

Professional Growth Program Handbook
For Recertification in Wound, Ostomy, Continence and Foot Care Nursing
A publication of the WOCNCB®

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Note: The Handbook may also be downloaded and printed from the WOCNCB® Web site, www.wocncb.org.

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PREFACE

MISSION STATEMENT

WOCNCB® is committed to safe, patient-centered care by maintaining the Gold Standard in wound, ostomy, continence and foot care nursing.

CERTIFICATION STATEMENT

The Wound, Ostomy and Continence Nursing Certification Board® (WOCNCB®) supports and endorses the concept of voluntary, periodic certification by examination for all wound care nurses, ostomy care nurses, continence care nurses and foot care nurses. Certification is one component of credentialing and is a process by which a non-governmental agency or association grants recognition of competence to an individual who has met certain predetermined standards specified by that agency or association.

PROFESSIONAL GROWTH PROGRAM (PGP)

This document was developed by the Professional Growth Program Committee of the WOCNCB®.

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Approved by the WOCNCB®: **May 2018**

The WOCNCB® is committed to updating the PGP process to reflect the most current clinical practices of the WOC nursing profession. This Handbook is used as your guideline for development of your professional portfolio for recertification. Be sure to check the www.wocncb.org website for the most current Handbook.

If you have questions, please call the WOCNCB® office at 1-888-496-2622.

UPDATES MADE SINCE 2016 HANDBOOK ARE –

- Point split instructions updated..... pg. 4
- List conference sessions as one entry under the specialty to which they pertain..... pg. 12, 26
- Maximum allowed increased to 35 points on National Committee/Board/Task Force..... pg. 16
- Increased points to 10 for Chair of Regional/local/affiliate Committee/Board/Task Force... pg. 16
- Added “Event Chair” to Conference Planning Committee..... pg. 16
- Changed points as “per rally” on Rally/Camp for Patient Support Group..... pg. 17
- Moved “Conference Booth Volunteer” to Professional Orgs. category (was Teaching)..... pg. 17
- Added activity “Revise Educational Tool” in ‘Publications’ pg. 20
- Changed maximum points for “Author Peer Reviewed Journal Articles” to No maximum..... pg. 20
- Changed “Newsletter Editor” points to “per year” pg. 21
- Moved “Grant Activities (non-IRB) to ‘Research’ category (was Programs/Projects) pg. 22
- Added OCA faculty/skills instructor/course coordinator in Teaching category pg. 24
- Required to list all precepting hours as one lump sum pg. 24

ABOUT THE WOCNCB®

The Wound, Ostomy and Continence Nursing Certification Board® (WOCNCB®) was established in 1978 by the International Association of Enterostomal Therapy (IAET), now known as the Wound, Ostomy and Continence Nurses Society (WOCN®). It is incorporated as a separate, distinct and financially independent entity of that group. The WOCNCB® is a national, non-governmental certifying agency organized to grant certification credentials to qualified nurses who are involved in providing care or education to individuals with wounds, ostomies, incontinence or foot care needs. The organization is dedicated to promoting excellence in the profession of wound, ostomy, continence and foot care nursing through development, maintenance and protection of the certification process. This process consists of fulfilling rigorous eligibility requirements that allow an individual to take the WOCNCB® certification exam. Upon passing the exam, individuals receive their CWOCN®, CWCN®, COCN®, CCCN®, CWON®, CFCN®, WTA-C, CWOCN-AP®, CWCN-AP®, COCN-AP®, CCCN-AP®, CWON-AP® credential. Certification must be re-established every five years.

Qualified nurses may recertify in the specialties of wound, ostomy, continence or foot nursing by passing the exam OR by fulfilling the activity requirements of the Professional Growth Program (PGP), or through a combination of the two processes.

ACCREDITATION

ABSNC

The WOCNCB® earned reaccreditation status of the following examination programs: CWOCN®, CWON®, CWCN®, COCN®, and CCCN® in June 2016 by the Accreditation Board for Specialty Nursing Certification (ABSNC), formerly the ABNS Accreditation Council. Accreditation status is granted for five years.

ABSNC, the only accrediting body specifically for nursing certification, is the standard-setting body for nursing certification programs. ABSNC sets a very stringent and comprehensive accreditation process. WOCNCB® provided extensive documentation demonstrating that it has met the 18 ABSNC standards of quality. Using the analogy that ABSNC is to nursing certification organizations as JCAHO is to hospitals is appropriate. (www.nursingcertification.org)

NCCA

The WOCNCB® is also accredited by the National Commission for Certifying Agencies (NCCA). Accreditation by the prestigious NCCA assures that the WOCNCB® has met the most stringent and rigorous of standards in issuing its credentials. By meeting these standards, the WOCNCB® helps to ensure safe and expert practice of wound, ostomy and continence nursing.

Additionally, accreditation assures that:

- The validity and integrity of credentials issued by the WOCNCB® are unquestionable and of the highest caliber.
- Fair and equitable standards have been met for each certificant who is certifying or recertifying.
- WOCNCB® certificants have earned credentials that are esteemed and valued among their peers, other medical professionals and employers. (<http://www.credentialingexcellence.org/>)

The WOCNCB® is proud of the hard-earned ABSNC and NCCA accreditations, and we hope our certificants share our pride.

STATEMENT OF NONDISCRIMINATION POLICY

The WOCNCB® does not discriminate among certificants on any basis that would violate any applicable laws.

CERTIFICATION PHILOSOPHY

The WOCNCB® endorses the concept of voluntary, periodic certification. WOCNCB® certification focuses specifically on the individual and is an indication of current knowledge in a specialized area of nursing practice. Certification provides formal recognition of wound, ostomy or continence (WOC) and foot care (FC) nursing knowledge.

The objectives of the WOCNCB® certification program are to promote excellence in wound, ostomy, continence or foot care nursing by:

1. Formally recognizing those individuals who meet all the requirements of the WOCNCB®
2. Encouraging continued professional growth in the practice of wound, ostomy, continence or foot care nursing
3. Establishing and measuring the level of knowledge required for certification in wound, ostomy, continence or foot care nursing
4. Providing a standard of knowledge required for certification, thereby assisting the employer, public and members of health professions in the assessment of the wound, ostomy, continence or foot care nurse

OVERVIEW

Recertification is achieved every 5 years by submitting a “professional portfolio” using the interactive online submission system for each specialty certification being sought by earning points from the projects or activities outlined in this PGP Handbook.

There are several categories of activities and projects:

- | | | |
|---|-------------------|--|
| ✓ Academic Education | ✓ Publications | ✓ Pre-approval of non-defined activities |
| ✓ Continuing Education (CE/CNE/CME credits) | ✓ Research | |
| ✓ Professional Organizations | ✓ Self-Assessment | |
| ✓ Programs/Projects | ✓ Teaching | |

Each project and activity has defined point values. You will develop your portfolio using these point values to equal a minimum of 80 points for each specialty and submit all acceptable activities. The PGP Committee will review the portfolio to assure it meets the requirements for recertification. The Foot Care Committee reviews the portfolios submitted for CFCN® recertification.

Successful recertification by PGP depends on reading the PGP Handbook – cross reference each activity with your portfolio to assure you have met the criteria.

PGP PROCESS

1. Confirm you meet the eligibility requirements
 2. For best results in successful recertification – **read the requirements** outlined in this Handbook
 3. Locate the online submission system, located at www.wocncb.org/pgp
 4. Register or login and complete the profile tab
 5. Complete the portfolio tab for each specialty in which you seek to recertify
 6. Complete the payment information through Castle Worldwide
 7. Ensure your portfolio is submitted by the appropriate deadline; no later than 3 months or no sooner than 12 months prior to certification expiration
 8. Await confirmation stating revision is needed or that you are recertified; (See application process on pg. 9)
 9. Within 6 weeks, you receive a credentials Certificate and verification will appear on the www.wocncb.org web site.
-

PORTFOLIO SUBMISSION DEADLINES

Deadline: 3 months prior to certification expiration date

Portfolio submission deadline: You MUST submit no later than 3 months prior to your certification expiration date. You may submit up to 12 months prior to certification expiration. Example: If your certification expires June 30th, your portfolio deadline is March 31st, you may submit your portfolio as early as December 31st.

Early submission does not affect your original CFCN® or combined tri-specialty (CWOCN®) certification expiration date. Five years will be added to the current certification expiration date upon recertification approval. Certifications earned separately each have their own deadline date. Written requests to combine credentials may be sent to the WOCNCB® office.

POINT ACCUMULATION

You may continue to accumulate PGP points until your submission deadline for your current certification period. PGP points earned after the submission deadlines will be applicable to your next 5 year recertification period.

The 5 year recertification period is after earning initial certification or PGP submission deadline to PGP submission deadline. Example: Your certification expires December 31, 2023 and your portfolio submission deadline is September 30, 2023 – therefore your 5 year certification period for accumulating points is from September 30, 2018 to September 30, 2023.

Candidates may begin to accrue points for their next recertification period the day after their portfolio is accepted, even if this date is prior to the PGP Submission Deadline. (Example: PGP Submitted on 9/1/2018 for a March 2019 credentials expiration when the PGP Submission Deadline is 12/31/2018 – and the portfolio is accepted on 9/20/2018; your next recertification period begins with 9/21/2018 to accrue points.)

ELIGIBILITY CRITERIA

To be eligible for the WOCNCB® Professional Growth Program, a certificant must fulfill the following requirements:

1. Hold current RN licensure (WOCNCB® staff will verify current licensure via review on state board Web sites.)
2. Hold current WOCNCB® certification in all specialties for which recertification is sought (WOCNCB® staff will verify current certification upon receipt of application.)

NOTE: It is not permissible to recertify through the Professional Growth Program if you first fail the examination for that same recertification cycle.

ONLINE SUBMISSION SYSTEM

- The online submission system can be found at www.wocncb.org/pgp.
- Prior to creating your portfolio, register and create a login and password.
- You will be able to continuously access your saved data in order to work on your portfolio over the five year recertification period.
- The “Unassigned” section allows you to enter activities that might fit into more than one specialty. You may later move them to the appropriate specialty as needed.
- Submit your completed specialty portfolio(s) to WOCNCB® via the Web site, according to the established deadlines.
- PGP payment is made to the Castle Worldwide site and you may add Exams if needed and pay for both. Note: Your PGP “Profile” email must match Castle’s records for the payment to be successful. Call or email Castle for help if needed: 919-572-6880 or testing@castleworldwide.com.
- Portfolios can be submitted no earlier than 12 months prior to certification expiration.
- All the portfolio activities entered online are secure and will be maintained over the entire 5-year recertification period. The server back-up systems protect data and prevent data loss. This is the same information that will be received and processed by WOCNCB®’s PGP Committee for review and approval.
- You are encouraged to use the “Download to MS Word” feature for each specialty portfolio for your records.
- If you experience technical difficulties please contact the WOCNCB office directly for assistance 1-888-496-2622 or info@wocncb.org.

REVISIONS AND RESUBMISSIONS

- You will be allowed to revise your original portfolio and resubmit it for consideration for further review for recertification if it is not approved initially. Be sure the points do not exceed 90.
- An email notification is sent for revision requests usually within 1 to 2 weeks. Check your spam and junk emails if you have not received a message in your Inbox. Contact WOCNCB directly if you have not received messages.
- There is a **LIMIT OF TWO** revisions and resubmissions. There is a \$25 administrative fee per resubmission of **each specialty portfolio**.
- This means: you submit the initial portfolio, one revision, a second revision, and are not allowed any further revision or resubmission of the portfolio.
- Minor requests for clarification/edits may be sent to you without request for revision/resubmission and administrative fee. For example, you entered a CE/CNE/CME and clicked the checkbox for “Professional Practice” and it is actually related to the wound care specialty and you should have clicked the “Specialty” checkbox. This can be sent to you for minor editing.
- After the second and final revision, if that version of the portfolio is not approved – your portfolio is considered a Fail status for recertification.
- **If your portfolio should Fail**, you must apply for examination with a separate application and fees for exams.

You MUST resubmit your revised portfolio within 30 days of the request, even if you have submitted it prior to the deadline or were granted an extension. If it is resubmitted past 30 days, another \$25 fee will be assessed.

Note --- when submitting a revised portfolio, be sure it meets the criteria (pg. 7) so that you have met the minimum 10 specialty CE/CNE/CME’s and have at least 80 but no more than the 90 points allowed. Activities may be “moved” or “deleted” as needed to adjust your points and in some cases to claim partial points.

FEES

Upon completing your online portfolio, click on the hyperlink to “Submit Application”. You will be re-directed to the testing agency website, Castle Worldwide (www.castleworldwide.com/wocncb), for payment and may submit for PGP portfolio or a combination of PGP and exams (*see pg. 10 for instructions*). Fees are subject to change.

One Specialty: \$395	<i>(equates to \$79 /year x 5)</i>
Two Specialties: \$510	<i>(equates to \$102 /year x 5)</i>
Three Specialties: \$610	<i>(equates to \$122 /year x 5)</i>
Four Specialties: \$670	<i>(equates to \$134 /year x 5)</i>
Administrative fee: \$25	<i>per resubmission/per specialty (see above “Revisions and Resubmissions”)</i>
Late Fee \$75	<i>(See pg. 10 “late fees”)</i>

GETTING STARTED WITH YOUR PGP PORTFOLIO

Please review for EACH specialty

To avoid revisions and subsequent administrative fees for resubmissions, **be sure to review the Handbook** and cross reference your activities with the defined criteria along with the Maximum allowed for the activity. The committee has found your portfolio is more likely to pass the first submission if you are familiar with the criteria.

During the process pay attention to:

- Requirements and Guidelines pg. 7
- Definition of PGP Terms pg. 28 – 32
- CE/CNE/CME requirements pg. 12
- Helpful Hints pg. 5

Use the PGP Portfolio Checklist, pg. 10 – 11. The checklist was developed to assist with identifying errors frequently made when recertifying by PGP.

For any specific questions regarding your PGP activities, please use the on-line “Ask the Board” (<http://www.wocncb.org/ask-the-board>) prior to submission. Questions are answered within 48 – 72 hours.

EXAMPLES

You may develop your portfolio using any PGP Handbook categories. Here are examples of acceptable Point Summaries:

EXAMPLE #1: Point Summary

Category	Specialty Points	Prof. Prac. Points
Academic Education		
Continuing Education	40	0
Poster Presentations		
Pre-approval of Non-Defined		
Precepting and Clinical Education		
Presentations and Lectures	15	
Professional Organizations	10	
Program or Project		20
Publication		
Research		
Self-Assessment		

Specialty Points:	65
Professional Practice Points:	20
Total Points:	85

EXAMPLE #2: Point Summary

Category	Specialty Points	Prof. Prac. Points
Academic Education		15
Continuing Education	30	
Poster Presentations	10	
Pre-approval of Non-Defined		
Precepting and Clinical Education	2	
Presentations and Lectures	2	
Professional Organizations	1	
Program or Project	3	
Publication		12
Research		0
Self-Assessment		5

Specialty Points:	48
Professional Practice Points:	32
Total Points:	80

PROFESSIONAL PRACTICE EXPLAINED

Professional Practice is defined as courses or activities that are **not directly** related to wound, ostomy, continence, foot care or "other specialty" nursing specific activities (see examples appendix B), yet directly impact or enhance the role of the WOC or FC nurse. These Professional Practice topics are not intended to reflect advanced practice nursing, general nursing tasks or non-nursing tasks. These activities may not relate to another specialty. (*Refer to "Definitions" pages 28 – 32 for examples.*)

Any "Professional Practice" (not the clinical specialty) CE/CNE/CME course or portfolio activity item not WOCNCB® approved or WOCN® Society sponsored **MUST** be pre-approved via the Pre-approval process. (*See pg. 15 for preapproval process instructions.*) **Do not** submit Pre-approval for items that pertain to the clinical specialty.

Disclaimer: PGP portfolio points submitted as Professional Practice are subject to review by the PGP committee.

RELATED ACTIVITIES AND SPLITTING POINTS EXPLAINED

Some activities may be considered appropriate for all specialties. In this case, the applicant may choose which specialty to which it applies and clarify in the portfolio how it is related to the applicable specialty.* For example, incontinence-associated dermatitis may relate to either continence or wound; and depending on the circumstances, fistula management may fit into any of the three wound, ostomy, or continence (WOC) specialties. Refer to the exam content outline as a guideline for topics related to the specialty, found on the <http://www.wocncb.org> website.

NOTE: It is not permissible to duplicate activities used from the WOC specialties over to Foot Care (FC). The WOCNCB® will review all information for comparison.

**Disclaimer: It is at the discretion of the PGP Committee to assure content truly relates to the clinical specialty in order to be accepted.*

When an activity covers subject matter on 2 or 3 separate specialty topics, PGP points **must** be split between the appropriate specialties (see "Splitting Points" below for explanation). Splitting points requires pre-approval submission. When points are divided, they may not be duplicated.

For example,

1. You participated in a facility product committee where you evaluated wound, ostomy and continence products. You must split the points among all 3 specialties.
2. You established an independent practice and you wish to use the activity in both Wound and Ostomy. You must split the activity for 25 points in each specialty (activity is worth 50 total points).

Splitting Points

Instructions: You will need to send as though it is a Pre-approval request and indicate the points needed for the split, as follows for each specialty:

1. Log on to your PGP account
2. Click on the tab entitled "Pre-approval"
3. Write up your description detailing the project or activity. (Indicate how you want to split the points and in which specialty portfolios.)
4. Indicate the points needed for the split (Note: if you are requesting differing point totals in each specialty, you should submit a separate request for each so that the correct amount can be assigned to each request.)
5. Click submit
6. Upon receipt of the confirmation email of an approval, log in to your PGP account.
7. Click "add new activity"
8. From the drop-down list, select "pre-approved"
9. Click add
10. On the next screen, in the third line select your item from the drop-down list
11. The system will automatically insert your pre-approved item and points

Helpful Hints for Recertifying by PGP

Candidates are advised to read the Handbook instructions thoroughly before submitting a portfolio. As the PGP Committee reviews portfolio submissions for recertification, we have seen some common mistakes. If you have questions, please use the Web site feature “Ask the Board” www.wocncb.org or call 1-888-496-2622. We're here to assist you and make this a positive experience. Do NOT attempt to submit a portfolio without reviewing the Handbook which may result in errors.

- 1. Correct Way:** You review the entire PGP Handbook for guidance and requirements. This will alleviate many mistakes.
Mistake: You begin your portfolio without reading the PGP Handbook.
- 2. Correct Way:** You used an activity related to multiple specialties and followed the guidelines on pg. 4 on “related activities and splitting points explained”.
Mistake: You used a general committee (i.e., Value Analysis Committee or Products Committee) as pertaining to a specialty when it does not relate to any specialty, or relates to more than one specialty.
- 3. Correct Way:** You submit an ostomy activity in your ostomy portfolio.
Mistake: You used a wound CE/CNE/CME activity under the continence portfolio. (See pg. 7)
- 4. Correct Way:** You marked the “Professional Practice” checkbox for an activity does not directly relate to the wound, ostomy, continence or foot care specialty and does impact or enhance the WOC or FC nurse role. Please refer to the PGP Handbook “definitions”, on pages 28 – 32.
Mistake: You marked the Professional Practice checkbox when the activity directly relates to the specialty.
- 5. Correct Way:** You used the “Brief Description” portion to list each topic/session attended with its respective point value.
Mistake: You did not list individual sessions with point values from a conference in the Brief Description. (See Appendix A, pg.26)
- 6. Correct Way:** You did ensure that the activity impacts WOC nursing directly.
Mistake: You inappropriately used activities that do not relate to WOC nursing and are general nursing activities. (See pg.4)
- 7. Correct Way:** You totaled up your points for precepting as one entry and assigned them to the appropriate specialty.
Mistake: You have precepted students in wound, ostomy, continence or foot care. When you tally up the number of hours that you have spent with them, you place all your points under one specialty. (See pg.24)
- 8. Correct Way:** You claimed WOCN General Sessions with content that directly relates to a specialty as “specialty” and not Professional Practice. (see pg. 12)
Mistake: You claimed WOCN General Session (marked GS) as a Professional Practice topic when it actually relates to a specialty.
- 9. Correct Way:** You limit your portfolio to 10 CE/CNE/CMEs Professional Practice (non-clinical) topics per specialty.
Mistake: You submit more than 10 Professional Practice CE/CNE/CMEs activities per specialty. (See pg. 31 for definition of Professional Practice.)
- 10. Correct Way:** You have at least 10 CE/CNE/CMEs pertaining to the clinical specialty in the portfolio.
Mistake: You submit less than the minimum 10 CE/CNE/CMEs required in the specialty. (See pg. 12.)
- 11. Correct Way:** You proofread your CE/CNE/CMEs via “export to MS Word” (linked in your PGP account), prior to submitting the portfolio.
Mistake: You submitted duplicated CE/CNE/CMEs in the portfolio. (See pg.12)

Helpful Hints for Recertifying by PGP (continued)

- 12. Correct Way:** You are submitting an activity through “Pre-approval” to have the PGP Committee determine the point value, and have submitted it at least 4 weeks in advance of your submission date. This allowed the PGP Committee time to review the activity and determine the point value and provide sufficient time for you to resubmit other activities if needed. You later entered the pre-approved items appropriately – see pg. 15 for instructions.
Mistake: You submitted a project for Pre-approval fewer than 30 days prior to portfolio deadline. (See pg. 15)
- 13. Correct Way:** You entered a presentation only for the first time you presented the information, not for repeat presentations of the same lecture.
Mistake: You give a lecture and repeated it several times (i.e. skills fair, in-service, etc.) during your certification period. When filling out your portfolio, you take points for each time that you gave the lecture. (See pg. 24)
- 14. Correct Way:** You placed the CE/CNE/CMEs under one specialty or split points between specialties, since the same activity cannot be repeated in more than one specialty. When you split the points, you used the “Brief Description” section for an explanation. See pg. 4 for more information on splitting points.
Mistake: You placed CE/CNE/CME entitled “Skin/Wound Care for the Incontinent Patient” under both the wound specialty and the continence specialty, using points twice.

PORTFOLIO REQUIREMENTS & GUIDELINES

Candidates are advised to read the Handbook instructions thoroughly before submitting a portfolio. The PGP Committee reviews portfolio submissions for recertification and notes recurring common mistakes in “Helpful Hints” on pg. 5. Please use the website feature “Ask the Board” www.wocncb.org or call 1-888-496-2622 if you have questions. The PGP Committee is available to assist you and make this a positive experience.

1. Activities or projects used in your portfolio **must be those you completed** prior to the PGP submission deadline. All activities/projects completed after the portfolio submission deadline will be counted towards the next 5 year recertification period. Your current 5-year recertification period for this portfolio is for activities done after earning initial certification, or from the previous recertification PGP submission deadline to this PGP submission deadline.
(Example: The portfolio is due no later than March 31 for a June 2021 recertification – your current portfolio should contain projects completed between March 31, 2018 and March 31, 2021 if you did PGP previously in 2018; or, between June 2018 and March 31, 2021 if you certified the first time in 2018 and is when you earned credentials.)
2. You may begin to accrue points for your next recertification period the day after your portfolio is accepted, even if this date is prior to the PGP Submission Deadline.
(Example: PGP Submitted on 9/1/2018 for a March 2019 credentials expiration when the PGP Submission Deadline is 12/31/2018 – and the portfolio is accepted on 9/20/2018; your next recertification period begins with 9/21/2018 to accrue points.)
3. This Handbook is used as your guideline for development of your professional portfolio for recertification. Be sure to check the www.wocncb.org website for the most current Handbook.
4. **Each specialty portfolio must contain a minimum of 80 points and meet the minimums/Maximums as follows:**
 - a. Minimum of 10 CE/CNE/CMEs must directly relate to the specialty.
 - b. Minimum of forty (40) of the total points must directly relate to the specialty. The entire portfolio may relate to the specialty.
 - c. Maximum of forty (40) points may come from Professional Practice, in each specialty.
 - d. Maximum of 10 CE/CNE/CMEs may relate to Professional Practice, in each specialty.
 - e. Pay attention to categories that have minimum and maximum points allowed.
5. Activities/points pertaining to one specialty may not be used in another specialty portfolio.
6. Points from one project/activity may only be used once and cannot be used in another specialty.
7. Portfolios must contain 80 points and can include up to 90 points.
8. PGP points are not awarded for repeating activities on different dates, unless the topic content clearly has been revised to meet the needs of the learner. (Refer to definitions pg. 32 for “revisions” and activity requirements.)
9. For Projects/Activities not defined in the Handbook Pre-approval must be submitted. (Refer to instructions on pg. 15 on how to correctly enter pre-approved items in your portfolio.)
10. **Do not use any abbreviations** (with the exception of ANCC, SUNA, SAWC and WOCN).
11. All CE/CNE/CME’s must be listed separately by title and supporting information.
12. List Conference CE/CNE/CME’s as described in Appendix A. (pg. 26). If the name of the session does not reflect the content, please write a brief description along with the title.
13. Review definitions of activities/projects prior to completing your PGP portfolio, found on pages 28 – 32 in this Handbook.
14. Any “Professional Practice” (not the clinical specialty) CE/CNE/CME course or portfolio activity item not WOCNCB® approved or WOCN® Society sponsored **MUST** be pre-approved via the Pre-approval process. (See pg. 15 for preapproval process instructions.) Do not submit Pre-approval for items that directly relate to the specialty.

NOTE: It is not permissible to duplicate activities used from the WOC specialties over to Foot Care (FC). The WOCNCB® will review all information for comparison.

LATE PORTFOLIO SUBMISSION POLICY

Late portfolios will be accepted if submitted no later than 30 days following the Portfolio Submission Deadline of 3 months prior to the certification expiration date. A late fee of \$75 applies and must be set up in advance of a portfolio submission. Contact the WOCNCB directly to set up the late submission.

A late portfolio beyond the 30 days requires preapproval by the Credentialing and Review Committee. Email your written request to the WOCNCB® Office at info@WOCNCB.org . Once the request is received, it will be reviewed by the Credentialing and Review Committee, which will vote to determine if the portfolio will be approved for extension/late submission. A \$100 late fee applies and will be collected prior to portfolio submission.

Those receiving credentials extension must keep their activities in a portfolio within the published submission deadlines. (Example: your credentials expire June 2020 and you submitted on April 30 as a late application; therefore activities in the portfolio must occur through March 30 which is the original deadline.)

APPLYING FOR PGP IN COMBINATION WITH EXAMS

If you elect to submit PGP portfolio(s) plus take exam(s) for recertification, first fulfill the requirements for each specialty PGP portfolio and click the “Submit Application” link via the PGP online system. After you click “Submit Application” a payment screen will allow you to mark a checkbox for those specialties for which you will take an exam. You will be asked to provide payment for all specialties for which you are applying. You must also complete the exam application detail showing your eligibility.

The costs are the same whether combining Exam and PGP or not, as shown in the “Fees” section.

Instructions:

- When submitting your completed PGP portfolio, click “Submit Application”
- You are then automatically directed to the testing agency site, www.castleworldwide.com/wocncb for payment (either PGP or Exams or both)
- Click on “Password Retrieval” to obtain a new password only used for the purposes of payment
- Sign in to the Castle site
- Click “start application” and verify “PGP” is indicated for each specialty you are sending by PGP
- Click “standard” as the option next to any specialty for which you wish to take the Standard exam (versus AP exam)
- Click “start application” a second time to submit the credit card information

HELP

If you have questions about the PGP process:

1. Review helpful hints on pg. 5 of the Handbook.
2. Refer to the “Ask the Board” section of the www.wocncb.org website.
3. Review previously answered questions on Ask the Board as many questions have been addressed.
4. Post your question to “Ask the Board” which will be answered within 48 hours.
5. Email or phone the WOCNCB.

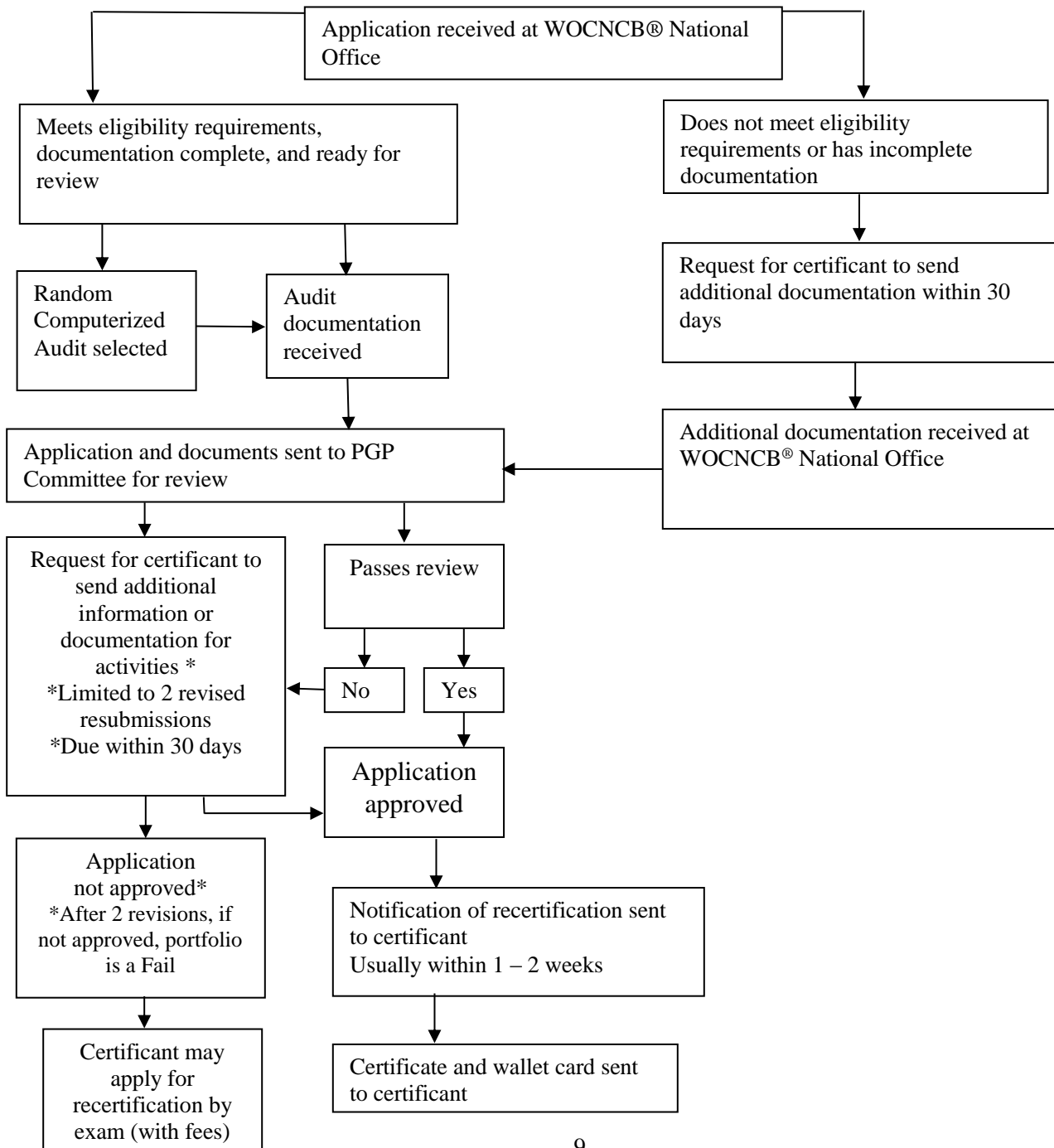
Disclaimer: Answers to PGP questions posted on the www.wocncb.org Web site’s “Ask the Board” are as accurate as possible without having the questioner’s complete portfolio. Questions may at times lack comprehensive information about a specific activity, or a question or answer may be misinterpreted by the reader. As a result, the WOCNCB® cannot guarantee that it will accept points based on the answer posted on “Ask the Board.” Points can only be fully verified and justified when the completed PGP portfolio is evaluated by a PGP reviewer or Pre-approval has been awarded for an activity following the Pre-approval process (pg. 15).

AUDIT PROCESS

The WOCNCB® performs a random audit on PGP applications. Certificants selected for audit will be notified by email within five days of submission of application. If audited, you must submit the documentation required for audit to the WOCNCB® within 30 days of notice. The required audit documentation is listed at the end of each of the Activity Categories. Only one opportunity to comply is allowed. Failure to comply will result in recertification via examination.

APPLICATION REVIEW PROCESS

The entire application review process can take up to 30 days from date of receipt. If you have not received notification within 30 days, please contact the WOCNCB®.



PGP PORTFOLIO CHECKLIST

This checklist was developed to assist with identifying errors frequently made when recertifying by PGP. Please take the time to review your portfolio prior to submission. This is not an all-inclusive list.

General Guidelines and Requirements (pg. 7)

- _____ **Minimum** of 80 PGP points per specialty, extra activities should be placed in the unassigned category.
- _____ **Minimum** of 40 PGP points **directly** related to the specialty.
- _____ **Maximum** of 40 Professional Practice points per specialty, only 10 may be CE's. Review Professional Practice definition and examples (pg. 31). Please see guidelines pg. 7, item #14.
- _____ All Activities claimed for PGP points **must** have been completed prior to submission deadline and since last submission deadline (pg. 1).
- _____ Verify that maximum points allowed per activity have not been exceeded.

Audit Documentation

- _____ Have documentation for all activities in case of audit (see information in each category in "audit" section)

Continuing Nursing Education (pg. 12)

- _____ CNE's **must** have been approved /awarded by accredited or approved providers.
- _____ Mandatory **minimum** 10 CE/CNE/CME's directly related to specialty on all portfolios.
- _____ **Maximum** of 10 Professional Practice CE/CNE/CME's in each specialty. Review definition (pg. 31). Review instructions (pg. 12).
- _____ **Maximum** of 40 TOTAL specialty CE's, (Maximum of 10 CE/CNE/CME's may be Professional Practice). Do not submit more than 40 TOTAL CE's.
- _____ Conference CE/CNE/CME's that pertain to one specialty should be grouped and entered as one entry. When entering them as a group be sure to list each title and CE/CNE/CME value in the "Brief description of course content" box. (See example: Appendix A).
- _____ Conference Professional Practice CE/CNE/CME's that are used in the portfolio should be grouped and entered as one entry. When entering them as a group be sure to list each title and CE/CNE/CME value in the "Brief description of course content" box. (See example: Appendix A, pg.26).
- _____ No abbreviations should be used in portfolio with the exception of WOCN, SAWC, SUNA or ANCC.

Academic Education (pg. 14)

- _____ Based on credit hours; transcript required as documentation; count as Professional Practice points in portfolio. Must be nursing related.

Pre-approvals (pg. 15)

- _____ Copies of acceptance of Pre-approvals with point values from PGP committee for all activities not defined in the PGP Handbook.

Professional Organizations (pg. 16 – 17)

- _____ Documentation to substantiate involvement in organization, i.e., committee roster, meeting minutes, letter from organization confirming position, etc.
- _____ Volunteer work for patient support organization, directly relates to WOC/FC, documentation of activity.

Programs/Projects (pg. 18 – 19)

- _____ Meets definitions and requirements and have copies of required documentation of activities. (pg. 19)
- _____ Review definition of revisions. (pg. 32)
- _____ Had primary responsibility for developing, implementing, or evaluating the program, project or case. (pg. 19)

PGP PORTFOLIO CHECKLIST (CONT'D.)

Publications (pg. 20 – 21)

_____ Copies of all publications for audit, meets requirements (pg. 21).

Research (pg. 22)

_____ All activities in this section relate to IRB or non-research grant writing.

Revisions of any activity (Review definition pg. 32)

_____ Have copy of original and revision.

_____ Revision of any activity for points may only be claimed one time during a certification period.

_____ The revision must be a significant revision of content, not simply annual review.

Self-Assessment (pg. 23)

_____ One specific activity from your PGP portfolio. Answer carefully and completely each question on the online activity.

Teaching Requirements and Documentation required (pg. 24 – 25)

_____ WOC Required Tracking form utilized for all students precepted (WOC or other medical professional). All hours must be separated by specialty and be CLINICAL hours NOT Professional Practice. See pg. 24 for online link.

_____ Copies of all in-services developed or presented and paperwork for CE/CNE/CME approval, Sign-in sheets of given in-services.

_____ Proof of acceptance of poster, photo of poster, sign-in sheet.

_____ Poster must have certificant's name on it as contributor.

_____ Volunteer for conference, letter from conference.

_____ Revisions (definition pg. 32), only one per individual activity per certification, need original and revised presentation as documentation.

This is not an all-inclusive list.

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Continuing Education

Acceptable Activities	<p>Attendance at continuing education programs or CE/CNE/CME's offered/sponsored ONLY by accredited or approved providers such as the WOCN[®] Society, the American Nurses Credentialing Center (ANCC), or a state board of nursing. This information is found on the CE/CNE/CME certificate issued to you.</p> <p>Completion of home study or self-study programs approved for nursing contact hours are acceptable.</p> <p>Be sure you are not claiming general nursing activities vs. those that directly impact or enhance the role of the WOC or FC nurse.</p>
Requirements	<ol style="list-style-type: none"> 1. Each specialty portfolio must contain a minimum of 10 CE/CNE/CME credits that are directly related to the wound, ostomy, continence (WOC) or foot care (FC) specialty. 2. CE's included in portfolios must be those you completed prior to the PGP submission deadline. You may not use new CE's taken after the PGP deadline in this recertification period. (See pg. 7 "Requirements and Guidelines".) 3. The maximum CE/CNE/CME credits allowed in each specialty portfolio is 40. 4. No more than 10 CE/CNE/CME credits per specialty may come from Professional Practice. Please review the definitions on pg. 31 for Professional Practice in this Handbook. 5. CE/CNE/CME's may not relate to another clinical specialty. If the CE/CNE/CME pertains to multiple specialties it may only be used in ONE portfolio. A CE/CNE/CME from another specialty cannot be used in the Professional Practice section (i.e., a continence CE/CNE/CME cannot be used as Professional Practice in the ostomy portfolio.) 6. Individual CE/CNE/CME must be at least 0.50 credits in value (except when part of a full conference entry) – see #7 below for entering conference CE/CNE/CME's. Examples: Appendix A, pg. 26. 7. If not obvious from the course title, please use the brief description section to describe how the content directly impacts or enhances the role of the WOC nurse. List the objectives if it is one course. 8. List Conference CE/CNE/CME's as described on pg. 26, Appendix A. If the title of the session does not reflect the content, please write a brief description along with the title. 9. Professional Practice sessions earned from the same conference must be listed as a separate activity, separate from specialty sessions, and properly checked as Professional Practice. (Examples: See Appendix A, pg. 26). 10. Individuals that develop and/or present a program may not also receive PGP points for attending that program, even if there is a CE/CNE/CME certificate issued to you. This is considered duplication. 11. Do not use abbreviations and spell all words (except WOCN, SAWC, ANCC, and SUNA.) 12. Appropriately check "specialty" or Professional Practice in the online system. (See definitions pg. 31 for Professional Practice.)

Category: Continuing Education (cont'd.)	
Requirements (continued)	<p>13. Any “Professional Practice” (not the clinical specialty) CE/CNE/CME course or portfolio activity item not WOCNCB® approved or WOCN® Society sponsored MUST be pre-approved via the Pre-approval process. (<i>See pg. 15 for Pre-approval process instructions.</i>) Do not submit Pre-approval for items that pertain to the clinical specialty.</p> <p>14. Claim WOCN General Sessions with content that directly relates to a specialty as “specialty” and not Professional Practice.</p> <p>15. WOCN Society CE/CNE/CME awarded for poster viewing – see below</p>
National Conference Posters	<p>Please note: The WOCN Society provides contact hours for viewing multiple posters. The PGP Committee approved how these points are used and entered in the PGP portfolios as follows:</p> <ul style="list-style-type: none"> ▪ These points may ONLY be used under the CE/CNE/CME activity section of your portfolio. ▪ These points may be used in ANY of the portfolios in which you are recertifying. ▪ These points may be entered as specialty CE/CNE/CME points (wound, ostomy, continence, foot care) OR Professional Practice CE/CNE/CME points. ▪ These points may be split between portfolios and are EXEMPT from the Pre-approval process for splitting points as listed on pg. 4 (splitting points explained.) ▪ Keep in mind the CE/CNE/CMEs must fall within your five year recertification period. ▪ If you have additional questions or concerns please contact the WOCNCB office.
Points	1 Contact Hour or 1 CE/CNE/CME Credit = 1 PGP Point (Max 40 allowed per specialty)
Audit documentation if requested	<p>Certificate of attendance or completion that includes your name, date, program title, provider, approved accrediting organization, and the number of contact hours awarded. If no certificate is available, a WOCNCB® audit form signed by the sponsoring organization may be used as verification.</p> <p>Audit forms may be downloaded when logged in to your PGP portfolio account by clicking on the “audit” tab. Or, upload your documentation when in the audit tab if you have document files saved on your computer.</p>

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Academic Education		
Acceptable Activities	<p>The WOCNCB® actively promotes advanced education and will consider a wide variety of nursing-related educational offerings for PGP points. Academic credits must be from an accredited college or university. Credits acquired for a nursing major or by challenge examinations are acceptable. Credits should relate to health care, management, teaching or the biopsychosocial knowledge base of human services.</p> <p style="text-align: center;"><u>Examples of Acceptable Courses</u></p> <ul style="list-style-type: none"> Physical Assessment Anatomy and Physiology Business Ethics Medical languages, e.g., Spanish Chemistry/Biology/Microbiology Education classes, e.g., Adult Learning Theory Pharmacology Psychology Health Care Management Research/Statistics Computer Computer Informatics <p>The points will be counted as Professional Practice in your application and are EXEMPT from the Pre-approval process.</p>	
Points	Five (5) points per credit hour	Maximum points: When using academics, please keep in mind at least 40 of the total 80 portfolio points must pertain to the specialty.
Audit Documentation if requested	Submit transcripts.	

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Pre-approval	
Requirements	<p>The PGP Pre-approval process is to have your activity considered for approval and assigned a point value if it is not already listed in the Handbook or to request approval for an activity to meet the definition of a Professional Practice topic. If an activity directly relates to a specialty, it will not meet the Pre-approval requirements, and this item should be entered in the specialty portfolio as normal.</p> <ol style="list-style-type: none"> 1. All “Professional Practice” CE/CNE/CME sessions, classes and/or activities that are not through the WOCN® Society MUST be pre-approved and submitted via the Pre-approval process (see below for instructions). Note: This is not applicable to Academics. 2. Do not submit Pre-approval for items that pertain to the clinical specialty. 3. The PGP Committee will review the request for Pre-approval and make a decision of acceptability. Reviews may take up to 4 weeks to process. You must use the online Pre-approval Form to summarize the project or activity. 4. The project/activity must be something you have completed prior to requesting a Pre-approval. 5. The request for Pre-approval may be sent any time within the certification period, but <u>must be at least one (1) month prior</u> to PGP application deadline. 6. Read the online Handbook for updates/additions of acceptable activities prior to submitting a Pre-approval. 7. If you receive Pre-approval for any activity, it <u>MUST be submitted correctly</u> as a pre-approved item. See below for specific instructions on how to enter your pre-approved item. <p>Disclaimer: If your item is not granted Pre-approval, because it relates directly to the specialty, it can be submitted as an activity in your portfolio and must meet the criteria listed in this Handbook. PGP portfolio points submitted as Professional Practice are subject to review by the PGP committee.</p>
Points	Determined by PGP Committee.
Instructions to submit a Pre-approval Request	<ol style="list-style-type: none"> 1. Log on to your PGP account 2. Click on the tab entitled “Pre-approval” 3. Write up your description detailing the project or activity. Description must include how the project or activity enhanced your role as a Wound/Ostomy/Continence/Foot Care Nurse with specific examples included. 4. Click submit 5. Reviews may take at least 4 weeks by the PGP Committee and upon determination of approval for points an auto-email will be sent to you.
Instructions for logging your preapproved item	<p>Upon receipt of the confirmation email of an approval, log in to your PGP account.</p> <ol style="list-style-type: none"> 1. Click “add new activity” 2. From the drop-down list, select “Pre-approved” 3. Click add 4. On the next screen, in the third line select your item from the drop-down list 5. The system will automatically insert your Pre-approved item and points
Audit Documentation if requested	<p>Documentation that supports your project/activity may be requested upon audit.</p> <p>Examples: Acceptance letter; sign-in sheet.</p>

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Professional Organizations			
Notes	Acceptable Activities	POINTS	MAXIMUM POINTS ALLOWED
Not the WOCN Society Conference, see below “conference planning”	Facilitator or Co-Facilitator of Seminar/Symposium/ Educational Program related to WOC or FC nursing <ul style="list-style-type: none"> • Full-day program (8 hours min.) • Half-day program (4 hours min.) 	<ul style="list-style-type: none"> • 10 points • 5 points 	<ul style="list-style-type: none"> • 10 per specialty • 10 per specialty
Definitions, and activity requirement description: If committee discusses clinical / specialty content, then it is related, otherwise it is Professional Practice *this is not dues paid membership in the organization *See pg. 17 for suggested list of professional organizations	Committee Service * (Board / Task Force / Team) Product committee Facility committee (non-product) <ul style="list-style-type: none"> • Officer • Chair • Committee Member Professional Org / regional /affiliate/state/local <ul style="list-style-type: none"> • Officer • Chair • Committee Member Professional Org / national (non-conference; non-facility) (See definition pg.29) <ul style="list-style-type: none"> • Officer • Chair • Committee Member 	<ul style="list-style-type: none"> • 3 per year • 10 per year • 10 per year • 5 per year • 10 per year • 10 per year • 5 per year • 20 per year • 15 per year • 10 per year 	9 per specialty 20 points per specialty for <u>all</u> committee work in facility 25 points per specialty 35 points per specialty
“Event Chair” is intended as you planned the entire event as chair of the committee	Conference Planning Committee /task force at National Level <ul style="list-style-type: none"> • Event Chair/co-chair • Committee chair/co-chair • Member 	<ul style="list-style-type: none"> • 15 Points • 10 Points • 5 points 	<ul style="list-style-type: none"> • 15 per specialty • 10 per specialty • 5 per specialty
“Event Chair” is intended as you planned the entire event as chair of the committee	Conference Planning Committee/task force at regional /state/affiliate/local level <ul style="list-style-type: none"> • Event Chair/co-chair • Committee chair/co-chair • Member 	<ul style="list-style-type: none"> • 10 Points • 8 Points • 5 points 	<ul style="list-style-type: none"> • 10 per specialty • 8 per specialty • 5 per specialty

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Professional Organizations (cont'd.)			
Notes	Acceptable Activities	Points	Maximum Points Allowed
See definition pg.30	Forums/focus group for advisory panel	1 point	4 per specialty
This is not product trials. May be split between specialties based on products.	Institution / facility / agency Product Committee (related to WOC or FC nursing)	3 per year	9 per certification period
	Member of national buying group committee	10 per year	10 per specialty
The official National Youth Rally can be used under ostomy or continence since the rally is split between ostomates and urinary/bowel incontinence.	Multi-day rally or camp for patient support group <ul style="list-style-type: none"> • Organize • Participate 	<ul style="list-style-type: none"> • 15 points per rally • 10 points per rally 	No maximum
Medical mission trips and other humanitarian work must be submitted through the Pre-approval process (see pg. 15).	Volunteer work <ul style="list-style-type: none"> • For WOC or FC patient support org • Meeting Coordinator for WOC nursing networking group • Conference booth volunteer (purpose as a wound, ostomy, continence [WOC] or foot care [FC] Nurse) 	<ul style="list-style-type: none"> • 5 points per year • 5 points per year • 2 per event 	<ul style="list-style-type: none"> • No max • 5 per specialty • 6 per specialty
Study completed in 2018.	WOCNCB Job Analysis / Role Delineation Study survey completion	5 points per specialty	5 points per specialty
Requirements	<p>Participating in professional nursing or patient support organizations whose missions relate to the wound, ostomy, continence or foot care specialties are acceptable. PGP points are not given for membership dues paid to an organization. You must be volunteering your time and serving as an appointed member of a formal committee. Examples of acceptable organizations are:</p> <ul style="list-style-type: none"> ▪ Society of Urologic Nurses and Associates (SUNA) ▪ American Association of Rehabilitation Nurses (AARN) ▪ American Podiatric Medical Association (APMA) ▪ United Ostomy Association of America (UOAA) ▪ Wound, Ostomy, Continence Nurses Society (WOCN®) <p>PGP Points can be used only in the specialty area for which the organization is noted. For example: UOAA PGP points can be claimed only for the ostomy specialty area.</p>		
Audit Documentation if requested	<p>Any documentation to substantiate involvement in a professional/patient organization.</p> <p>Job Analysis survey completion – WOCNCB® confirmation document</p>		

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Programs/Projects			
Notes	Acceptable Activities	POINTS	MAXIMUM POINTS ALLOWED
See definition pg.28	Algorithm <ul style="list-style-type: none"> • Develop • Revise 	<ul style="list-style-type: none"> • 5 points • 3 points 	<ul style="list-style-type: none"> • 10 per specialty • 6 per specialty
See definition pg.28	Clinical pathway development	25 points	25 per specialty
See definition pg.28	Competency-based tools <ul style="list-style-type: none"> • Original • Revised 	<ul style="list-style-type: none"> • 5 points • 3 points 	<ul style="list-style-type: none"> • 25 per specialty • 15 per specialty
See definition pg.29	Data Collection: Outcome or Case study (non-IRB)	• 10 points	• 10 per specialty
See definition pg.29	Data Analysis: Outcome or Case Study (non-IRB)	• 10 points	• 10 per specialty
Note – this is defined on pg. 30 as you began a new service in a facility that never had one.	Establish a wound, ostomy, continence (WOC) or foot care (FC) nursing service (may include multi-disciplinary) <ul style="list-style-type: none"> • Write a proposal • Develop initial policies and procedures • Develop a billing method/procedure 	<ul style="list-style-type: none"> • 15 points • 15 points • 15 points 	<ul style="list-style-type: none"> • 15 per specialty • 15 per specialty • 15 per specialty
Points may be split into specialties See definition pg.29 for qualifications.	Establish Independent Clinical WOC or FC related practice (self-employed)	50 points	50 per certification period
See definitions pg. 29 for qualifications.	Establish Independent Non-Clinical Practice, or, Independent Clinical Practice less than 50% of primary source of income (self-employed)	20 points	20 per certification period
	Expert review on a legal case related to WOC or FC patient	10 per case	20 per specialty
	Item writing for WOCNCB® certification exam http://www.wocncb.org/pdf/item-writing-guidelines.pdf <i>(you must receive confirmed acceptance to claim PGP points)</i>	3 per item	15 per specialty
See above for self-employed develop initial p/p -- each is a different PGP item.	Policy/procedures in existing practice <ul style="list-style-type: none"> • Develop original policy • Revising existing <i>(significant revision, not annual review)</i> 	<ul style="list-style-type: none"> • 5 points • 3 points 	<ul style="list-style-type: none"> • 25 per specialty • 15 per specialty

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Programs/Projects (continued)																															
Notes	Acceptable Activities (continued)	POINTS	MAXIMUM POINTS ALLOWED																												
More than one vendor/product line. See definition pg. 31.	Product fair - Arranging	5 points	5 per specialty																												
See definition pg.31	Product formulary <ul style="list-style-type: none"> • Developing • Revising (<i>significant revision</i>) 	<ul style="list-style-type: none"> • 10 points • 5 points 	<ul style="list-style-type: none"> • No Maximum • 5 per specialty 																												
Study must only be claimed in the clinical specialty the P&I study was focused on. See below for Audit documentation.	Prevalence and incidence study	5 points	10 per specialty																												
See definition pg.31	Public policy development	30 points	30 per specialty																												
*See definitions pg. 31 for components needed to qualify as a QI project, and items considered duplication from the QI project.	Quality improvement (QI) project *	25 points	25 per specialty																												
See definition pg.32	Standardized care plans	5 points	15 per specialty																												
See definition pg.32	Website /Social Media management <ul style="list-style-type: none"> • Develop website • Maintain website • Social media website management (Do not use this activity if also serving as member of the board/committee for website) 	<ul style="list-style-type: none"> • 10 per year • 5 per year • 3 per year 	<ul style="list-style-type: none"> • 10 per specialty • 5 per specialty • 3 per specialty 																												
Requirements	To receive PGP points in this category, you must have had the primary responsibility for developing, implementing and evaluating the program, project, or case.																														
Audit Documentation if requested	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Algorithm:</td> <td>Copy of algorithm (if revised submit original and revision)</td> </tr> <tr> <td>Establish independent practice:</td> <td>Evidence of business practice, such as Tax Statements showing Tax ID (you may blind all personal and financial information), Contracts, Bookkeeping systems, etc.</td> </tr> <tr> <td>Grants:</td> <td>Copy of letter of approval</td> </tr> <tr> <td>Item Writing:</td> <td>Letter from the WOCNCB® Exam Committee Liaison</td> </tr> <tr> <td>Legal Case:</td> <td>Letter from the law firm for whom the review was performed</td> </tr> <tr> <td>Policy/Procedure:</td> <td>Copy of policy/procedure (if revised, submit original and revision)</td> </tr> <tr> <td>Prevalence & Incidence Study:</td> <td>Documentation showing results (including sample size, data collection tool)</td> </tr> <tr> <td>Product Formulary:</td> <td>Copy of formulary (if revised, submit original + revision)</td> </tr> <tr> <td>Product Fair or Case Study Data:</td> <td>Verification letter, flyer or sign-in sheet</td> </tr> <tr> <td>Quality Improvement Project:</td> <td>Documentation to show each step as outlined in Handbook</td> </tr> <tr> <td>Definitions</td> <td></td> </tr> <tr> <td>Revision of Any Activity:</td> <td>Submit original + revision (<i>review definitions pg. for “revisions”</i>)</td> </tr> <tr> <td>Other activities:</td> <td>Submit documentation to substantiate the activity</td> </tr> <tr> <td>Website/Social Media Mgmt.:</td> <td>Include site link</td> </tr> </table>			Algorithm:	Copy of algorithm (if revised submit original and revision)	Establish independent practice:	Evidence of business practice, such as Tax Statements showing Tax ID (you may blind all personal and financial information), Contracts, Bookkeeping systems, etc.	Grants:	Copy of letter of approval	Item Writing:	Letter from the WOCNCB® Exam Committee Liaison	Legal Case:	Letter from the law firm for whom the review was performed	Policy/Procedure:	Copy of policy/procedure (if revised, submit original and revision)	Prevalence & Incidence Study:	Documentation showing results (including sample size, data collection tool)	Product Formulary:	Copy of formulary (if revised, submit original + revision)	Product Fair or Case Study Data:	Verification letter, flyer or sign-in sheet	Quality Improvement Project:	Documentation to show each step as outlined in Handbook	Definitions		Revision of Any Activity:	Submit original + revision (<i>review definitions pg. for “revisions”</i>)	Other activities:	Submit documentation to substantiate the activity	Website/Social Media Mgmt.:	Include site link
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ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Publications			
Notes	Acceptable Activities	POINTS	MAXIMUM POINTS ALLOWED
(May not use the same abstract submission more than once.)	Abstract (Author or co-author)	10 points	20 per specialty
	Chapter of Textbook <ul style="list-style-type: none"> • Author or co-author • Editor / co-editor • Contributing • Reviewing 	<ul style="list-style-type: none"> • 35 points • 20 points • 20 points • 10 points 	Each activity may be used once per specialty
See definition pg.29	Clinical Practice Guidelines for National Healthcare Organization (peer reviewed)	25 points	25 per specialty
Electronic or paper forms created to chart wound, ostomy, continence [WOC] or foot care [FC] patients.	Create WOC or FC Documentation Form <ul style="list-style-type: none"> • Original • Revise 	<ul style="list-style-type: none"> • 5 points • 3 points 	<ul style="list-style-type: none"> • 15 per certification period • 9 per certification period
	Healthcare educational fact sheet for national organization <ul style="list-style-type: none"> • Develop • Revise 	<ul style="list-style-type: none"> • 10 points • 5 points 	<ul style="list-style-type: none"> • 20 per specialty • 10 per specialty
Tool may be in written or electronic format. See definition pg.30	Develop Educational tool <ul style="list-style-type: none"> • Healthcare professional (<i>can be in facility</i>) • Patient • Revise tool 	<ul style="list-style-type: none"> • 5 points • 5 points • 3 points 	<ul style="list-style-type: none"> • 15 per specialty • 15 per specialty • 9 per specialty
See definition pg.30	Learning module <ul style="list-style-type: none"> • Develop • Revise 	<ul style="list-style-type: none"> • 10 points • 5 points 	<ul style="list-style-type: none"> • 20 per specialty • 5 per specialty
See definition pg.29	Editorial Author or co-author	5 points	10 per specialty
Article may be printed or online. Letter to the editor does not qualify. See definition pg.30	Journal article (peer-reviewed) <ul style="list-style-type: none"> • Author or co-author • Reviewing 	<ul style="list-style-type: none"> • 25 points • 10 points 	<ul style="list-style-type: none"> • No Maximum • 20 per specialty
(e.g., “RN Magazine”; “WOC News”; Regional Reporter) See definition pg.30	Journal or Magazine article – (non-peer reviewed) <ul style="list-style-type: none"> • Author / contributor / co-author • Reviewer 	<ul style="list-style-type: none"> • 10 points • 5 points 	<ul style="list-style-type: none"> • 10 per specialty • 15 per specialty

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Publications (continued)			
Notes	Acceptable Activities (continued)	POINTS	MAXIMUM POINTS ALLOWED
See definition pg.30 If you claim points as editor, you may not claim points for an article in the same year in that same newsletter.	Newsletter • Editor / co-editor • Author or Contributor of article	• 20 per year • 5 points	• 20 per specialty • 15 per specialty
e.g., newspaper article, content validator, best practice document reviewer, etc.	Other publications	5 points	15 per specialty
	Writing a brochure/pamphlet	5 points	15 per specialty
	Textbook • Author or Co-author • Editing • Reviewing content	• 70 points • 60 points • 30 points	No Maximum
Requirements	<ul style="list-style-type: none"> ▪ You must be the author or co-author or contributor of these activities and have completed them during your last five-year certification period. ▪ The item must be published in your facility to qualify. ▪ List the facility name in the online form for “published in” section. ▪ All publications must relate to the care of wound, ostomy, continence (WOC) or foot care (FC) topics and must be applied to the specific specialty area you seek to recertify. ▪ Topics related to Professional Practice may be applied to any specialty area and must be directly related to the practice of WOC or FC nursing (example: Marketing Your WOCNCB® Certification). 		
Audit Documentation if requested	Short publications: <i>(e.g., article, fact sheet, brochure, etc.)</i>	A copy of the publication.	
	Long publications: <i>(e.g., textbook, chapter)</i>	A copy of the title pg., pg. showing date of publication and table of contents pg. where your name is listed as an author.	
	Learning module:	Provide hard copy of module.	
	Documentation form:	Screen-shot of form	
	Revision of activity:	Submit original and revision (refer to definitions for “revision”)	

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Research (IRB or Equivalent)			
Notes	Acceptable Activities	POINTS	MAXIMUM POINTS ALLOWED
See definition pg. 29	Data analysis	20 points	No Maximum
See definition pg. 29	Data collection	20 points	No Maximum
	Developing a study proposal	45 points	No Maximum
	Developing or testing a research tool	30 points	No Maximum
	Grant writing (IRB)	45 points	No Maximum
See definition pg.30 Must be a completed grant application, although does not necessarily need to be accepted. Example: root cause analysis	Grant activities (non-research based or derived from clinical practice)	20 points	20 points per certification period
Requirements	<p>You must have served as the principal or co-investigator, author or co-author of a study proposal/grant or had the primary responsibility for a research activity such as collecting/analyzing data. Research activities must relate to the care of the wound, ostomy, continence or foot care patient and must be Institutional Review Board (IRB) approved or equivalent to qualify for the above IRB Grant Writing activity.</p> <p>To qualify for the above non-IRB/non-research based Grant activities, applications must be for things such as education programs for your facility, equipment, or other "non-research based activities" which would <u>not</u> go before an IRB – an activity that only requires institution approval because the application does not involve human subjects or informed consent.</p>		
Audit Documentation if requested	Submit copy of IRB (or equivalent) letter of approval or other documentation to substantiate activity.		

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Self-Assessment		
Acceptable Activities	<p>The Self-Assessment Category was developed to assess the impact that the Professional Growth Program has on the WOC or FC nurse. It is intended to reflect and demonstrate your professional growth specifically related to the specialty (wound, ostomy, continence, or foot care) portfolio in which you are seeking certification.</p> <p>If you are utilizing this in multiple specialties, they must be significantly different from the other specialty.</p> <p>Instructions: Identify at least one specific activity from your PGP portfolio. Answer carefully each question on the online activity. Your answers should reflect and describe in detail how completion of the activity:</p> <ul style="list-style-type: none"> ▪ Increased your expertise ▪ Validated your expertise ▪ Enhanced your professional growth 	
Points	5 points	Max allowed: 5 points per specialty
Audit Documentation if requested	None	

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Teaching			
Notes	Acceptable Activities	POINTS	MAXIMUM POINTS ALLOWED
It is required you consolidate all precepting hours as one lump sum in the online entry as a total for the 5 years. Hours must be clinically related to the specialty.	Precept/Orient/Shadow * nursing or other medical professionals at the bedside. (WOC education program students see next activity) *Must use tracking form http://www.wocncb.org/doc/sample_precepting_tracking.doc	1 for every 8 hours	10 points per specialty
It is required you consolidate all precepting hours as one lump sum in the online entry as a total for the 5 years. Hours must be clinically related to the specialty.	Precepting* current WOC nursing education program students *Must use tracking form completed for WOC program or WOCNCB form linked below: http://www.wocncb.org/doc/sample_precepting_tracking.doc	1 for every 4 hours of precepting	No Maximum
<i>(e.g., health fair, screening clinics, supplier clinic, product fair)</i>	Medical Event, Expert consultation as WOC Nurse	1 point per 1 hour	5 per specialty
	Poster Presentation for national /regional/ /affiliate Conference	10 points	30 per specialty
	Poster presentation in your facility/organization	5 points	15 per specialty
	Presentations/lectures (CE/CNE/CME or non- CE/CNE/CME) <ul style="list-style-type: none"> • Presentation • Development of program • Revising a program <i>(see definitions, pg. 32 for revising)</i> 	Points per 15 min of presentation time <ul style="list-style-type: none"> • 1 per 15 min • 2 per 15 min • 1 per 15 min 	<ul style="list-style-type: none"> • No Maximum • No Maximum • Max 1 revision per program
	CE/CNE/CME Approval of Program* <i>* You must have submitted the education program to an approving organization requesting approval of CE/CNE/CME to earn PGP points for this activity. You may only claim the 5 points once for the CE/CNE/CMEs.</i>	5 points per CE/CNE/CME program*	5 points per specialty
	Wound Treatment Associate (WTA) Program Ostomy Care Associate (OCA) Program Skin / Wound Care Associate (SWCA) Program <ul style="list-style-type: none"> • Onsite Faculty • Clinical Skills Instructor • Online Course Coordinator 	Points are per each 2 hours of content <ul style="list-style-type: none"> • 1 point per 2 hrs • 1 point per 2 hrs • 1 point per 2 hrs 	Max points are per certification period <ul style="list-style-type: none"> • 20 • 12 • 12

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Teaching (cont'd)

<p>Requirements</p>	<p>You must be the primary coordinator/administrator or lead instructor with a structured framework and conduct the teaching activity. You will not receive PGP points for repeating the same presentation/lecture/poster within the certification period unless the content has clearly been revised.</p> <p><u>CE/CNE/CME Programs:</u> To claim points for programs awarded CE/CNE/CME credit, <i>You</i> must have submitted the education program to an approving organization requesting approval of CE/CNE/CME to earn PGP points for the CE/CNE/CME activity. You may only claim the 5 points per specialty once for the CE/CNE/CMEs.</p> <p><u>Precepting/Clinical Education:</u> Indicate total number of hours per certification period (in each specialty) for clinical education or precepting, using the precepting tracking form provided.</p> <p><i>(Click here to access online form: http://www.wocncb.org/doc/sample_precepting_tracking.doc)</i></p> <p><u>Revising a Wound, Ostomy, Continence (WOC) or Foot Care (FC) activity:</u> The revision must have significant changes to content and when applicable, updated references of no older than five years. Keep in mind there is a maximum of one revision per activity/per certification period.</p>																
<p>Audit Documentation if requested</p>	<table border="0"> <tr> <td>Presentation or lecture:</td> <td>Completed sign-in sheet, brochure or letter of agreement</td> </tr> <tr> <td>CE/CNE/CME credit:</td> <td>Submit application for CE/CNE/CME, or example of CE/CNE/CME certificate</td> </tr> <tr> <td>Conference Poster:</td> <td>Proof of acceptance of the poster, or copy of poster showing Author's name.</td> </tr> <tr> <td>Conference booth volunteer:</td> <td>Proof of volunteering (thank you letter, etc.) volunteer request (email).</td> </tr> <tr> <td>Expert consultation:</td> <td>Letter of request from organization seeking your services.</td> </tr> <tr> <td>Facility/Org. poster:</td> <td>Proof of acceptance of the poster, or copy of poster showing Author's name.</td> </tr> <tr> <td>Precepting/orient/shadow:</td> <td>WOCNCB® tracking forms (found on www.wocncb.org Web site), and proof such as letter of agreement, student signature, student contact information, etc. verifying hours from WOCN® Accredited Education Program, if requested.</td> </tr> <tr> <td>Revised presentation: WTA/OCA instructor / coordinator</td> <td>Submit old and new presentations Submit course flyer or other proof</td> </tr> </table>	Presentation or lecture:	Completed sign-in sheet, brochure or letter of agreement	CE/CNE/CME credit:	Submit application for CE/CNE/CME, or example of CE/CNE/CME certificate	Conference Poster:	Proof of acceptance of the poster, or copy of poster showing Author's name.	Conference booth volunteer:	Proof of volunteering (thank you letter, etc.) volunteer request (email).	Expert consultation:	Letter of request from organization seeking your services.	Facility/Org. poster:	Proof of acceptance of the poster, or copy of poster showing Author's name.	Precepting/orient/shadow:	WOCNCB® tracking forms (found on www.wocncb.org Web site), and proof such as letter of agreement, student signature, student contact information, etc. verifying hours from WOCN® Accredited Education Program, if requested.	Revised presentation: WTA/OCA instructor / coordinator	Submit old and new presentations Submit course flyer or other proof
Presentation or lecture:	Completed sign-in sheet, brochure or letter of agreement																
CE/CNE/CME credit:	Submit application for CE/CNE/CME, or example of CE/CNE/CME certificate																
Conference Poster:	Proof of acceptance of the poster, or copy of poster showing Author's name.																
Conference booth volunteer:	Proof of volunteering (thank you letter, etc.) volunteer request (email).																
Expert consultation:	Letter of request from organization seeking your services.																
Facility/Org. poster:	Proof of acceptance of the poster, or copy of poster showing Author's name.																
Precepting/orient/shadow:	WOCNCB® tracking forms (found on www.wocncb.org Web site), and proof such as letter of agreement, student signature, student contact information, etc. verifying hours from WOCN® Accredited Education Program, if requested.																
Revised presentation: WTA/OCA instructor / coordinator	Submit old and new presentations Submit course flyer or other proof																

Appendix A

This is an example of how to enter one conference and its Ostomy specialty points in continuing nursing/medical education.

Specialty CE's

Title of Session/Course: 2018 Annual WOCN Conference

CE/CNE/CME credits earned OR Length of session in hours: 4.50

Brief Description of course content:

Prevention and Management of GI Fistulas (1.0 CE/CNE/CME)

Prevention and Management of Peristomal Hernias (1.0 CE/CNE/CME)

Site Marking for Difficult Stomas (1.0 CE/CNE/CME)

Management of the High Output Stoma (1.5 CE/CNE/CME)

Session / Course Provider: WOCN

Approved Accrediting Organization: ANCC

This is an example of how to enter one conference and its Professional Practice points in continuing education.

NOTE: Any "Professional Practice" (not the clinical specialty) CE/CNE/CME course or portfolio activity item not WOCNCB® approved or WOCN® Society sponsored **MUST** be pre-approved via the Pre-approval process. (*See pg. 15 for Pre-approval process instructions.*) Do not submit Pre-approval for items that pertain to the clinical specialty.)

Professional Practice CE/CNE/CME's

Title of Session/Course: 2018 Annual WOCN Conference

CE/CNE/CME credits earned OR Length of session in hours: 7.25

Brief Description of course content:

Developing a Clinical Practice Supported by content Validated Evidence Based Tools (1.25 CE/CNE/CME)

Navigating the Rapids of Joint Commission and Magnet (1.0 CE/CNE/CME)

WOC Roles: The Gateway to Opportunities (1.0 CE/CNE/CME)

Surgeons and Ethics: You Bet! (1.0 CE/CNE/CME)

The WOC Nurses Role in Leading the Charge to Improve Health Care (1.0 CE/CNE/CME)

Annual Evidence Based Medicine Symposium: Transitions and Transformations in Care (2.0 CE/CNE/CME)

Session / Course Provider: WOCN

Approved Accrediting Organization: ANCC

Appendix B

These are examples of topics directly related to the Clinical Specialty versus Professional Practice. Please refer to page 4 for explanation of Professional Practice, as well as page 30 for definition of Professional Practice.

Topic	Provider	Professional Practice	Clinical Specialty
Marketing Your Business	WOCN	✓	
Legal Issues	WOCN	✓	
Integrating Technology & Outpatient Billing	WOCN	✓	
Preceptor Workshop	WOCN	✓	
Deposition on The Witness Stand	WOCN	✓	
Research: Fine Tuning your Practice	WOCN	✓	
General Session: When the Music Changes, So Does the Dance	WOCN	✓	
Conference Planning Committee, WOCN Region	WOCN Region	✓	
Choreographing Your Future WOC Nursing Practice	WOCN Region	✓	
It All Starts With Attitude	WOCN	✓	
Publication Ethics	AANP <i>(needs Pre-approval)</i>	✓	
Clinical Documentation Improvement	AAPC <i>(needs Pre-approval)</i>	✓	
Insider Secrets to Wound Care	SAWC		✓
Medical Device and Moisture Associated Skin Breakdown	SAWC		✓
Palliative Wound Care	SAWC		✓
It's Not Just a Rash! So What Is It? What Do I Do?	WOCN		✓
Treatment and Management of wound pain	WOCN		✓
Lymphedema Management	WOCN		✓
Stage 2 pressure injury: Partial Thickness Skin Loss	NPUAP		✓
Untangling Terminology of Unavoidable Pressure Injury	NPUAP		✓
Skin Care Across the Continuum	WOCN		✓
Over the Rainbow with Skin Tears	Mercy Med.Ctr.		✓
MASD vs. Pressure Ulcers: What is that Yellow Stuff	WOCN		✓
Skin and Wound Care of the Bariatric Patient	ANCC		✓

DEFINITIONS FOR PGP TERMS

The following definitions were developed to explain the meaning of some of the terms used in this Handbook. Please **review these definitions before you begin** adding activities to the online submission system. If you have additional questions after you have reviewed the terms, you should go to the WOCNCB® Web site at www.wocncb.org, click on "Ask the Board", and post your question. Your question will be answered within 48 hours.

<p>Abstract: A summary of the main points contained in a poster presentation or research topic.</p>	
<p>Academic Education: Credits for nursing-related education at an accredited college or university. Coursework enhances or impacts the WOC nurse role and is related to health care, teaching, research, management, etc. Points for academic education are considered Professional Practice as the courses will not be directly related to the specialties.</p> <p>Academic credits are not considered CE/CNE/CME.</p>	
<p>Algorithm: A step-by-step problem-solving decision tool used to determine or guide patient care.</p>	<p><i>Example:</i> Selecting and ordering specialty beds.</p>
<p>Facilitator of Seminar: Arranging an educational opportunity of at least 4 hours in length (additional points for an 8 hours). As a facilitator or co-facilitator you will: write objectives for the program, market the program, arrange for speakers, compile/determine handouts and may include exhibits/vendors/stations. This activity is meant for the overall coordination and design of such an educational opportunity.</p>	<p><i>Example:</i> A four-hour seminar, "Buttocks Wounds: Are they really Pressure Ulcers?" with 3 speakers and 6 vendors. You oversee/arrange the marketing in your local area to community nurses and coordinate the registration process.</p>
<p>Brochure/pamphlet: Summary of information regarding a product or service.</p>	<p><i>Example:</i> You develop a tri-fold marketing piece outlining the wound, ostomy, continence (WOC) or foot care (FC) services offered at your hospital.</p>
<p>Case Study: The process of researching a particular case, group or process used to analyze or illustrate a thesis or principle related to the specialty.</p>	<p><i>Example:</i> Compared 2 different silver alginates with staff over a month's time to determine the most absorbent product.</p> <p>Reviewed chart of a patient with a hospital acquired pressure ulcer and presented information at a root cause analysis meeting.</p>
<p>Clinical Pathway: A clinical pathway is intended to be a care management tool based on evidence-based practice for a specific group of WOC or FC patients with a predictable clinical course.</p> <ul style="list-style-type: none"> • Different tasks (interventions) by the professionals involved in the patient care are defined, optimized and sequenced either by the hour (as in the Emergency Department), by the day (as in acute care) or by the visit (as in home care). • Outcomes are tied to specific interventions with a timeframe. • Pathways may include patient/staff education, standing orders, ongoing patient assessment criteria, etc. • Activities in this category require multiple steps for completion. 	
<p>Competency-Based Tool: An educational activity that measures the wound, ostomy, continence or foot care skills and knowledge of the nursing staff.</p>	<p><i>Example:</i> You develop a wound care competency test for the nursing staff that consists of a scenario to evaluate a wound care patient. The nursing staff then completes a Braden scale, measures the wound and documents it on the wound documentation record.</p>

DEFINITIONS FOR PGP TERMS

<p>Clinical Practice Guideline: Guidelines written by a panel of experts from various clinical settings meant to support clinical practice by providing consistent, research-based clinical decisions. They are published for national distribution. The target audience is healthcare professionals who specialize in wound, ostomy, continence or foot care or provide direct care to these patients.</p>	<p><i>Example:</i> Guidelines for Prevention and Management of Pressure Ulcers by WOCN® Society.</p>
<p>Committee / Board / Task Force: A body of persons meeting regularly, appointed for a specific function by and usually out of a larger body to consider details of specific WOC or FC activities.</p> <p>The majority of the committee work must pertain to the specialty in which it is claimed, otherwise mark as “Professional Practice”.</p>	<p><i>Example:</i> You are a member of a hospital committee that meets monthly to assess skin care needs of the population whose purpose is to develop a protocol for staff nurses to follow to prevent breakdown.</p>
<p>Contributing Author: Name is cited as a contributing author in the published textbook or chapter.</p>	
<p>Data Analysis (or Data Collection), IRB: The process of inspecting data with the goal of discovering useful information, suggesting conclusions and supporting decision-making.</p>	
<p>Data Analysis (or Data Collection), non-IRB: The process of gathering and measuring information on variables of interest, in an established and systematic fashion, that enables one to answer a stated question or hypothesis and evaluate outcomes.</p>	
<p>Editorial: Opinion piece: an article in a newspaper or magazine that expresses the opinion of its editor or publisher.</p> <p>NOTE: Letter to the Editor does not qualify.</p>	<p>Example: an editorial published in the WOCN journal.</p>
<p>Establish Independent Clinical WOC or FC related practice (self-employed): Refers to WOC or FC related practices, where an individual’s work status is that of self-employment. Self-employment may be as an independent clinical practice, an independent contractor or owner of directly related WOC or FC business. Independent practices should account for a minimum of 50% of primary source of income. Documentation for Audit would include: Tax Identification number, Tax Statements (you may blind all personal and financial information), Contracts, Bookkeeping systems, other evidence of business practice such as marketing, etc.</p>	
<p>Establish Independent Non-Clinical Practice, or, Independent Clinical Practice less than 50% of primary source of income. Defined as WOC or FC related practices, where an individual’s work status is that of self-employment (i.e., receive 1099). Self-employment may be as an independent practice, an independent contractor or owner of a related WOC or FC business. Documentation for Audit would include: Tax Identification number, Tax Statements (you may blind all personal and financial information), Contracts, Bookkeeping systems, other evidence of business practice such as marketing, etc.</p>	

DEFINITIONS FOR PGP TERMS

<p>Establish a wound, ostomy, continence (WOC) or foot care (FC) nursing service (may include multi-disciplinary) You work in a Facility where they never had the services of a WOC or FC nurse, and write the proposal to begin this service, or you write the billing or policy/procedures.</p>	
<p>Forum/Focus Group for Advisory Panel: Providing a consulting role on various WOC or FC issues.</p>	<p>Example: Manufacturers’ advisory panels, new product development/advancing products, reviewing manufacturers’ literature, etc.</p>
<p>Grant Activities (non-IRB): Grant applications for activities such as education programs for your facility, equipment, or other "non-research based activities" which would <u>not</u> go before an IRB. Grant activity that only requires institution approval because the application does not involve human subjects or informed consent.</p>	<p>Example: Institution-approved grant proposal submitted to a university or company that supports nursing education (such as Convatec, KCI, Lippincott Williams & Wilkins, etc.) to request funding for an educational program at your facility.</p> <p><i>Example: root cause analysis</i></p>
<p>Healthcare Professional Educational Tool: Factual clinical information intended for the healthcare professional.</p>	<p>Example: You develop a clinical educational tool for staff nurses showing differences among venous, arterial and diabetic ulcers.</p>
<p>IRB (Institutional Review Board): A committee/group that is given the responsibility by an institution to review research projects involving human subjects. The purpose and role of the IRB is to assure the protection, safety, rights, and welfare of research participants (human subjects).</p>	<p>Example: Institution and IRB approved grant proposal submitted to the NIH Institute of Nursing Research to request funding for a research study at your facility.</p>
<p>Journal non-peer reviewed: print or online</p>	<p>Example: HBO journal, RN, Phoenix, blog</p>
<p>Journal: Publication by a professional organization that presents medical information cited with references, reviewed by peers and distributed nationally. Trade magazines that are not peer-reviewed are not accepted as a journal.</p>	<p>Example: The Journal of the Wound, Ostomy, and Continence Nurses Society (JWOCN); or, the Journal of Nursing Administration (JONA).</p>
<p>Learning Module: A wound, ostomy, continence (WOC) or foot care (FC) self-study course in a written, electronic or video format. The module must include objectives, learning activities and competency evaluation (post-test, return demonstration, etc.).</p>	<p>Example: You have developed an online, comprehensive self-study course on pressure ulcer prevention. Participants must successfully pass a written test on the content.</p>
<p>Magazine – A non-peer reviewed publication containing articles and illustrations, typically covering a particular subject or area of interest.</p>	<p>Example: “RN magazine”.</p>
<p>Multi-Day Rally / camp: Youth Rally for ostomy patients; special needs camp where you function as WOC nurse.</p>	
<p>Newsletter – A publication distributed regularly (e.g., monthly, quarterly) focusing on WOC or FC nursing.</p>	<p>Example: East Coast Hospital <i>Nursing News</i> with regular features like “Employee of the Month”, distributed to all nursing staff.</p>
<p>Policy / Procedure – A general plan of action used to guide desired outcomes, with procedure using series of steps to follow this plan.</p>	<p>Example: Develop p/p for clinical photography that includes the rationale and steps to ensure appropriate draping and identification.</p> <p><i>(note, revision must be significant versus annual review.)</i></p>

DEFINITIONS FOR PGP TERMS

<p>Patient Education Tool: Factual information developed for patients, in written, electronic, video or DVD format.</p>	<p>Example: You develop a one-pg. document on “High Fiber Foods for Ileostomates.”</p>
<p>Precept / Orient / Shadow: Education for a medical professional who is paired with a WOC nurse at the bedside for a set amount of time to orient them to WOC nursing responsibilities.</p> <p>It is required you consolidate hours for precepting clinical education/ combine as one lump sum in the online entry in the PGP portfolio.</p>	<p>Example: A nursing student shadows you for 4 hours to learn your role.</p>
<p>Product Fair: An organized event involving display of 3 or more products from more than one vendor for individuals to evaluate and vendors to demonstrate correct product usage. This can consist of multiple vendor display tables/sections.</p>	<p>Example: Bed/Support Surface fair, Skin/Wound care product fair, Ostomy product fair.</p>
<p>Product Formulary: A complete line of products related to WOC or FC available for routine use at healthcare facility.</p>	<p>Example: A complete listing of all wound care products, dressings, and supplies including the various packet sizes and usually the facility product numbers for ordering, that the healthcare facility has available for patient care needs. <i>(note, if using revision, it must be significant versus annual review.)</i></p>
<p>Professional Practice: Professional Practice is defined as courses or activities that do not directly relate to wound, ostomy, continence, or foot care nursing specific activities, yet directly impact or enhance the role of the WOC or FC nurse. These are Professional Practice and are not intended to reflect advanced practice nursing, general nursing tasks or non-nursing tasks. These activities may not relate to another specialty.</p>	<p>Example: “Marketing Your Business”; “Legal Issues”; “Integrating Technology and Outpatient Billing/ Reimbursement”; “Preceptor Workshop”; or any of the Professional Practice courses offered at the WOCN® Society Annual Conference.</p>
<p>Public Policy Develop a national/state policy to enhance the improvement of public health as related to WOC or FC nursing.</p>	<p>Example: DME competitive bidding.</p>
<p>Quality Improvement Project: An activity in which a problem and solutions are identified and a corrective program is implemented. After an initial period of utilizing the program, the solutions are evaluated to identify the results and success of the program.</p> <p>This activity is a multi-step process and must include all of the following elements:</p> <ul style="list-style-type: none"> • problem identification, including starting data that is measurable and reportable • identification of corrective program, listing at least 3 different steps not duplicated in other elements listed here • program implementation, listing at least 3 different steps not duplicated in other elements listed here • evaluation of outcomes of program (negative and/or positive), conclusion and recommendations for practice, including time period used to implement the plan and measure the outcome data • Measureable and reported results, (the project must be finished during this certification period and cannot be described as ongoing) <p>It is expected this project would occur over a significant period of time. This project must be completed prior to including it in the portfolio. Activities done during this multi-step process cannot be claimed again (i.e., in-services, data collection.)</p>	<p>Example:</p> <p>Your hospital acquired pressure ulcer (HAPU) prevalence and incidence (P&I) results indicate an increase in HAPUs. You form a team of colleagues and review policies, procedures, and protocols for preventing pressure ulcers. Your committee reviews current literature on best practice and determines what changes need to be implemented in your facility. After educating staff on the proposed changes and developing a pressure ulcer team of nurses from each unit, you notice a significant and persistent decline in HAPUs, as indicated by a 50%, 20% and 5% decrease in HAPUs in the three months following your intervention. Your colleagues and you present your recommendations to your nursing quality improvement staff, make the appropriate changes to policies and procedures and continue to monitor HAPU rates on a regular basis.</p> <p>NOTE: Look at your individual activities for the QI to consider whether to break out into separate PGP activities for points, instead of submitting as a QI.</p> <p>Items included in your QI project cannot be utilized in the portfolio as another activity already performed in the QI, and will be considered duplication.</p>

DEFINITIONS FOR PGP TERMS

<p>Revising a Wound, Ostomy, Continence (WOC) or Foot Care (FC) activity: The revision must have significant changes to content and when applicable, updated references of no older than five years.</p> <p>Note: There is a Maximum of one revision per activity/per certification period.</p>	<p>Example: You revise a presentation on Pressure Injuries during your certification period by adding new content, updating the references to be current, and changing the visual presentation. Example: You revise a policy/procedure.</p>
<p>Standardized Care Plans: Paper or electronic format prepared by the professional WOC nurse and used as guidelines in the preparation and carrying out of WOC/FC patient population care.</p>	<p>Example: Care plan is developed for skin tear management.</p>
<p>Website /Social Media management: Designing or managing a web page or social media for an organization or group related WOC or FC. A web page would likely have a www. address or be located within an organizations intranet. This does not include writing or maintaining electronic charting forms.</p>	<p>Example: You develop a private (closed) Facebook page for an ostomy support group.</p>
<p>Wound, Ostomy, Continence, or Foot Care Nursing Service: Establishing a wound, ostomy, continence or foot care nursing practice in which the WOC or FC nurse is responsible for wound, ostomy, continence or foot care issues within a healthcare setting. May include multi-disciplinary services.</p>	<p>Example: You take a newly created hospital position as a WOC or FC nurse. You develop a proposal to define your WOC or FC nursing role and responsibilities, establish the hospital's policy and procedures for wound, ostomy, continence or foot care patients and develop a billing procedure.</p>
<p>WOC Nursing Support Organization: Professional organization that is a support service for wound, ostomy, or continence issues.</p>	<p>Example, Local (state or city) networking WOC nurse support group.</p>

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