



Wound, Ostomy or Continence 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 (CWONSM)



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

WOCNCB

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For Recertification in Wound, Ostomy and Continence Nursing
is 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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Growth Program portfolio.

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PREFACE

MISSION STATEMENT

Promoting the highest standard of consumer care and safety by providing credentialing in the areas of 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 and Foot Care Nurses. Certification is one component of credentialing and is a process by which a non-governmental agency or association grants recognition of competence to an individual who has met certain predetermined standards specified by that agency or association.

PROFESSIONAL GROWTH PROGRAM (PGP)

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

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Approved by the WOCNCB: **January 2010**

The WOCNCB is committed to updating the PGP process to reflect the most current clinical practices of the WOC nursing profession. Toward that end, the PGP Committee will revise the PGP Handbook every two years to meet the ongoing changes in WOC nursing.

*It is the responsibility of certificants to ensure they are using the appropriate edition of the handbook for the period in which they are recertifying. **Certificants submitting their PGP applications between January 1, 2010 and December 31, 2010 may submit their portfolio using either the February 2008 handbook or the January 2010 handbook using the online submission system. After December 31, 2010, certificants must submit their portfolios utilizing the point distribution of the January 2010 handbook and the online submission system.***

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

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 and/or education to individuals with wounds, ostomies, incontinence and/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[®], CWONSM, or CFCN[®] credential. Certification must be re-established every five years.

Qualified nurses may recertify in the specialties of wound, ostomy, continence and/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 accreditation status of the following examination programs: CWOCN, CWCN, COCN, and CCCN in March 2006 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.

(www.noca.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 and/or continence (WOC) and foot care (FC) nursing knowledge.

The objectives of the WOCNCB certification program are to promote excellence in wound, ostomy, continence and/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 and/or foot care nursing
3. Establishing and measuring the level of knowledge required for certification in wound, ostomy, continence and/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 and/or foot care nurse

OVERVIEW

Recertification is achieved 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
- ✓ Pre-approval of non-defined activities
- ✓ Publications
- ✓ Research
- ✓ Self-Assessment
- ✓ Teaching

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

PGP PROCESS

1. Confirm you meet the eligibility requirements
 2. Locate the online submission system, located at www.wocncb.org/pgp
 3. Register or log in and complete the application tab
 4. Complete the portfolio tab for each specialty you seek to recertify
 5. Complete the payment information tab
 6. Ensure your portfolio is submitted by the appropriate deadline; no sooner than 6 months prior to credentials expiration
 7. Await confirmation stating revision is needed or that you are recertified
 8. Within 12 weeks, you will receive a recertification Certificate and your credentials will appear on the www.wocncb.org Web site Credential Verification
-

PORTFOLIO SUBMISSION DEADLINES

Submit your online portfolio by the deadlines listed below. PGP points earned after the application deadlines shown below will be applicable to your next five-year recertification period.

| Certification Expires in the Month of | Portfolio Submission Deadlines |
|---------------------------------------|--------------------------------|
| March | November 15 |
| June | February 15 |
| September / October | May 15 |
| November / December | August 15 |

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. You will register, which includes creating a log in 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. You will submit your completed specialty portfolio(s) to WOCNCB via the Web site in your recertification year, according to the published deadlines. Portfolios can be submitted no earlier than 6 months prior to credentials expiration. All the portfolio activities that you enter online are secure and will be maintained over the entire 5-year recertification period. The servers used to maintain the data have back-up systems to restore any data loss. You may elect and are encouraged to print each specialty portfolio for your records. This is the same documentation that will be received and processed by WOCNCB’s PGP Committee for review and approval.

FEES

Upon completing your online portfolio, you will click on the hyperlink to “Submit Application”. You will submit the portfolio with your credit card payment using the following fee structure:

Fees: Three Specialties: \$400
 Any Two Specialties: \$350
 Any One Specialty: \$300

EXAMPLES

You may develop your portfolio using any categories from the handbook. Here are examples of acceptable portfolio Point Summaries:

EXAMPLE #1:

Point Summary

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

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

EXAMPLE #2:

Point Summary

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

Specialty Points: **48**
 Professional Practice Points: **42**
 Total Points: **80**

WOC PROFESSIONAL PRACTICES EXPLAINED

WOC Professional Practices are defined as courses and activities within our practice that are not clinically related to wound- ostomy- or continence-specific activities, yet directly impact or enhance our role as a WOC nurse. Examples of acceptable activities: “Pain Management in Clinical Practice”, “Evidence Based Practice from Conception To Implementation”, “Leadership Development Workshop.” **WOC Professional Practice submissions should not be general nursing tasks or non-nursing tasks or opportunities that fall into the role of a nurse generalist.** Examples of activities not accepted: “CPR”, “ACLS”, “HIPAA”, “Expectations of the Staff Nurse”, “Decline in Hospitalized Patients: The Elderly, Promoting Workforce Integrity”, “Cultivating the Heart and Soul of Our Nursing Profession.” If at any time you are unsure whether the content relates to WOC Professional Practices, please submit a request for review and approval 3 months prior to your portfolio deadline.

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

RELATED ACTIVITIES EXPLAINED

Some activities may be considered appropriate for more than one specialty, such as activities involving skin breakdown can be related to incontinence, fistula management and tube site care. It is up to the applicant to choose the specialty it applies to. Such activities may only be counted one time in total. However, if an activity is applicable to more than one specialty, PGP points can be split between the applicable specialties. Topics related to WOC professional practices must enhance your WOC role and may be applied to any specialty area.

OTHER REQUIREMENTS & GUIDELINES

- ✓ You must finish each activity or project prior to the submission deadline.
- ✓ Activities used in your PGP portfolio must occur after the specialty certification was attained.
- ✓ **The handbook is updated every 2 years. Be sure to follow the most current handbook edition.**
- ✓ You must use the online PGP submission system when using the 2010 handbook guidelines.
- ✓ Each specialty portfolio must contain a minimum of 80 points. Forty (40) of the total points must directly relate to the specialty.
- ✓ Do not submit specialty portfolios with excess points. Portfolios that contain excess points (over 85) will not be accepted.
- ✓ You will **not** receive PGP points for repeating activities on different dates, unless the topic content clearly has been altered to meet the needs of the learner.

LATE PORTFOLIO SUBMISSION POLICY

Late portfolios will be accepted if submitted no later than 30 days following the Portfolio Submission Deadline. All deadlines are published in the current handbooks and on the WOCNCB Web site. A late fee of \$75 applies and must be included with the recertification fee.

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 must be included with the recertification fee.

QUESTIONS

If you have any 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.

The Board’s 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 at hand. Questions may at times lack full and 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 to a question posed on “Ask the Board.” Points can only be fully verified and justified when the completed PGP portfolio is evaluated by a PGP reviewer.

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's website at www.wocncb.org, click on "Ask The Board," and post your question. Your question will be answered within 48 hours.

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

Brochure / pamphlet: Summary of information regarding a product or service.

Example: You develop a tri-fold marketing piece outlining the WOC services offered at your hospital.

Case Study: Case study refers to the written collection and presentation of detailed information about a patient's clinical situation.

Clinical Pathway: A clinical pathway is intended to be a care management tool based on evidence-based practice for a specific group of WOC 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 or continence 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.

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 or continence care or provide direct care to these patients.

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

Contributing Author: Name is cited as a contributing author in the published textbook or chapter.

Forum for Advisory Panel: Providing a voluntary role as a consultant on various CWOCN issues, i.e., Manufacturers advisory panels, new product development/advancing products, reviewing manufacturers literature, etc.

Grant Activities (non-research based): 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 that shows the differences among venous, arterial and diabetic ulcers.

DEFINITIONS FOR PGP TERMS

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 – Publication by a professional organization that presents medical information cited with references, reviewed by peers and is 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 or continence 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.

Multidisciplinary Wound, Ostomy and Continence Service: Establishing a wound, ostomy and/or continence practice that includes various disciplines. For example: a team consisting of a WOC nurse, a physical therapist, a vascular surgeon, social worker and a dietician, etc., involved in caring for patients with wound, ostomy and/ or continence issues.

Example: You develop a stoma clinic that involves a WOC nurse and a surgeon caring for ostomates with stoma issues.

Newsletter – a publication distributed regularly (e.g., monthly) focusing on WOC nursing published by your facility (hospital).

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 and written for patients.

Example: You develop a one-page handout on “High Fiber Foods for Ileostomates.”

Professional Practice: WOC Professional Practices are defined as courses or activities that are not clinically related to wound, ostomy or continence specific activities, yet directly impact or enhance the role of a WOC nurse. **These are WOC Professional Practices and are not intended to reflect general nursing tasks or non-nursing tasks or opportunities that fall into the role of a nurse generalist.**

Example: “Marketing Your Business”; “Legal Issues”; “Integrating Technology and Outpatient Billing/Reimbursement”; “Preceptor Workshop”; “Outpatient Billing/Reimbursement”; or any of the Professional Practice courses offered at the WOCN Annual Conference.

Public Health Policy Develop a national/state policy to enhance the improvement of public health as related to WOC 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.

Example: Through chart audits you find that wounds are not being charted consistently and correctly on patient records. You develop a “Wound Documentation Record” that provides nurses with a list of descriptions regarding the appearance of the wound. Nurses must go down the list and check off adjectives that best describe the wound. After in-servicing the form and using it for three months, an audit is performed and shows correct documentation was used on 90% of the charts.

Reviewing Textbook, Chapter, Journal Article: Analyzes content related to WOC nursing practices.

Revising Presentation or Lecture: The presentation must have revisions of content and updated references of no older than five years.

Self-Assessment: Not measured elsewhere in your PGP portfolio. Identifies the process behind an activity and specific to the activity.

Example: Web searches to find pictures for preparing a Power Point presentation.

Wound, Ostomy or Continence Nursing Service: Establishing a wound, ostomy, and/or continence nursing practice in which the WOC nurse is responsible for the care of wound, ostomy and/or continence issues within a healthcare setting.

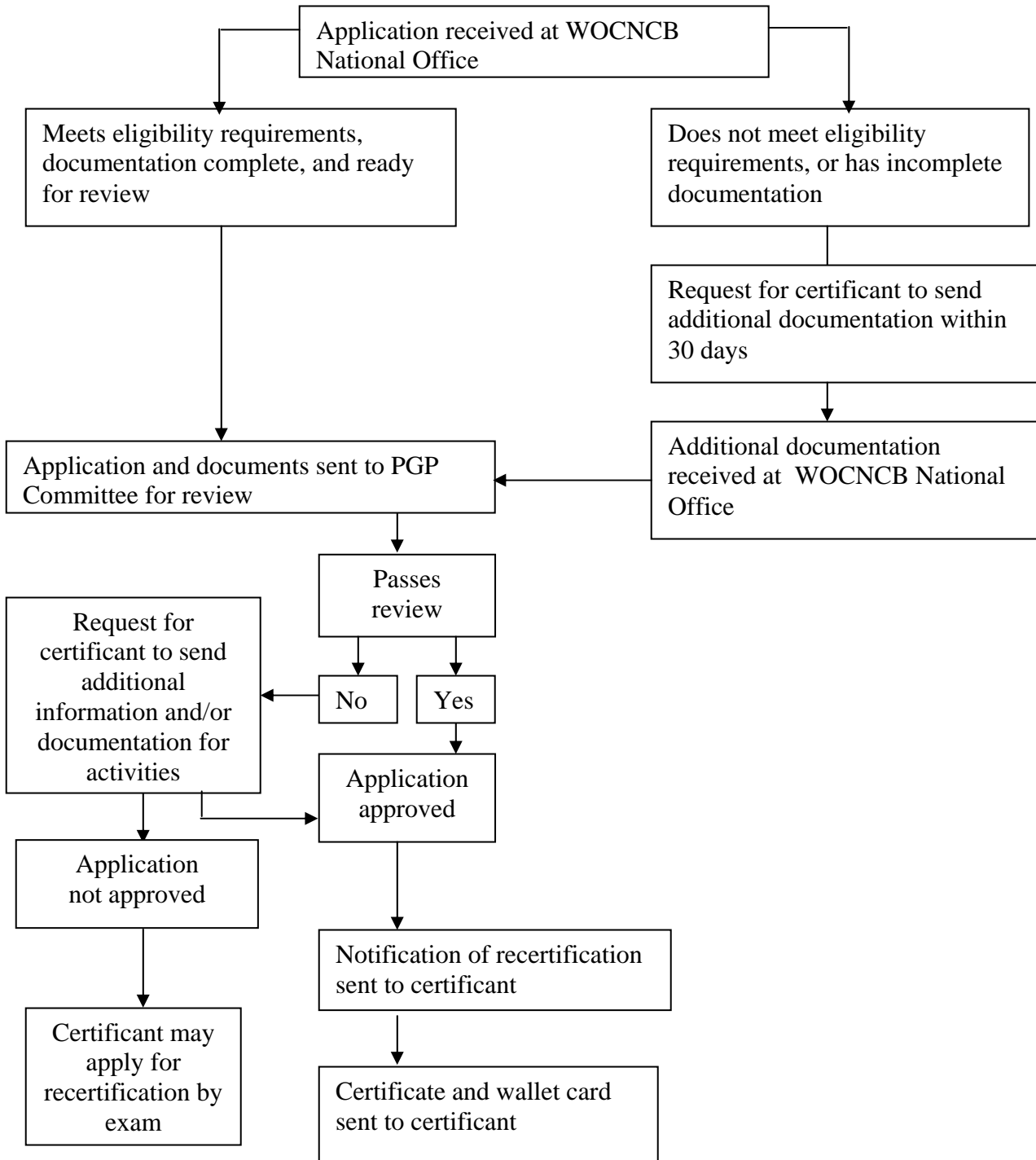
Example: You take a newly created hospital position as a WOC nurse. You define your WOC nursing role and responsibilities, establish the hospital's policy and procedures for wound, ostomy and/ or continence patients and develop a billing procedure.

AUDIT PROCESS

The WOCNCB performs a random audit on PGP applications. Certificants selected for audit will be notified by Return Receipt Requested 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.



ACTIVITY REQUIREMENTS AND GUIDELINES

For each specialty that you seek to recertify, you may select from the acceptable PGP activities outlined on pages 7 – 15 to develop each specialty portfolio. As described in the “Overview”, each activity has defined point values. You will develop each specialty portfolio from these point values to equal a minimum of 80 points, which must include 10 CE/CME credits in the Continuing Education category. You must record your activities on the online submission system. You can use any combination of activities from the categories, however, **you are not required to submit activities from every category**. Some of your work might qualify for more than one activity and/or category. For example, if you choose to submit a teaching activity, you may claim points for multiple activities in teaching, such as development and presentation and perhaps Publications such as, a brochure. The PGP Committee will review the portfolio to assure it meets the requirements for recertification.

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 or the American Nurses Credentialing Center (ANCC). Programs must be approved for contact hours by a recognized accrediting body or other professional association.

Completion of home study or self-study programs that have been approved for contact hours.

Minimum Requirements

Each specialty portfolio must contain a minimum of 10 CE/CME credits that are directly related to the specialty.

Each specialty portfolio can contain a maximum of 40 CE/CME credits.

Out of all CE/CME credits, up to 10 CE/CME credits can come from WOC Professional Practices, and cannot relate to another specialty.

When submitting activities for this category, the course session title must be specified. The conference title or session number alone is not acceptable.

Programs must be approved for contact hours by a recognized accrediting body or other professional association.

List the individual education session/course titles separately. Do not list as “conference” with the total CE/CME credits.

Points

1 Contact Hour or 1 CE Credit = 60 minutes = 1 PGP Point

Category 1 CME = 60 minutes = 1 PGP Point

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.

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Programs/Projects

| Acceptable Activities | POINTS | MAXIMUM ALLOWED |
|---|--|--|
| Algorithm <ul style="list-style-type: none"> • Develop • Revise | 5 points, develop 3 points, revise | 10 per specialty (develop) 6 per specialty (revise) |
| Arranging a product fair | 5 points | 5 per specialty |
| Clinical pathway development | 25 per specialty | 25 per specialty |
| Collection and analysis of outcome data or case study data | 10 per specialty | 10 per specialty |
| Competency-based tools <ul style="list-style-type: none"> • Original • Revised | <ul style="list-style-type: none"> • 5 per original • 3 per revision | <ul style="list-style-type: none"> • 25 per specialty • 15 per specialty |
| Establish a wound, ostomy or continence nursing service <ul style="list-style-type: none"> • Writing a proposal • Developing initial policies and procedures • Developing a billing procedure | <ul style="list-style-type: none"> • 10 per specialty • 10 per specialty • 10 per specialty | No maximum |
| Establishing a wound, ostomy or continence multidisciplinary service <ul style="list-style-type: none"> • Writing a proposal • Developing initial policies and procedures • Developing a billing procedure | <ul style="list-style-type: none"> • 15 per specialty • 15 per specialty • 15 per specialty | No maximum |
| Establishing an independent (self-employed) WOC practice | 50 per certification period | No maximum Points may be split into specialties |
| Expert consultation on a legal case related to WOC patient | 10 per case per certification period | 10 per specialty |
| Grant activities (non-research based or derived from clinical practice) | 20 per specialty | 20 per specialty |
| Item writing for WOCNCB certification exam http://www.wocncb.org/pdf/item_submission_form.pdf | 3 per item | 15 per specialty |
| Original product development <ul style="list-style-type: none"> • Invention • Product performance assessment • Product education & literature | 20 – invention 10 – assessment 10 – education | No maximum These components may occur in separate certification periods. |
| Policy / procedures in existing practice <ul style="list-style-type: none"> • Develop original policy • Revising existing | 5 per original 3 per revision | 25 per specialty 15 per specialty |
| Prevalence and / or incidence study | 5 per study | 10 per specialty / per certification period |
| Product formulary <ul style="list-style-type: none"> • Developing • Revising | <ul style="list-style-type: none"> • 10 points • 5 points | No maximum |

ACTIVITY REQUIREMENTS AND GUIDELINES

| Category: Programs / Projects (continued) | POINTS | MAXIMUM ALLOWED |
|--|--|--|
| Acceptable Activities (continued) Public health policy development | 30 per specialty | 30 per certification period |
| Quality improvement (QI) project | 25 per specialty | 25 per specialty |
| Standardized care plans | 5 points | 15 per specialty |
| Team / committee / task force focused on wound, ostomy or continence care | | |
| <ul style="list-style-type: none"> • Establish • Chair • Member | <ul style="list-style-type: none"> • 10 per year • 10 per year • 5 per year | <ul style="list-style-type: none"> • 10 per certification • 10 per certification • 15 per certification |
| Webmaster (<i>electronic information systems related to WOC nursing</i>) | | |
| <ul style="list-style-type: none"> • Develop • Maintain data | <ul style="list-style-type: none"> • 10 per website • 5 per year | <ul style="list-style-type: none"> • 20 per certification period • 10 per certification period |

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)

Grants: Copy of letter of approval (IRB or equivalent)

Item Writing: Letter from the WOCNCB Exam Committee Liaison.

Legal Case: Present a letter from the law firm for whom the consultation was performed.

Policy/Procedure: Copy of policy/procedure (if revised, submit original and revision)

Prevalence & Incidence Study: Results

Product Development: Product drafts, patent number or application, evaluation results or educational literature

Product Fair: Verification letter, flyer or sign-in sheet

Other activities: Submit documentation to substantiate the activity

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Research

| Acceptable Activities | POINTS | MAXIMUM ALLOWED |
|---------------------------------------|---------------|------------------------|
| Data analysis | 20 points | No maximum |
| Data collection | 20 points | No maximum |
| Developing a study proposal | 45 points | No maximum |
| Developing or testing a research tool | 30 points | No maximum |
| Grant writing (IRB or equivalent) | 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, or continence patient and must be Institutional Review Board (IRB) approved or equivalent.

NOTE: See “Programs/Projects” Category for data collection and grant writing activities. There are PGP points available for non-IRB or informal research.

Audit Documentation if requested

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

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Publications

| Acceptable Activities | POINTS | MAXIMUM ALLOWED |
|--|--|---|
| Abstract (Author or co-author) | 10 points | 20 per specialty |
| Case study (Author or co-author) | 10 points | 20 per specialty |
| Chapter | | No maximum |
| <ul style="list-style-type: none"> • Author or co-author • Editor • Contributing • Reviewing | <ul style="list-style-type: none"> • 35 points • 20 points • 20 points • 10 points | |
| Clinical Practice Guidelines for National Healthcare Organization (peer reviewed) | 25 points | 25 per specialty |
| Create WOC Documentation Form <i>(electronic or paper forms created to chart WOC patients)</i> | | |
| <ul style="list-style-type: none"> • Original • Revise | <ul style="list-style-type: none"> • 5 points • 3 points | <ul style="list-style-type: none"> 15 per certification period 9 per certification period |
| Develop healthcare educational fact sheet for national organization | 10 points | 20 per specialty |
| Develop original learning module | 20 points | 20 per specialty |
| Develop patient education tool | 5 points | 15 per specialty |
| Develop video or DVD for staff or patient education | 5 points | 15 per specialty |
| Develop a healthcare professional educational tool | 5 points | 15 per specialty |
| Editorial Author or co-author | 5 points | 10 per specialty |
| Journal article | | |
| <ul style="list-style-type: none"> • Author or co-author • Reviewing | <ul style="list-style-type: none"> • 25 points • 10 points | <ul style="list-style-type: none"> • 25 per specialty • 20 per specialty |
| Newsletter | | |
| <ul style="list-style-type: none"> • Editor • Contributor of article | <ul style="list-style-type: none"> • 20 points • 5 points | <ul style="list-style-type: none"> • 20 per specialty • 15 per specialty |

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Publications (continued)

| | POINTS | MAXIMUM ALLOWED |
|--|---------------|------------------------|
| Other publications (e.g., newspaper article, best practice document reviewer, non-peer reviewed magazine, etc.) | 5 points | 15 per specialty |
| Writing a brochure / pamphlet | 5 points | 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. All publications must relate to the care of wound, ostomy and/or continence 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 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.
 Video or DVD: Completed sign-in sheet or letter of verification.
 Learning module: Provide hard copy of module.

Category: Teaching

| Acceptable Activities | | POINTS |
|---|--|-----------------|
| Clinical education of nursing / medical professionals | 1 for every 8 hours | No maximum |
| Conference booth as WOCN volunteer | 2 per event | 6 per specialty |
| Conference poster presentation | 10 points | No maximum |
| Expert consultation at medical event (e.g., health fair, screening clinics, supplier clinic, product fair) | 1 point | 3 per specialty |
| Poster presentation in your facility / organization | 5 points | 5 per specialty |
| Precepting current WOC nursing education program students | 1 for every 4 hours of precepting | No maximum |
| Presentations / lectures (CEU or non-CEU) | | No maximum |
| <ul style="list-style-type: none"> • Presentation of program • Development of program • Revising a program • Programs awarded CEs | <ul style="list-style-type: none"> • 1 per 15 min of presentation • 2 per 15 min of presentation • 1 per 15 min of presentation • 5 points per program | |

Requirements

You must be the instructor with a structured framework and conduct the teaching activity. You will not receive PGP points for repeating the same presentation/lecture within the certification period unless the content has clearly been altered. To claim points for programs awarded CE credit, you must be the primary coordinator/administrator on the planning committee.

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
 Facility/Org poster: Photo of poster or sign in sheet
 Precepting/clinical education: Letter of agreement or written validation of precepting experience with number of hours specified per WOC content, or use sample wocncb tracking forms. (Refer to sample forms provided on www.wocncb.org Web site).
 Revised presentation: Submit old and new presentations

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Professional Organizations

| Acceptable Activities | POINTS | MAXIMUM ALLOWED |
|---|--|---|
| Forums for advisory panel | 1 point per panel | 3 per certification period |
| Institution / facility / agency Product Committee related to WOCN practice | 3 per year | 9 per certification period |
| Member of national buying group committee | 10 per certification period | 10 per certification period |
| Multi-day rally or camp for patient support group | 15 for Organizing 10 for Participating | 30 per specialty (organize) 20 per specialty (participate) |
| Officer, chair, or committee member at a national level | <ul style="list-style-type: none"> • 20 officer per year • 15 chair per year • 10 member per year | No maximum |
| Officer, chair, or committee member at a regional, state, affiliate, or local level | <ul style="list-style-type: none"> • 10 officer per year • 8 chair per year • 5 member per year | No maximum |
| Volunteer work for patient support organizations | 5 points per year | No maximum |

Requirements

Participating in professional nursing or patient support organizations whose missions relate to the wound, ostomy and continence specialty is acceptable. Examples of acceptable organizations are:

- Society of Urologic Nurses and Associates (SUNA)
- American Association of Rehabilitation Nurses (AARN)
- Association for the Advancement of Wound Care (AAWC)
- 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.

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 must either relate to wound, ostomy and/or continence nursing or be related 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

Points

Five (5) points per semester credit
Three (3) points per quarter credit
Double points for a Wound, Ostomy, or Continence course

Audit Documentation if requested

Submit transcripts.

ACTIVITY REQUIREMENTS AND GUIDELINES

Category: Self Assessment

Acceptable Activities The Self Assessment Category was developed to assess the impact that the Professional Growth Program has on the Wound Ostomy Continence Nurse. It is intended to be related to an activity or process which demonstrates your professional growth throughout the certification period.

Instructions: Identify one specific activity from your PGP portfolio. Carefully answer each question provided. Your response is designed as a self-assessment tool and will not be measured for goal completion. You may use one self-assessment for each specialty. Please limit your answers to one page.

Points 5 points

Audit Documentation if requested None

Category: Preapproval

Acceptable Activities Projects and activities not defined in the Professional Growth Program (PGP) Handbook must be submitted to the PGP Committee for 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.** The PGP Committee will review the request for pre-approval and make a decision of acceptability. **Reviews can take up to 4 weeks to process.** You must use this Pre-Approval Form to summarize the project or activity. Other documentation is not acceptable. You may also check the www.wocncb.org Web site for updated activities that may have been assigned points since this handbook printing.

Points Determined by PGP Committee.

Audit Documentation if requested None

Congratulations on electing to use the Professional Growth Program to develop your portfolio for recertification. To start using the online submission system to record your points, click here to begin www.wocncb.org/pgp.

