

POLICY 322: Agreement for Education-Related Component from an External Source for Advanced Practice Provider Programs

As sponsoring organizations/advanced practice provider programs seek ways to provide a quality program for trainees, the sponsoring organization/ advanced practice provider program may find that it is practical or efficient to engage an external source to directly deliver to trainees a component or components of the advanced practice provider program. The components of the advanced practice provider program that can be directly delivered from an external source to trainees include traditional instructional delivery methods, hybrid instructional delivery methods, and distance education instructional delivery methods.

Education-related components from external sources can include, but are not limited to:

1. Engaging another provider/organization to directly educate trainees enrolled in its advanced practice provider program.
2. Participating in a consortium to directly educate trainees using selected components of the sponsoring advanced practice provider program curriculum.

A sponsoring organization/advanced practice provider program accredited by the ACEN and ARC-PA is responsible for all activities conducted under its name. All Advanced Practice Provider Standards and Criteria, policies, and procedures apply to any agreement with an external source for any advanced practice provider-related component(s). The sponsoring organization/ advanced practice provider program should be especially mindful of Policy #311 Reporting Program Changes and Policy #315 Complaints Against an Accredited Advanced Practice Provider Program.

The following are required for a sponsoring organization and its advanced practice provider program entering into an agreement with an external source to provide an education-related components or components, whether the external source holds or does not hold sponsoring organization and/or programmatic accreditation:

1. The primary purpose of the component(s) is to support trainees' success.
2. The sponsoring organization/ advanced practice provider program is responsible for the accuracy of all advertising, recruiting, and promotional materials.
3. The sponsoring organization/ advanced practice provider program is responsible for informing the external source that the agreement does not imply or extend ACEN and ARC-PA joint accreditation to the external source.
4. Every component must be consistent with the sponsoring organization's/ advanced practice provider program's mission and objectives as they were at the time of the last evaluation conducted by the ACEN and ARC-PA.

5. Every component must be consistent with the published end-of-program learning outcomes and program outcomes for the advanced practice provider program.
6. While the sponsoring organization's personnel may or may not teach the component(s), the advanced practice provider program educators and appropriate sponsoring organization representatives must retain overall accountability for and control of the integrity, rigor, and currency of the program related component(s).
7. The sponsoring organization/ advanced practice provider program must ensure ongoing collaboration between the advanced practice provider program educators, appropriate sponsoring organization representatives, and the external source to safeguard the integrity, rigor, and currency of the advanced practice provider program. Evidence of collaboration, including periodic and adequate review of work performed by the external source, must be available.
8. The sponsoring organization/ advanced practice provider program is ultimately responsible for all aspects of its advanced practice provider program, including but not limited to:
 - a. Trainees' successful achievement of end-of-program learning outcomes and program outcomes;
 - b. Admissions to the advanced practice provider program;
 - c. Review and approval of all program related component(s);
 - d. Review and approval of the appointment/selection of all program educators, whether or not the advanced practice provider program educator is employed by the sponsoring organization of the advanced practice provider program;
 - e. Quality of resources and services available to trainees;
 - f. Trainee and program educator access to resources and services that support the advanced practice provider program; and
 - g. Ensuring the privacy of trainees and the security of their records.

There must be a written agreement between the sponsoring organization/ advanced practice provider program and external source that is executed by duly designated officer(s) of the sponsoring organization/ advanced practice provider program and appropriate counterparts from the external source.

The agreement clearly establishes and defines:

1. The scope and nature of the work to be performed by each party;
2. A mechanism to account for the scope and nature of the work provided by each party;

3. The period of the agreement and the conditions under which any possible renewal, renegotiation, or termination could take place;
4. Appropriate protection for participating trainees in the event that the agreement is terminated or renegotiated;
5. Appropriate avenue(s) for addressing perceived breaches of the agreement;
6. How appropriate representatives from both parties will periodically review the success of the agreement;
7. The compensation and other considerations for the advanced practice provider program-related component provided by both parties;
8. What and how necessary trainee and program educator support services and resources will be assured;
9. How trainee and program educator access to support services and resources will be assured;
10. The procedure for a trainee grievance regarding any aspect of the advanced practice provider program-related component; and
11. How outcomes assessment will be conducted on the advanced practice provider program-related component(s), if appropriate;

The agreement is:

1. Submitted to federal and/or state agencies for approval, when required;
2. Submitted to the ACEN and ARC-PA for approval, when required, as specified in Policy #311 Reporting Program Changes; and
3. Available on request to the ACEN and ARC-PA and peer evaluators acting on its behalf.

Policy 322 History
Initial Approval: ____ 2023