**NC BOARD OF NURSING PRESENTATION REQUEST FORM**

Please complete form and return to Paulette Hampton, MA – Practice Coordinator – fax.919-781-9461 – Paulette@ncbon.com

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**REQUESTER CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Organization Name</th>
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<tbody>
<tr>
<td>Contact Person Name/Title</td>
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<td>Email</td>
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**DATE/TIME INFORMATION**

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<tr>
<th>Desired Date and Time</th>
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<tr>
<td>Street Address</td>
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<tr>
<td>Building Name</td>
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<td>Room Number</td>
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<td>Parking Instructions</td>
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<td>Other specific information re location</td>
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**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? At this time, we are providing webinars only.

- n/a In-person (presenter comes to requesting facility to provide workshop) or
- Via webinar (presenter provides live interactive workshop via AdobeConnect webinar). Once the date/time has been confirmed with the presenter, you will be emailed a test link to AdobeConnect webinar so your facility's IT support can ensure connection capability. Please have IT support available on day of webinar to assist your facility with possible technical issues.

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:
<table>
<thead>
<tr>
<th>PRESENTATION TITLE/DESCRIPTION</th>
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<tr>
<td>CHECK PRESENTATION(S) YOU WISH TO REQUEST</td>
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- **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.
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.