



# Program Outline and Documentation Form

Form #2002-9

**Please read before completing this application.**

- This form is available in interactive PDF format on the AANA web site at [AANA.com](http://AANA.com).
- If the provider does not use this form (#2002-9) and the Program Documentation Form, the information can be submitted in a typewritten or computer prepared document, along with brochures or other printed materials that describe the program. All the required information, as shown below, must appear in whatever documents are submitted.
- The Program Outline (#2002-9) and the Program Documentation forms may be copied.

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1. **Provider:** \_\_\_\_\_ **Program Coordinator:** \_\_\_\_\_

2. **Target Audience:** CRNA \_\_\_\_\_ MD \_\_\_\_\_ Students \_\_\_\_\_ Others \_\_\_\_\_

3. **Composition of Program Planning Committee:** \_\_\_\_\_  
\_\_\_\_\_

4. **Registration Fees:** Members \$ \_\_\_\_\_ Non-members \$ \_\_\_\_\_ Students \$ \_\_\_\_\_

5. **Purpose: Standard II.** State the program's purpose which describes why the program is being held.  
\_\_\_\_\_  
\_\_\_\_\_

6. **Needs Assessment: Standard IV.** Identify the target audience, learner needs and how the need for this program was assessed.  
\_\_\_\_\_  
\_\_\_\_\_

7. **Recordkeeping: Standard X.**

Explain the mechanism for storage and retrieval of the following documents:

- |   |                              |
|---|------------------------------|
| (1) Program outline.                    | (3) Participant evaluations. |
| (2) Curriculum vitae or faculty resume. | (4) Attendance records.      |
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- \_\_\_\_\_
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- \_\_\_\_\_
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- \_\_\_\_\_

8. **Verification of Attendance: Standard XI.**

Explain the mechanism for awarding certificates of attendance to all participants. **Enclose one copy of the certificate with this application.**  
\_\_\_\_\_  
\_\_\_\_\_

9. **Evaluation: Standard XII.** Enclose one copy of the evaluation form that shows how the participants will evaluate the objectives and the program.

## Directions for Completion — Program Outline (#2002-9)

1. **Provider.** List the names of the provider and program coordinator. Include this information on all program outline enclosures.
2. **Target audience.** Provide a break down of the expected group of participants who will be attending the program.
3. **Planning committee.** List the names of the persons who comprise the planning committee.
4. **Registration fees.** List registration fees if applicable.
5. **Purpose.** State why the program is being presented.
6. **Needs assessment.** Identify the target audience and the methods used to assess the learner's need for this program.
7. **Recordkeeping. Enclose one copy of the certificate of attendance with the application.** Explain the procedure for maintaining permanent records. Records must be verifiable and retrievable for a minimum of 60 months following the program. Providers must submit the attendance record (#2002-1A) within 30 days after the presentation.

Providers are required to provide all participants with a certificate of attendance which contains: name of participant, AANA membership number, provider name and address, location of program, date of program, number of CE credits awarded, AANA code number and expiration date and signature of the provider who verifies attendance.

For **CE** programs, submit 3 copies of certificates of attendance that were actually issued to 3 CRNAs attending the program with the attendance record.

For **inservice** programs at six-month intervals, submit 3 copies of certificates of attendance **that** were actually issued to 3 CRNAs attending the inservice.

8. **Evaluation. Enclose one copy of the evaluation form that will be completed by the participant.** The evaluation form must include provisions to assess the following: extent to which each stated outcome was met; relevance of the content to the learner's practice; facilities; resources; learner materials; and an appraisal of each presenter.
9. **Time frame.** List the hourly schedule for the program indicating times for presentations, breaks, etc. In addition, list the length of each presentation or learning segment in minutes. Fractions of CE credits are not awarded.  
For inservice programs, include time and dates the programs are held; for example, second Tuesday of each month from 7:50 a.m. – 8:40 a.m.
10. **Content.** List each topic to be presented and provide a brief description or outline of the content. Include a statement of the relevance of the topic to anesthesia practice, if applicable.
11. **Faculty.** List the name, title and credentials for all presenters.

12. **Objectives/Outcomes.** State each learner outcome in terms of what the participant should be able to do after attendance at or participation in the program. One outcome is required for each CE credit requested.

**Inservice Programs.** A minimum of four general outcomes must be submitted for each part of the inservice program; e.g., 4 outcomes for M & M conferences; 4 for journal clubs, 4 for clinical conferences, etc.

Inservice programs with planned lecturers that are presented on a regular basis must have one specific learner outcome for each selected topic.

**For Provider-Directed Independent Study,** submit the following with the application:

- a. One packet of the complete subscriber package.
  - b. A detailed description of the program, learner testing, feedback provision, recordkeeping procedure, materials and directions required to complete the study, a distribution schedule and how the program reaches the subscriber.
  - c. A minimum of 5 learner outcomes and 10 test questions for each CE credit requested.
  - d. Copy of evaluation form subscriber will complete at end of the program.
  - e. Copy of certificate of attendance that will be issued upon completion of the study.
13. **Teaching methods.** List the teaching methods to be used. Audio or videocassettes, interactive video instruction, CD-Rom, DVDs or other similar materials, as well as participation in teleconferences and demonstrations, may be submitted as content only if a moderator or facilitator is present to lead a discussion, answer technical questions relative to the presentation, handout evaluations, and record attendance. The AV material may take the place of an in-person lecturer; they cannot be approved by themselves.

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**Please return the completed outline and attachments to:**

**AMERICAN ASSOCIATION OF NURSE ANESTHETISTS**

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