The Accredited Provider Program Director (APPD) is a registered nurse who holds a current, active license with no practice restrictions (or international equivalent) and a graduate degree, with either the baccalaureate or graduate degree in nursing (or international equivalent), who has the authority within the Provider Unit to ensure adherence to the ANCC NCPD Accreditation Program criteria in the provision of NCPD. This role may also oversee compliance with the California Board of Nursing (CBN) criteria. (ANCC NCPD Accredited Provider Policy & Operations Manual, Version 1.0, 03.07.23)

NCPD (nurse continuing professional development) is a specialized nursing practice that facilitates the professional development and growth of nurses and healthcare personnel along with the continuum from novice to expert. (ANCC NCPD Accredited Provider Policy & Operations Manual, Version 1.0, 03.07.23)

NCPD activities are learning activities intended to build upon the educational and experiential bases of the professional RN for the enhancement of practice, education, administration, research, or theory development to the end of improving the health of the public and RN's pursuit of their professional career goals. (ANCC NCPD Accredited Provider Policy & Operations Manual, Version 1.0, 03.07.23)

The APPD serves on the ILCA Education Committee and the Conference Planning Task Force (CPTF) and will liaise with other committees, task forces, or work groups planning NCPD learning activities to ensure compliance with ANCC accreditation standards.

The APPD shall not serve in any other volunteer role at the same time unless it is an appointment by virtue of the position held. If currently serving in a volunteer role, a member must complete the term of service prior to serving on the board or council. Service on a task force may be made upon approval by the designated leadership body – the ILCA Board of Directors.

Reports to

Board of Directors.

Term

Once approved, the APPD will serve through the end of the credentialing cycle in 2026.

APPD: The APPD will have oversight of the organization's accreditation activities through one reaccreditation cycle. The APPD can be re-appointed for an additional reaccreditation cycle.

Qualifications

This registered nurse must hold a current, active license with no practice restrictions (or international equivalent) and a graduate degree, with either the baccalaureate or graduate

degree in nursing (or international equivalent) ANCC accreditation experience is preferred but not required.

Responsibilities

A. Supports the development of an educational strategy from which ILCA programming is identified, planned, implemented, and evaluated.
B. Works with staff to ensure ILCA activities adhere to ANCC and IBLCE criteria.
C. Serves as APPD or delegates this responsibility to nurse planners for all ILCA educational program committees to participate in identification, planning, implementation, and evaluation.
D. Directs ILCA office to maintain accredited status by:
    1. Working with staff to submit summary data about educational activities as requested by ANCC and IBLCE.
    2. Notifying ANCC in writing for changes in personnel directly responsible for NCPD activities, changes in organizational structure that influence the ability to provide NCPD activities, or changes in ownership of organization and any other pertinent information.
    3. Ensuring appropriate language and terminology on all communications, marketing materials and certificate of attendance awarded to participants as required by ILCA.
E. Ensures compliance with all ILCA policies, procedures, and practices including the WHO Code of Marketing of Breast-milk Substitutes and its subsequent WHA resolutions.
F. Enacts or oversees evaluation plan for ILCA's overall educational program.
G. Assist the ILCA Education Committee and CPTF chairs to submit activity reports to the ILCA Board of Directors semi-annually and as needed.
H. Identifies, recommends, and upon approval, trains, and mentors the AAPD-Elect during the final year of the APPD's term.