



International Federation of Nurse Anesthetists

ANESTHESIA PROGRAM APPROVAL PROCESS (APAP) OPERATIONAL POLICIES AND PROCEDURES

**(Applies to programs admitting nurses
and/or non-physicians)**

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International Federation of Nurse Anesthetists Anesthesia Program Approval Process (APAP) Operational Policies and Procedures

Philosophy of APAP

The International Federation of Nurse Anesthetists (IFNA) believes that it is possible to improve the health and welfare of humanity by promoting international educational standards for non-physician anesthesia programs. Based on this belief and for the purposes of program approval, it is the policy of IFNA to approve programs that admit students who are nurses or who are educated in another scientific area which prepares students to succeed in their anesthesia education. Although IFNA strongly supports a nursing background for admission, it also believes in an approval process that recognizes the differences that currently exist in the educational preparation of health professionals worldwide that have contributed to nurses and non-nurses being enrolled in anesthesia programs. IFNA believes that an inclusive process provides the greatest opportunity to improve anesthesia care to patients now and in the future.

Goal of APAP

The goal of the approval process is to encourage programs to comply with IFNA's *Educational Standards for Preparing Nurse Anesthetists* through an approval process that takes cultural, national or regional differences into consideration.

Categories of Approval

Four categories of approval are available. Only one type will be awarded to a program at any given time. Offering several categories of approval recognizes the (1) diversity of nurse anesthesia programs throughout the world; (2) the capacity of a program given its national or regional context; (3) the resources available to individual programs; (4) a commitment of diverse programs to a common standard of educational quality.

- **Registration:** A program pledges to comply with the *IFNA Educational Standards for Preparing Nurse Anesthetists* to the best of its ability. The pledge includes the signature of the anesthesia program director and the highest institutional official. The program is also required to submit its curriculum. The program's identity, title of award, and curriculum will be posted on IFNA's website with a statement that IFNA has not approved the curriculum but it is being posted for information only. Title of award: IFNA Anesthesia Education Program Registration.
- **Recognition:** A program pledges to meet the *IFNA Educational Standards for Preparing Nurse Anesthetists* to the best of its ability. The pledge includes the signature of the anesthesia program director and the highest institutional official. The program is also required to submit its curriculum and related material for review

by the IFNA Education Committee. The curriculum is audited to determine if it complies with "Standard III, Curriculum, Content of Program", and substantially complies with "Standard IV, Graduate Competencies" in the Educational Standards. Following the auditing process, the program's identity, title of award and curriculum will be posted on IFNA's website with a statement that IFNA has audited the curriculum and determined it substantially meets its requirements. Title of award: IFNA Anesthesia Education Program Recognition.

- **Accreditation:** A program pledges to meet the *IFNA Educational Standards for Preparing Nurse Anesthetists*. The program is also required to submit its curriculum and related material in a written self - study for review by the Education Committee. The information is also evaluated by a team of on-site visitors to determine if it meets the Educational Standards. The curriculum must meet "Standard III, Curriculum, Content of Program", and substantially meet all other requirements in the Educational Standards. Following the accreditation process, the program's identity, title of award, and curriculum will be posted on IFNA's website with a statement that IFNA has reviewed the curriculum, reviewed a self - study, conducted an on-site visit to the program and determined the program substantially meets all of the Educational Standards. The website will note that the program has substantially met the Educational Standards as determined by a full review of the program including a written self - study and on-site review. Title of award: IFNA Anesthesia Education Program Accreditation.
- **Deemed Accreditation Status:** A program pledges to meet the *IFNA Educational Standards for Preparing Nurse Anesthetists*. A self - study and onsite visit by IFNA is not required; however, the program is required to submit a copy of the governmental or non-governmental standards under which it operates for review by the Education Committee. These standards are compared to IFNA's standards for equivalency and must include completion of an onsite visit by the national approval agency. Following a successful review process, the program's identity, title of award, and curriculum will be posted on IFNA's website with a statement that IFNA has determined the program substantially meets all of the Educational Standards. Title of award: IFNA Anesthesia Education Program Accreditation.

Application Forms

Applications for all categories of approval must be in English. Application forms are located on the IFNA website so they can be downloaded by programs. Completed applications are to be forwarded by e-mail to the IFNA Executive Office: ifna.rod@wanadoo.fr

Eligibility

Eligibility for Approval

Applications may be submitted by anesthesia programs from IFNA member or non-member countries. For the purpose of program approval, an applicant program must meet the

following requirements to be considered for registration, recognition or accreditation. The same criteria are required for continued approval:

- The anesthesia program educates non-physicians.
- The primary purpose of the program is to educate graduates to meet the needs of the country or region in which it resides.
- There is official evidence from a governmental entity that the program is currently authorized, recognized, chartered, audited, accredited or has some equivalent official status in the country, if available.¹
- There is evidence that the program has not been denied approval, recognition or accreditation by a governmental or nongovernmental accreditation or quality assurance entity. (This requires the signature of a program official for confirmation.)
- The program is in operation and has graduated at least one student or class of students from the same curriculum.
- Admission requirements for **IFNA Registration** or **IFNA Recognition** include an education in nursing or another scientific background that prepares a student to succeed in the anesthesia education program.
- Admission requirements for **IFNA Accreditation** include an education in nursing that prepares a student to succeed in the program.

Applications

Application Process to Become a Recognized Program

An *Eligibility Application for Nurse Anesthesia Program Recognition* form is on IFNA's website at: <http://ifna.site/ifna-accreditation-program/approval-process-for-nurse-anesthesia-programs/>

It must be completed and submitted by e-mail to the IFNA Executive Office: ifna.rod@wanadoo.fr. An Application for Recognition will be sent to an eligible program for completion by the APAP Manager. The Education Committee will consider complete applications for IFNA Recognition during its regularly scheduled in-person meeting or during its e-mail meetings.

¹ Any correspondence from the official approval agency granting continuing approval to the program, or withdrawing program approval, should be submitted to the APAP Manager (APAP@ifna-site). A decision will be made by IFNA's Education Committee to decide if the correspondence results in a change in APAP Accreditation status.

Application Process to Become an Accredited Program

Option 1: Regular Accreditation: An *Eligibility Application for Nurse Anesthesia Program Accreditation* form is on IFNA's website at: <http://ifna.site/ifna-accreditation-program/approval-process-for-nurse-anesthesia-programs/> It must be completed and submitted to the IFNA Executive Office: ifna.rod@wanadoo.fr. A self- study and student and faculty evaluations will be sent to an eligible program for completion. An on-site visit will be scheduled for a date that is agreeable to the program and the Education Committee. The Education Committee will consider complete applications for IFNA Accreditation during its regularly scheduled in- person meeting or during its e-mail meetings.

Option 2: Deemed Accreditation Status: An *Eligibility Application for Nurse Anesthesia Program Accreditation* form is on IFNA's website (see above). It must be completed and submitted to the IFNA Executive Office: ifna.rod@wanadoo.fr. Documentation is required to verify that the official governmental or non-governmental standards for nurse anesthesia education, under which the program operates, are equivalent to or exceed IFNA's Education Standards. A nurse anesthesia program receiving Accreditation through the Deemed Accreditation Status Option will have all the privileges of an accredited program. The Education Committee will consider complete applications for IFNA Accreditation during its regularly scheduled in-person meeting or during its e-mail meetings.

Evaluations

Student and faculty evaluations must be completed for programs seeking initial **IFNA regular Accreditation**. Instruction on accessing and completing the evaluation forms will be sent to a program as part of the approval process. Data from the completed evaluations will be shared with the Education Committee and program director. The results of the evaluations will be considered in reaching a decision to award **IFNA Accreditation**. Additional evaluations may be required to assess any areas of concern prior to finalizing a decision.

Fees

Registration or Recognition: There is no fee for applying for approval in either of these categories.

Accreditation: There is a non-refundable fee of 1500 Swiss Francs payable on submission of an application for accreditation to the IFNA Executive Office at ifna.rod@wanadoo.fr.

Programs found ineligible will receive a refund of 750 Swiss Francs. Expenses for the costs of the on-site visit including travel, lodging, food and any other costs must also be paid by the program. A typical on-site -visit requires six days including 2 days on site, 2 days travel, 1 day to review the self - study prior to the visit and 1 day to write the report. Cost for an interpreter must also be paid by the program if necessary since the on-site visitors will be speaking in English.

Deemed Accreditation Status: There is a non-refundable application fee of 1500 Swiss Francs payable on submission of an application for this category of accreditation to the IFNA Executive Office at ifna.rod@wanadoo.fr. Programs found ineligible will receive a refund of 750 Swiss Francs. In addition, a fee of 1500 Swiss Francs is payable every 5 years during the renewal process. If eligibility for deemed status is denied, the program may choose to apply the fee toward Accreditation through the regular process (self-study and onsite visit). Other costs associated with the regular application for Accreditation, such as onsite visit expenses, would need to be paid by the program (see Fees - Accreditation).

Review of Applications

Decisions

The Education Committee will consider all available material before reaching a decision. The program may be asked for additional information if needed. The decision is forwarded to the IFNA President as a recommendation to the Board of Officers for consideration at a meeting or between meetings. (The IFNA Board of Officers can act for the Executive Committee and CNR between meetings.) Steps in the approval process are appended in addition to steps to resolve differences of decisions between groups (see Appendix).

Decisions that can be made based on the professional judgment of the Education Committee are:

- **Registration:** A status awarded to identify an anesthesia program that meets eligibility and registration requirements and has submitted a complete application and pledged to follow the Education Standards to the best of its ability.
- **Recognition:** A status awarded to identify an anesthesia program that meets eligibility and application requirements for recognition. The program has also undergone a successful audit of its curriculum to demonstrate compliance with "Standard III, Curriculum, Content of Program" and substantial compliance with "Standard IV, Graduate Competencies" in the Educational Standards.
- **Accreditation:** A status awarded to identify a nurse anesthesia program that meets eligibility and application requirements for accreditation through one of two application processes/options.
A program approved under the regular option has completed a written self-study and on-site visit that found it substantially met all requirements in the Educational Standards.

A program approved under the Deemed Accreditation option has demonstrated that it has been approved by a governmental or non-governmental agency with standards that are at least equivalent to IFNA's Education Standards.

- **Denial:** A status that indicates an applicant program has not met eligibility or application requirements.
- **Withdrawal:** A status that indicates a program has voluntarily asked that it no longer be registered, recognized or accredited by IFNA. This status is also assigned to a program that does not meet the deadline to renew its approval.
- **Warning:** A message of warning may be sent to a program when revocation of a previous decision is being considered. Warning messages are confidential since the approval process is intended to help a program improve rather than to be punitive.
- **Revocation:** A status that indicates a program no longer meets eligibility or renewal requirements. This status may be assigned to programs that are seeking renewal of their registration, recognition or accreditation. It may also be assigned to a program as a result of unsatisfactory student and faculty evaluations.

Certificate of Approval: A certificate of approval will be awarded to programs in every category. Certificates will be signed by the IFNA President and IFNA Education Committee Chair.

On-Site Visits for IFNA Accreditation

A program applying for initial **IFNA Accreditation** must complete IFNA's Self Study in English in preparation for an on-site visit. The completed self-study will be reviewed by the Education Committee to determine if any additional information is needed prior to authorizing a site visit. The program will be notified of the outcome of this review. Once a site visit is authorized, the on-site visit schedule will be developed cooperatively between IFNA and the anesthesia program.

There will be a minimum of two site visitors assigned to visit a program. At least one visitor will be a member of IFNA's Education Committee, and one visitor will be from the country where the program is located. Visitors from the program's country will be selected from: (1) names of anesthesia professionals provided by the CNR or (2) from a list of names of anesthesia professionals requested from the program. The Education Committee will review the list(s) and select an anesthesia professional who is fluent in the native language and knowledgeable about education and regulation in the country where the program is located. Arrangements for an interpreter must be made by the program if necessary, since the visit will be conducted in English.

Coordination with Other Quality Assurance Agencies

A program seeking *IFNA Accreditation* may request that its on-site visit be coordinated with a visit by another accreditor or quality assurance agency. Examples of actions that might be taken to coordinate a visit are:

- IFNA on-site visitors might accompany another accrediting or quality assurance team during its site visit to the program with permission of both agencies.
- IFNA might approve a reasonable proposal from a program for a unique coordinated review process based on the program's explanation of its value.

The following steps are to guide the process for coordinating an on-site visit with another quality assurance agency:

1. The nurse anesthesia program submits a written request to the IFNA Executive Director for approval of an on-site visit to be scheduled at the same time as that of another accreditor or quality assurance agency (Agency). The request is forwarded to the Education Committee.
2. The nurse anesthesia program documents in writing that a coordinated on-site visit is acceptable to the other Agency.
3. The Education Committee approves the coordinated on-site visit or denies the request. If approved, an IFNA on-site visitor will be appointed.
4. A minimum of one IFNA on-site visitor from the program's country will be scheduled to accompany the visitor(s) from the other Agency. An on-site visitor from a foreign country may be approved for a valid reason.
5. The IFNA on-site visitor will need to observe all scheduled activities during the coordinated on-site visit to evaluate how the program is meeting IFNA Standards.
6. The program is responsible for paying fees associated with accreditation as required by IFNA and the other agency.

Appeals

Appeals

Since the primary purpose of APAP is to be collegial and improve education programs, IFNA does not anticipate very many appeals; however, the following procedure would be followed in the event of an appeal.

A program receiving a decision that it has been denied registration, recognition or accreditation can appeal that decision to an appeal panel within 60 days of the decision. This also applies to a program receiving a notice that its accreditation will be revoked. A program's approval status will not be altered during the time of appeal. Failure to file an appeal results in the Education Committee's decision being final.

After the Education Committee receives a written request from the program to appeal a decision, the program will be presented with a list of at least 5 anesthesia professionals from IFNA member countries. The program can select 3 to serve on the appeal panel who are free from conflicts of interest. The selected appeal panel will then be appointed by the IFNA Executive Committee. Both the program and Education Committee will be asked to submit written statements and supporting documentation to describe their cases. Oral presentations are not a part of the appeal process.

The appeal panel will consider the materials in a timely manner and make a decision. A decision by the appeal panel to uphold or reverse the decision of IFNA will be final. The program, the IFNA Education Committee Chair and the IFNA President will be notified of the decision.

Conflicts of interest

Anyone involved in the approval process should avoid situations where there is a potential conflict of interest. Education Committee members, site visitors, and IFNA's Board of Directors are to excuse themselves from reviewing: their own programs; programs where they have been paid for services; and programs where they have produced any work product alone or with program faculty during the last 5 years.

Public and Confidential Information

Some documents and meetings are considered public and some are considered confidential.

Public Information

Public information will be made available as follows:

- A final decision for registration, recognition or accreditation will be posted on IFNA's website. This includes decisions for approval, withdrawal and revocation.
- A decision to deny will not be published since the program was never approved.
- A list of programs and curriculums will be posted on IFNA's website

Confidential Information

Confidential information includes the following:

- Correspondence on the results of an approval review is confidential and distributed to the director and program official(s); however, a program is encouraged to distribute correspondence within its university or conducting institution.
- A program's application, self - study, or any other materials submitted to the Education Committee are considered confidential unless permission is granted to share them. For example, a program would be asked for permission for IFNA to share its application, self - study, or any other material with other applicants.
- Meetings of the Education Committee, IFNA Executive Committee, Council of National Representatives, and appeals panel are not open to the public when programs are being considered for decisions.

Website Publication

A curriculum posted on the IFNA website (Approval Process for Anesthesia Programs → Approved Anesthesia Education programs for Non-Physicians) will usually consist of admission requirements, course titles, length of program, and the degree or certificate awarded to graduates.

Program Directors

All program directors must have consistent and regular contact with the program and involvement in the administration of the program and education of students. Program Directors in Accredited programs must be nurse anesthetists.

Renewal

A program successfully completing the application process will be approved for 5 years. This applies to all programs approved through the regular APAP process and those awarded Deemed Accreditation Status; programs awarded Deemed Accreditation Status will not be approved for longer than the period of time granted by their official approval agency - not to exceed 5 years. If a program has valid reasons (e.g. substantial change of the curriculum) to postpone the renewal process an extension of one (1) year can be given.

Approved APAP programs will be notified in advance of their need to renew. Renewal of an application will be expected to show progress toward meeting any *IFNA Education Standards for Preparing Nurse Anesthetists* that were not met during the last review. Of particular interest are a program's efforts to implement any recommendations made by the IFNA Education Committee. Since the primary purpose of APAP is to be collegial and improve education programs, the ability or willingness of a program to implement recommendations for improvement may influence approval of a renewal application. Decisions for renewal will be based on a program's meeting current eligibility requirements, its ability to comply with the Education Standards, and its attempts to continually improve.

- **Registration**: Renewal consists of meeting eligibility requirements, updating the program's application, and submitting a signed pledge that the program will meet IFNA's Education Standards to the best of its ability. Required signatures include the current program director and authority responsible for the anesthesia program (Officer in charge).
- **Recognition**: Renewal consists of meeting eligibility requirements, updating the program's application and submitting a signed pledge that the program will meet IFNA's Education Standards to the best of its ability. Required signatures include the current program director and authority responsible for the anesthesia program (Officer in charge). A curriculum audit must provide evidence that the program meets any new curricular requirements in the IFNA Education Standards. Changes in the program that have occurred during the previous 5 years must be presented to IFNA at the time of renewal.
- **Accreditation**: Renewal consists of meeting eligibility requirements, updating the program's application or self-study to meet any new requirements or changes in the IFNA Education Standards and submitting a signed pledge that the program substantially meets IFNA's Education Standards. Signatures include the current program director and authority responsible for the nurse anesthesia program (Officer in charge). Changes in the program that have occurred during the previous 5 years must be presented to IFNA at the time of renewal. Accredited programs may be asked to complete a new self-study and host an on-site visit as part of the renewal process if program documents or other information indicate a problem(s) with meeting the Education Standards.
- **Deemed Accreditation Status**: Renewal consists of meeting eligibility requirements, updating the program's application and submitting proof of continued approval by the governmental or non-governmental standards under which it operates. A copy of the official correspondence from the accrediting or quality assurance agency that confirms its approval of the nurse anesthesia program based on meeting the official standards is required. Programs will be asked to verify that the standards have not changed since Deemed Accreditation Status was last awarded. Changes in previously approved standards must demonstrate that they are at least equivalent to IFNA's Education Standards.

Note: During the 5 year accreditation period, programs are to notify IFNA's APAP Manager (APAP@ifna-site) of any substantive changes in the official education standards under which it operates; a copy of the new standards is to be sent with

the notification. An assessment will be made by the Education Committee to decide if the new education standards are at least equivalent to IFNA's Education Standards. The program will be notified if Deemed Accreditation Status is unchanged or if the program is no longer qualified for this category.

Failure to Renew

Programs failing to renew by a stated deadline will be eliminated from the list of approved programs on IFNA's website.

Complaints

IFNA does not consider complaints against anesthesia programs, faculty or students. Due to the wide variation of institutional and governmental requirements, complaints should be addressed at the local level.

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Change in Registration Process

Change in Deemed Accreditation Process

Approved by the IFNA Board of Officers, Budapest May 2017

Appendixes - Steps in Approval Processes

Appendix A

Registration

Steps in IFNA Registration Process

INITIAL APPROVAL

The following steps are to guide the process leading to IFNA Registration:

The sequence of registration review will normally be as follows:

- Nurse anesthesia program obtains an application for Registration from IFNA's website at: <http://ifna.site/ifna-accreditation-program/approval-process-for-nurse-anesthesia-programs/>
- Nurse anesthesia program completes the application form and submits it by e-mail to the IFNA Executive Office ifna.rod@wanadoo.fr who distributes it to Education Committee.
- The APAP manager notifies the program director if the program is eligible or not.
- After reviewing the application material, the Education Committee will make a decision to approve or not approve the program and assign the category of approval. A majority of Education Committee members must approve the decision
- The Nurse Anesthesia program is notified of final decision and effective dates of Registration in a letter signed by the IFNA Education Committee Chair.
- The Certificate is signed by IFNA President and IFNA Education Chair and sent to program.
- The program's status and curriculum is posted on IFNA's website by IFNA Executive Director.

Appendix B

Recognition

Steps in IFNA Recognition Process

INITIAL APPROVAL

The following steps are to guide the process leading to IFNA Recognition:

The sequence of recognition review will normally be as follows:

- Nurse anesthesia program obtains an eligibility application for Recognition from IFNA's website at: <http://ifna.site/ifna-accreditation-program/approval-process-for-nurse-anesthesia-programs/>
- Nurse anesthesia program completes the application form and submits it by e-mail to the IFNA Executive Office ifna.rod@wanadoo.fr who distributes it to the Education Committee.
- The Education Committee Chair notifies the program director if the program is eligible or not.
- Eligible programs are sent an audit form by the Education Committee Chair to complete.
- Nurse anesthesia program submits the completed audit form to the Education Committee Chair.
- The Education Committee reviews the completed application. This includes an audit of its curriculum to demonstrate substantial compliance with the "Content of Program Curriculum" in the Educational Standards.
- After reviewing the material, the Education Committee will make a decision to approve or not approve the program and assign the category of approval. A majority of Education Committee members must approve the decision. If a majority vote cannot be reached, the application will be forwarded to the IFNA President for a decision by the Board of Officers.
- The decision is forwarded to the IFNA President as a recommendation to the Board of Officers. (The IFNA Board of Officers can act for the Executive Committee and CNR between meetings.)

- The Board of Officers will either agree with the recommendation or send it back to the Education Committee with a reason why it is to be reconsidered.
- Returned applications will be evaluated to determine if the Education Committee's original decision should be changed. If a new decision is made that agrees with the Board of Officer's recommendation, the disagreement is resolved. If the Education Committee does not change its original decision, the application is forwarded to the Executive Committee and/or CNR for a decision.
- Nurse anesthesia program is notified of final decision and effective dates of Registration in a letter signed by the IFNA Education Committee Chair.
- Certificate signed by IFNA President and IFNA Education Chair is sent to program.
- Program's status and curriculum is posted on IFNA's website by IFNA Executive Director.

Appendix C

Accreditation

Steps in IFNA Accreditation Process

INITIAL APPROVAL

The following steps are to guide the process leading to IFNA Accreditation:

The sequence of Accreditation review will normally be as follows:

- Nurse anesthesia program obtains an eligibility application for Accreditation from IFNA's website at: <http://ifna.site/ifna-accreditation-program/approval-process-for-nurse-anesthesia-programs/>
- Nurse anesthesia program completes the application form and submits it by e-mail to the IFNA Executive Office ifna.rod@wanadoo.fr who distributes it to the Education Committee.
- Education Committee reviews application and asks for additional information, if needed.
- The Education Committee Chair notifies the program director if the program is eligible or not.
- The Education Committee Chair sends an eligible program a self-study document to complete.
- The APAP Manger or designee sends the program student and faculty evaluations to complete.
- Nurse anesthesia program submits the completed self-study and enclosures to the Education Committee Chair.
- Nurse anesthesia program submits completed evaluations to APAP Manger or designee.
- The Education Committee Chair assigns a team of on-site visitors, designates one as Team Chair, sets an appropriate number of days for the visit, and notifies the program.
- The Team Chair plans the on-site visit (dates & schedule) in collaboration with the Program Director.
- The program hosts the on-site visit and completes a post-visit evaluation upon request.

- The Team Chair leads the Team Member(s) in writing a summary report of the on-site visit. The summary report is reported verbally to the program on the last day of the visit, and sent as a written report to the Education Committee Chair.
- The Education Committee Chair sends the written summary report of the on-site visit to the Program Director and explains the steps leading up to an accreditation decision.
- After reviewing the summary report of the on-site visit and any related material, the Education Committee makes a decision to approve or not approve the program and assign the category of approval. A majority of Education Committee members must approve the decision. If a majority vote cannot be reached, the application will be forwarded to the IFNA President for a decision by the Board of Officers.
- The decision is forwarded to the IFNA President as a recommendation to the Board of Officers. (The IFNA Board of Officers can act for the Executive Committee and CNR between meetings.)
- The Board of Officers will either agree with the recommendation or send it back to the Education Committee with a reason why it is to be reconsidered.
- Returned applications will be evaluated to determine if the Education Committee's original decision should be changed. If a new decision is made that agrees with the Board of Officers' recommendation, the disagreement is resolved. If the Education Committee does not change its original decision, the application is forwarded to the Executive Committee and/or CNR for a decision.
- The nurse anesthesia program is notified of the final decision, effective dates of Accreditation, and date of next review in a letter signed by the IFNA Education Committee Chair.
- A certificate signed by IFNA President and IFNA Education Chair is sent to program.
- Program's status and curriculum is posted on IFNA's website by IFNA Executive Director.

Appendix D

Deemed Accreditation Status

Steps in IFNA Accreditation Process

INITIAL APPROVAL

The following steps are to guide the process leading to IFNA Accreditation by deemed status:

- The Nurse anesthesia program obtains an eligibility application for Deemed Accreditation Status from IFNA's website at: <http://ifna.site/ifna-accreditation-program/approval-process-for-nurse-anesthesia-programs/>
- A Nurse anesthesia program submits a completed application form, the governmental or non-governmental standards, under which it operates, a current copy of the official correspondence from the accrediting or quality assurance agency that is based on meeting the required standards, the length of approval awarded to the program, and an application fee (1500 Swiss Francs) to the IFNA Executive Office at ifna.rod@wanadoo.fr. Documents must be in English.
- The IFNA Executive Director distributes the application and standards to the Education Committee, APAP Manager & IFNA President.
- Education Committee reviews application to determine if the program is eligible for accreditation and asks for additional information, if needed.
- The APAP Manager notifies the program director if the program is eligible or not according to established criteria. An eligible program is given an estimated timeline as to when an accreditation decision will be made.
- The APAP Manager and Education Committee complete a comparison (crosswalk) of the official education standards, under which the applicant program operates, to determine equivalency to IFNA's Education Standards.
- The comparison will be forwarded to the IFNA President for approval by the Board of Officers (The IFNA Board of Officers can act for the Executive Committee and CNR between meetings).
- Subsequent to approval of the comparison the Education Committee may grant approval to programs operating under the same national standards.

- If the standards are not equivalent, the program is notified that it is not eligible for Deemed Accreditation Status but can apply for other categories for which it is eligible.
- If the standards are at least equivalent, the program is notified that it is eligible for Deemed Accreditation Status.
- After reviewing all available material, the Education Committee makes a decision to approve or not approve the program and assigns the category of approval. The length of APAP Accreditation is limited to that of the official approval agency at the last time the program was approved. APAP Accreditation will not exceed 5 years.
- A majority of Education Committee members must approve the decision.
- The nurse anesthesia program is notified of the final decision, effective dates of Accreditation, and date of next review in a letter signed by the APAP Manager.
- A certificate signed by IFNA President and IFNA Education Chair is sent to program.
- Program's status and curriculum is posted on IFNA's website by the IFNA Webmaster or designee.

Appendix E

Steps in Registration Renewal Process

RENEWAL

The following steps are to guide the process leading to renewal of IFNA Registration:

Application Process

- APAP Manager notifies the anesthesia program, approximately 6 months in advance of the Recognition's expiration date, that it needs to apply to renew its IFNA Registration.
- At the time of notification, the APAP Manager requests that the program submit the following:
 - Evidence that it meets eligibility requirements
 - An updated application
 - A signed pledge by the program director and officer in charge that the program will meet IFNA's Education Standards to the best of its ability
 - A brief overview of the curriculum (to be posted at the end of a successful renewal process - example attached to the application).

Review Process

- All documents are sent to the Education Committee by the APAP manager with a request to review the documents and consider the following by a set deadline:
 - Is more information needed?
 - Does the program qualify for renewal?
 - Are there issues for the Education Committee to discuss?
- Each Education Committee member sends comments, opinions, etc. to the APAP Manager and fellow committee members for consideration. E-mail communication among the members need to resolve issues of concern.

Decisions

- After reviewing all material, the Education Committee makes a decision to approve or not approve the program for renewal of Registration. A majority of Education Committee members must approve the decision.
- Since a program that applies for Registration is not evaluated and the curriculum is published for information only, no further approval by the IFNA Board of Officers is needed. (The IFNA Board of Officers can act for the Executive Committee and CNR between meetings.)

- Nurse anesthesia program is notified of final decision and effective dates of renewed Registration in a letter signed by the IFNA APAP Manager.

Awards

- Certificate signed by IFNA President and IFNA Education Chair is sent to program.
- Program's status and curriculum is posted on IFNA's website by IFNA Webmaster with a note that it is being posted for information only since it has not undergone review.

Appendix F

Steps in Recognition Renewal Process

RENEWAL

The following steps are to guide the process leading to renewal of IFNA Recognition.

Application Process

- APAP Manager notifies the anesthesia program, approximately 6 months in advance of the Recognition's expiration date, that it needs to apply to renew its IFNA Recognition.
- At the time of notification, the APAP Manager also sends the program director a *Recognition Renewal Application* with a list of required documents and a deadline for submission of material.
- The program is instructed to submit the following documents in English:
 1. A completed application - *Renewal Application for Nurse and Non-physician Anesthesia Program - Recognition*.
 2. Evidence in the form of a letter, certificate, etc. to show authorization from a governmental or private entity that the program has official status (if available in the country).
 3. CV or resume of the program director or program leader.
 4. A list of course titles and course descriptions.
 5. A brief overview of the curriculum (to be posted at the end of a successful renewal process - example attached to the application).
- Anesthesia program submits the completed Recognition Renewal Form and required documents to the APAP Manager who reviews documents for completeness.
- APAP Manager requests additional information from the program if needed.

Review Process

- All documents are sent to the Education Committee by the APAP manager with a request to review the documents and consider the following by a set deadline:
 - Is more information needed?
 - Does the program qualify for renewal?
 - Are there issues for the Education Committee to discuss?
 - Are there suggestions for the program?

Each Education Committee member sends comments, opinions, etc. to the APAP Manager and fellow committee members for consideration. E-mail communication among the members need to resolve issues of concern.

Evaluation Process

- The Education Committee reviews the completed program application and required documents. E-mail communication among the members need to resolve issues of concern.

Decisions

- After reviewing all material, the Education Committee makes a decision to approve or not approve the program for renewal of Recognition. A majority of Education Committee members must approve the decision. If a majority vote cannot be reached, the application will be forwarded to the IFNA President for a decision by the Board of Officers.
- The decision is forwarded to the IFNA President as a recommendation to the Board of Officers. (The IFNA Board of Officers can act for the Executive Committee and CNRs between meetings.)
- The Board of Officers will either agree with the recommendation or send it back to the Education Committee with a reason why it is to be reconsidered.
- Returned applications will be evaluated to determine if the Education Committee's original decision should be changed. If a new decision is made that agrees with the Board of Officer's recommendation, the disagreement is resolved. If the Education Committee does not change its original decision, the application is forwarded to the Executive Committee and/or CNRs for a decision.
- Nurse anesthesia program is notified of final decision and effective dates of renewed Recognition in a letter signed by the IFNA Education Committee Chair. Suggestions may or may not be offered to the program.

Awards

- Certificate signed by IFNA President and IFNA Education Chair is sent to program.
- Program's status and curriculum is posted on IFNA's website by IFNA Webmaster.

Appendix G

Steps in Accreditation Renewal Process RENEWAL

The following steps are to guide the process for renewal of IFNA Accreditation:

Application Process

- APAP Manager notifies the anesthesia program, approximately 6 months in advance of the Recognition's expiration date, that it needs to apply to renew its IFNA Accreditation.
- At the time of notification, the APAP Manager also sends the program director an *Accreditation Renewal Application* with a list of required documents and a deadline for submission of material.
- The program is instructed to submit the following documents in English:
 1. A completed application - *Renewal Application for Nurse Anesthesia Program - Accreditation*.
 2. Evidence in the form of a letter, certificate, etc. to show authorization from a governmental or private entity that the program has official status (if available in the country).
 3. CV or resume of the program director or program leader.
 4. A list of course titles and course descriptions.
 5. A brief overview of the curriculum (to be posted at the end of a successful renewal process - example attached to the application).
- Anesthesia program submits the completed Recognition Renewal Form and required documents to the APAP Manager who reviews documents for completeness.
- APAP Manager requests additional information from the program if needed.

Review Process

- All documents are sent to the Education Committee by the APAP manager with a request to review the documents and consider the following by a set deadline:
 - Is more information needed?
 - Does the program qualify for renewal?
 - Are there issues for the Education Committee to discuss?
 - Are there suggestions for the program?
- Each Education Committee member sends comments, opinions, etc. to the APAP Manager and fellow committee members for consideration. E-mail communication among the members need to resolve issues of concern.

Evaluation Process

- The Education Committee reviews the completed program application, required documents, and correspondence.. E-mail communication among the members need to resolve issues of concern.

Decision Process

- After reviewing all material, the Education Committee makes a decision to approve or not approve the program for renewal of Recognition. A majority of Education Committee members must approve the decision. If a majority vote cannot be reached, the application will be forwarded to the IFNA President for a decision by the Board of Officers.
- The decision is forwarded to the IFNA President as a recommendation to the Board of Officers. (The IFNA Board of Officers can act for the Executive Committee and CNRs between meetings.)
- The Board of Officers will either agree with the recommendation or send it back to the Education Committee with a reason why it is to be reconsidered.
- Returned applications will be evaluated to determine if the Education Committee's original decision should be changed. If a new decision is made that agrees with the Board of Officer's recommendation, the disagreement is resolved. If the Education Committee does not change its original decision, the application is forwarded to the Executive Committee and/or CNRs for a decision.
- Nurse anesthesia program is notified of final decision and effective dates of renewed Recognition in a letter signed by the IFNA Education Committee Chair. Suggestions may or may not be offered to the program.
- Certificate signed by IFNA President and IFNA Education Chair is sent to program.
- Program's status and curriculum is posted on IFNA's website by IFNA Webmaster.

Appendix H

Steps in Deemed Accreditation Renewal Process RENEWAL

The following steps are to guide the process for renewal of IFNA Deemed Accreditation Option:

Application Process

- APAP Manager notifies the anesthesia program, approximately 6 months in advance of the Accreditation's expiration date, that it needs to apply to renew its IFNA Accreditation through the Deemed Accreditation Option.
- At the time of notification, the APAP Manager requests that the program submit the following:
 - Evidence that it meets eligibility requirements
 - An updated application.
 - A copy of the official correspondence from the accrediting or quality assurance agency that confirms its approval of the nurse anesthesia program and the length of approval awarded to the program.
 - Verification that the official standards have not changed since the last IFNA review. If the official standards have changed, the APAP Manager and Education Committee will complete a comparison (crosswalk) of the new or revised education standards, under which the applicant program operates, to determine equivalency to IFNA's Education Standards.
- A renewal fee of 1500 Swiss Francs) to the IFNA Executive Office at ifna.rod@wanadoo.fr.
- If the standards are not equivalent, the program is notified that it is not eligible for Deemed Accreditation Status but can apply for other categories for which it is eligible.
- If the standards are at least equivalent, the program is notified that it is eligible for Deemed Accreditation. After reviewing all available material, the Education Committee makes a decision to approve or not approve the program for renewal of Accreditation through the Deemed Accreditation Option. The length of APAP Accreditation is limited to that of the official approval agency at the last time the program was approved. APAP Accreditation will not exceed 5 years.

Decision

- A majority of Education Committee members must approve the decision
- The nurse anesthesia program is notified of the final decision, effective dates of Accreditation, and date of next review in a letter signed by the APAP Manager.

Awards

- Certificate signed by IFNA President and IFNA Education Chair is sent to program.
- Program's status and curriculum is posted on IFNA's website by IFNA Webmaster or designee.