The Gold Standard for Certification℠

WOCNCB®

Wound, Ostomy and Continence Nursing Certification Board

Wound, Ostomy, Continence, or Foot Care Professional Growth Program Handbook

Certified Wound, Ostomy and Continence Nurse (CWOCN®)
Certified Wound Care Nurse (CWCN®)
Certified Ostomy Care Nurse (COCN®)
Certified Continence Care Nurse (CCCN®)
Certified Wound Ostomy Nurse (CWON℠)
Certified Foot Care Nurse (CFCN®)

pgp

ABSNC Accreditation Board for Specialty Nursing Certification
Formerly the ABNS Accreditation Council

NCCA National Commission for Certifying Agencies — NCCA Accredited Program

WOCNCB® is accredited by the Accreditation Board for Specialty Nursing Certification (ABSNC), formerly the ABNS Accreditation Council, and the National Commission for Certifying Agencies

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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WOCNCB®
555 East Wells Street, Suite 1100
Milwaukee, Wisconsin 53202
(888) 496-2622 · www.wocncb.org

ABSNC Accreditation Board for Specialty Nursing Certification

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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®.

Members of the 2015 PGP Committee:

Linda McKenna, MSN, RN, CWOCN
Janet Stoia-Davis, RN, CWOCN, CFCN
Sarah Lebovits, MSN, RN, ANP-BC, CWOCN, DAPWCA
Elizabeth S. Jones, BSN, RN, CWOCN
Laurie Bailey, BSN, RN, CWOCN
Pamela Wilson, MSN, Ed, RN, CWOCN
Gail Erickson, BSN, RN, CWOCN

2016 Board of Directors:

Cathy L. Reimanis, DNP, CNS, ANP-BC, CWOCN, President
Jill M. Trelease, DNP(c), FNP-BC, CWON, CFCN
Kathleen M. Kump, MSN, MHSA, CWOCN, APRN, FNP-C
Chenel Trevellini, MSN, RN, CWOCN
Camillia Terrell, MSN, RN, CWON
Clay E. Collins, MSN, APRN, FNP-BC, CWOCN, CFCN
Jeannie L. Thompson, BSN, RN, CWOCN, CFCN, DAPWCA
Phillip J Botham, BSN, RN, CWON
Gail G. Erickson, BSN, RN, CWOCN
Michael J. Kingan, DNP, AGPNP-BC, CWOCN
Lois Fink, Public Member
Laurie L. Ellefson, BSN, RN, CWOCN, CFCN

Approved by the WOCNCB®: **May 2016**

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 2014 HANDBOOK ARE –

- Academics – Only calculated by credit hour (removed semester / quarter)
- Arrange/Facilitate Seminar/Symposium – Maximum raised to 10 points
- Conference Planning Chair – Raised points to 10
- Expert review on a legal case – Raised Maximum to 20
- Publications – "Case Study" removed
- Revisions – portfolio revisions must be returned within 30 days of notification
- Volunteer work – added activity "coordinator for WOC nursing support organization"
- Webmaster changed to "Website /Social Media Management"

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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

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

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
7. Ensure your portfolio is submitted by the appropriate deadline; no later than 3 months or no sooner than 6 months prior to certification expiration
8. Await confirmation stating revision is needed or that you are recertified; (See application process on page 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 6 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, 2020 and your portfolio submission deadline is September 30, 2020 – therefore your 5 year certification period for accumulating points is from September 30, 2015 to September 30, 2020.

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 9/1/2015 for a March 2016 credentials expiration when the PGP Submission Deadline is 12/31/2015 – and the portfolio is accepted on 9/20/2015; your next recertification period begins with 9/21/2015 to accrue points.)

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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.
- Portfolios can be submitted no earlier than 6 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 Excel" feature for each specialty portfolio for your records.

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.
- 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 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.

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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 page 8 for instructions)*. Fees are subject to change.

One Specialty: $395	*(equates to $75/year x 5)*
Two Specialties: $510	*(equates to $98/year x 5)*
Three Specialties: $610	*(equates to $118/year x 5)*
Four Specialties: $670	*(equates to $130/year x 5)*
Administrative fee: $25	*per resubmission/per specialty (see above "Revisions and Resubmissions")*

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 page 7
- Definition of PGP Terms page 26 – 29
- CE requirements page 10
- Common Mistakes page 24

Use the PGP Portfolio Checklist, page 5 – 6. 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**

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PROFESSIONAL PRACTICE EXPLAINED

Professional Practice is defined as courses or activities that are not clinically related to wound, ostomy, continence, foot care or "other specialty" nursing specific activities, 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 26 – 29 for examples.)*

Any "Professional Practices" (not the clinical specialty) CE course or portfolio activity item not WOCNCB® approved or WOCN® Society sponsored **MUST** be pre-approved via the pre-approval process. *(See page 13 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 EXPLAINED

Some activities may be considered appropriate for more than one specialty. For example, incontinence-associated dermatitis may be used in either continence or wound; and depending on the circumstances, fistula management may fit into any of the three wound, ostomy, or continence (WOC) specialties. It is up to the applicant to determine the specialty to which it applies and to provide clarification how it pertains to the specialty.* When an activity is applicable to more than one specialty, PGP points may be split between the appropriate specialties (see "Splitting Points" below for explanation). Although points may be divided, they may not be duplicated.

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 EXPLAINED

When an activity is applicable to more than one specialty, PGP points may be split between them. For example, you established an independent practice and you wish to use the activity in both Wound and Ostomy. You may split the activity for 25 points in each specialty.

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.
4. Indicate the points needed for the split
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

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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 (page 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 (page 28).
_____ All Activities claimed for PGP points have been completed prior to submission deadline and since last submission deadline (page 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 Education (page 10)

_____ CE's have been approved /awarded by accredited or approved providers.
_____ Mandatory Minimum 10 CE's directly related to specialty on all portfolios.
_____ Maximum of 10 Professional Practice CEs in each specialty. Review definition (page 28). Review instructions (page 10).
_____ Maximum of 40 TOTAL specialty CE's, (Maximum of 10 CE's may be Professional Practice). Do not submit more than 40 TOTAL CE's.
_____ Conference CEs that pertain to one specialty may be grouped and entered as one entry. When entering them as a group be sure to list each title and CE value in the "Brief description of course content" box. (See example: Appendix A).
_____ Conference PP CEs that are used in the portfolio may also be grouped and entered as one entry. When entering them as a group be sure to list each title and CE value in the "Brief description of course content" box. (See example: Appendix A).
_____ No abbreviations used in portfolio with the exception of WOCN, SAWC, SUNA or ANCC.

Academic Education (page 12)

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

Pre-approvals (page 13)

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

Professional Organizations (page 14 – 15)

_____ 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 (page 16 – 17)

_____ Meets definitions and requirements and have copies of required documentation of activities (pg 16.) Review definition of revisions (page 29).

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Publications (page 18 – 19)
_____ Copies of all publications for audit, meets requirements (page 19).

Research (page 20)
_____ All activities in this section relate to IRB. (If non-IRB go to "Program/Projects" section).

Revisions of any activity (Review definition page 29)
_____ Have copy of original and revision.
_____ Revision of any activity for points may only be claimed one time during a certification period.

Self-Assessment (page 21)
_____ One specific activity from your PGP portfolio. Answer carefully each question on the online activity.

Teaching Requirements and Documentation required (page 22 – 23)
_____ 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 and NOT Professional Practice.
_____ Copies of all in-services developed or presented and paperwork for CE 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 page 29), only one per individual activity per certification, need original and revised presentation as documentation.

This is not an all-inclusive list.

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PORTFOLIO REQUIREMENTS & GUIDELINES

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 2018 recertification – your current portfolio should contain projects completed between March 31, 2013 and March 31, 2018 if you did PGP previously in 2013; or, between June 2013 and March 31, 2018 if you certified the first time in 2013 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 9/1/2015 for a March 2016 credentials expiration when the PGP Submission Deadline is 12/31/2015 – and the portfolio is accepted on 9/20/2015; your next recertification period begins with 9/21/2015 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 CEs 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 CEs 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 page 29 for "revisions" and activity requirements.)

9. For Projects/Activities not defined in the handbook pre-approval must be submitted. (Refer to page 13 "pre-approvals.")

10. When points for an activity are being divided between specialties, you will need to send as though it is a Pre-approval request (see page 4 on "Splitting Points Explained").

11. Do not use any abbreviations (with the exception of ANCC, SUNA, SAWC and WOCN).

12. All CE'S must be listed separately by title and supporting information. When entering Conference CE's you may include all sessions from a single conference in the "specialty" as one entry, or as "Professional Practice" as one entry. Please keep each conference separate, as well as grouping each conference's CE's separate by 'specialty' or 'Professional Practice'. (Example: WOCN Conference CE's in the wound specialty are one entry, and the same WOCN Conference CE's in Professional Practice are one entry. Specify each session/topic and amount of hours for each. (Refer to examples on pages 25, Appendix A.)

13. Review definitions of activities/projects prior to completing your PGP portfolio, found on pages 26 – 29 in this handbook.

14. Any "Professional Practices" (not the clinical specialty) CE course or portfolio activity item not WOCNCB® approved or WOCN® Society sponsored **MUST** be pre-approved via the pre-approval process. *(See page 13 for preapproval process instructions.)* **Do not** submit pre-approval for items that pertain to the clinical 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.

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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 approval by the Credentialing and Review Committee. Email your written request to the WOCNCB® Office at info@WOCNCB.org. Once the late submission request is received, it will be reviewed by the Credentialing and Review Committee, which will vote to determine if the late portfolio submission will be approved for extension. A $100 late fee applies and will be collected after 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 portfolio, click "Submit Application"
- You are directed to the testing agency site, www.castleworldwide.com/wocncb site 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, what is or is not acceptable, or how to use the online submission system, please refer to the "Ask the Board" section of the www.wocncb.org Web site. You may find your question was answered previously. If you cannot find a pertinent answer, feel free to post your question. A Board member will post the answer to your question within 48 hours.

Disclaimer: The Board's 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.

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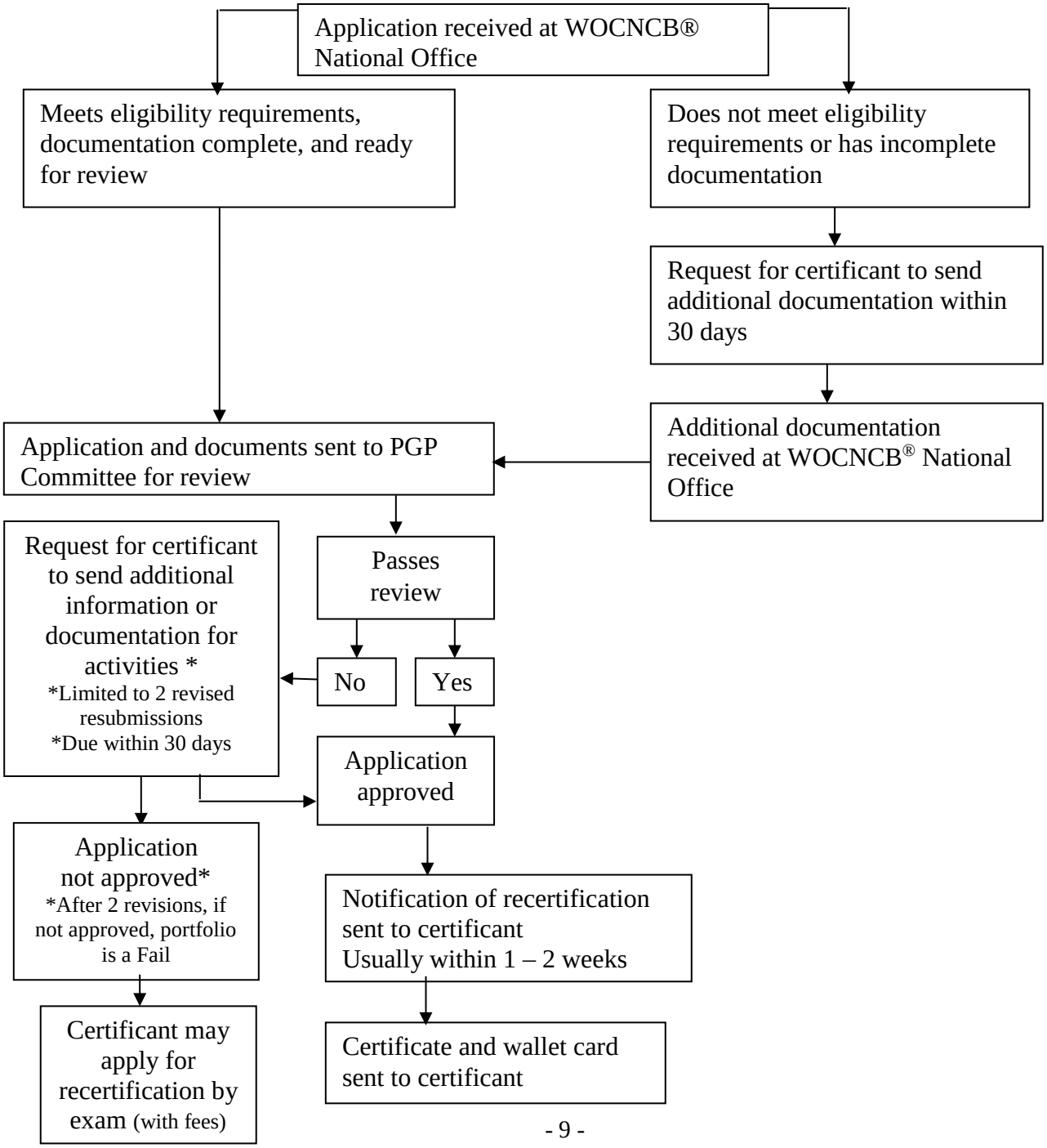
AUDIT PROCESS

The WOCNCB® performs a random audit on PGP applications. Certificants selected for audit will be notified by email within five days 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®.



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Category: Continuing Education

Acceptable Activities

Attendance at continuing education programs or CE/CMEs offered/sponsored 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 certificate issued to you.

Completion of home study or self-study programs approved for 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.

Requirements

1. Each specialty portfolio must contain a **minimum** of 10 CE/CME credits that are directly related to the wound, ostomy, continence (WOC) or foot care (FC) specialty.
2. The maximum CE/CME credits allowed in each specialty portfolio is 40.
3. **No more than** 10 CE/CME credits may come from Professional Practice. Please review the definitions page 28 for Professional Practice in this handbook.
4. CE/CMEs may not relate to another clinical specialty.
5. Individual CE/CME must be at least 0.50 credits in value (except when part of a full conference entry – see #9 below for entering conference CE's. Examples: Appendix A, page 25.)
6. Individuals that develop and/or present a program **may not** also receive PGP points for attending that program, even if there is a CE certificate issued to you. This is considered duplication.
7. Do not use abbreviations and spell all words (except WOCN, SAWC, ANCC, and SUNA.)
8. It is required to fill out "brief description" in the online form to describe how the CE directly enhances the role of the WOC nurse specialty.
9. It is recommended to list all sessions that directly relate to the specialty earned from one conference as a total but must write the name (not the number) of the individual sessions including the CE's awarded for each session in the "Brief Description" section of the activity. (Examples: See Appendix A, page 25).
10. Professional Practice sessions earned from the same conference must be listed as a separate activity and properly checked as Professional Practice. (Examples: See Appendix A, page 25).
11. CE's must be identified either as "specialty" or Professional Practice in the online system by clicking the appropriate checkbox. (See definitions page 28 for Professional Practice.)
12. Any "Professional Practices" (not the clinical specialty) CE course or portfolio activity item not WOCNCB® approved or WOCN® Society sponsored **MUST** be pre-approved via the pre-approval process. *(See page 13 for preapproval process instructions.)* Do not submit pre-approval for items that pertain to the clinical specialty.

National 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 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 points (wound, ostomy, continence, foot care) OR Professional Practice CE points.
- These points may be split between portfolios and are EXEMPT from the pre-approval process for splitting points as listed in the 2016 PGP handbook (Splitting Points Explained).
- Keep in mind the CEs must fall within your five year recertification period.

If you have additional questions or concerns please contact the WOCNCB® office at info@wocncb.org.

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Category: Continuing Education (continued)

Points	1 Contact Hour or 1 CE/CME Credit = 1 PGP Point *(Max 40 allowed)*
Audit documentation if requested	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.

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Category: 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.

Examples of Acceptable Courses

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

The points will be counted as Professional Practice in your application.

Points

Five (5) points per credit hour

Maximum points:
When using Academics keep in mind at least 40 of the total 80 portfolio points must pertain to the specialty.

Audit Documentation if requested

Submit transcripts.

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Category: Pre-approval

Requirements

Projects and activities not defined in the Professional Growth Program (PGP) Handbook may be submitted to the PGP Committee for pre-approval for consideration of acceptability.

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.

The project/activity must be something you have completed prior to requesting a pre-approval.

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.

Check the handbook for updates/additions of acceptable activities prior to submitting a pre-approval.

All "Professional Practice" activities that are not through the WOCN® Society MUST be pre-approved and submitted via the pre-approval process (see below for instructions).

Points

Determined by PGP Committee.

Instructions to submit a Pre-approval Request

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.
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.
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

Audit Documentation if requested

Documentation that supports your project/activity may be requested upon audit.

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Category: Professional Organizations

Acceptable Activities		POINTS	MAXIMUM POINTS ALLOWED
	Facilitator or Co-Facilitator of Seminar/Symposium/ Educational Program related to WOC or FC nursing		
	• Full-day program *(8 hours min.)*	• 10 points	• 10 per specialty/per cert
	• Half-day program *(4 hours min.)*	• 5 points	• 10 per specialty/per cert
	Board/Committee/task force service at a national level <u>for a professional organization</u> *(non-conference; non-facility) (See definition pg.27)*		
	• officer	• 20 per year	25 points per specialty, per certification period
	• chair	• 15 per year	
	• member	• 10 per year	
	Board/Committee/task force service at a regional, state, affiliate, or local level <u>for a professional organization</u> (non-conference; non-facility) *(See definition pg.27)*		
	• officer	• 10 per year	25 points per specialty, per certification period
	• chair	• 8 per year	
	• member	• 5 per year	
	Conference Planning Committee /task force at National Level		*(Max 1 committee chair)* *(Max 1 member)*
	• Chair/co-chair	• 15 Points	• 15 per specialty/per cert
	• Member	• 10 Points	• 10 per specialty/per cert
	Conference Planning Committee /task force at Regional /local/state level		*(Max 1 committee chair)* *(Max 1 member)*
	• Chair/co-chair	• 10 Points	• 10 per specialty/per cert
	• Member	• 5 Points	• 5 per specialty/per cert
	Forums/focus group for advisory panel *(See definition pg.27)*	1 point	*(Max 4 panels/groups)* 4 per certification period
	Institution / facility / agency Product Committee (related to wound, ostomy, continence [WOC] or foot care [FC] nursing practice) *May be split between specialties based on products. Note: this is not product trials.*	3 per year	*(Max 3 committees)* 9 per certification period
	Member of national buying group committee	10 per certification period	*(Max 1 committee)* 10 per certification period
	Multi-day rally or camp for patient support group		
	• Organize	• 15 points	• 30 per specialty *(Max 2 rallies)*
	• Participate	• 10 points	• 20 per specialty *(Max 2 rallies)*

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Category: Professional Organizations (cont'd.)

		POINTS	MAXIMUM POINTS ALLOWED
Acceptable Activities	Team/committee/task force focused on wound, ostomy, continence or foot care <u>in a</u> **<u>Facility</u>** (non-conference) *(See definition pg.27)*		**Max total of 20 per certification if you did <u>all</u> establish, chair and member**
	• Establish	• 10 per year	• 10 per certification
	• Chair	• 10 per year	• 20 per certification
	• Member	• 5 per year	• 10 per certification
	Volunteer work		
	• for WOC or FC patient support organizations*	• 5 points per year	• No Maximum
	• coordinator for WOC nursing support org	• 5 points per year	• 5 per specialty
	**Note: Other humanitarian service work, such as Medical mission on wound, ostomy, continence or foot care should be submitted for pre-approval*		
	WOCNCB® Role Delineation survey completion *(study completed in 2012)*	5 points per specialty	*(One survey per specialty)* 5 points per specialty/per certification period

Requirements

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:

- 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®)

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.

Audit Documentation if requested

Any documentation to substantiate involvement in a professional/patient organization.

Job Analysis survey completion – WOCNCB® confirmation document

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Category: Programs/Projects

		POINTS	MAXIMUM POINTS ALLOWED
Acceptable Activities	Algorithm • Develop • Revise *(See definition pg.26)*	• 5 points, develop • 3 points, revise	*(Max 2 develop)* *(Max 2 revise)* • 10 per specialty develop • 6 per specialty revise
	Arranging a product fair *(more than one vendor/product line. See definition pg 26.)*	5 points	*(Max of 1 product fair)* 5 per specialty
	Clinical pathway development *(See definition pg.26)*	25 per specialty	*(Max 1 clinical pathway)* 25 per specialty
	Collection and analysis of outcome data or case study data (non-IRB) *(See definition pg.27)*	10 per specialty	10 per specialty
	Competency-based tools *(See definition pg.26)* • Original • Revised	• 5 points • 3 points	*(Max 5 tools, orig.)* *(Max 5 tools, revise)* • 25 per specialty • 15 per specialty
	Establish a wound, ostomy, continence (WOC) or foot care (FC) nursing service (may include multi-disciplinary) *(See definition pg.27)* • Writing a proposal • Developing initial policies and procedures • Developing a billing method/procedure	 • 15 per specialty • 15 per specialty • 15 per specialty	*(Max 1 service)* • 15 per specialty • 15 per specialty • 15 per specialty
	Establish Independent Clinical WOC or FC related practice (self-employed) *(see Definitions page 27 for qualifications.)*	50 per certification period	*(Max 1 indep. Practice)* 50 per cert period Points may be split into specialties
	Establish Independent Non-Clinical Practice, or, Independent Clinical Practice less than 50% of primary source of income (self-employed) *(see Definitions page 27 for qualifications.)*	20 per certification period	*(Max 1 indep. Practice)* 20 per certification period
	Expert review on a legal case related to WOC or FC patient	10 per case	*(Max 2 legal cases)* 20 per certification period
	Grant activities (non-research based or derived from clinical practice) *(See definition pg.28)* *(must be a completed grant application, although does not necessarily need to be accepted.)*	20 per specialty	*(Max of 1 grant)* 20 per specialty
	Item writing for WOCNCB® certification exam http://www.wocncb.org/pdf/item-writing-guidelines.pdf *(you must receive confirmed acceptance to claim PGP points)*	3 per item	*(Max 5 written items)* 15 per specialty
	Policy/procedures in existing practice • Develop original policy • Revising existing	• 5 points • 3 points	*(Max 5 p/p develop)* *(Max 5 p/p revise)* • 25 per specialty • 15 per specialty

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Category: Programs/Projects (continued)		POINTS	MAXIMUM POINTS ALLOWED
Acceptable Activities (continued)	Product formulary • Developing • Revising *(See definition pg.28)*	 • 10 points • 5 points	*(Max 1 revision)* • No Maximum (develop) • 5 points Max (revise)
	Prevalence and incidence study *(study must only be claimed in the clinical specialty the P&I study was focused on.)* *(see below for Audit documentation required)*	5 per study	*(Max 2 studies)* 10 per specialty / per certification period
	Public health policy development *(See definition pg.29)*	30 per specialty	*(Max 1 policy)* 30 per certification period
	Quality improvement (QI) project * **See definitions page 29 for complete information on components needed to qualify as a QI project, and items considered duplication from the QI project.*	25 per specialty	*(Max 1 QI project)* 25 per specialty
	Standardized care plans *(See definition pg.29)*	5 points	*(Max 3 care plans)* 15 per specialty
	Website /Social Media management *(See definition pg.29)* • Develop website • Maintain website • Social media website management (Do not use this activity if also serving as member of the board/committee for website)	 • 10 per Web site • 5 per year • 3 per year	*(Max 1 website, develop)* *(Max 1 website, maintain)* • 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

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 (IRB or equivalent)
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 *(review the definitions page for "revisions")*
Other activities:	Submit documentation to substantiate the activity
Website/Social Media Mgmt.:	Include site link

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Category: Publications

These activity items may be printed / published / implemented in your facility to qualify as a publication. List the facility name in the online form for "published in" section.

Acceptable Activities		POINTS	MAXIMUM POINTS ALLOWED
	Abstract (Author or co-author) *(May not use the same abstract submission more than once.)*	10 points	*(Max 2 abstracts)* 20 per specialty
	Chapter of Textbook • Author or co-author • Editor / co-editor • Contributing • Reviewing	 • 35 points • 20 points • 20 points • 10 points	 Each activity may be used once per specialty
	Clinical Practice Guidelines for National Healthcare Organization (peer reviewed) *(See definition pg.27)*	25 points	*(Max 1 guideline)* 25 per specialty
	Create WOC or FC Documentation Form *(electronic or paper forms created to chart wound, ostomy, continence [WOC] or foot care [FC] patients)* • Original • Revise	 • 5 points • 3 points	 *(Max 3 forms orig.)* *(Max 3 forms revise)* • 15 per certification period • 9 per certification period
	Healthcare educational fact sheet for national organization • Develop • Revise	 • 10 points • 5 points	 • 20 per specialty *(Max 2 fact sheets)* • 10 per specialty *(Max 2 fact sheets)*
	Develop Educational tool • Healthcare professional (can be in facility) • Patient *(in written or electronic format)* *(See definition pg.28)*	 • 5 points • 5 points	 • 15 per specialty *(Max 3 tools)* • 15 per specialty *(Max 3 tools)*
	Learning module • Develop • Revise *(See definition pg.28)*	 • 10 points • 5 points	 • 20 per specialty *(Max 2 develop)* • 5 per specialty *(Max 1 revise)*
	Editorial Author or co-author *(See definition pg.27)*	 5 points	 10 per specialty *(Max 2 editorials)*

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Category: Publications (continued)

Acceptable Activities (continued)

	POINTS	MAXIMUM POINTS ALLOWED
Journal article (peer-reviewed) (printed or online) (letter to the editor does not qualify) *(See definition pg.28)*		
• Author or co-author	• 25 points	• 25 per specialty *(Max 1 article)*
• Reviewing	• 10 points	• 20 per specialty *(Max 2 articles)*
Journal or Magazine article – (non-peer reviewed) *(e.g., "RN Magazine"; "WOC News"; Regional Reporter)* *(See definition pg.28)*		
• Author / contributor	• 10 points	• 10 per specialty *(Max 1 article)*
• Reviewer	• 5 points	• 15 per specialty *(Max 1 article)*
Newsletter *(See definition pg.28)*		
• Editor	• 20 points	• 20 per specialty *(Max 1 editor)*
• Author or Contributor of article *(You may not claim points for the same article as newsletter editor and newsletter article.)*	• 5 points	• 15 per specialty *(Max 3 articles)*
Other publications *(e.g., newspaper article, content validator, best practice document reviewer, etc.)*	5 points	15 per specialty *(Max 3 publications)*
Writing a brochure/pamphlet	5 points	*(Max 3 brochures/pamphlets)* 15 per specialty
Textbook		
• Author or Co-author	• 70 points	No Maximum
• Editing	• 60 points	
• Reviewing content	• 30 points	

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 may be published in your facility 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).

Audit Documentation if requested

Short publications: *(e.g., article, book chapter, fact sheet, brochure, etc.)*	A copy of the publication.
Long publications: *(e.g., textbook)*	A copy of the title page, page showing date of publication and table of contents page where your name is listed as an author.
Learning module:	Provide hard copy of module.
Revision of activity:	Submit original and revision (refer to definitions for "revision")

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Category: Research (IRB or Equivalent)

		POINTS	MAXIMUM POINTS ALLOWED
Acceptable Activities	Data analysis *(see definition, pg. 27)*	20 points	No Maximum
	Data collection *(see definition, pg. 27)*	20 points	No Maximum
	Developing a study proposal	45 points	No Maximum
	Developing or testing a research tool	30 points	No Maximum
	Grant writing	45 points	No Maximum

Requirements

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.

NOTE: See "Programs/Projects" Category for non-IRB related data collection and grant writing activities.

Audit Documentation if requested

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

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Category: Self-Assessment

Acceptable Activities

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.

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:

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

Points

5 points

Max allowed: 5 points per specialty

Audit Documentation if requested

None

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Category: Teaching

		POINTS	MAXIMUM POINTS ALLOWED
Acceptable Activities	Precepting/Clinical Education* of nursing or other medical professionals (non-WOC nursing education program students) *Must use tracking form – http://www.wocncb.org/doc/sample_precepting_tracking.doc *(Hours must be clinical and directly related to the specialty not Professional Practice. Be sure to enter your hours as a total for the 5 years.)*	1 for every 8 hours *Points are accrued per-hour not per-student; multiple students per hour are one total.)*	*(Max 80 hours)* 10 points per 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 *(submit hours as a total per specialty in your online portfolio)*	No Maximum
	Conference booth volunteer *(purpose as a wound, ostomy, continence [WOC] or foot care [FC] Nurse)*	2 per event	*(Max 3 conferences)* 6 per specialty
	Expert consultation as WOC Nurse at medical event *(e.g., health fair, screening clinics, supplier clinic, product fair)*	1 point per 1 hour	*(Max 5 hours)* 5 per specialty
	Develop Poster presentation in your facility/organization	5 points	*(Max 3 posters)* 15 per specialty
	Develop Poster Presentation for Regional/National Conference	10 points	*(Max 3 posters)* 30 per specialty
	Presentations/lectures (CE or non-CE) • Presentation • Development of program • Revising a program *(see definitions for revising)* • CE Approval of Program* ** You must have submitted the education program to an approving organization requesting approval of CE to earn PGP points for this activity. You may only claim the 5 points once for the CEs.*	Points per 15 min of presentation time • 1 per 15 min • 2 per 15 min • 1 per 15 min • 5 points per CE program*	 • No Maximum • No Maximum • Max 1 revision per program • 5 points per specialty
	Wound Treatment Associate (WTA) Program • Onsite Faculty • Clinical Skills Instructor • Online Course Coordinator	Points are per each 2 hours of content • 1 point per 2 hrs • 1 point per 2 hrs • 1 point per 2 hrs	*(Max 40 hours faculty)* *(Max 24 hours instructor / coordinator)* Max points are per certification period • 20 • 12 • 12

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Category: Teaching (cont'd)

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.

CE Programs: To claim points for programs awarded CE credit, *You* must have submitted the education program to an approving organization requesting approval of CE to earn PGP points for the CE activity. You may only claim the 5 points once for the CEs.

Precepting/Clinical Education: Indicate total number of hours per certification period (in each specialty) for clinical education or precepting, using the precepting tracking form provided. The form provided below requests validation via educational program verification, letter of agreement, student signature or student contact information.

(Click here to access online form: http://www.wocncb.org/doc/sample_precepting_tracking.doc*)*

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. Keep in mind there is a maximum of one revision per activity/per certification period.

Audit Documentation if requested

Presentation or lecture:	Completed sign-in sheet, brochure or letter of agreement
CE credit:	Submit application for CE, or example of CE certificate issued
Conference Poster:	Proof of acceptance of the poster. Author's name must be on poster.
Conference booth volunteer:	Proof of volunteer request (email, sign-in sheet).
Expert consultation:	Letter of request from organization seeking your services.
Facility/Org. poster:	Proof of acceptance of the poster. Author's name must be on poster.
Precepting/clinical education:	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:	Submit old and new presentations

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Common Mistakes Made When Recertifying Through the 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.

1. **Mistake:** Beginning your portfolio without reading the PGP Handbook.
   Correct Way: Review the entire PGP Handbook for guidance and requirements. This will alleviate many mistakes.

2. **Mistake:** Submitting more than 10 Professional Practice CE activities per specialty.
   Correct Way: A portfolio is limited to 10 CEs related to WOC or FC Professional Practice topics per specialty.

3. **Mistake:** Not including the minimum 10 CE's required in the specialty.
   Correct Way: You must have at least 10 CE's pertaining to the clinical specialty in the portfolio.

4. **Mistake:** Duplicating CEs entered in the portfolio.
   Correct Way: Encourage you export to Excel (linked in your PGP account), and proofread prior to submitting.

5. **Mistake:** Using the Professional Practice checkbox inappropriately.
   Correct Way: The checkbox was intended to be used only when an activity does not clinically relate to the wound, ostomy, continence or foot care specialty but impacts or enhances the WOC or FC nurse role. Please refer to the PGP Handbook "definitions", on pages 26 – 29.

6. **Mistake:** Using a specialty activity under another specialty. For example, wound CE's cannot be used for continence CE's.
   Correct Way: The activity should be clinically related to the specialty and cannot be applied to another specialty.

7. **Mistake:** Inappropriately using activities that do not relate to WOC nursing and are general nursing activities.
   Correct Way: Ensure that the activity impacts WOC nursing appropriately.

8. **Mistake:** Not listing sessions with point values from a conference.
   Correct Way: in the "Brief Description" portion list each topic/session attended with their point value.

9. **Mistake:** WOCN general sessions (marked GS) used as Professional Practice topics.
   Correct Way: Use content of the session to determine the specialty focus and is recommended to substantiate in the "Brief description".

10. **Mistake:** Submitting a project for pre-approval fewer than 30 days prior to portfolio deadline.
    Correct Way: If you are submitting an activity through "Pre-approval" to have the board determine the point value, please allow at least 4 weeks in advance of your submission date. This will allow 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.

11. **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.
    Correct Way: When you total up your points for precepting, assign them to the appropriate specialty.

12. **Mistake:** You give a lecture and repeat it several times during your certification period. When filling out your portfolio, you take points for each time that you gave the lecture.
    Correct Way: Points can only be earned for the first time you present the information, not for repeat presentations of the same lecture.

13. **Mistake:** Placed CE entitled "Skin/Wound Care for the Incontinent Patient" under both the wound specialty and the continence specialty, using points twice.
    Correct Way: The same activity cannot be repeated in more than one specialty. Place the CE under one specialty or divide points between specialties. If you split points, use the "Brief Description" section for an explanation.

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Appendix A

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

Specialty CE's

Title of Session/Course: 2012 Annual WOCN Conference

CE/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)
Prevention and Management of Peristomal Hernias (1.0 CE)
Moisture Associated Skin Damage in the Wound, OSTOMY and Continence Patient (1.0 CE)
Using Creativity to Manage Complex Ostomy and Fistula Clinical Challenges (1.5 CE)

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.

Professional Practice CE's

Title of Session/Course: 2012 Annual WOCN Conference

CE/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)
Navigating the Rapids of Joint Commission and Magnet (1.0 CE)
WOC Roles: The Gateway to Opportunities (1.0 CE)
Surgeons and Ethics: You Bet! (1.0 CE)
The WOC Nurses Role in Leading the Charge to Improve Health Care (1.0 CE)
CKHS Annual Evidence Based Medicine Symposium: Transitions and Transformations in Care (2.0 CE)

Session / Course Provider: WOCN

Approved Accrediting Organization: ANCC

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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.

Abstract: A summary of the main points contained in a poster presentation or research topic.	
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 clinically related to the specialties.	
Algorithm: A step-by-step problem-solving decision tool used to determine or guide patient care.	
Arranging 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.	***Example:*** 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.
Brochure / pamphlet: Summary of information regarding a product or service.	***Example*:** You develop a tri-fold marketing piece outlining the wound, ostomy, continence (WOC) or foot care (FC) services offered at your hospital.
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.	***Example:*** Compared 2 different silver alginates with staff over a month's time to determine the most absorbent product. Reviewed chart of a patient with a hospital acquired pressure ulcer and presented information at a root cause analysis meeting.
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. • 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. • Pathways may include patient/staff education, standing orders, ongoing patient assessment criteria, etc. • Activities in this category require multiple steps for completion.	
Competency-Based Tool: 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.

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DEFINITIONS FOR PGP TERMS

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.	***Example:*** Guidelines for Prevention and Management of Pressure Ulcers by WOCN® Society
Committee: 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.	***Example*:** 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.
Contributing Author: Name is cited as a contributing author in the published textbook or chapter.	
Data Analysis, IRB: The process of inspecting data with the goal of discovering useful information, suggesting conclusions and supporting decision-making**.**	
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.	
Editorial: Opinion piece: an article in a newspaper or magazine that expresses the opinion of its editor or publisher. NOTE: Letter to the Editor does not qualify.	Example: an editorial published in the WOCN journal.
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 clinically 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**.**	
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.	
Forum / Focus Group for Advisory Panel: Providing a consulting role on various WOC or FC issues.	**Example**: Manufacturers' advisory panels, new product development/advancing products, reviewing manufacturers' literature, etc.

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DEFINITIONS FOR PGP TERMS

Grant Activities: Grant applications for activities such as education programs for your facility, equipment, or other "non-research based activities" which would not go before an IRB. Grant activity that only requires institution approval because the application does not involve human subjects or informed consent.	***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.
Healthcare Professional Educational Tool: Factual clinical information intended for the healthcare professional.	***Example****:* You develop a clinical educational tool for staff nurses showing differences among venous, arterial and diabetic ulcers.
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).	***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.
Journal non-peer reviewed: print or online	***Example:*** HBO journal, RN, Phoenix, blog
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.	***Example:*** The Journal of the Wound, Ostomy, and Continence Nurses Society (JWOCN); or, the Journal of Nursing Administration (JONA).
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.).	***Example****:* You have developed an online, comprehensive self-study course on pressure ulcer prevention. Participants must successfully pass a written test on the content.
Magazine – A non-peer reviewed publication containing articles and illustrations, typically covering a particular subject or area of interest.	***Example:*** *"RN magazine".*
Multi-Day Rally / camp: Youth Rally for ostomy patients; special needs camp where you function as WOC nurse.	
Newsletter – A publication distributed regularly (e.g., monthly) focusing on WOC or FC nursing.	***Example:*** East Coast Hospital *Nursing News* with regular features like "Employee of the Month", distributed to all nursing staff.
Patient Education Tool: Factual information developed for patients, in written, electronic, video or DVD format.	***Example:*** You develop a one-page document on "High Fiber Foods for Ileostomates."
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.	***Example***: Bed/Support Surface fair, Skin/Wound care product fair, Ostomy product fair.
Product Formulary: Formulary, related to WOC or FC nursing, listing available products for routine use at a healthcare organization.	***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.
Professional Practice: Professional Practice are defined as courses or activities that are non-clinical relative to wound, ostomy, continence, foot care or "other specialty" 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.	***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.

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Public Health Policy Develop a national/state policy to enhance the improvement of public health as related to WOC or FC nursing.	***Example***: F-314, F-315
Quality Improvement Project: An activity in which a problem is identified, solutions to the problem 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. This activity is a multi-step process and must include all of the following elements: • problem identification, • identification of corrective program, • program implementation, • evaluation of successfulness of program (negative and/or positive), conclusion and recommendations for practice. • Measureable and reported results 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.)	***Example:*** 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. 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. 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.
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. Keep in mind there is a Maximum of one revision per activity/per certification period.	**Example:** You revise a presentation on Pressure Ulcers during your certification period by adding new content, updating the references to be current, and changing the visual presentation. **Note:** You may not revise this same program for points during the same certification period.
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.	
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.	
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.	***Example:*** You take a newly created hospital position as a WOC or FC nurse. You 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.

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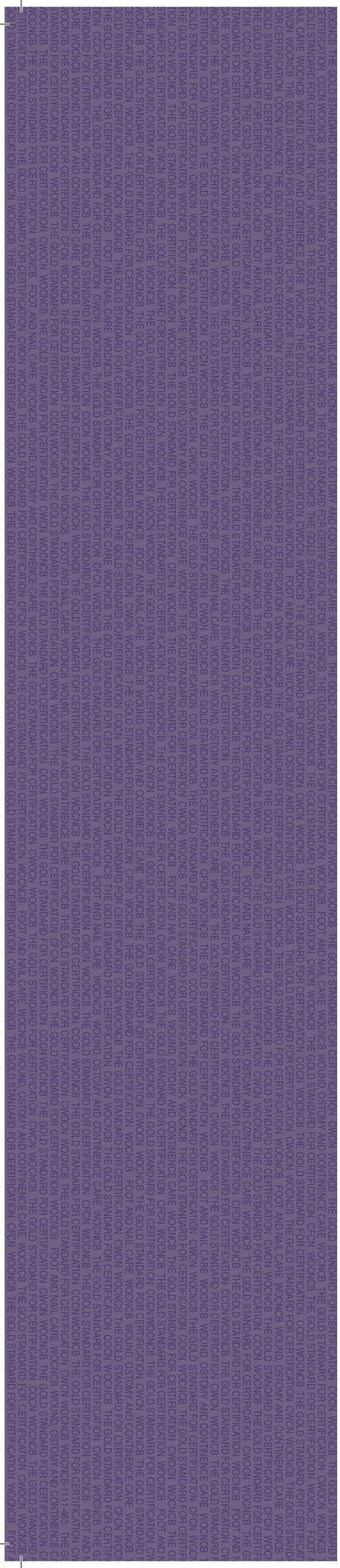

WOCNCB

555 E. Wells St., Suite 1100
Milwaukee, WI 53202
(888) 496-2622
www.wocncb.org