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- A. Berry & Kohn's Operating Room Technique, 15th Edition
- B. Alexander's Care of the Patient in Surgery, 15th/16th Edition
- C. AORN Guidelines for Perioperative Practice, 2017 Or 2018 Edition

There are no scholarships offered for the NISE[®] course.

2.4 COURSE DURATION & EXPIRATION

Learners have eight (8) months to complete the course from the date they begin. To complete, learners must read and view all course materials, complete the observed clinical competency assessment components (competency assessment forms, behavioral anchored rating scales) and reflective journaling exercises for each unit, as well as score a minimum 85% on unit quizzes and the final assessment.

Purchase of the Nurse in Surgery Essentials (NISE[®]) course enables access to authorized purchasers for a period of four (4) years from the date of purchase, which is defined as the date when the payment method clears or purchase order is signed. At the end of this period, or the expiration date, access to the course for all users is terminated. Any unused licenses, including those assigned at that time, are forfeited.

2.5 COURSE WITHDRAWALS, TRANSFERS/ EXTENSIONS , & REFUNDS

There may be circumstances impacting a learner's ability to complete the course within the allotted eight (8) month time period. In such cases, the learner and the facility contact person should contact the NISE[®] course administrator regarding the need for extension and options for course completion. The learner may be granted an extension or additional time to complete the course.

Withdrawals and extensions are granted at the discretion of the NISE[®] course administrator. Extension fees may apply.

The Nurse in Surgery Essentials NISE[®] course does not provide refunds.

2.6 COURSE ASSESSMENTS

Learner progress is assessed throughout the course, at the end of each unit, and at the end of the course. The Nurse in Surgery Essentials (NISE[®]) course employs a variety of different instruments to assess perioperative nurse competencies at the novice or advanced beginner level.

These methodologies include traditional assessments, competency assessment forms, Behavioral Anchored Rating Scales (BARS) and reflective journaling. This varied approach to competency assessment is intentional and represents an integrated and measurement of progress towards the NISE[®] course learning outcomes.

To progress to the next unit, a minimum score of 85% on unit quizzes and the completion of observed clinical competency assessments and reflective exercises is required.

The competency assessment forms and behavioral anchored rating scales must be signed by the preceptor and/or the Director of Education at NIFA[®] as appropriate, to confirm the learners ability to perform the listed tasks at a novice or advanced beginner level for each perioperative competency. Reflective journaling entries must be uploaded for review. Feedback is provided by either the facility assigned instructor or the NIFA[®] Director of Education.

A final assessment consisting of 200 questions is administered at course end, with designated facility personnel serving as proctors. Learners are allowed 4 hours to complete the final assessment, and must achieve a minimum score of 85% on the final assessment. Learners will be given two (2) attempts to obtain a passing score on the final assessment.

2.7 COURSE COMPLETION & RESULTS

Learners who achieve a score of 85% or higher on the final assessment will be awarded a Certificate of Mastery for the Nurse in Surgery Essentials NISE[®] course. A Certificate of Mastery indicates that the learner has successfully completed the course requirements, and has met the intended learning outcomes necessary to be able to perform at a novice or advanced beginner level in the OR.

Learners who do not score 85% or higher on the final assessment will receive a Certificate of Completion for the Nurse in Surgery Essentials NISE[®] course. A Certificate of Completion indicates that the learner has successfully completed the required course assignments, but did not achieve the required score on the final assessment.

Learners may attempt the final assessment twice. Learners may request remediation to improve their score and increase their chances of successfully passing the final assessment.

2.8 COURSE DISMISSAL

NISE[®] expects honesty and integrity from administrators, preceptors, and learners. Acts of academic dishonesty, including such activities as plagiarism, cheating, or submitting fraudulent documentation are regarded as serious offenses, and may result in dismissal without refund to the purchaser. Other violations that may lead to dismissal are possession of weapons or illegal drugs, and any violation of the American Nurses Association (ANA) Code of Ethics while acting in the role of a NISE[®] learner.

2.9 COURSE EVALUATION

To ensure the continued accuracy and relevancy of the NISE® course to current perioperative nursing practice and guidelines, and to the fidelity of the CNOR® exam content, a scheduled annual review will be performed by the Directors of Education at NIFA® and CCI.

Course content evaluations may occur more frequently, or as needed, to coincide with clinical practice or job analysis updates. When appropriate, additional subject matter experts (SMEs) may also review content for the NISE® certificate program.

NISE® learners are asked to evaluate the education and assessment components of the course upon completion. Learners are asked to provide feedback about the following aspects of the NISE® certificate program:

- A. Number of hours spent preparing for or engaged in learning activities
- B. Whether or not the course prepared them for their practice role in the perioperative setting
- C. Whether or not the stated learning objectives and outcomes were met
- D. The quality of course materials and delivery

2.10 COURSE SECURITY & ACCESS

Learner records are securely maintained within Moodle, the NISE® course learning management system, and as part of NIFA®'s permanent records. Upon enrollment, learners are provided with a single use secure login, and prompted to create unique login credentials.

NIFA® offices are open and staffed Monday thru Friday during business hours, and locked after hours and on weekend. The NIFA® Director of Education, serving in the capacity of NISE® course administrator, is the only staff member authorized to access NISE® learner records.

Any third (3rd) party requests for learner records, including information about learner progress and performance, course completion, and/or pass/fail results must be in writing and include the reason for the request, and permission must be authorized by the learner, via a signed record release form.

2.11 RETENTION OF LEARNER RECORDS

In accordance with NIFA®'s Data Retention Policy, NISE® learner records are maintained for a period of five (5) years. This time period begins upon the learner's enrollment in the program and concludes five (5) years after the enrollment date.

SECTION 3.0 COURSE ASSESSMENT

3.1 ASSESSMENT DESIGN & CONTENT

The content outline for the NISE[®] final assessment is based on the core perioperative nursing competencies that a novice or advanced beginner would be expected to acquire, as identified by the most recent CNOR[®] Job Analysis.

The assessment content is closely mapped to the content domains which appear on the CNOR[®] exam blueprint, and like CNOR[®]; the final assessment is 200 questions and learners are allotted four (4) hours to complete.

Items which appear on the NISE[®] assessments were selected from the NISE[®] course education item bank, and developed by volunteer subject matter experts.

3.2 COMPETENCY EVALUATION METHODS

The NISE[®] course utilizes a variety of methods to assess competency to include low stakes traditional assessment, competency assessment forms, behaviorally anchored rating scales, and reflective journaling.

A. TRADITIONAL ASSESSMENT METHOD

A traditional assessment which may utilize standardized and conventional items such as multiple choice, true or false, and/or matching are used throughout the NISE[®] course. Each unit contains a quiz, and learners must take a final summative assessment at course end. Learners must achieve a minimum score of 85% on the final assessment, and are given two attempts to pass. If the learner does not obtain the minimum passing score on the first attempt, he/she is provided access to the NISE[®] course administrator to remediate core concepts, before re-taking the assessment.

B. COMPETENCY ASSESSMENT FORMS

Competency Assessment Forms refer to a mechanism for learners to perform real-world tasks to demonstrate meaningful application of reading, PowerPoint (PPT.), and video assignments. Competency Assessment Forms are included with each unit and require that learners perform specific tasks in the presence of their preceptor. Based on the level of performance, preceptors then assign a Novice or Advanced Beginner rating to each task the learner completes, and uploads to the learner's account in the NISE[®] course portal.

C. USE OF BEHAVIORAL ANCHORED RATING SCALES

The Behavioral Anchored Rating Scales (BARS) method is used throughout the NISE[®] course as a means to rate the performance of learner. Learners are required to upload a video of themselves completing a series of predetermined tasks, then assigned a “Meet” or “Does not Meet” rating, based on the observed level of performance by the NISE[®] course administrator.

Learners who require prompting to complete the series of tasks are rated “Does not Meet” and will be assigned a Novice rating. Learners who are able to complete the series independently and according to NISE[®] standards, receive a “Meet” rating, indicating an Advance Beginner level of competency.

D. USE OF REFLECTIVE JOURNALING

The use of reflective journaling fosters critical thinking and helps learners build clinical decision-making skills based on newly acquired knowledge obtained through NISE[®] course modules. Learners are required to use reflective journaling to answer a series of questions about their time in the OR and the types of cases where the new knowledge was applied. This learner self-assessment exercise in critical reflection assists learner to further synthesize each module’s content with its learning objectives.

3.3 VALIDITY & RELIABILITY OF ASSESSMENT METHODS

NISE[®] is an assessment -based certificate program that uses multiple assessment methods to measure the nurse’s knowledge retention and applied performance behaviors, against the course learning objectives and intended outcomes (readiness to practice in the OR at a novice or advanced beginner level). Unlike an exam-based certification program such as CNOR[®], the primary purpose of the NISE[®] program is to provide education and training to facilitate the clinical practice of nurses who are new to the OR (Advanced Beginner or Novice).

The NISE[®] program, although not a certification, is based on the most recent CNOR[®] practice analysis. The course is reviewed on a minimum annual basis to ensure the content reflects current references and scope of practice.

Learners are required to use reflective journaling to answer a series of questions about their time in the OR and the types of cases where the new knowledge was applied. This learner self-assessment exercise in critical reflection assists learners to further synthesize each module’s content with its learning objectives.

3.4 MINIMUM PERFORMANCE REQUIREMENT

Minimum performance criteria have been established for each assessment method as indicated below:

- A. Traditional Assessment: 85% or higher on unit quizzes and final assessment
- B. Competency Assessment Form: Novice or Advanced Beginner rating
- C. Behavior Anchored Rating Scale: Video of performance of clinical competencies Preceptor and NISE[®] Course Administrator must both agree learner “Meets” or “Does Not Meet” requirements
- D. Reflective Journaling: reviewed by NISE[®] administrator

SECTION 4.0 ISSUANCE AND USE OF CERTIFICATE

4.1 ISSUANCE OF CERTIFICATE

Learners who successfully complete the NISE[®] course will be awarded a Certificate of Mastery or Certificate of Completion.

A Certificate of Mastery denotes the learner has completed and submitted all required coursework to include Unit Quizzes, Competency Assessment Forms, Behavioral Rating Scales, and Self-Reflective Journaling exercises. Additionally, the learner has achieved a score of 85% or higher on the final assessment.

A Certificate of Completion denotes the learner has completed and submitted all required coursework to include Unit Quizzes, Competency Assessment Forms, Behavioral Rating Scales, and Self-Reflective Journaling exercises, but did not score a minimum of 85% on the final assessment.

Certificates are downloadable and may be printed for personal use or to verify completion of the NISE[®] program.

4.2 VALIDITY & EXPIRATION OF CERTIFICATE

The Nurse in Surgery Essentials (NISE[®]) Course was designed to prepare nurses to practice in the OR setting. As such, there is no expiration date for the Assessment-based Certificate of Mastery or Certificate of Completion awarded upon successful completion of the program, however; it is recommended that the RN remain current and employed within the OR setting.

To ensure current and relevant practice, it is recommended that the NISE[®] course be repeated if a nurse has been absent from the OR clinical setting for 2 years or more.

4.3 STAKEHOLDER INFERENCE OF CERTIFICATE HOLDERS

It may be inferred that NISE[®] Certificate of Mastery holders have attained knowledge to practice in the OR Clinical setting at a novice to advanced beginner level of competency. Additionally, it may be inferred that the nurse has received training and educational materials that are reflective of the most recent evidence-based practice.

4.4 CERTIFICATE MISUSE & MISREPRESENTATION

Complaints of misrepresentation, misuse of certificate, or other matters of program non-compliance must be formally submitted in writing. The letter of complaint must contain

sufficient detail, (e.g. copy of falsified certificate, and the individual and/or facility's name for whom the complaint is alleged). The letter of complaint must include the complainants name and contact information.

Complaints must be submitted to:

Kimberly Jones MSN-Ed., RN, CNOR®
Administrator, Nurse in Surgery Essentials Course
NIFA 12354 E Caley Ave, Ste. 108
Centennial, CO 80111

Once the formal written complaint has been received, the NISE® Administrator will begin investigation and review the information or learner records in question.

If the complaint is found to have merit, the NISE® Administrator will contact the individual in question via certified mail within fourteen business days of receipt of the complaint. The notification will inform the individual of the alleged complaint of non-compliance.

This notification will contain a Cease and Desist order, and inform the individual of possible legal or disciplinary actions which may be taken to rectify the matter.

The individual will be given the opportunity to submit documentation. is unable to produce the required documentation, further steps will be taken up to and including notification of the individual's supervisor, as permissible and in accordance with local, state, and federal laws.

If the complaint is found to be without merit, the complaint will be dismissed and the complainant will be notified by mail within 14 business days.

SECTION 5.0 PROGRAM QUALITY ASSURANCE

5.1 COURSE REVIEW

NISE[®] is committed to administering a quality program that adequately prepares students for an entry level role in the OR. In order to ensure relevancy to current practice standards, the NISE[®] course is annually reviewed and updated.

Upon completion of the NISE[®] course, feedback is solicited from course participants and facility contacts through a course evaluation mechanism, which allows for continuous feedback.

Course feedback is reviewed by the NIFA[®] Director of Education and additional SMEs if needed, to coincide with clinical practice updates.

5.2 COURSE CONTENT CHANGES

As part of the course annual review process, or to coincide with updates to the CNOR[®] job analysis or clinical practice updates, content changes will be performed by the NIFA[®] Director of Education/ NISE[®] Course Administrator, with input from SMEs.

Content changes will be performed within the learning management system and communicated to facility contacts.

5.3 COURSE POLICY CHANGES

NISE[®] program policies will be reviewed on a bi-annual cycle and modified as needed to meet the needs of the learners or practice environment.

NIFA[®] or NISE[®] program administration reserves the right to change course policy at its discretion, with or without advance notice to learners or facility contacts.

Policy changes will be communicated using the announcement ticker on the NISE[®] course homepage.

5.4 NISE[®] CUSTOMER SERVICE STANDARDS

Every attempt will be made to respond to messages within two (2) business days. An out of office reply will be established for any extended periods of absence referring the students to the Student Support Department.

In the case of an extended absence, callers will be given the option to have their call returned at a later date or speak with Student Support or the Admissions staff.

As a means to ensure program compliance, the NISE[®] program will implement quarterly meetings to present reports to management. Minutes will be noted and available for all staff to review via email.

During the meeting, course statistics such as admissions/ enrollments, withdraws, pass rates, and complaints will be reported.

5.5 QUESTIONS & COMPLAINTS

Questions and written complaints about the NISE[®] Program should be submitted to the attention of:

NIFA[®]
Kimberly Jones MSN-Ed., RN, CNOR[®]
Administrator, Nurse in Surgery Essentials Course
NIFA 12354 E Caley Ave, Ste. 108
Centennial, CO 80111

Complaints must be formal and submitted in writing.

Once a complaint has been received, the Course Administrator will begin investigating the complaint, and a response will be returned to the complainant within 14 business days.

If the complaint is found to be without merit, the complaint will be dismissed and the complainant will be notified by certified mail within fourteen (14) business days.

If the complaint is found to have merit, the Course Administrator will contact the complainant within fourteen (14) days with a response or request for additional information as needed. Additional information must be returned to the Course Administrator within fourteen (14) business days.

If the requested information is not received within the required fourteen (14) day time-frame, a determination will be made based upon the available facts or dismissed, and the complainant so notified.

5.6 DISCIPLINARY & APPEALS

Misrepresentation, misuse of certificate, or other matters of non-compliance are subject to disciplinary actions by the NISE[®] course administrator. Disciplinary actions may include:

- A. Revocation of the NISE[®] Certificate of Mastery or Completion
- B. Notification of the facility contact or learner supervisor

- C. Denial of learner's ability to participate in the NISE[®] course
- D. **Denial of future facility purchases**

Disciplinary investigations and subsequent actions implemented by NIFA[®] or NISE[®] will comply with all federal, state, and local laws for due process.

Learners and facility contacts have the right to appeal disciplinary determinations and other matters pertaining to program administration including:

- A. Final assessment scores
- B. Denial of course extensions
- C. Appeal of disciplinary actions

Appeals which pertain to the final assessment scores must be received within 30 days of completing the second attempt of the final assessment.

Appeals pertaining to denials of course extensions must be received from the facility contact within two weeks of the initial determination, and must be accompanied by appropriate documentation. Email requests for appeal are acceptable due to the time sensitivity of course deadlines.

Disciplinary appeals must be received within two (2) weeks of the initial disciplinary determination.

All appeals must be submitted in writing to the NIFA[®] CEO at:

NIFA[®]
2354 E Caley Ave, Ste. 108
Centennial, CO 80111

SECTION 6.0 GENERAL POLICIES

6.1 NON-DISCRIMINATION

NISE® does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, sexual orientation, or military status in any of its admissions, operations, or hiring decisions.

NISE® is committed to providing a welcoming and inclusive environment for all staff, participants, clients, and volunteers.

NISE® will make every reasonable attempt to comply with Federal regulations concerning the administration of assessments for qualified persons who are temporarily or permanently disabled.

6.2 CONFIDENTIALITY

In adherence to NIFA® protocol, all staff have signed a confidentiality statement. All login/ passwords, course records and materials are kept private to the user, offices are locked at the end of the workday, and computers are to be locked at the end of the day. Access to the building after hours is gained by use of company issued key as well as a unique individual identifying number to disarm the security system.

6.3 RELEASE OF INFORMATION

Education verifications and other requests for learner information must be accompanied by, a signed release of information from the learner and submitted along with the facility education verification form. No learner information is to be shared with an employer once the learner has completed the NISE® course unless this criteria is met.

6.4 LEARNER CODE OF CONDUCT

Learners will respect and protect the rights and welfare of fellow learners, staff, employees, patients, and fellow operating room team members. All learners are expected to act professionally and to respect staff and employees of NIFA® clinical affiliates, patients, and all other colleagues they encounter in person, on the phone, or through other means of correspondence.

Learners must also strictly adhere to individual state laws regarding practicing in the perioperative setting, as well as adhering to all of the terms of the facility, and HIPPA.

NIFA® reserves the right to suspend or dismiss learners for failure to conform to proper conduct, as expected and required by federal, state, and local laws, as well as NISE®

policies. Any violation of NISE[®] policies may result in permanent dismissal from the course.

6.5 INTELLECTUAL PROPERTY

Learner expressly acknowledges NIFA[®]'s ownership of all rights, title and interest, including copyrights in the NISE[®] Course materials, except where the copyright of another party or public domain source is noted. Learner does not, by being allowed to use Course Materials under the terms of their facility's Licensing Purchase Agreement, become an owner of the NISE[®] course materials.

The NISE[®] Course materials are protected under federal copyright law, and the NISE[®] name is protected under state and federal trademark law. Only the registered Learner of the facility owning a license may use the licensed Course materials. Unauthorized use, copying, or distribution of the Course materials is strictly prohibited, and may result in substantial penalties, including statutory damages of up to \$150,000 for willful infringement.