



POLICY & PROCEDURE

ONLINE NON-NCPD WEBINAR DEVELOPMENT

POLICY

1. Volunteer work groups [e.g., Committees, Specialty Practice Networks (SPN), Task Forces] may request resources to create and develop online educational content for distribution and delivery within ANNA's Online Community and Library.
2. The purpose of this Policy & Procedure is to ensure that Non-Nursing Continuing Professional Development (NCPD) Webinars being presented meet ANNA's standards of professionalism in both content and presentation.

PROCEDURE

1. An ANNA PowerPoint template must be used. Contact the Director of Online Learning and Innovation (DOLI) for the most current template.
2. The PowerPoint Presentation must include:
 - a. Title Slide – Including both the presenter(s) name and credentials.
 - b. Disclaimer Slide – Addresses any relevant financial relationships with ineligible companies. If there is no conflict of interest (s), then state none.
 - c. Cite Current Relevant Peer-Reviewed Sources – Use throughout the presentation to support the content.
 - d. Reference Summary Slide – Listed at the end of the presentation. APA format is preferred.
3. A coordinator from the volunteer work group desiring to create the non-NCPD Webinar will submit the final PowerPoint to ANNA's Director of Educational Services/Accredited Provider Program Director (APPD) (copying ANNA's DOLI) for final review. The Director of Education Services/APPD will determine if the presentation meets ANNA's professional standards and/or there are suggested edits. Refer to ANNA Policy & Procedure 8.03.23, *Online Education Program Development and Revision*, for guidance. The Director of Education Services/APPD will provide a response within ten (10) business days.
4. Once the Director of Education Services/APPD approves the slides, the coordinator can schedule the webinar with ANNA's DOLI.

5. The following details should be ready when reaching out to DOLI:
 - a. A short two (2) to three (3) sentence paragraph description of the webinar. This is required or no promotion will begin. This description will be used on the webinar registration page and for other promotional text.
 - b. Three (3) date/time options that the presenter(s) and other hosts are available. The DOLI will select two (s) of the three (3) dates provided that work within ANNA's webinar calendar – one (1) date for the practice, and the other date for the live event/webinar.
6. Scheduling Guidelines:
 - a. The minimum ANNA's DOLI schedules webinars is four (4) weeks in advance of the webinar date. Availability of preferred dates is also based upon the DOLI's availability related to other projects and previously scheduled webinars.
 - b. Best practice for webinar success is that the first webinar announcement is sent four (4) to six (6) weeks before the webinar start date; a two (2) month lead time is ideal.
 - c. To ensure a professional and seamless presentation, the individual(s) leading the webinar must schedule a time with the DOLI to practice. This will provide an opportunity to practice the mechanics of the process. The practice should take approximately 20 minutes.
 - d. If creating a video to embed in the presentation, be mindful of:
 - (1) Professional attire and backgrounds.
 - (2) Discussions and recommendations are evidence-based.
 - e. Reach out to DOLI before recording for some tips and guidelines.