The Gold Standard for Certification®

WOCNCB®

Wound, Ostomy and Continence Nursing Certification Board

Professional Growth Program Handbook

For Recertification in Wound, Ostomy, Continence and Foot Care Nursing

A publication of the WOCNCB®

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Updates since 2020 Handbook

1. Activity deleted under Program/Project category: "Public health policy development". Those who have performed this policy development may seek points via 'pre-approval'.
2. Maximum points increased to 15 for Podcasts in the Program/Project category.
3. Activity deleted under Professional Organizations category: "National Buying Group Committee". Those who have performed this committee work may seek points via 'pre-approval'.
4. Maximum points increased to 20 for Prevalence & Incidence studies in the Program/Project category.
5. Electronic or virtual format acceptable for all activities - i.e., You Tube; Zoom.

Look for the "Foot" icon which demonstrates it pertains to CFCN recertification.

About PGP

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

Each project and activity has defined point values. Portfolios are developed using these point values to equal a minimum of 80 points for each specialty. The PGP Committee will review the portfolio to assure it meets the recertification requirements.

Successful recertification requires an in-depth study of the PGP Handbook.

Who is a Candidate for PGP?

Certified WOC or FC nurses demonstrate application of their specialty knowledge by their active involvement with peers, professional organizations and patients. Activities such as teaching presentations, research, publications and volunteering are some of the ways to demonstrate active involvement. Note: For AP WOC recertification by PGP, please refer to **AP Portfolio** for handbook and forms.

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 Websites.)
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.

Example: Your valid CWOCN is due to expire 7/31/2024 and you submit for Exams in February 2024 and fail and then try to submit for PGP in April 2024 afterwards.

Fees

Upon completing your online portfolio, click on the hyperlink to "Submit Application". You will be re-directed to the testing agency website, Scantron (www.scantronassessment.com/wocncb), for payment and may submit for PGP portfolio or a combination of PGP and exams (see **pg. 3** for instructions). Fees are subject to change.

One Specialty: $395
Two Specialties: $510
Three Specialties: $610
Four Specialties: $670
Administrative fee: $25 per resubmission/per specialty (see **pg. 32** "Revisions and Resubmissions")
Late Fee $75*

*A late fee of $75 allows you to submit up to 30 days after the PGP submission deadline shown on page 7. Online link for late fee on **www.wocncb.org/pgp**

PGP portfolio submission fees are non-refundable unless you withdraw the portfolio prior to a review by the PGP Committee. Reviews typically start within a week of submission.

About PGP

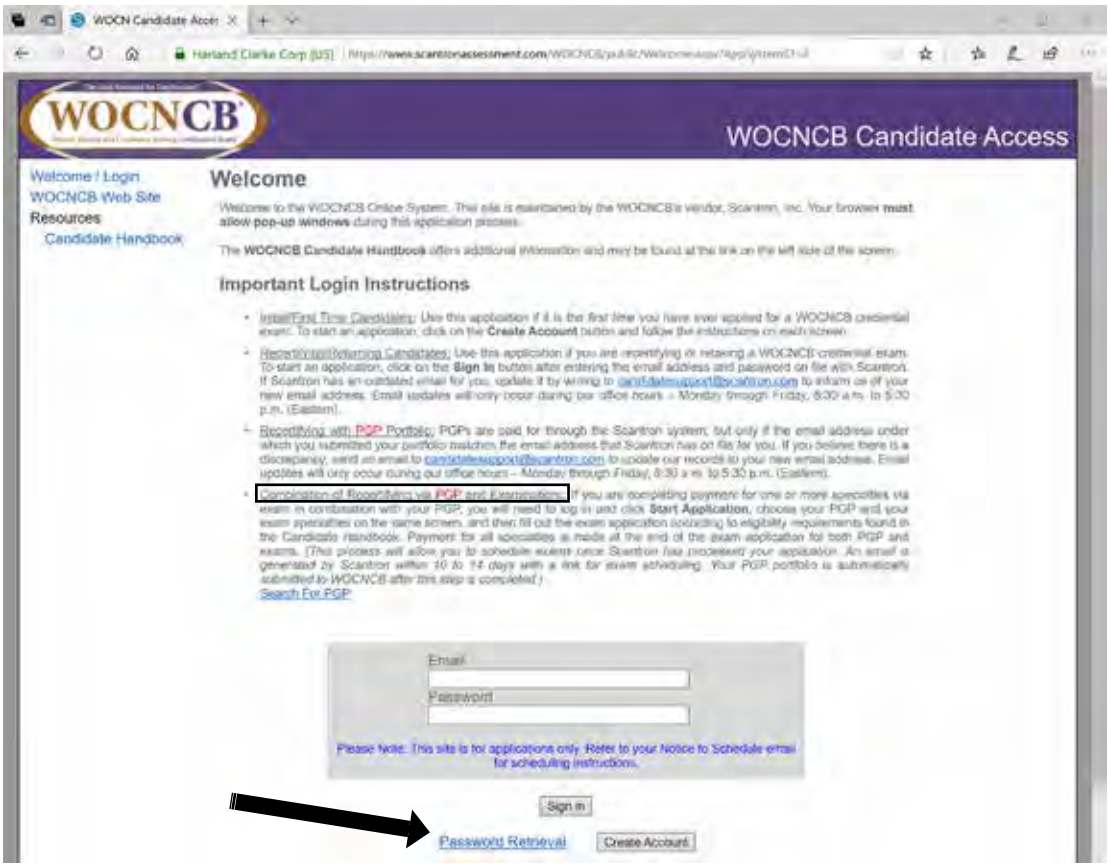
Applying for PGP in Combination with Exams

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.scantronassessment.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 Scantron 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

www.scantronassessment.com/wocncb



About PGP

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 3 months prior (March 31) and you may submit your portfolio as early as June 30th the year prior.

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.

Certification expires: September 30, 2022
Eligibility window: September 30, 2021 to June 30, 2022
Points Accrual: June 6, 2017 to June 30, 2022

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.

Late Fee Submission Instructions

1. Go to online link for late fee on www.wocncb.org/pgp (bottom of page)
2. Submit your $75 late fee
3. Your portfolio deadline will be updated within 24 hours in your PGP account to the new date that is 30 days after your original deadline
4. Remember, this late fee is only for the late submission allowance and you must still click the "Submit Application" link and pay the full recertification fees

Forgot?

Find the website link to set up a late submission, at

http://www.wocncb.org/recertification/professional-growth-program-pgp

under "Fees" at the bottom of the page. Be sure you also click "Submit Application" in your PGP portfolio account after paying the late fee.

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 2023 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.

About PGP

Point Accumulation

You may continue to accumulate PGP points for the current 5-year recertification period until your submission deadline. 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.

Point Accumulation Example

Certification expires: September 30, 2023

Eligibility window: July 1, 2022 to June 30, 2023

Points accrual: March 31, 2018 to March 31, 2023

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 9/1/2022 for a March 2023 credentials expiration when the PGP Submission Deadline is 12/31/2022 – and the portfolio is accepted on 9/20/2022; your next recertification period begins with 9/21/2022 to accrue points.

Online Submission System / Quick Start Guide

- For a Quick Start Guide, click here.
- The online submission system can be found at **http://www.wocncb.org/pgp/**
- Prior to creating your portfolio, register and create a login and password.
- You will need your RN License number for your profile as verification.
- Enter activities in each specialty portfolio in which you seek to recertify.
- 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 website, between 3 and 12 months prior to your credentials expiration.
- PGP payment is made to the Scantron site and you may add Exams if needed and pay for both. Note: Your PGP "Profile" email must match Scantron's records for the payment to be successful. Call or email Scantron for help if needed: 919-572-6880 or candidatesupport@scantron.com.
- 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.
- Await email confirmation stating revision is needed or that you are recertified.
- Certificates are mailed and your credential verification will appear on the www.wocncb.org website within 6 weeks.

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 routinely answered within 48 – 72 hours.

About PGP

Related Activities and Splitting Points Explained

Related Activities

- Some activities may be considered appropriate for all specialties.
- The applicant may choose which specialty to which it applies and clarify in the portfolio how it is related to the applicable specialty.*
- See page 14 on splitting points for a Facility Committee in activity requirements.
- The candidate must clearly write the role of the WOC nurse as it relates to the specialty and how the specialty impacts the committee goals and functions.
- It is not required to split points if you are utilizing the points as "professional practice".
- Activities that relate to a specialty can only be placed in that specialty portfolio.

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.

Splitting Points

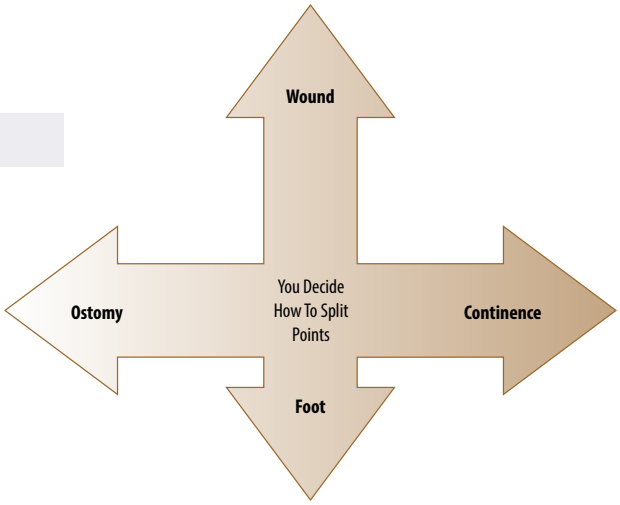
When an activity covers subject matter on multiple specialty topics, PGP points should be split between the appropriate specialties. Splitting points no longer requires pre-approval submission. It is the responsibility of the applicant to accurately and clearly demonstrate the point split for the submitted activity. When points are divided, they may not be duplicated.

For example, you developed a PowerPoint on wound and ostomy topics, you would calculate the point value based on time spent on each area. So, if it is a one-hour presentation and half relates to each area, you use "Teaching/Presentation-Lecture" activity and enter 30 minutes in each specialty in your write up, therefore the system will calculate 2 points for each.

Instructions: To split your activity points between specialties, enter the activity item in your portfolio and click on "split points" checkbox and indicate the amount in each area (see example on the right). You may also add information in the "Comments" box to explain your split and how it pertains to each specialty. The points and activity detail will automatically show in each specialty portfolio. Please note, it is at the discretion of the PGP Committee reviewing the portfolio to agree with and approve this split based on the information submitted. The "status" under the split points request will show as either "Requested", "Approved" or "Denied". If it is denied, there will be reviewer comments with the reason. You may also resubmit a different (appropriate) split amount in a revised portfolio.

Audit Documentation: Documentation that supports your project/activity may be requested upon audit. Verification of audit materials is performed by the PGP Committee to authenticate the project and may negate the pre-approval if it is not substantiated.

Examples: Acceptance letter; sign-in sheet.



Portfolio Requirements

The PGP Committee reviews portfolio submissions for recertification according to the policies listed below. You may use the website feature "Ask the Board", email info@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.

- **80 points total**
- **At least 10 specialty CE, but up to 40 allowed**
- **Half the portfolio must relate to the Specialty**
- **Only use completed projects**
- **Conference CE see Appendix A**
- **Review "definitions" in handbook**
- **"Professional Practice" see Appendix B**

1. 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.
2. Activities/points pertaining to one specialty may not be used in another specialty portfolio.
3. Activities pertaining to more than one specialty must be split using only the content that pertains to the specialty.
4. Points from one project/activity may only be used once and cannot be used in another specialty.
5. Portfolios **must contain 80 points** and can include up to 90 points.
6. 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.
7. Do not use any abbreviations (with the exception of ANCC, SUNA, SAWC and WOCN).
8. All CE/CNE/CME's must be listed separately by title (except those from a conference as below). Please include supporting/clarifying information in the "Comments" section.
9. List Conference CE/CNE/CME's and respective point values. See Appendix A. If the name of the session does not reflect the content, please write a brief description along with the title.
10. **Review definitions** of activities/projects prior to completing your PGP portfolio, listed within each activity description.
11. Any project/activity not defined in the handbook, or any "Professional Practice" (not the clinical specialty) CE/CNE/CME course or portfolio activity item not WOCNCB® approved or WOCN® Society, SUNA and SAWC sponsored MUST be pre-approved via the Pre-approval process. (See Appendix B for preapproval process instructions.) Do not submit Pre-approval for items that directly relate to the specialty.
12. Your portfolio may only contain completed projects. This means all projects/activities are to be completed within your "points accrual" dates (see screen-shot here and #13. below) which are shown within your PGP account when logged in.

Certification expires: October 31, 2021
Eligibility window: October 31, 2020 to June 30, 2021
Points Accrual: July 30, 2016 to July 31, 2021

13. Points are accrued between your last recertification date and the PGP portfolio deadline as your 5-year period. Your last recertification date would be 5 years ago, either when you took exams, or, using a previous PGP approval date (see examples below).

Example: Example #1: Certification expires October 31, 2022. Points are accrued between Oct. 31, 2017 through July 31, 2022, because your last certification was earned on Oct. 31, 2017 via exam.

Example #2: Certification expires October 31, 2022. Points are accrued between June 18, 2017 through July 31, 2022, because your last certification was earned on June 18, 2017 via your PGP approval date.

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.

Portfolio Requirements

Help

If you have questions about the PGP process:

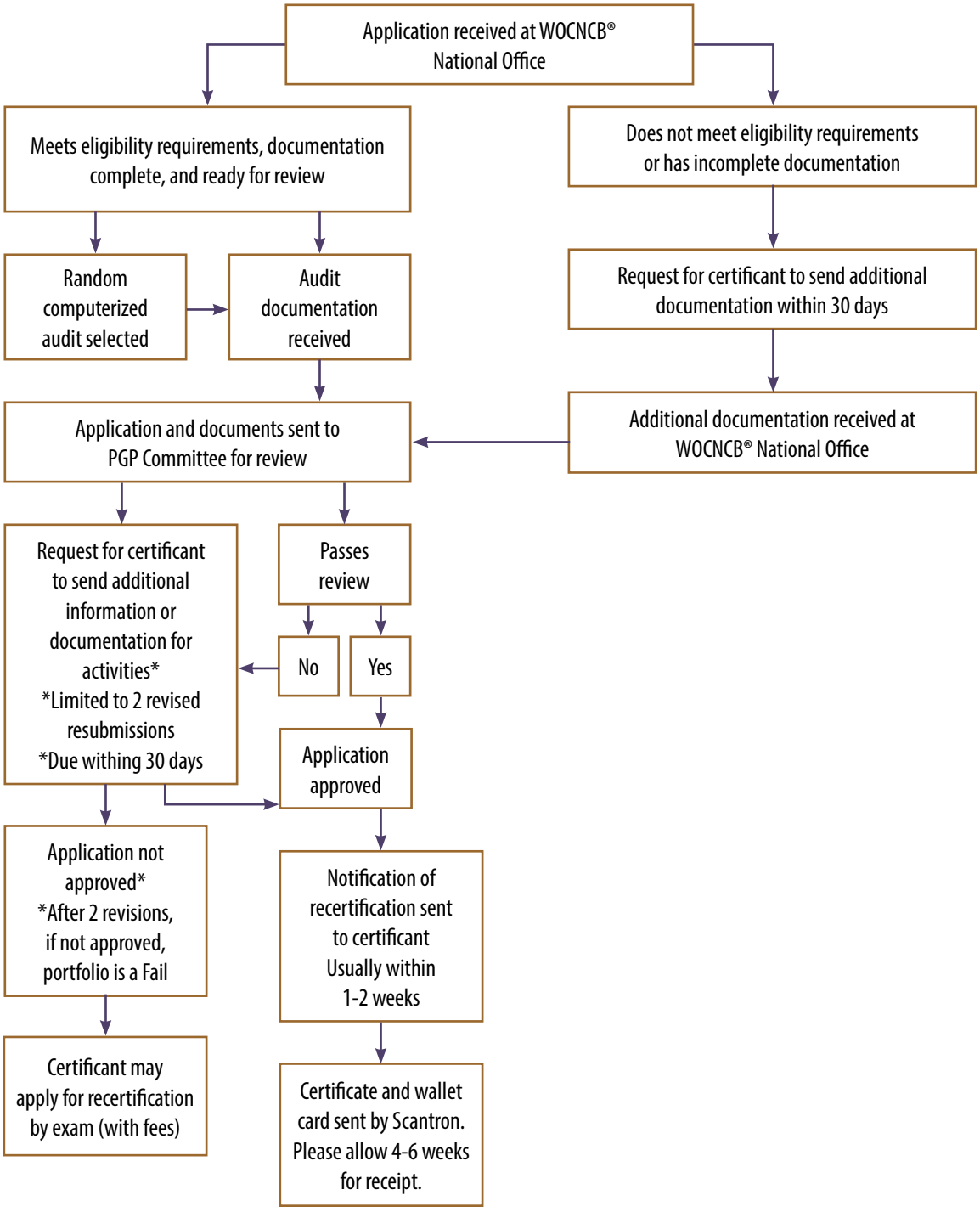
1. Review helpful hints and other resources online (See "Recertification / PGP" on website).
2. Refer to the "Ask the Board" section of the www.wocncb.org website.
3. Review previously answered questions on Ask the Board as many questions have been addressed.
4. Post your question to "Ask the Board" which are routinely answered within 48 – 72 hours.
5. Email or phone the WOCNCB.

Disclaimer: Answers to PGP questions posted on the www.wocncb.org website'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. 13**).

Portfolio Requirements

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®.



Continuing Education

Definition

Attendance at continuing education programs or CE/CNE/CME's offered/sponsored ONLY by accredited or approved providers such as the WOCN® Society, SAWC, 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.

Completion of home study or self-study programs approved for nursing contact hours are acceptable.

Be sure you are not claiming general nursing activities vs. those that directly impact or enhance the role of the WOC or FC nurse.

- **Must have 10 specialty CE, but up to 40 allowed**
- **Limited to 10 CE if Professional Practice topics**
- **Group the Conference CE as in Appendix A**
- **Seek pre-approval if non-WOCN, SAWC, SUNA when non-clinical (aka Professional Practice)**
- **Poster viewing can be used in any portfolio**

Example of general nursing topics that do NOT count under Professional Practice: HIPPA, CPR, Patient Safety, Opioid Use, Mental Health, General Nutrition, General Diabetes Care, Communication in Healthcare. See more examples in **Appendix B**.

Requirements

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. NOTE: Foot care portfolios **MUST** include 10 foot/nail care specific CE's.
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.
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. See examples in **Appendix B**.
5. CE/CNE/CME's may not relate to another clinical specialty. 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.) Points may be split if it pertains to multiple specialties, in which case you will claim the portion to which it pertains and enter that number plus make note in the write-up how it is being split.
6. The brief description is required when the course title does not obviously describe how the content directly impacts or enhances the role of the WOC nurse. List the objectives if it is one course.
7. List each conference session's CE/CNE/CME separately as shown in **Appendix A**. If the title of the session does not reflect the content, please write a brief description along with the title.
8. 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**).
9. 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.
10. Do not use abbreviations and spell all words (except WOCN, SAWC, ANCC, and SUNA.)
11. Appropriately check "specialty" or Professional Practice in the online system. (See **Appendix B** for Professional Practice.)
12. Any project/activity not defined in the handbook, or Any "Professional Practice" (not the clinical specialty) CE/CNE/CME course or portfolio activity item not WOCNCB® approved or WOCN® Society, SUNA and SAWC sponsored MUST be pre-approved via the Pre-approval process. Do not submit Pre-approval for items that pertain to the clinical specialty.

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. (Refer to **Appendix B**.)

Example of acceptable topics: "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.

13. Claim WOCN (SUNA or SAWC) General Sessions with content that directly relates to a specialty as "specialty" and not Professional Practice.
14. WOCN Society CE/CNE/CME awarded for poster viewing – see next page

Continuing Education

National/Regional Conference Posters

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:

- These points may ONLY be used under the CE/CNE/CME activity section of your portfolio.
- This activity MUST be entered as one grouped entry and the total of poster CE's. (See **Appendix A**).
- Enter "poster viewing" in Brief Description.
- Specific poster titles do not need to be entered.
- 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. 6** (splitting points explained.)
- The CE/CNE/CMEs must fall within your five year recertification period.
- If you have additional questions or concerns please contact the WOCNCB office.
- Electronic format posters are acceptable for PGP points.

Points

1 Contact Hour or 1 CE/CNE/CME Credit = 1 PGP Point (Max.40 allowed per specialty)

Audit documentation

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.

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.

Academic Education

Acceptable Activities

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.

Definition

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.

Academic credits are not considered CE/CNE/CME.

Examples of Acceptable Courses

- Physical Assessment
- Anatomy and Physiology
- Business
- Ethics
- Medical languages, e.g., Spanish
- Chemistry/Biology/Microbiology/Natural Sciences
- Education classes, e.g., Adult Learning Theory
- Pharmacology
- Psychology
- Health Care Management
- Research/Statistics
- Computer
- Computer Informatics

Requirements

Course credits must be earned prior to submission of a portfolio. The PGP points will be counted as Professional Practice in your application and are EXEMPT from the Pre-approval process.

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

Submit transcripts.

Pre-approval

Definition

The PGP Pre-approval is a system which allows you to submit a request for:

- A new project or activity not listed in the handbook for point assignment
- Items that must meet the definition of "Professional Practice" topics
- Mission/volunteer trips for point assignment

- **Seek pre-approval if non-WOCN, SAWC, SUNA when non-clinical (aka Professional Practice)**
- **Mission Trips need pre-approval**
- **Requests take 4 weeks for review**
- **Not for general nursing tasks – See Appendix B**
- **Do NOT submit "specialty" items for pre-approval on the "Pre-Approval" tab**

Requirements

1. All "Professional Practice" CE/CNE/CME sessions, classes and/or activities that are not through the WOCN® Society, SUNA or SAWC MUST be pre-approved and submitted via the Pre-approval process. Note: Academic Credits are exempt from this rule.
2. The PGP Committee will review the request for Pre-approval and make a decision of acceptability or point value. Reviews may take up to 4 weeks to process. You must use the online Pre-approval Request Form to summarize the project or activity.
3. The request for Pre-approval may be sent any time within the certification period, but must be at least one (1) month prior to PGP application deadline.
4. Check the PGP Handbook for updates/additions of acceptable activities prior to submitting a Pre-approval.
5. If you receive Pre-approval for any activity, it MUST be submitted correctly as a pre-approved item. See online system for specific instructions on how to enter your pre-approved item.
6. **Do not submit pre-approvals for:**
   - ✓ Specialty (clinical) topics (e.g., wound presentation, precepting). Enter all activities in your portfolio as normal if they relate to the specialty. (Mission Trips and New Projects are exempt from this rule.)
   - ✓ Future work (e.g., you are in the midst of a research project, or a class you plan to take). The project/activity must be something you have completed prior to requesting a Pre-approval.
   - ✓ Questions on where to assign your activity (e.g., you aren't sure what activity to use from the handbook). Questions on where to assign your activity may be sent to WOCNCB via email (info@wocncb.org) or the website feature "Ask the Board"

   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.

Instructions:

After receiving PGP points for your pre-approved item, to add your pre-approved item into your portfolio:

1. Click "Add new activity"
2. From drop-down list, click on the appropriate "pre-approval" acitivity (Pre-Approved CE; or Pre-Approval; or Pre-Approved Medical Mission Trip)
3. Click "Add new Activity" again
4. From drop-down list under the "Pre-Approved Request" field, click on your title for the project
5. Your write-up and PGP points will automatically flow in
6. Click "Save Activity"

Points

Determined by PGP Committee.

Example: General nursing topics that do NOT count under Professional Practice: HIPPA, CPR, Patient Safety, Opioid Use, General Nutrition, General Diabetes Care, Communication in Healthcare. See **Appendix B**.

Professional Organizations

Requirements

See information below for each activity's requirements.

- Examples of acceptable organizations are:
  - ✓ Society of Urologic Nurses and Associates (SUNA)
  - ✓ Association for the Advancement of Wound Care (AAWC or SAWC)
  - ✓ American Association of Rehabilitation Nurses (AARN)
  - ✓ American Podiatric Medical Association (APMA)
  - ✓ United Ostomy Association of America (UOAA)
  - ✓ Wound, Ostomy, Continence Nurses Society (WOCN®)
  - ✓ Wound Ostomy Continence Nursing Certification Board (WOCNCB)
  - ✓ World Council of Enterostomal Therapy Nurses (WCETN)
  - ✓ (Submit other organizations for pre-approval)
- This section of activities include both professional organizations from the list above and facility committees at your place of employment.
- 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. The majority of the committee work must pertain to the specialty in which it is claimed, otherwise mark as "Professional Practice". If committee discusses clinical / specialty content, then it is related, otherwise it is Professional Practice.
- Virtual committee service activity is acceptable for PGP points.

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- **Dues paid membership does not provide PGP points**
- **You must be a volunteer and serve on an appointed committee or a patient support group**

Activities

- **Facilitator or Co-Facilitator of Seminar/Symposium/ Educational Program related to WOC or FC nursing (Facility)**
  - **Full-day program = 10 points, Max. 10 per specialty**
  - **Half-day program = 5 points, Max. 10 per specialty**

    Definition: Arranging an educational opportunity that is either a half or full day program. 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 can be within a Facility or for a Professional Organization as in the examples listed above.

    Requirements: This activity is meant for the overall coordination and design of such an educational opportunity. (Not for a WOCN Society Conference, see below "conference planning").

Example: A seminar, "Buttocks Wounds: Are they really Pressure Injuries?" with 3 speakers and 6 vendors. You oversee/arrange the marketing in your local area to community nurses and coordinate the registration process.

Audit documentation: Any documentation that substantiates involvement.

- **Committee Service (Board / Task Force / Team)**

  Definition: 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. PGP points are not given for membership dues paid to an organization.
  - **Facility committee (Product or non-product)**
    - **Establish = 10 per year, Max. 20 points per specialty for all committee work in facility**
    - **Chair = 10 per year, Max. 20 points per specialty for all committee work in facility**
    - **Committee Member = 5 per year, Max. 20 points per specialty for all committee work in facility**

    Requirements: For facility committees that cover multiple specialties, points may be used in any portfolio as specialty or professional practice. You must be serving as an appointed member of a formal committee.

Example: You are a member of a product committee.

Professional Organizations

- **Professional Organization at Regional /affiliate/state/local level (Non-Facility/Non-conference)**
  - **Officer = 10 per year, Max. 25 points per specialty**
  - **Chair = 10 per year, Max. 25 points per specialty**
  - **Committee Member = 5 per year, Max. 25 points per specialty**

  Definition: Participating in professional nursing organizations whose missions relate to the wound, ostomy, continence or foot care specialties are acceptable.

  Requirements: 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.

Example: WOCNCB Committee

- **Professional Organization at National level (non-conference; non-facility)**
  - **Officer = 20 per year, Max. 35 points per specialty**
  - **Chair = 15 per year, Max. 35 points per specialty**
  - **Committee Member = 10 per year, Max. 35 points per specialty**

  Definition: Participating in professional nursing organizations whose missions relate to the wound, ostomy, continence or foot care specialties are acceptable.

  Requirements: You must be volunteering your time and serving as an appointed member of a formal committee.

Example: WOCNCB Committee

Audit documentation: Any documentation that substantiates involvement. Tax ID to verify committee was a professional organization.

- **Conference Planning Committee/Task Force at National Level**
  - **Event Chair/Co-Chair = 15 points, Max. 15 per specialty**
  - **Committee Chair/Co-Chair = 10 points, Max. 10 per specialty**
  - **Member = 5 points, Max. 5 per specialty**

  Requirements: "Event Chair" is intended as you planned the entire event as chair of the committee

  Definition: Participating in professional nursing or patient support organizations whose missions relate to the wound, ostomy, continence or foot care specialties are acceptable.

  Audit documentation: Any documentation that substantiates involvement. Tax ID to verify committee was a professional organization.
- **Conference Planning Committee/Task Force at regional /state/affiliate/local level**
  - **Event Chair/Co-Chair= 10 points, Max. 10 per specialty**
  - **Committee Chair/Co-Chair = 8 points, Max. 8 per specialty**
  - **Member = 5 points, Max. 5 per specialty**

  Definition: Participating in professional nursing or patient support organizations whose missions relate to the wound, ostomy, continence or foot care specialties are acceptable.

  Audit documentation: Any documentation that substantiates involvement. Tax ID to verify committee was a professional organization.
- **Forums/Focus Group for Advisory Panel = 1 point, Max. 4 per specialty**

  Definition: Providing a consulting role on various WOC or FC issues. This is not product trials.

  Requirements: May be split between specialties based on products.

Example: Manufacturers' advisory panels, new product development/advancing products, reviewing manufacturers' literature, etc.

Audit documentation: Any documentation that substantiates involvement.

- **Multi-day rally or camp for patient support group**
  - **Organize = 15 points per rally, No Max.**
  - **Participate = 10 points per rally, No Max.**

  Definition: Youth Rally for ostomy patients; special needs camp where you function as WOC nurse.

  Requirements: The official National Youth Rally can be used under ostomy or continence since the rally is split between ostomy and urinary/bowel incontinence.

  Audit documentation: Any documentation that substantiates involvement.

Professional Organizations

- **Medical mission trips and other humanitarian work = points determined via pre-approval**

  Requirements: Must be submitted through the Pre-approval process for a point determination based on the amount of time spent. You will be asked to:
  - Describe activity as it relates to the specialty
  - List how many hours are spent seeing patients with W, O, C, or FC issues
  - Describe the teaching performed

  Audit documentation: Any documentation that substantiates involvement.

- **Volunteer work**
  - **For WOC or FC patient support org = 5 per year, No Max.**
  - **Other volunteer work for patients with WOC or FC issues = 5 per year, No Max.**
  - **Meeting Coordinator for WOC nursing networking group = 5 per year, Max. 5 per specialty**
  - **Conference booth volunteer = 2 per event, Max. 6 per specialty**
  - **Stoma Clinic, UOAA National Conference = 5 points**

  Requirements: As a wound, ostomy, continence [WOC] or foot care [FC] Nurse, you regularly volunteer your time and expertise.

  Audit documentation: Proof of volunteering (thank you letter, etc.), or volunteer request (email).

- **WOCNCB Job Analysis / Role Delineation Study survey completion = 5 points per specialty, Max. 5 points per specialty**

  Definition: WOCNCB job analysis study completed in 2018, via survey on your role as a specialty nurse.

  Requirements: Confirmation received from WOCNCB of your participation.

  Audit documentation: WOCNCB proof of completion (letter, email)

Programs/Projects

Requirements

To receive PGP points in this category, you must have had the significant responsibility for developing, implementing and evaluating the program, project, or case. Electronic format of projects are acceptable for PGP points, i.e., clinical pathway, legal case review, etc.

Activities

- **Algorithm**
  - **Develop = 5 points, Max. 10 per specialty**
  - **Revise = 3 points, Max. 6 per specialty**

  Definition: A step-by-step problem-solving decision tool used to determine or guide patient care.

Example: Selecting and ordering specialty beds.

Audit documentation: Copy of algorithm (if revised, submit original and revision)

- **Clinical pathway development = 25 points, Max. 25 per specialty**

  Definition: 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.

  Requirements: The following steps must be included:
  - 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.

  Audit documentation: Any documentation to substantiate the activity

- **Competency-based tools**
  - **Original = 5 points, Max. 25 per specialty**
  - **Revised = 3 points, Max. 15 per specialty**

  Definition: An educational activity that measures the wound, ostomy, continence or foot care skills and knowledge of the nursing staff.

Example: 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.

Audit documentation: Any documentation to substantiate the activity (if revised, submit original + revision)

- **Data Collection or Analysis: Outcome or Case Study (non-IRB) = 10 points, Max 20 per specialty**

  Definition: 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. Please note, this is different than a Product Trial. See the activity "Product Trial" in the "Program & Projects" section of this handbook for its definition and requirements.

  Requirements: Specify what data was collected and analyzed (type of data, quantity, what was the result of the analysis, etc.)

Example: Outpatient review of 100 charts looking for evidence of patient education materials given to patients with lower extremity ulcers. Assessing and dividing the data into those that received the educational material and those that didn't and seeing why and where there were gaps. Another layer can survey what the educational material actually taught and the benefits of the education.

Audit documentation: Summary of your data analysis and action plan.

Programs\Projects

- **Establish a new wound, ostomy, continence (WOC) or foot care (FC) nursing service (may include multi-disciplinary)**
  - **Write a proposal = 15 points, Max. 15 per specialty**
  - **Policy/procedure to establish New WOC/FC services = 15 points, Max. 15 per specialty**
  - **Develop a billing method/procedure = 15 points, Max. 15 per specialty**

  Definition: You began a NEW SERVICE IN A FACILITY that 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. Policy/Procedure is considered a general plan of action used to guide desired outcomes, with procedure using series of steps to follow this plan. It should involve a literature review and incorporation of evidence-based practice changes.
  Requirements: When developing policy/procedures for a new WOC or FC service, you must have created a minimum amount of 3 policies and procedures.

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.

Audit documentation: 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. Multi-disciplinary: marketing material, proposal submitted to management, p/p for start up and list of billing codes used for practice.

- **Establish Independent Clinical WOC or FC related practice (self-employed) = 50 points, Max. 50 per certification period**

  Definition: 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.
  Requirements: You must have a tax id number and be self-employed. Points may be split into specialties.
  Audit documentation: 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.
- **Establish Independent Non-Clinical Practice, or, Independent Clinical Practice less than 50% of primary source of income (self-employed) = 20 points, Max. 20 per certification period**

  Definition: 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.
  Audit documentation: 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.
- **Expert review on a legal case related to WOC or FC patient = 10 per case, Max. 20 per specialty**

  Audit documentation: Letter from the law firm for when review was performed.
- **Item writing for WOCNCB® certification exam = 3 points per item, Max. 15 per specialty**

  Definition: You author new test questions using the WOCNCB form on the website at: http://www.wocncb.org/pdf/item-writing-guidelines.pdf
  Requirements: Use the criteria on the guidelines posted on the www.wocncb.org website and send your written item to WOCNCB (fax, mail, or email) any time. The "Item Writing Form" must be used and is found on the www.wocncb.org website under "Get Involved / Item Writing". A confirmation letter is sent to you as documented proof for your PGP portfolio points.
  Audit documentation: Letter from WOCNCB Exam Committee Liaison.
- **Policy/procedures in existing practice (or similar/equivalent document).**
  - **Develop original policy = 5 points, Max. 25 per specialty**
  - **Revising existing = 3 points, Max. 15 per specialty**

  Definition: A general plan of action used to guide desired outcomes, with procedure using series of steps to follow this plan. It should involve a literature review and incorporation of evidence-based practice changes. Revision must be significant revision versus annual review. This policy/procedure is different than when you begin a new service within a practice or facility that never had the WOC services, or if you are writing them for beginning a self-employed practice. See the activity "Establish a WOC Practice" above.

Example: Develop p/p for clinical photography that includes the rationale and steps to ensure appropriate draping and identification.

Audit documentation: Copy of policy/procedure (if revised, submit original and revision)

- **Prevalence and incidence study = 5 points, Max. 20 per specialty**

  Requirements: Study must only be claimed in the clinical specialty the P&I study was focused on.
  Audit documentation: Documentation showing results (including sample size, data collection tool)

Programs\Projects

- **Product fair – Arranging = 5 points, Max. 10 per specialty**

  Definition: 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. This is not a product trial.

Example: Bed/Support Surface fair, Skin/Wound care product fair, Ostomy product fair.

  Audit documentation: Verification letter, flyer or sign-in sheet

- **Product formulary**
  - **Developing = 10 points, Max. 20 per specialty**
  - **Revising (significant revision) = 5 points, Max. 10 per specialty**

  Definition: A complete line of products related to WOC or FC available for routine use at healthcare facility.

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. (Note, if using revision, it must be significant versus annual review.)

  Audit documentation: Copy of formulary (if revised, submit original + revision)

- **Product trial = 10 points, Max. 20 per specialty.**

  Definition: Product testing intended to provide market information for facility to examine, use and test the product prior to fully committing to use or implementation.

  Requirements: Product trial cannot be duplicated as product formulary revision. If you use the Product Trial activity, it cannot also be used in a Q.I. unless you did all the Q.I. steps/criteria.

  Audit documentation: Copy of product evaluation sheet and final outcome data.

  Audit documentation: Any documentation to substantiate the activity

- **Quality improvement (QI) project = 25 points, Max. 25 per specialty**

  Definition: 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.

  Requirements: This activity is a multi-step process and must include all of the following elements:
  - Problem identification, including starting data that is measurable and reportable
  - Identification and implementation 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)
  - You must include measured data.
  - 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) as another activity and would be considered duplication of activity. 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.

Example: Your facility acquired pressure injury (HAPI) prevalence and incidence (P&I) rate is 8%. You form a team of colleagues and review policies, procedures, and protocols for preventing pressure injuries. 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 injury team of nurses from each unit, you notice a decrease in HAPIs 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 HAPI rates on a regular basis. After two months, your HAPI rate is 2%.

  Audit documentation: Documentation to show each step as outlined in Handbook Definitions as outlined in definition above.

Example: You know the rate of incorrect staging documentation to be 30%. You implement an education process and give presentation on staging and documenting, and review the document submissions and do a chart audit of XX amount of charts and note a change of only 10%.

Programs\Projects

- **Standardized care plans = 5 points, Max. 15 per specialty**

  Definition: Paper or electronic format prepared by the professional WOC or FC nurse and used as guidelines in the preparation and carrying out of WOC/FC patient population care.

Example: Care plan is developed for skin tear management.

  Audit documentation: Any documentation to substantiate the activity

- **Website /Social Media management**
  - **Develop website = 10 points per year, Max. 20 per specialty**
  - **Maintain/update website = 5 points per year, Max. 10 per specialty**
  - **Podcasts = 3 points per year, Max. 15 points per specialty**
  - **Social media management = 3 points per year, Max. 3 per specialty**

  Definition: Designing or managing a web page or social media presence for an organization or group related to WOC or FC. A web page would likely have a www. address or be located within an organization's intranet. This does not include writing or maintaining electronic charting forms. Maintaining or updating a website includes interactive activities.

  Requirements: Do not use this activity if also serving as member of the board/committee for website. Revising a website must be significant content changes (e.g., revising all the documents and reviewing for current content, references etc.)

Example: You develop a private (closed) Facebook page for an ostomy support group.

  Audit documentation: Include site link (if revised, submit original + revision, or documentation/screenshot to substantiate). Link to podcast on a document or a letter of acknowledgement.

Publications

Requirements

- 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 to qualify.
- 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).
- Peer reviewer must be part of a committee.
- Electronic format of projects are acceptable for PGP points, i.e., abstract, WOC documentation form, etc.

Activities

- **Abstract**
  - **Author or Co-author = 10 points, Max. 20 per specialty**
  - **Peer Reviewer = 3 points per year, Max. 3 per specialty**

    Definition: A summary of the main points contained in a poster presentation or research topic.

    Requirements: You may not use the same abstract submission more than once.

    Audit documentation: A copy of the abstract or submission.
- **Clinical Practice Guidelines for National Healthcare Organization (peer reviewed) = 25 points, Max.25 per specialty**

  Definition: 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.

  Example: Guidelines for Prevention and Management of Pressure Ulcers by WOCN® Society.

  Audit documentation: Copy of guideline.
- **Create WOC or FC Documentation Form**
  - **Original = 5 points, Max. 15 per certification period**
  - **Revise = 3 points, Max. 9 per certification period**

    Definition: Electronic or paper forms created to chart wound, ostomy, continence [WOC] or foot care [FC] patients.

    Requirements: List the facility name in the online form for "published in" section.

    Audit documentation: Screenshot of form (if revised, submit original + revision)
- **Healthcare educational fact sheet for national organization**
  - **Develop = 10 points, Max. 20 per specialty**
  - **Revise = 5 points, Max. 10 per specialty**

    Audit documentation: A copy of the publication. (If revised, submit original + revision)
- **Develop educational tool**
  - **Healthcare professional (can be in facility) = 5 points, Max. 15 per specialty**
  - **Patient = 5 points, Max. 15 per specialty**
  - **Revise tool = 3 points, Max. 9 per specialty**

    Definition: Factual information developed for patients or other healthcare professionals, in written, electronic, video or DVD format.

    Requirements: List the facility name in the online form for "published in" section.

  Examples: You develop a one page document on "High Fiber Foods for Ileostomates." You develop a clinical educational tool for staff nurses showing differences among venous, arterial and diabetic ulcers.

  Audit documentation: A copy of the publication. (If revised, submit original + revision)

Publications

- **Learning module**
  - **Develop = 10 points, Max. 20 per specialty**
  - **Revise = 5 points, Max. 5 per specialty**

  Definition: A wound, ostomy, continence (WOC) or foot care (FC) self-study course in a written, electronic or video format.

  Requirements: The module must include objectives, learning activities and competency evaluation (post-test, return demonstration, etc.). List the facility name in the online form for "published in" section.

Example: You have developed an online, comprehensive self-study course on pressure injury prevention. Participants must successfully pass a written test on the content.

Audit documentation: Provide hard copy of module. (If revised, submit original + revision)

- **Editorial (Author or co-author) = 5 points, Max. 10 per specialty**

  Definition: This is an opinion piece published as an article in a newspaper or magazine that expresses the opinion of its editor or publisher. The article may be printed or online. A letter to the editor does not qualify.

Example: An editorial published in the JWOCN journal.

Audit documentation: A copy of the editorial showing you as author.

- **Journal article (peer-reviewed)**
  - **Author or co-author = 25 points, No Max.**
  - **Reviewer = 10 points, Max. 20 per specialty**

  Definition: 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.

Example: The Journal of the Wound, Ostomy, and Continence Nurses Society (JWOCN); or, the Journal of Nursing Administration (JONA).

Audit documentation: A copy of the article in the publication showing you as author. If reviewer, confirmation email of your role.

- **Journal or Magazine article (non-peer reviewed)**
  - **Author / contributor / co-author = 10 points, Max. 10 per specialty**

  Definition: A non-peer reviewed publication containing articles and illustrations, typically covering a particular subject or area of interest.

Example: "RN magazine"; "WOC News"; "Regional Reporter".

Audit documentation: A copy of the article in the publication showing you as author.

- **Newsletter**
  - **Editor / co-editor = 20 points per year, Max. 20 per specialty**

  Definition: Editor of a publication distributed regularly (e.g., monthly, quarterly) focusing on WOC or FC nursing.

  Requirements: If you claim points as editor, you may not claim points for an article in the same year in that same newsletter. List the facility name in the online form for "published in" section.

Example: You edit a WOC monthly newsletter.

Audit documentation: A copy of the publication.

  - **Author or Contributor of article = 5 points, Max. 15 per specialty**

  Definition: A publication distributed regularly (e.g., monthly, quarterly) focusing on WOC or FC nursing.

  Requirements: You may not claim points for an article in the same year in that same newsletter. List the facility name in the online form for "published in" section.

Example: You have a WOC monthly newsletter.

Audit documentation: A copy of the publication.

Publications

- **Other publications = 5 points, Max. 15 per specialty**
  (e.g., newspaper article, content validator, best practice document reviewer, etc.)
  Audit documentation: A copy of the publication.

- **Writing a brochure/pamphlet = 5 points, Max. 15 per specialty**
  Definition: Summary of information regarding a product or service.
  Requirements: List the facility name in the online form for "published in" section.

Example: You develop a tri-fold marketing piece outlining the wound, ostomy, continence (WOC) or foot care (FC) services offered at your hospital.

  Audit documentation: A copy of the publication.

- **Textbook**
  - **Author or Co-author = 70 points, No Max.**
  - **Editor = 60 points, No Max.**
  - **Reviewing content = 30 points, No Max.**

  Audit documentation: A copy of the title page showing date of publication and table of contents page where your name is listed as an author.

- **Chapter of Textbook**
  - **Author or Co-author = 35 points, Max. 35 points**
  - **Editor / Co-editor = 20 points, Max. 20 points**
  - **Contributor = 20 points, Max. 20 points**
  - **Reviewer = 10 points, Max. 10 points**

  Audit documentation: A copy of the title page showing date of publication and table of contents page where your name is listed as an author.

Research (IRB or Equivalent)

Requirements

- You must have served as the principal or co-investigator, author or co-author of a study proposal/grant or had significant 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 IRB Grant Writing activity.
- To qualify for the 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 not go before an IRB – an activity that only requires institution approval because the application does not involve human subjects or informed consent.
- Electronic format of projects are acceptable for PGP points, i.e., study proposal, grants, etc.

IRB (Institutional Review Board)

Definition: 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).

Activities

- **Data analysis = 20 points, No Max.**

  Definition: The process of inspecting data with the goal of discovering useful information, suggesting conclusions and supporting decision-making.

- **Data collection = 20 points, No Max.**

  Definition: The process of collecting data with the goal of discovering useful information, suggesting conclusions and supporting decision-making.

- **Developing a study proposal = 45 points, No Max.**

- **Developing or testing a research tool = 30 points, No Max.**

- **Grant writing (IRB) = 45 points, No Max.**

  Definition: IRB (Institutional Review Board) is 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).

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.

Audit documentation: Submit copy of IRB (or equivalent) letter of approval or other documentation to substantiate activity.

- **Grant activities (non-research based or derived from clinical practice) = 20 points, Max. 20 points per specialty**

  Definition: Formal application for funding that is not research related.

  Requirements: Must be a completed grant application, although does not necessarily need to be accepted.

Example: Completing a grant application to a vendor for sponsorship of educational program or equipment funding.

Audit documentation: For grants, copy of letter of approval.

Self-Assessment

Points

5 points; Max.allowed: 5 points per specialty

Definition

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.

If you are utilizing this in multiple specialties, they must be significantly different from the other specialty.

Gives you 5 points to answer questions –

- **How did the specified PGP activity enhance your role**
- **Identify 2 strengths**
- **Identify 2 challenges**
- **Define 2 goals**

Requirements

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:

- Increased your expertise
- Validated your expertise
- Enhanced your professional growth

You **must** provide all of the following:

- Identify and describe processes within the specialty that prepared you to achieve points in your elected category, with specific examples.
- Identify 2 strengths and 2 challenges within the specialty related to the processes described above.
- Using your strengths and challenges, define 2 goals related to the specialty that will help build your professional growth over the next five years.

Audit Documentation

None

Teaching

Requirements

- 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.
- Electronic format of projects are acceptable for PGP points, i.e., medical event consults, presentations, etc.

Precepting –

- **Place only 1 entry in your portfolio, include total hours/students**
- **If requested send tracking form to breakout the dates, student names, per specialty hours**

Activities

- **CE/CNE/CME Approval of Program = 5 points per program, Max. 5 points per specialty**

  Requirements: You must have submitted an 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.

  Audit Documentation: Submit application for CE/CNE/CME, or example of CE/CNE/CME certificate

- **Medical Event, Expert consultation as WOC Nurse = 1 point per 1 hour, Max. 5 per specialty**

  (e.g., health fair, screening clinics, supplier clinic, product fair)

  Audit Documentation: Letter of request from organization seeking your services.

- **Poster Presentation for national /regional/affiliate Conference = 10 points, Max. 30 per specialty**

  Requirements: You may only claim a poster presentation once, and may not be duplicated.

  Audit Documentation: Proof of acceptance of the poster, or copy of poster showing Author's name.

- **Poster presentation in your facility/organization = 5 points, Max. 15 per specialty**

  Requirements: You may only claim a poster presentation once, and may not be duplicated.

  Audit Documentation: Proof of acceptance of the poster, or copy of poster showing Author's name.

- **Precept/Orient/Shadow of nursing or other medical professionals at the bedside = 1 point for every 8 hours, Max. 10 points per specialty**

  Requirements:
  - 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 hours must be documented on a tracking form, i.e., https://www.wocncb.org/UserFiles/file/Non-WOCStudentPreceptorTrackingForm.xlsx
  - Tracking form needed to breakdown hours by specialty and only sent if requested for audit documentation.

  Audit Documentation: WOCNCB® tracking forms, and proof such as letter of agreement, student signature, student contact information, etc. verifying hours from WOCN® Accredited Education Program, if requested

- **Precepting current WOC nursing education program students = 1 point for every 4 hours of precepting, No Max.**

  Requirements:
  - 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.
  - Must keep a tracking form, as on this example: https://www.wocncb.org/UserFiles/file/WOCStudentPreceptorTrackingForm.xlsx
  - The student must be enrolled in an accredited WOC Nursing Education Program.
  - Tracking form needed to breakdown hours by specialty and only sent if requested for audit documentation.

  Audit Documentation: WOCNCB® tracking forms, and proof such as letter of agreement, student signature, student contact information, etc. verifying hours from WOCN® Accredited Education Program, if requested

Teaching

- **Presentations/lectures**
  - **Presentation = 1 per 15 min, No Max.**
  - **Development of program = 2 per 15 min, No Max.**
  - **Revising a program = 1 per 15 min, Max.1 revision per program**

    Requirements: May be a CE/CNE/CME or non- CE/CNE/CME. Points are calculated per 15 min of presentation time for presenting or developing a program. Revisions must have significant changes to content and when applicable, with updated references of no older than five years. If you develop a presentation, and also present it, you may claim both PGP activities for points (Develop and Present).

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.

Audit Documentation: Completed sign-in sheet, brochure or letter of agreement. If revised, submit copy of old and new presentations

- **Wound Treatment Associate (WTA) Program**
- **Ostomy Care Associate (OCA) Program**
- **Skin / Wound Care Associate (SWCA) Program**
  - **Online Course Coordinator/Onsite Faculty = 6 points per program per certification period, with a maximum of 24 points.**
  - **Clinical Skills Instructor = 4 points per program per certification period, with a maximum of 16 points**

    Audit Documentation: Submit course flyer or other proof

Appendix A

Conference CE Examples

This is an example of how to enter one conference and its Ostomy specialty points in continuing nursing/medical education. This can be a national or regional conference.

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

Poster CE's

Title of Session/Course: 2021 Annual WOCNext Conference

CE/CNE/CME credits earned OR Length of session in hours: 10.0

Brief Description of course content:
Poster viewing (do not enter individual poster titles)

Session or 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. This can be a national or regional conference.

NOTE: Any project/activity not defined in the handbook, or any "Professional Practice" (not the clinical specialty) CE/CNE/CME course or portfolio activity item not WOCNCB® approved or national/regional WOCN® Society, SUNA and SAWC sponsored MUST be pre-approved via the Pre-approval process. (See **pg. 13** 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

Professional Practice

Definition

Professional Practice is defined as courses or activities that do not directly/clinically 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.

- **Seek pre-approval if non-WOCN, SAWC, SUNA when non-clinical (aka Professional Practice)**
- **Professional Practice is not required, whole portfolio may relate to the specialty**
- **Not for general nursing tasks**
- **Limited to 10 CE that are Professional Practice**
- **Half the portfolio must relate to specialty**

Requirements

- It is **not** required to have any items in a portfolio that are professional practice topics (i.e., an entire portfolio can relate to the specialty).
- You are limited to 10 CE that are professional practice topics, per portfolio.
- Any project/activity not defined in the handbook, or any "Professional Practice" (not the clinical specialty) CE/CNE/CME course or portfolio activity item not WOCNCB® approved or national/regional WOCN® Society, SUNA and SAWC sponsored MUST be pre-approved via the Pre-approval process. (See Pre-Approval section.)
- Do not submit Pre-approval for items that pertain to the clinical specialty.
- General nursing, non-nursing and educational opportunities not directly related to WOC and FC are not considered appropriate for submission for pre-approval.
- You are limited to 40 points overall in a portfolio that are professional practice topics.
- PGP portfolio points submitted as Professional Practice are subject to review by the PGP committee.

Ask yourself "would this topic alone make me a WOC specialist?" (For example, if I were only taking CE courses in "Patient Safety" would that make me a WOC Nurse?) If the answer is No, it is likely not qualified as "Professional Practice".

Appendix B

Example

Below are examples of topics directly related to the Clinical Specialty versus 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 (needs Pre-approval)		
Clinical Documentation Improvement	AAPC (needs Pre-approval)		
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 Regional		✓
Treatment and Management of wound pain	WOCN		✓
Lymphedema Management	WOCN Regional		✓
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 Injuries: What is that Yellow Stuff	WOCN		✓
Skin and Wound Care of the Bariatric Patient	ANCC		✓

Unassigned

The online system has tabbed sections for wound, ostomy, continence, etc. and includes a section marked "Unassigned". This is a place you may enter projects and activities when you are unsure of how or where to use them. It is a placeholder for you to save them and later assign the item to a portfolio specialty. By clicking on the "move" feature it can be sent to Wound, Ostomy, Continence, or Foot Care.

This section is your "Placeholder" for items to move to a specialty portfolio as needed

NOTE: Information is never transmitted to WOCNCB from Unassigned unless you move it to a specialty portfolio. You may delete items if you do not plan to use them but will always be stored here if you do not delete them.

Revisions and Resubmissions

If your portfolio is deemed incomplete or incorrectly filed, it will be returned and you may choose to revise and resubmit. The following rules apply to portfolio revisions and resubmissions:

- 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.
- 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.

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- **Email notifications are sent if Revision is needed**
- **Limited to 2 resubmissions**
- **Resubmissions due within 30 days of notice**
- **Be sure to click "Resubmit Portfolio" on each specialty**
- **If not resubmitted and approved prior to credentials expiration, credentials will lapse**

- 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. An administrative fee of $25 per resubmission is charged for each specialty portfolio. To clarify, the initial portfolio is submitted, and a revision is requested. The first revision is submitted. If required, a second revision will be requested, and that revision will need to be submitted. At that point, no further revisions of the portfolio will be accepted.
- The revised portfolio must meet all the standards outlined in the handbook.
- 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 you do not resubmit the portfolio and receive approval prior to credentials expiration, your certification will lapse and you must exam following lapsed eligibility.
- 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.

Clarification

Examples of a portfolio being deemed returned for clarification are:

- You entered professional practice topics that were marked as "specialty"
- You submitted a PGP activity for a presentation and the presentation evaluation method was described as "1 – 5", but this should be clarified in order to rank the presenter between 1 and 5, worst to best, on evaluations
- A Wound Care Committee activity was marked "professional practice". This should be corrected by clicking the checkbox as "specialty"
- Abbreviations were used in your write-up such as "PICC", and the reviewer would like you to spell out the meaning as "Peripherally Inserted Central Catheter"
- You gave a vague title of a committee, such as "Safe Patient Handling Committee", and the reviewer asked you to clarify what was your role on the committee as it pertains to the specialty.
- You completed the online form by answering the questions on a QI when it was unnecessary

Revisions and Resubmissions

Revision

Examples of a portfolio being deemed and counted as a Revision, if you have multiple errors including some of these:

- CE included that pertained to a general nursing task, such as CPR course, which need pre-approval.
- Using too many professional practice points (40 for portfolio allowed; 10 for CE's allowed)
- Using more than the maximum points allowed on any activity.
- Using items from one specialty in the other
- Clinical Education of other Medical Professionals is used incorrectly. Twenty students are listed for 1 hour of bedside mentoring when it is clearly classroom education or a presentation rather than bedside mentoring
- Duplicate CE entries
- Trying to pass off a P & I as Research
- NP Committee member of State Board of Nursing. This does not relate to WOC role
- Provided incomplete information on Case Study Data Collection, need more detail (i.e., how many charts were reviewed, what specific data was collected over the 5 week period, how data was analyzed, etc.)
- A presentation that contained both Wound and Ostomy content was included in the wound portfolio. Only the presentation time for wound content can be claimed in the wound portfolio.
- Using "Establish a WOC nursing service/Policies and procedures" for a policy written for an existing practice
- Using an activity that writes an electronic charting form as "webmaster" and falls in activity "Develop WOC Documentation Form" instead

Audit Process

- The WOCNCB® performs a random audit on PGP applications for quality assurance purposes and to remain in keeping with NCCA and ABSNC accreditation standards.
- Certificants selected for audit will be notified by email within five (5) 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.

Records you should keep for potential audit:

- CE certificate of completion/attendance
- Academic transcripts
- Copy of project completed, such as algorithm, grant approval letter, law case confirmation letter, policy/procedure, product formulary, etc.
- Copy of publication (article, brochure, chapter, etc.)
- Copy of IRB approval letter
- Sign-in sheet from presentation
- Proof of poster acceptance
- Precepting tracking form

Policies

Revocation of Certification

The WOCNCB® will revoke certification for any reason deemed appropriate including, but not limited to, the following:

- Falsification of the certification application or application materials.
- Falsification of any information requested by the WOCNCB®.
- Knowingly assisting another person or persons in obtaining or attempting to obtain certification or recertification by fraud.
- Misrepresentation of certification status.
- Illegal use of the certification certificate or falsification of credentials. This would include any lapse in professional license during the five-year period and any appearance of revocation, including those due to any misdemeanor or felony charges.
- Cheating (or reasonable evidence of intent to cheat), such as copying or using another person's portfolio contents.
- Unauthorized possession or distribution of official WOCNCB® materials.

The WOCNCB® provides an appeal mechanism for challenging revocation of certification. It is the responsibility of the former certificant to initiate this process. The complete process may be found on the WOCNCB® website at www.WOCNCB.org. Written appeals should be forwarded to the WOCNCB® at the address listed on the website.

Appeals Policy and Procedure

An appeal policy and procedure is available to any Applicant or Certificant who has applied for WOCNCB® certification/recertification and wishes to contest any adverse decision affecting his/her certification/recertification status or eligibility. Any individual who does not file a request for an appeal within the required time limit shall waive the right to appeal.

1. Review of Eligibility Decisions. In the event of a determination that an individual has been denied certification or recertification, based on a failure to satisfy application or eligibility requirements, pay fees required by WOCNCB®, a change in certification status, or failure of their recertification, the individual shall have thirty (30) days to file a written request for review.
2. Appeals process. The individual may file a written appeal request to the WOCNCB® office within thirty (30) days of the date of their receipt of the determination in the above instances. Once the request is received, it will be reviewed by the Credentialing and Review and Appeals Committee whereby, a vote will take place to determine if the eligibility decision will be upheld or reversed. If the eligibility decision is reversed, the Credentialing and Review and Appeals Committee will determine the terms and issue a decision in writing, on the request.

About WOCNCB

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® and approved by the Board of Directors: May 2022.

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

If you have questions, please call the WOCNCB® office at 1-888-496-2622 or email: info@wocncb.org.

Statement of Nondiscrimination Policy

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

Credentials

Upon passing the exam, individuals receive their CWOCN®, CWCN®, COCN®, CCCN®, CWON®, CFCN®, WTA-C®, CWOCN-AP®, CWCN-AP®, COCN-AP®, CCCN-AP®, and CWON-AP® credential. Certification must be re-established every five years.

Qualified nurses may recertify in the specialties of wound, ostomy, continence or foot care 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 April 2021 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/)