of the study proposal.
- A copy of grant application.
- A copy of the research tool.
- Submit documentation to substantiate the activity.
- A copy of the research report.

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## CATEGORY C: RESEARCH

### Application of Research

- II. To receive the required research points, a candidate must complete one of the following activities from category B or D. Please note that you must have unique activities in each of the categories (B, C and D). It is expected these activities would include a thorough literature review and reflect translation of research into practice. Refer to category B or D for details, including documentation required if audited.

Acceptable Activity.....Points Awarded

- (C) B1. Establishing a Pediatric nursing service: Developing initial policies and procedures .....10 points
- (C) B2. Establishing a Pediatric Endocrine multidisciplinary service: Developing initial policies and procedures.....10 points
- (C) B5. Public health policy development .....20 points
- (C) B6. Quality improvement (QI) project\* .....10 points
- (C) B7. Clinical Pathway development \* .....20 points
- (C) B8. Policy/procedures in existing practice  
Develop original.....5 points per policy (maximum 15 points)  
Revising existing .....3 points per policy (maximum 9 points)
- (C) B10. Collection and analysis of outcome data or case study data .....10 per specialty  
(Derived from clinical practice and not part of a formal research project.)
- (C) B16. Product Formulary  
Developing .....10 points per specialty  
Revising .....5 points
- (C) D18. Standardized Care Plans .....5 points (maximum 15 per specialty)
- (C) D1. Textbook: Author or co-author .....30 points
- (C) D2. Chapter: Author or co-author .....20 points
- (C) D3. Peer-reviewed Journal Article: Author or co-author .....15 points
- (C) D4. Case Study: Author or co-author .....5 points (maximum 10 per specialty)

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## CATEGORY D: PUBLICATION ACTIVITIES

- A minimum of 10 points are required from Category D and must be included in your portfolio. A maximum of 50 points are allowed.
- You must be the author or co-author or contributor of these activities, and have completed them during your last five-year certification period.
- All publications must relate to the practice of Pediatric Endocrine nursing.

### Documentation Required

- Submit documentation to substantiate the activity:
  - A copy of short publications (e.g., journal article, book chapter, fact sheet, brochure, etc.).
  - For longer publications (e.g., textbook) - a copy of the title page, page showing date of publication, and table of contents page where the applicant's name is listed as an author.

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## CATEGORY D: PUBLICATION ACTIVITIES

Acceptable Activity.....Points Awarded

- D1. TEXTBOOK
  - A. Author or co-author ++..... 30 points
  - B. Editing..... 25 points
  - C. Reviewing\* content..... 15 points
- D2. CHAPTER
  - A. Author or co-author ++..... 20 points
  - B. Contributing\*..... 10 points
  - C. Reviewing\*..... 15 points
- D3. JOURNAL ARTICLE
  - A. Author or co-author ++..... 15 points
  - B. Reviewing (Peer Reviewed)..... 5 points
- D4. CASE STUDY Author or co-author ++..... 5 points (maximum 10 per specialty)
- D5. ABSTRACT Author or co-author..... 5 points
- D6. EDITORIAL Author or co-author..... 3 points
- D7. NEWSLETTER
  - A. Editor..... 10 points
  - B. Contributor\* of article..... 3 points
- D8. OTHER PUBLICATIONS  
(e.g., newspaper article, best practice document reviewer)..... 3 points

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## CATEGORY D: PUBLICATION ACTIVITIES

Acceptable Activity.....Points Awarded

### DEVELOPMENT OF ORIGINAL EDUCATION TOOLS

- D9. Developing a healthcare professional fact sheet \*.....5 points (maximum 10 points)
- D10. Develop patient education tool\*.....5 points (maximum 10 points)
- D11. Develop original learning module\*..... 10 points
- D12. Writing brochure / pamphlet \*..... 5 points (maximum 10 points)
- D13. Create Pediatric Endocrine Documentation Form (*Electronic or paper forms created to chart endocrine patients progress*)
  - Original..... 5 points (maximum 15 per cert period)
  - Revise..... 3 points (maximum 9 per cert period)

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## CATEGORY E: TEACHING ACTIVITIES

A minimum of 10 points are required from Category E and must be included in your portfolio. A maximum of 50 points are allowed.

Acceptable Activity .....Points Awarded

- E1. Presentations/lectures .....1 point per 15 minutes of presentation
- E2. Professional Conference presentation/lecture/workshop.....5 points for each CEU offering
- E3. Primary Author of Conference poster presentation .....5 points
- E4. Preceptor for endocrine students, DNP students, or AP nursing students.....1 point for every 8 hours of Precepting (maximum 30 points per application period)
- E5. Clinical education of nursing/medical professionals .....1 point for every 8 hours of time (i.e., mentoring, orientation, job shadowing for residents, interns, physicians, PT, NP, CNS, PA)
- E6. Expert consultation at a Medical Event .....1 point (maximum 3 points) (i.e., health fair, screening clinic, supplier clinic, product fair)

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## THE FINAL STEPS

- Include the following documents with your completed application:
  - Application form (typed or computer generated)
  - Copy of any Certifications
  - Copy of RN or APRN Certification (if applicable)
  - Copy of your Graduate level diploma and transcripts reflecting completion of APRN program if AP
  - Point Logs (typed or computer generated)
  - Most recent performance evaluation OR peer review letter of recommendation
  - Curriculum Vitae, including current position summary reflective of RN or Advanced Practice duties and responsibilities (typed or computer generated)
- Complete all necessary Summarization and Verification Forms (typed or computer generated). Be sure to list the required total of 100 Portfolio Points. Note the minimal points required and maximum allowed for each category.
- Make a check payable to the PENS.

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## BENEFITS OF RECOGNITION

- Peer recognition (PENS and beyond)
- Professional recognition
- Professional growth



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## RECOGNITION = TIME TO CELEBRATE!

- List of AP-PEN
  - Mabel Tan, BSN, RN, AP-PEN



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