



Nurse in Surgery Essentials™ Policy Manual

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SECTION 1.0 NISE CERTIFICATE PROGRAM

1.1 PROGRAM PURPOSE

The Nurse in Surgery Essentials (NISE) Certificate program is designed to orient and prepare nurses who are new to the perioperative nursing specialty. This certificate program introduces the fundamental principles of perioperative nursing practice and provides an educational base for providing basic care in the perioperative setting. The goal of the NISE Certificate program is to prepare perioperative nurses to begin their career and function autonomously in providing surgical care. The course materials cover the three phases of perioperative nursing; preoperative, intraoperative and postoperative.

NISE is an assessment-based certificate program. Assessment based certificates offer specific training and assess a candidate's ability to retain and apply the information presented. These courses are designed to build knowledge and skills and provide recognition of specialized knowledge and skills. Learners who complete the NISE program earn a Certificate of Completion or a Certificate of Mastery at program completion, based on performance on a summative assessment. The NISE certificate program is not a certification.

1.2 PROGRAM SCOPE & DELIVERY

The NISE certificate program covers the pre, intra, and postoperative phases of perioperative nursing care, and addresses the knowledge and skills delineated in the CNOR® certification exam, which is developed and administered by the Competency & Credentialing Institute (CCI).

The NISE certificate program is an asynchronous learning experience. Content is delivered online via the Moodle learning management system (LMS). Learners proceed through the program at their own pace, and have up to eight (8) months to complete the materials and assignments, while building competency in the OR through hands-on application of the content, as validated by Competency Assessment Forms provided for each unit.

The NISE program is designed for purchase solely by healthcare facilities and is not available for purchase by individuals or learners.

1.3 PROGRAM CONTENT

The competencies and content outline for the NISE certificate program were developed in partnership with the *Competency and Credentialing Institute (CCI) and is based on the results of the CNOR® Job Analysis. The CNOR® Job Analysis uses a multi-modal process to identify and validate the specialized knowledge and skills required for competent performance of perioperative nurses.

The Nurse in Surgery Essentials (NISE) certificate program consists of six (6) structured units. Each unit was developed around a specific set of learning objectives and contains associated resources and learning aids. Competency is assessed throughout the course through the use of knowledge-based quizzes and clinical competency assessment using Competency Assessment Forms.

NISE utilizes a variety of methodologies based on adult learning principles to engage the learner and facilitate the transfer and retention of key course concepts.

*CCI does not require or endorse any specific study guides, review products, and/or educational training courses to prepare for CNOR certification. Candidates may prepare for CNOR certification using training and materials of their choice. Use of any educational courses, training, or materials (CCI or otherwise) does not imply successful performance on the CNOR certification exam.

1.4 INTENDED LEARNING OUTCOMES

Learning outcomes for NISE are based upon the program content and were developed to specifically address core concepts of the domains which appear on the CNOR® certification exam. Objectives for the NISE certificate course are listed below:

Upon completion of the NISE Assessment Based Certificate Program, the learner will be able to:

- A. Demonstrate proper surgical attire
- B. Demonstrate sterile technique including handwashing, gowning, and gloving
- C. Describe prevention of retained surgical items related to facility policy
- D. Describe preoperative preparation of the surgical patient including transfer of care, hand-offs, and diagnostic testing
- E. Describe the importance of positioning, prepping, and draping related to various surgical procedures and patient safety
- F. Describe facility policy related to prevention of deep vein thrombosis (DVT)
- G. Discuss the importance of environmental cleaning
- H. Demonstrate proper room turnover
- I. Discuss the importance of surgical smoke safety
- J. Discuss the importance of sharp safety
- K. Discuss the importance of radiation safety for staff and patients within the perioperative setting
- L. Describe the differences between disinfection, sterilization, and decontamination
- M. Identify commonly used surgical instruments, sutures, and staplers used within the surgical setting
- N. Identify common surgical medications
- O. Demonstrate medication safety

SECTION 2.0 PROGRAM ADMINISTRATION

2.1 PROGRAM ELIGIBILITY

Registered nurses with an active license in good standing and working in the perioperative setting are eligible for enrollment in the Nurse in Surgery Essentials NISE Certificate program. Although the Nurse in Surgery Essentials (NISE) certificate was designed for nurses who are new, or with limited experience in the OR, more experienced nurses who are seeking to become CNOR® certified may use this course as a tool to reinforce core knowledge.

Learners who enroll in the NISE course must have access to a personal computer or WiFi enabled device with access to the internet.

2.2 PROGRAM ENROLLMENT

The Nurse in Surgery Essentials (NISE) program is a facility/employer purchase. Upon contract execution, learners receive access to the NISE program.

Learners are required to create an individual password-protected account. Upon logging into their account, learners have access to program materials.

2.3 PROGRAM TUITION & FEES

Tuition for the Nurse in Surgery Essentials NISE certificate program is dependent upon the number of program seats purchased by the facility. The program includes access to all program materials, including presentations, videos, and competency assessment forms.

Facilities and/or learners are responsible to purchase course textbooks to complete reading assignments. NISE required textbooks are listed below.

AORN. (2023). Guidelines for perioperative practice. Denver, CO: AORN. Phillip, N. (Ed.). Phillips.

Phillips, N. (Ed). & Hornackey, A. (2021). Berry & Kohn's Operating Room Technique. (14th Edition). Elsevier. St. Louis, Missouri. ISBN: 978-0-323-70914-9

There are no scholarships offered for the NISE program.

2.4 PROGRAM DURATION & EXPIRATION

Learners have up to eight (8) months to complete the program from the date they begin. To complete the program, learners must read and view all program materials, complete and submit a minimum of 5 observed clinical competency assessment forms and take all unit quizzes and the final summative assessment. See 2.7 below for the criteria of the two certificate awards.

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 program for all users is terminated. Any unused licenses, including those assigned at that time, are forfeited.

2.5 PROGRAM WITHDRAWALS, TRANSFERS/ EXTENSIONS, & REFUNDS

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

Withdrawals and extensions are granted at the discretion of the NISE program administrator. Extension fees may apply.

The Nurse in Surgery Essentials NISE program does not provide refunds.

2.6 PROGRAM ASSESSMENTS

Learner progress is assessed throughout the program, at the end of each unit, and at the end of the program. The Nurse in Surgery Essentials (NISE) program employs a variety of different instruments to assess perioperative nurse competencies at the novice or advanced beginner level. The guiding theoretical framework for the course is the KSA Model of Competency. The NISE program addresses Knowledge, Skill and Attitudes/Abilities in the course materials and in a variety of assessments.

These methodologies will include traditional assessments such as competency assessment forms, quizzes and tests. This varied approach is intended to assess both the knowledge and skills portions of competency consistent with the KSA Model. This diversity of assessment methods is an intentional measurement of progress in fulfillment of the NISE program learning outcomes.

A minimum of five (5) competency assessment forms must be submitted to the learner's course assignment. A competency attestation form, signed by the preceptor, to confirm the learner's ability to perform the remaining competencies at a novice or advanced beginner level will also be submitted to the learners course assignment.

A summative assessment of 100 scored questions is administered at the conclusion of all didactic and clinical learning activities. This assessment is based on the CNOR® Job Analysis findings and the distribution of the items is proportionate to the domains of the CNOR® certification exam.

2.7 PROGRAM COMPLETION & RESULTS

The summative assessment is administered upon completion of all clinical learning activities as verified by the facility administrator. The summative assessment is proctored and a score of 85% correct is required to pass. All learners will have two attempts to pass the summative assessment.

Learners who achieve a passing score on the summative assessment will be awarded a Certificate of Mastery for the Nurse in Surgery Essentials (NISE) program. A Certificate of Mastery indicates that the learner has successfully completed the program 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 pass the final summative assessment will receive a Certificate of Completion for the Nurse in Surgery Essentials (NISE) program. A Certificate of Completion indicates that the learner has successfully completed the required program assignments but did not achieve the required score on the summative assessment.

2.8 PROGRAM 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 PROGRAM EVALUATION

To ensure the continued accuracy and relevancy of the NISE program to current perioperative nursing practice and guidelines a scheduled annual review will be performed by the NISE Program Administrator and NISE staff.

Program 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 program upon completion of each unit and upon program 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. Quality of course materials and delivery

2.10 PROGRAM SECURITY & ACCESS

Learner records are securely maintained within Moodle, the NISE program LMS, 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 NISE program administrator and the Education Department at NIFA, are the only staff members authorized to access NISE learner records.

Any third (3rd) party requests for learner records, including information about learner progress and performance, program 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 PROGRAM ASSESSMENT

3.1 ASSESSMENT DESIGN & CONTENT

The content outline for the NISE unit assessments are 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.

Items which appear on the NISE assessments were selected from the NISE program education item bank and developed by volunteer subject matter experts.

3.2 COMPETENCY EVALUATION METHODS

The NISE program(s) may utilize a variety of methods to assess competency to include low stakes traditional assessments and competency assessment forms.

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 program. Each unit contains a quiz and learners must take a final summative assessment at program end.

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 and require that learners perform specific tasks in the presence of their preceptor. Based on the observed level of performance, preceptors then assign a Novice or Advanced Beginner rating to each task the learner completes. Learners are required to submit a minimum of 5 completed competencies to their online assignments. The facility and learner will be required to submit an Attestation statement noting the learner has had a “precepted experience” to the learner’s account in the NISE program portal.

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 program is reviewed on a minimum annual basis to ensure the content reflects current references and scope of practice and maintain accreditation by ABSNC.

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 pass the final assessment
- B. Competency Assessment Form: Novice or Advanced Beginner rating on all competencies assessed

SECTION 4.0 ISSUANCE AND USE OF CERTIFICATE

4.1 ISSUANCE OF CERTIFICATE

Learners who successfully completed all components of the NISE program will be awarded a Certificate of Mastery or Certificate of Completion.

Learners who achieve a passing score on the summative assessment will be awarded a Certificate of Mastery for the Nurse in Surgery Essentials (NISE) program. A Certificate of Mastery indicates that the learner has successfully completed the program 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 pass the summative assessment will receive a Certificate of Completion for the Nurse in Surgery Essentials (NISE) program. A Certificate of Completion indicates that the learner has successfully completed the required program assignments but did not achieve the required score on the summative 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) Program 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 program 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 complainant's name and contact information.

Complaints must be submitted to:

James X Stobinski

Administrator, Nurse in Surgery Essentials Program

NIFA 12354 E Caley Ave, Ste. 108

Centennial, CO 80111

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

If the complaint is found to have merit, the NISE Administrator at NIFA 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 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. If the learner 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 PROGRAM REVIEW

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

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

Program feedback is reviewed by the NISE Program Administrator and additional SMEs if needed, to coincide with clinical practice updates.

5.2 PROGRAM CONTENT CHANGES

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

Content changes will be performed within the Moodle LMS and communicated to facility contacts.

5.3 PROGRAM 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 program 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 program 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 Education 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, program 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:

NIFA®

James X Stobinski

PhD, CNOR CNAMB(E) CSSM(E)

Administrator, Nurse in Surgery Essentials Program

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 NISE 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) daytime- 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

- D. Denial of learner's ability to participate in the NISE course
- E. 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. Denial of course extensions
- B. Appeal of disciplinary actions

Appeals of scores on the final summative assessment are not subject to appeal.

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®

Attn: Jerry Kekos, CEO

2354 E Caley Ave, Ste. 108

Centennial, CO 80111

The CEO of NIFA will consider all appeals in consultation with NIFA staff to include those staff working in the NISE program.

The CEO may also communicate with the complainant and request additional information from any involved parties.

The CEO will make the decision on the disposition of all appeals and that decision will be final.

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 HIPAA.

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 Program materials, except where the copyright of another party or public domain source is noted. Learner does not, by being allowed to use Program Materials under the terms of their facility's Licensing Purchase Agreement, become an owner of the NISE program materials.

The NISE Program 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 Program materials. Unauthorized use, copying, or distribution of the Program materials is strictly prohibited, and may result in substantial penalties, including statutory damages of up to \$150,000 for willful infringement.