IOWA BOARD OF NURSING PROVIDER #6

Administrative Rule Requirements

In accordance with 655 Iowa Administrative Code, Chapter 5.

Appropriate Audience:
When planning your program, keep in mind who your intended audience is. The appropriate audience would include Nurses (both LPN and RN), Social Workers, and other Healthcare Professionals. Inappropriate audiences would include lay people, caregivers who are not Healthcare Providers and volunteers. It is possible to have a mix of both at a program. If this is the case, it is very important that the material being presented is appropriate content for the Healthcare Professional.

Subject Matter:
Appropriate subject matter includes:
“(1) Nursing practice related to health care for patients/clients/families in any setting.
(2) Professional growth and development related to nursing practice roles and designed to enhance the delivery of patient care and health service.
(3) Sciences upon which nursing practice, nursing education, or nursing research is based …
(4) Social, economic, ethical, and legal aspects of health care.
(5) Management or administration of healthcare, healthcare personnel, or healthcare facilities.
(6) Education of patients or significant others, students, or personnel in the health care field.” (Admin Rule 5.3(2)(a))

Presenter Qualifications:
“The faculty/presenter shall:
(1) Be current, knowledgeable, and skillful in the subject matter of the offering by having evidence of further education in the subject. Such education shall be acquired through the course completion or an advance degree, experience in teaching in the specialized area within the three years preceding the offering, or six months’ work experience in the specialized area within the three years preceding the offering.
(2) If applicable, be skillful in assisting a nurse in designing a learner designed self-study program by having experience or education in course design.
(3) Include a nurse if the subject matter is nursing or if it is learner-designed self-study.
(4) Encourage active participation of the nurse learners enrolled in the offerings.
(5) Utilize principles of adult education in teaching strategies.
(6) Utilize teaching methodologies appropriate to the subject, audience, and time allotment.
(7) Utilize current supportive materials by drawing from resources that are predominantly less than five years old unless the topic is of an historical nature.” (Admin Rule 5.3(2)(d))

Advertising - Flyers/Brochures:
“Brochure or advertising shall accurately describe the activities by including the date, time, location, statement of purpose, educational objectives, intended audience, credentials of instructors, amount of continuing education credit to be awarded, and, if applicable, costs and items covered by the fee and refund policy. The board-approved provider number shall appear on the brochure or written advertisement.” (Admin Rule 5.3(2)(b)(9))

In addition, the rules assume that contact hours have been approved before flyers/brochures are posted and that is why the rules state that the amount of CE contact hours to be awarded should be listed. To avoid confusion or misrepresentation - no mention of the amount of contact hours to be awarded should be made on any materials that are distributed before the program has been approved.

Please indicate the following on all advertising materials: Continuing Education Contact Hours awarded by Iowa Western Community College, Iowa Board of Nursing Provider #6.