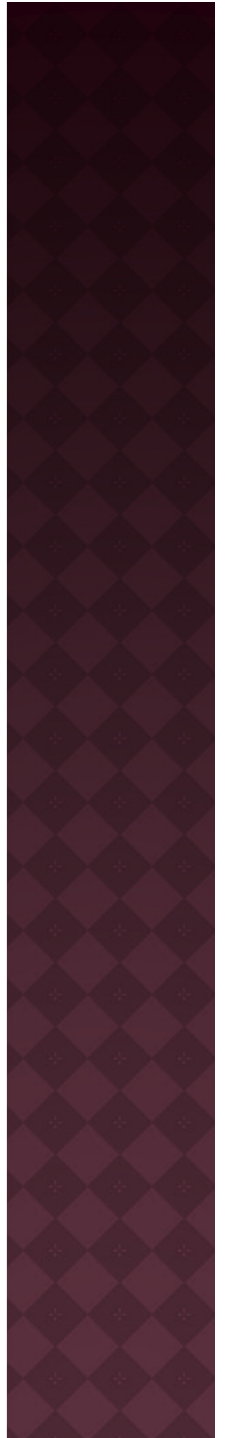


PEDIATRIC ENDOCRINE NURSING RECOGNITION PORTFOLIO PROGRAM

Kevin R. Lewis DNP, ARNP, PPCNP-BC, CDE
Commission Chair

CONFLICT OF INTEREST DISCLOSURE

- ⦿ Conflicts of Interest:
 - Nothing to disclose



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 3rd party.
- ◉ **Professional Recognition program:** same process without the 3rd party.

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**

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

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

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

APPLICATION PROCESS: CREATING YOUR PORTFOLIO

- ◉ Download the application from www.pens.org
- ◉ Review the directions and checklist
- ◉ Gather your supporting documentation
- ◉ Fill out required forms
- ◉ Upload required material
- ◉ Pay fee!

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.

REQUIREMENTS OF APPLICATION

- Overall, fifty (50) AP points must directly relate to pediatric endocrine nursing.
- The remaining 50 points do not have to directly relate to pediatric endocrine nursing, but must reflect professional topics that specifically impact pediatric endocrine nursing practice.

POINTS DISTRIBUTION FOR EACH CATEGORY	Category	Minimum Points Required	Maximum Points Allowed
	A. Continuing Education	20 related to specialty	40
	B. Program or Project	10	40
	C. Research	10	40
	D. Publication	10	50
	E. Teaching	10	50
	F. Professional Orgs.	None	50
	G. Academic Education/AP Certifications	None	50
	H. Projects/Activity Not Defined	None	To be determined by the AP commission

POINT LOG- EXAMPLE 1

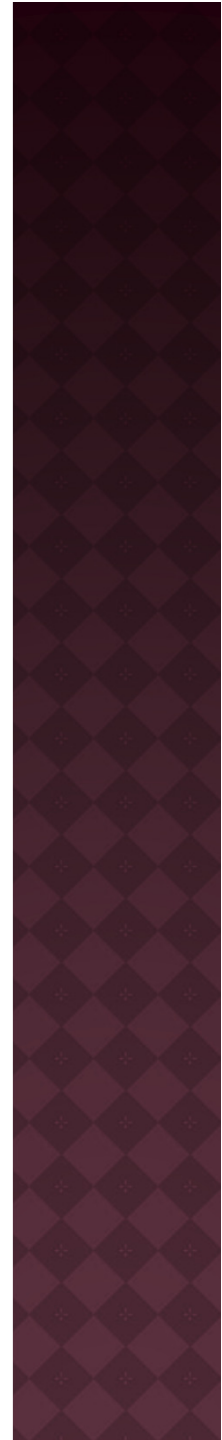
Category	Activity	Points Claimed
A (Continuing Ed)	Pediatric Thyroid Disorders	5 Related to Pediatric Endocrine Care
A (Continuing Ed)	Nursing Care of the Child with Growth Failure	5 Related to Pediatric Endocrine Care
A (Continuing Ed)	Pharmacological Therapy for Pediatric Diabetes	5 Related to Pediatric Endocrine Care
A (Continuing Ed)	Complementary and Alternative Strategies for Pediatric Endocrine Nursing	5 Related to Pediatric Endocrine Care
B3 (Project)	Established Pediatric Endocrine Task Force	5 Related to Pediatric Endocrine Care
C1 (Research)	Develop Study Proposal	25 Related to Pediatric Endocrine Care
D14 (Publication)	Journal: Self-Management Strategies for Type 1 Diabetes	15 Related to Pediatric Endocrine Care
D12 (Publication)	Newsletter Editor for Nursing Association	10 Related to Professional Practice
E-1 (Teaching)	Presentation: Pediatric Endocrine Nursing at state meeting	4 Related to Pediatric Endocrine Care
E-1 (Teaching)	Presentation: Pediatric Endocrine management for the school nurse	4 Related to Pediatric Endocrine Care
F6 (Professional Org.)	Education Committee Member PENS	2 Related to Professional Practice
G (Academic)	Research and Statistics Course	15 Related to Professional Practice
TOTAL POINTS		100 (60 directly related and 40 Professional Practice)

CATEGORY A: CEUS

- ◉ **Minimum of 20 points directly related to pediatric endocrine nursing required.**
Maximum of 40 points.
- ◉ Point calculation: 1 AP point for each CE or contact hour.
- ◉ List individual educational session/course titles separately. Do not list as “conference” with the total CEs.

CEU LOG - EXAMPLE 2

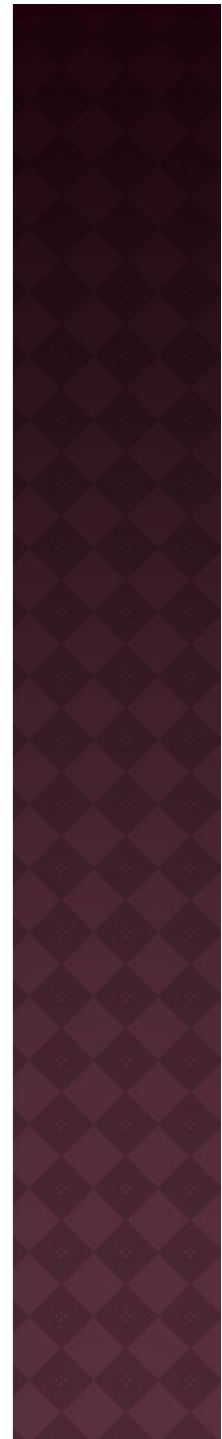
13 Program Date(s)	Title of Session/Course	Session/Course Provider	Approved Accrediting Organization	Hours or points Specify if points are <i>Professional Practice</i> or <i>Pediatric Endocrine</i> related
6/2012	Example: Cases in Endocrine Care	PENS	PENS	3 PE
8/2011	Example: Management of Thyroid disorders in children	PENS	Ohio Nurses Association	3 PE
9/2010	Example: Creating a Business Plan	SB University	NYS Nursing Association	5 PP
Total Points (Transfer this total to Point Log)				



CATEGORY B: PROGRAM OR PROJECT ACTIVITIES

Acceptable Activities	Points Awarded
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ B1. Establishing a Pediatric Endocrine nursing service* Writing a proposal10 points Developing initial policies and procedures++.....10 points Developing a billing procedure10 points ○ B2. Establishing a Pediatric Endocrine multidisciplinary* service Writing a proposal10 points Developing initial policies and procedures ++.....10 points Developing a billing procedure10 points ○ B3. Team/Committee/Task Force focused on Pediatric Endocrine Establish5 points Chair5 points Member2 points ○ B4. Establishing an independent (self-employed) Pediatric Endocrine nursing practice or consulting business.....25 points per recognition period 	

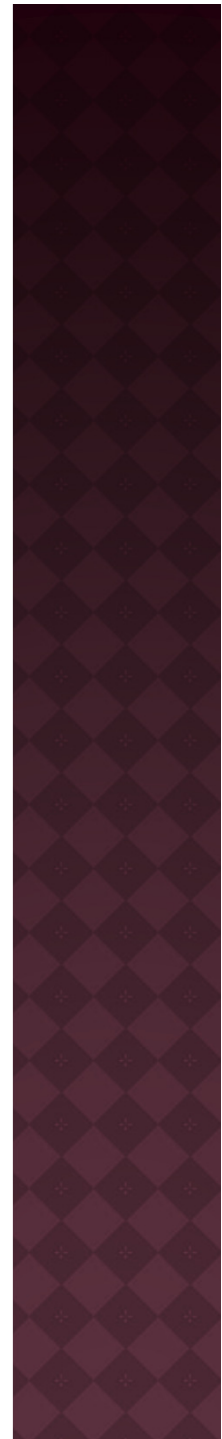
++Can be applied as research activities



CATEGORY B: PROGRAM OR PROJECT ACTIVITIES

- ◉ B5. Public health policy development ++20 points
- ◉ Please summarize your public policy project by answering the following questions on the verification form:
 - A. What was the clinical challenge?
 - B. How was the challenge identified?
 - C. What actions were implemented to address the project?
 - D. Describe the evaluation process.
 - E. What were the results of the project?
- ◉ B6. Quality improvement (QI) project* ++10 points
- ◉ Please summarize your QI project by answering the following questions on the Verification Form:
 - A. What was the clinical challenge?
 - B. How was the challenge identified?
 - C. What actions were implemented to address the project?
 - D. Describe the evaluation process.
 - E. What were the results of the project?
- ◉ B7. Clinical Pathway development * ++.....20 points
- ◉ B8. Policy/procedures in existing practice ++
 - Develop original.....5 points per policy (maximum 15 points)
 - Revising existing3 points per policy (maximum 9 points)

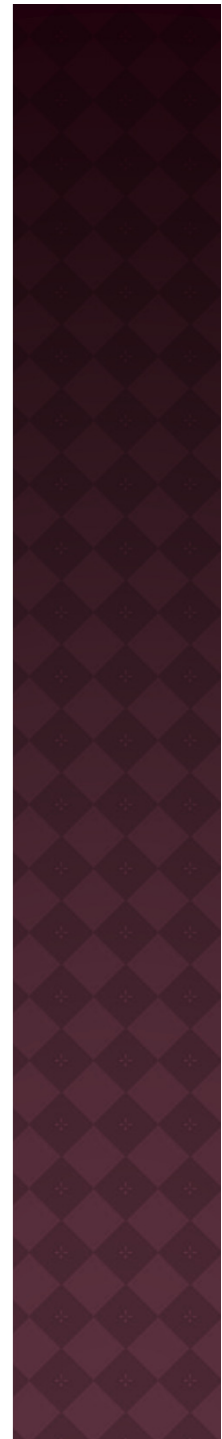
++Can be applied as research activities



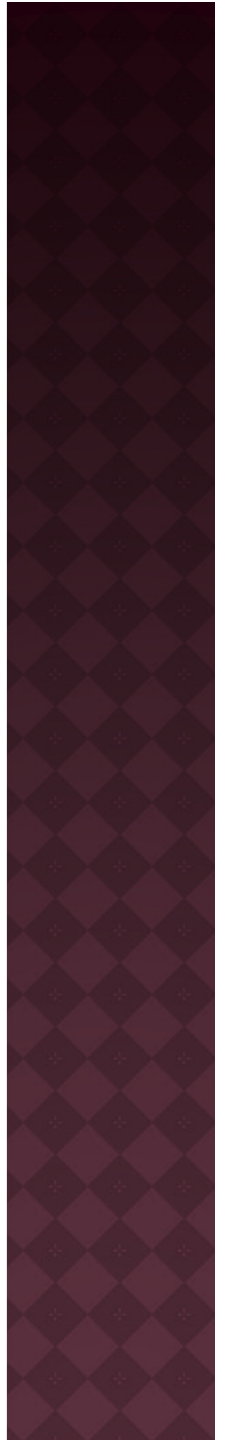
CATEGORY B: PROGRAM OR PROJECT ACTIVITIES

- B9. Competency based tools*
 - Original.....5 points (maximum 15 points)
 - Revised3 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 exam10 points for term of service
- B15. Arranging a Product Fair5 points
- B16. Product Formulary ++
 - Developing10 points
 - Revising.....5 points
- B17. Webmaster (electronic information systems related to Pediatric Endocrine nursing)
 - Develop10 points per website
 (maximum 20 points per cert.)
- B18. Standardized Care Plans ++.....5 points
 (maximum 15 points)

++Can be applied as research activities



CATEGORY B: PROGRAM OR PROJECT ACTIVITIES - EXAMPLE

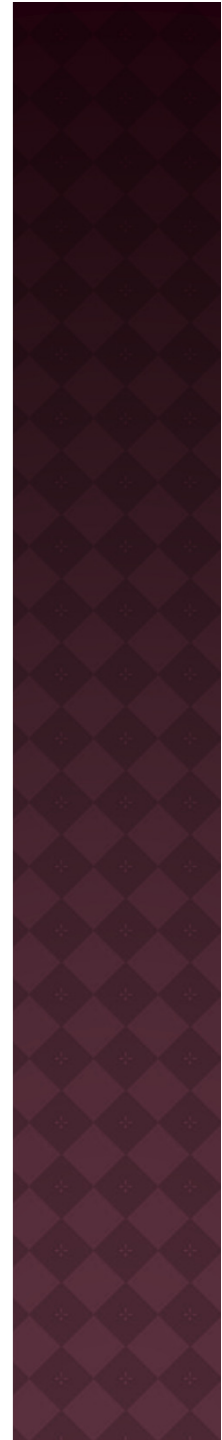


CATEGORY C: RESEARCH ACTIVITIES

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 study25 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



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.

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 procedures10 points
- (C) B2. Establishing a Pediatric Endocrine multidisciplinary service: Developing initial policies and procedures.....10 points
- (C) B5. Public health policy development20 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 existing3 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
Developing10 points per specialty
Revising.....5 points
- (C) B18. Standardized Care Plans5 points (maximum 15 per specialty)
- (C) D1. Textbook: Author or co-author30 points
- (C) D2. Chapter: Author or co-author20 points
- (C) D3. Peer-reviewed Journal Article: Author or co-author15 points
- (C) D4. Case Study: Author or co-author5 points (maximum 10 per specialty)

CATEGORY D: PUBLICATION ACTIVITIES

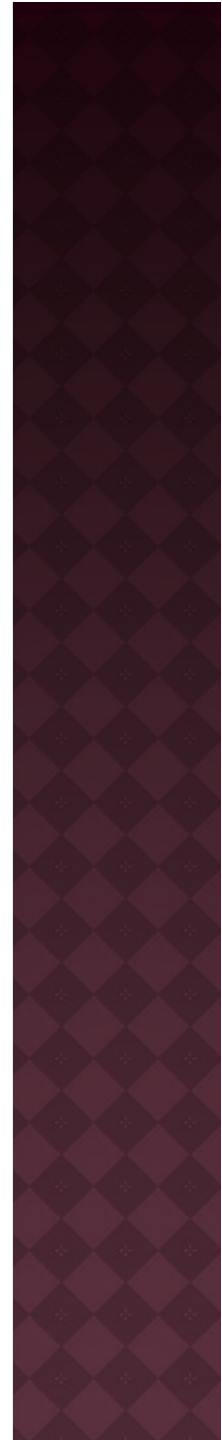
- ◉ A **minimum of 10 points** are required from Category D and must be included in your portfolio. A maximum of 50 points are allowed.
- ◉ You must be the author or co-author or contributor of these activities, and have completed them during your last five-year certification period.
- ◉ All publications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

CATEGORY D: PUBLICATION ACTIVITIES

Acceptable Activity.....	Points Awarded
<ul style="list-style-type: none"> ⦿ D1.TEXTBOOK <ul style="list-style-type: none"> A. Author or co-author ++..... 30 points B. Editing..... 25 points C. Reviewing* content..... 15 points ⦿ D2.CHAPTER <ul style="list-style-type: none"> A. Author or co-author ++..... 20 points B. Contributing*..... 10 points C. Reviewing*..... 15 points ⦿ D3.JOURNAL ARTICLE <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> A. Editor..... 10 points B. Contributor* of article..... 3 points ⦿ D8.OTHER PUBLICATIONS (e.g., newspaper article, best practice document reviewer) 3 points 	

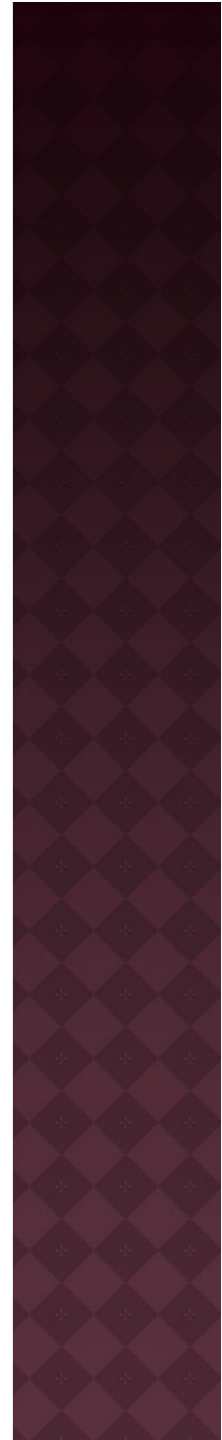


CATEGORY D: PUBLICATION ACTIVITIES

Acceptable Activity.....Points Awarded

DEVELOPMENT OF ORIGINAL EDUCATION TOOLS

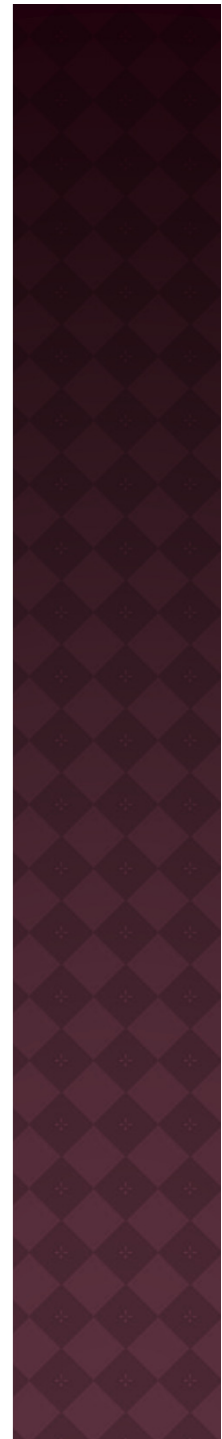
- ⦿ D9. Developing a healthcare professional fact sheet *.....5 points (maximum 10 points)
- ⦿ D10. Develop patient education tool*.....5 points (maximum 10 points)
- ⦿ D11. Develop original learning module*..... 10 points
- ⦿ D12. Writing brochure / pamphlet *..... 5 points (maximum 10 points)
- ⦿ D13. 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)



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.

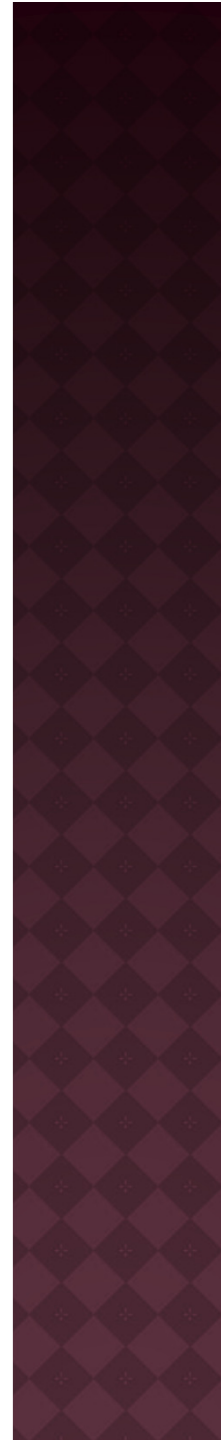
Acceptable Activity	Points Awarded
E1. Presentations/lectures	1 point per 15 minutes of presentation
E2. Professional Conference presentation/lecture/workshop.....	5 points for each CEU offering
E3. Primary Author of Conference poster presentation	5 points
E4. Preceptor for endocrine students, DNP students, 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)



CATEGORY F: PROFESSIONAL ORGANIZATIONS

No minimum number of points required for this category; maximum of 50 points allowed.

Acceptable Activity	Name of Office, Task Force, Committee, or Organization	# of Years Serve	Points per Year	Total Points
Professional Nursing Organizations				
F1. Officer at a national level			20	
F2. Committee or task force chair at a national level			15	
F3. Officer at the regional/ state level			7	
F4. Officer at the affiliate/ local level			5	
F5. Committee member at the national level			5	
F6. Committee or task force chair at the regional/ state/affiliate/local level			2	
F7. Committee member at the regional/state/ affiliate/local level			2	
Total Points <i>(Transfer this total to Point Log)</i>				



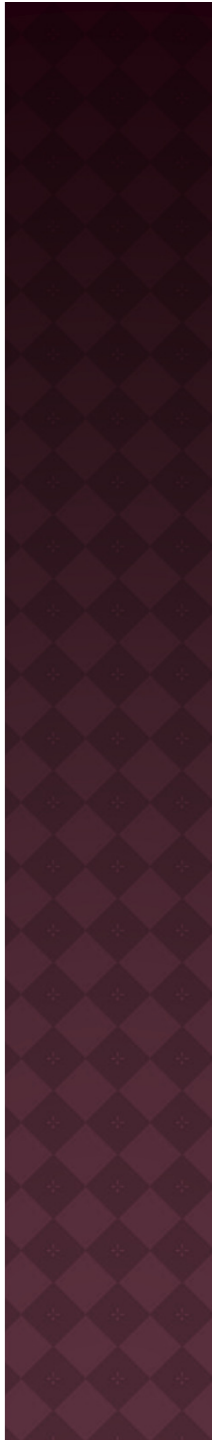
CATEGORY G: ACADEMIC ED/ AP CERT

No minimum number of points required for this category; maximum of 50 points allowed.

Acceptable Activity.....Points Awarded

- ⦿ G1.Initial Nursing National Certification.....25 Points
- ⦿ G2.Maintaining Nursing National Certification25 Points
- ⦿ G3.Academic Education.....5 points for each semester credit hour earned

College credits must be from an accredited college or university. Credits must relate to nursing, or be credits related to health care, management, teaching or the biopsychosocial knowledge base of human services.



CATEGORY H: ACTIVITIES NOT DEFINED

- ◉ Projects and activities not defined in the Handbook must be submitted to the Commission for pre-approval.
- ◉ The Committee will review the request for pre-approval and make a decision of acceptability. It is required you use the Pre-Approval Form to summarize the project or activity. Other documentation is not acceptable.
- ◉ Committee will the assign points based on complexity and relativity to Pediatric Endocrine practice.

PRE-APPROVAL FOR PROJECTS / ACTIVITIES NOT DEFINED

- ◉ Complete the form for each project or activity.
- ◉ Date activity completed
- ◉ Summarize activity as it relates to specialty area.
- ◉ Provide an overview of the implementation of program / project as it relates to specialty area.
- ◉ Evaluation of program / project (implications for clinical practice) as it relates to specialty area.

THE FINAL STEPS

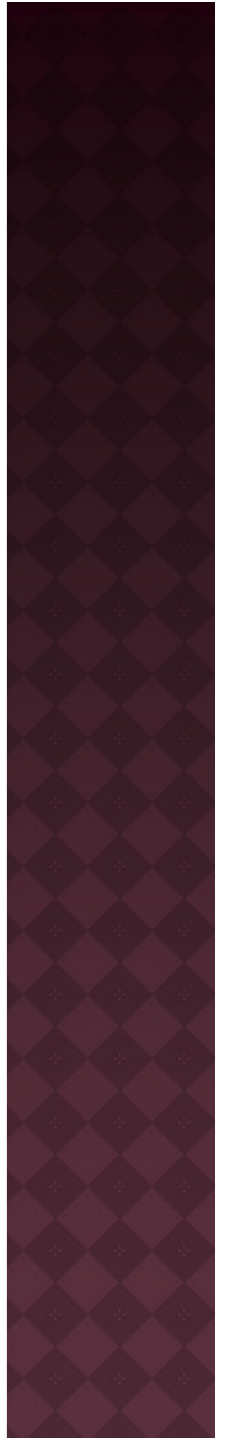
- ◉ Include the following documents with your completed application:
 - Application form (typed or computer generated)
 - Copy of any Certifications
 - Copy of RN or APRN Certification (if applicable)
 - Copy of your Graduate level diploma and transcripts reflecting completion of APRN program if AP
 - 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.

BENEFITS OF RECOGNITION

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



RECOGNITION = TIME TO CELEBRATE!

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

