

SPEAKER REQUEST FORM

Please complete and send to:
Paulette Hampton, MA - Practice Coordinator
Fax – 919-781-9461 – ATTN: Paulette
Email – paulette@ncbon.com

Requester Contact Information

Organization Name	
Contact Person Name/Title	
Email	
Office Phone	
Cell Phone	
Fax	

Date/Time Information

Desired Date and Time	
Street Address	
Building Name	
Room Number	
Parking Instructions	
Other specific information re location	

Attendees and Logistics

Number of Attendees

Minimum of 25 licensed nurses required (APRN, RN, LPN). Five business days prior to the presentation, the NCBON may cancel said presentation if the adequate number of participants are unable to attend.

How many participants do you expect? _____

In what format would you like the requested workshop to be held? Check appropriate box below.

<input type="checkbox"/>	In-Person (Presenter comes to requesting facility to provide workshop.)
<input type="checkbox"/>	Via Webinar - (Presenter provides <u>live</u> interactive workshop via Teams meeting link). Once the date/time has been confirmed with the presenter, we will request a dry run to test Teams connection capability. Please have IT support available on day of the dry run and webinar to assist your facility with possible technical issues.

If in-person, we wish to request the following be available to the presenter on the day of the presentation:

- Laptop (please load PPT to laptop once emailed)
- Access to Internet (if possible)
- LCD Projector
- Microphone
- Podium
- Speaker stool or chair
- Copying and distributing handout materials for attendees (these will be sent via email)

If you are unable to provide one of the above items, please indicate said item(s) below:

Additional Notes

Presentation Title/Description

Check Presentation(s) You Wish to Request (Check appropriate box(es) below:

Continuing Competence - 1 CH – 1 hour

Presentation is for all nurses with an active license in NC and is an overview of continuing competency requirements.

Legal Scope of Practice - 2 CHs – 2 hours

Defines and contrasts each component of the RN and LPN scope of practice including nursing accountability for delegation of tasks to unlicensed assistive personnel. Potential violations are discussed.

Delegation: Responsibilities of the Nurse - 1 CH – 1 hour

Provides information about delegation that would enhance the nurse's knowledge, skills, and application of delegation principles to ensure the provision of safe competent nursing care. Discussion includes the role and responsibilities of the nurse for delegation to unlicensed assistive personnel.

Understanding the Scope of Practice and Role of the LPN - 1 CH – 1 hour

Assists RNs, LPNs, and employers of nurses in understanding the LPN scope of practice.

Nursing Regulation in NC - 1 CH– 1 hour

Describes an overview of the NC Board of Nursing authority, composition, vision, function, activities, strategic initiatives and resources.

Prevention of Documentation and Medication Errors - 1 CH – 1 hour

Provides information about nursing regulatory requirements for documentation and medication administration; and best practices and strategies to prevent documentation and medication errors.

Introduction to Just Culture and NCBON Complaint Evaluation Tool - 1.5 CHs - 1 hour and 30 minutes

Provides information about Just Culture concepts, role of nursing regulation in practice errors, instructions in use of NCBON CET, consultation with NCBON about practice errors, and mandatory reporting. Suggested audience is nursing leadership: director, administrator, manager, supervisor, etc.

Introduction to the NCBON Complaint Evaluation Tool - 1 CH – 1 hour

Provides brief information about Just Culture concepts and instructions for use of the NC Board of Nursing's Complaint Evaluation Tool, consultation with the NCBON, and mandatory reporting. Suggested for nurses in leadership positions already familiar with Just Culture.

Overview of Nursing Practice Act Violations and Investigations – 1.5 CHs – 1 hour and 30 minutes

Provides information about the five common NPA violations reported to the Board of Nursing and the five common pieces of evidence gathered during an investigation.

Please see information below.

APPROVED PROVIDER

The North Carolina Board of Nursing is approved as a provider of nursing continuing professional development by the North Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

NCBON CE CONTACT HOUR ACTIVITY DISCLOSURE STATEMENT

The following disclosure applies to NCBON continuing nursing education activities listed above:

- Participants must attend the entire offering and submit a completed evaluation in order to earn contact hours.
- Verification of participation will be noted by signature on the evaluation.

HONORARIA

An honoraria of \$100.00 per workshop is accepted but remains discretionary.

Please make checks payable to the North Carolina Board of Nursing – PO Box 2129 – Raleigh, NC 27602

ADVERTISING EVENT

Please note, if you wish to advertise this event, you must provide a copy of the advertisement to the NC Board of Nursing Approved Provider Unit Coordinator, Paulette Hampton, (paulette@ncbon.com), for approval before sending out said advertisement. The following NCNA language must be provided in the advertisement. The language must stand alone and be written exactly as follows:

The North Carolina Board of Nursing is approved as a provider of nursing continuing professional development by the North Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

OBTAINING CONTACT HOUR CERTIFICATES

- Once the workshop has been completed, please have those who attended the workshop in its entirety complete the roster I will email you (printed name, signature, and email address). Make more copies of roster if needed.
- Email the completed roster to me at paulette@ncbon.com.
- I will then email the evaluation link to those who have completed the roster to the email address indicated.
- When the participant completes the evaluation, they are automatically emailed the contact hour certificate. If they do not receive the certificate, please ask them to check their spam or junk mail.

QUESTIONS?

Please contact Paulette Hampton, MA - Practice Coordinator at paulette@ncbon.com.