Inova Trauma Nursing Education
Endorsement Process for Initiating a Continuing Education or Professional Development Activity

Inova Trauma Center standards require the advanced endorsement and subsequent monitoring of ongoing education and special learning activities, programs, or courses offered for state required trauma nursing education, to ensure the quality and appropriateness of such courses. In addition, Inova Trauma Center standards require the central coordination of trauma center wide activities that award certificates or learning hour credit to support state trauma nursing education requirements.

The Inova Trauma Services Department oversees this advanced endorsement process and subsequent monitoring through its designee. The review process is outlined below.

(No course may be offered for state recognized learning credit without prior endorsement)

Review Process

1. The course initiator begins the endorsement process by completing the Trauma Education Endorsement Form (TEEF), including his/her signature. The TEEF must be submitted for approval a minimum of 4 weeks prior to course start.

2. The TEEF can be found on Inova Net at: https://www.surveymonkey.com/s/MBB56Y8.

3. Once the TEEF is completed the Course Initiator will notify the Trauma Services CNS (via Inova email) of form completion and will attach detailed course content.
   1. i.e. PowerPoint presentation with speaker notes, article, case study, any post-test, etc.

4. The Trauma Services CNS will review the paperwork, ensuring that the proposed course meets scholarly criteria regarding content, attendance hours, and instructor qualifications. She will then share the file with a trauma surgeon for content review.

5. A “Repeat” course (i.e. those that have previously been approved and offered, and are being offered again with no changes other than dates and/or location) do not need the Trauma Surgeon’s approval and can be endorsed by the Trauma Services CNS.

6. Initial endorsement review will be completed within two weeks of submission.

7. Following endorsement from Trauma Surgeon, the Trauma Services CNS will notify the course initiator (via Inova email) with the program’s endorsement or request for revision.
   1. If revisions are required they may be sent directly to CNS without recompleting TEEF.

8. Within 10 days after the program’s completion, an End-of-Course (EOC) Packet must be submitted to the Trauma Services CNS.

9. EOC Packet must include:
   1. List of participants, including name and address
   2. Copies of sign-in sheets/attendance rosters
   3. Summary of students’ course evaluations
   4. Copies of certificates or award letters provided to participants

10. Documents will be centrally archived in Trauma Services for auditing or accreditation purposes.
Important Reminders

All proposed professional development, ongoing education, and special learning activities, must coincide with the mission and goals of the Inova Trauma Center. Once endorsed the course initiator is responsible for ensuring the quality of its content and the appropriate educational background of its instructors.

To avoid delays, please ensure that that all required forms and supporting documents are complete and accurate. Please note that the TEEF and supporting documents must be submitted at least four weeks before a course is scheduled to start.

No course may be entered into the Health Systems learning management system (HealthStream) until final endorsement has been granted. The unit offering the course is responsible for coordinating with the ILN for electronic course creation, student registration, and course “grading.”

Please direct any questions to Bethann Mendez, Trauma Services CNS, at 703-776-2439 or Bethann.Mendez@inova.org.

Link where you can find the TEEF: https://www.surveymonkey.com/s/MBB56Y8
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Endorsement Process Flow Chart

Course Initiator
- Ensure that the proposed course meets scholarly criteria regarding content and instructor qualifications, and that the content is appropriate for the number of education hours being requested.
- Complete all fields in the TEEF.
- Sign and date the TEEF.
- Notify the Trauma Services CNS (via Inova email) that the TEEF has been completed.
- Email should include detailed course content as attachment.

Trauma Services CNS
- Ensure that the proposed course meets scholarly criteria regarding content and instructor qualifications, and that the content is appropriate for the number of education hours being requested.
- Share the file(s) with an Attending Trauma Surgeon.

Trauma Surgeon
- Ensure that the proposed course meets intellectual criteria regarding content.
- Check accuracy and validity of content.
- Ensure content is consistent with Inova Trauma Services standards of practice.

Trauma Services CNS
- Check that the TEEF and endorsement is complete.
- Notify the course initiator of endorsement or need for revisions via Inova email.

Course Initiator
- After the event, turn in the End-of-Course (EOC) Packet which will include the following 4 items:
  - List of participants, including name and address
  - Copies of sign-in sheets/attendance rosters
  - Summary of students’ course evaluations
  - Copies of certificates or award letters provided to participants