# Clinical Research Nurse Certification by Portfolio

# Candidate Handbook



**COMMITTED TO CLINICAL RESEARCH EXCELLENCE**

## TABLE OF CONTENTS

# 1   INTRODUCTION

The purpose of the Clinical Research Nurse Certification Council (CRNCC) is to establish and maintain excellence in the specialty practice of clinical research nursing through credentialing (CRN-BC™). The CRN-BC™ directly or indirectly impacts the care of clinical research participants across the care continuum in all clinical specialties and settings, ensuring protection of consumers engaged in clinical research and the public who benefit from research discovery.

*Certification* has been defined by the American Board of Nursing Specialties (ABNS, 2005) as "the formal recognition of the specialized body of knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes" (para. 1).

Specialty nursing certification is relevant to every area of nursing practice. Nurses across nursing roles and practice settings can impact health care quality by demonstrating their specialty knowledge and their commitment to lifelong learning through certification.

Certified clinical research nurses (CRN-BC™) contribute their expertise, knowledge, and skill in clinical research involving human subjects. The mission of the CRNCC is to promote human subjects' protections and fidelity to the research protocol by supporting commitment to practice excellence, continuing competence, and lifelong learning in the specialty practice of clinical research nursing.

Continuing competence is the ongoing professional responsibility of a clinical research nurse to obtain, integrate, and apply current knowledge and skills required to practice safely, effectively, and ethically in designated roles and settings.

A workgroup of subject matter peers was established by the International Association of Clinical Research Nurses (IACRN) to explore clinical research nursing certification by portfolio. As the basis for certification development, the work group defined continuing competence as:

- A professional and ethical obligation for safe practice.
- Protection of the public and advancement of the profession through ongoing development of individual nurses.
- A shared responsibility among individual nurses, the profession, regulatory bodies, certification agencies, professional associations, educators, and care organizations/workplaces.
- Evolving as it builds upon previous competence and integrates new evidence.
- Dynamic, fluid, and impacted by many factors as nurses enter new roles and new settings.

An important goal of specialty certification is consumer protection—to ensure consumers receive health care from knowledgeable clinical research nurses.  Recertification procedures were developed as part of CRNCC's efforts to ensure the continuing competence of its certificants.

Clinical research nursing is the specialized practice of professional nursing focused on maintaining equilibrium between care of the research participant and fidelity to the research protocol. This specialty practice incorporates human subject protection; care coordination and continuity; contribution to clinical science; clinical practice; and study management throughout a variety of professional roles, practice settings, and clinical specialties.

Certification as a clinical research nurse demonstrates the individual's commitment to practice excellence, continuing competence, and lifelong learning.  The CRN-BC™ credential represents the only nursing certification that recognizes expertise as a clinical research nurse. It is earned through completion of a professional portfolio that validates the applicant's role performance in clinical research nursing.

*American Board of Nursing Specialties. (2005). A Position Statement on the Value of Specialty Nursing Certification. Retrieved from*
*http://www.nursingcertification.org/resources/Documents/research/value_certification.pdf*

## 2  ELEMENTS OF INITIAL CRN CERTIFICATION

This process is to be used when applying for initial certification by portfolio (e.g., first time applying for certification, reapplying after failure to achieve initial certification, or applying for certification after certification has expired).

### 2.1  CERTIFICATION PROCESS

Elements of the initial certification by portfolio are described in this handbook. All certification documents must be submitted in English. Certification by portfolio will be based solely on the submitted application materials. Candidates for certification must meet all eligibility requirements for certification and submit evidence of the required documentation. Briefly, candidates must:

- Complete the Certification Application form
- Complete a minimum number of contact hours of continuing education in **clinical research.**
- Choose at least two of five professional activity options to document their *expertise and engagement* in the role of clinical research nurse.
- Write an exemplar describing their performance and development as an expert CRN in four key areas: professional growth, professional practice, team focus and interprofessional collaboration, and quality and safety. (Initial application only)
- Provide a current resume using the template found in Appendix E (Initial application only)

### 2.2  CERTIFICATION FEES AND DEADLINES

#### 2.2.1  APPLICATION SUBMISSION WINDOW AND FEES

| Certification Application Windows and Fees* | | |
|---|---|---|
| **Initial Certification** | **Fees** | **Application Window** |
| | | |
| IACRN Member | $345 | March 1- April 1 |
| | | September 1- October 1 |
| Non-member | $495 | March 1- April 1 |
| | | September 1- October 1 |
| *All fees, once paid, are non-refundable and non-transferable | | |

### 2.2.2 APPLICATION DATES AND DEADLINES

| Initial Certification & Rectification Application Dates and Deadlines | | | | |
|---|---|---|---|---|
| Certification Application Deadline | Certification Beginning Date | Recertification Application Deadline | Certification Expiration | Recertification Beginning Date |
| April 1, 2021* | July 2021 | September 1, 2025 | December 31, 2025 | January 1, 2026 |
| October 1, 2021 | January 2022 | September 1, 2026 | December 31, 2026 | January 1, 2027 |
| April 1, 2022* | July 2022 | September 1, 2026 | December 31, 2026 | January 1, 2027 |
| October 1, 2022 | January 2023 | September 1, 2027 | December 31, 2027 | January 1, 2028 |
| April 1, 2023* | July 2023 | September 1, 2027 | December 31, 2027 | January 1, 2028 |
| October 1, 2023 | January 2024 | September 1, 2028 | December 31, 2028 | January 1, 2029 |
| April 1, 2024* | July 2024 | September 1, 2028 | December 31, 2028 | January 1, 2029 |
| October 1, 2024 | January 2025 | September 1, 2029 | December 31, 2029 | January 1, 2030 |
| April 1, 2025* | July 2025 | September 1, 2029 | December 31, 2029 | January 1, 2030 |
| October 1, 2025 | January 2026 | September 1, 2030 | December 31, 2030 | January 1, 2031 |
| April 1, 2026* | July 2026 | September 1, 2030 | December 31, 2030 | January 1, 2031 |
| October 1, 2026 | January 2027 | September 1, 2031 | December 31, 2031 | January 1, 2032 |

## 2.3 CERTIFICATION DESIGNATION

Use of the designation Clinical Research Nurse – Board Certified™ (CRN-BC™) is restricted to Registered Nurses (RNs) holding current certification by the CRNCC. Unencumbered Registered Nurse (RN) license or country specific nursing registration as an RN must be maintained throughout the certification period. Any CRN-BC™ whose certification has expired or been revoked for any reason may no longer use the letters CRN-BC™ to denote certification.

## 2.4  APPLICANT AUDITS

Audits of incoming applications for initial submission or recertification will occur on a regular basis, at about the rate of 1 out of every 10 applications. The CRNCC review committee reserves the right to audit an application at their discretion. It is advised that as the applicant is completing the application process, he/she create a file of the documents that will be required should an audit occur.

## 2.5  APPLICANT RESPONSIBILITIES

It is the responsibility of the individual applicant to notify and maintain a current email address with the CRNCC. CRNCC is not responsible for information that fails to reach an applicant.

Please note, CRNCC records are maintained separately from the International Association of Clinical Research Nurses (IACRN) records.

### 2.5.1  FAILURE TO MEET CERTIFICATION CRITERIA

Certification will be denied for any of the following reasons:

- Falsification of application
- Misrepresentation
- Failure to meet criteria of CE/PA per policy
- Failure to provide requested contact hour certificates and/or documents requested during an audit
- Failure to meet experiential requirement
- Lack of current unencumbered RN license
- Failure to apply by deadline

Each candidate's application is peer-reviewed based entirely on information submitted in the application. Insufficient information or failure to document qualification requirements may result in a portfolio that does not meet certification requirements. Candidates not meeting qualification requirements and/or applications unable to provide sufficient documentation will not be considered for CRN certification.

# 3 INITIAL CERTIFICATION PORTFOLIO SUBMISSION PROCESS

## 3.1 STEP 1 – CONFIRM PRACTICE HOURS AND LICENSURE

To be eligible for CRN-BC™ certification by portfolio, the registered nurse must meet the following requirements:

**Licensure**

- Document current and unencumbered RN license on Certification Application
- 2 years minimum as an RN at time of application for certification

**Specialty Practice**

- Attest to a minimum 4000 practice hours in the clinical research nurse role (not including hours in residency or orientation) in the previous 3 years at time of application for certification.
- Include practice hours per year for each position held in clinical research in the EXPERIENCE section of the resume.

## 3.2 STEP 2 – DOCUMENT CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development (CPD) is the term used to describe the learning activities professionals engage in to develop and enhance their knowledge, skills and performance. The learning activities may be in the form of those they attend as a learner (e.g., webinars, conferences, journal clubs) or those they initiate or develop (e.g., presentations, publications, academic courses, membership in professional nursing organizations). For the purposes of CRN certification, the activities that the CRN **attends** will be considered continuing education (CE) activities and those in which they **participate** (i.e., initiate or develop) will be considered professional activities (PA). A total of 100 points will be required: a minimum of 36 and a maximum of 50 CE points; and a minimum of 50 and a maximum 64 PA points (in at least 2 categories) are required for initial certification.

### 3.2.1 STEP 2A – COMPLETE CONTINUING EDUCATION (CE) RECORD

CE activities are those that the applicant **attends** for which they earn CE points from an approved provider, as described below. A **minimum of 36 points and maximum of 50 points** over the previous 3 years are required. One contact hour is equivalent to one CE point.

For initial certification, all CE activities **MUST** be in clinical research. No topics other than clinical research will be accepted. If a certificant attends a conference/activity that has a primary focus of clinical topics, to claim only the session(s) that apply to clinical research, (1) submit the CE certificate with the total number of CEs for the conference/activity and document in the "comments" column on the CE Documentation Record that only *X* number of contact hours were specific to clinical research (every 30 minutes = 0.5 contact hours). (2) Please

include the conference/activity agenda to assist reviewers in confirming CE hours specific to clinical research. Activities may be used only once in the application. CE activities may be in any format including, but not limited to courses, conferences/workshops, independent study modules, journal articles, and online continuing education offerings. The CE activity **MUST** be offered by an approved/accredited provider/approve of:

- Nursing education (Continuing Nursing Education [CNE]/Nursing Continuing Professional Development [NCPD]
- Continuing medical education (CME)

The CE certificate must contain language that supports the activity is from an **accredited** or **approved provider** or an **accredited approver**. SoCRA and ACRP CEs do not meet CRN certification requirements, **unless** there is the additional statement on the certificate issued that states the activity is from an **accredited** or **approved provider** or an **accredited approve** (See Appendix A for examples).

Continuing professional development (CPD) hours

- Continuing Professional Development is the term used to describe the learning activities professionals engage in to develop and enhance their abilities. CPDs are earned at the same rate of hours as CEs. CPDs for nurses offered by accredited providers are most commonly available in countries outside the US, such as the UK, Canada, and western Europe. CRN applicants wishing to earn credit for their CRN-BC application using CPD must submit an official "certificate" issued by an approved CPD provider stating the number of CPD hours/credits earned for the activity.

The applicant must provide evidence of meeting these requirements by:

- o Completing and submitting the CE Documentation Record (See Appendix B for sample)
  - o See the Application Checklist for appropriate file naming convention to be used
- o Submitting **ONLY** certificates listed on the CE documentation form
  - o See the Application Checklist for appropriate file naming convention to be used

### 3.2.2 STEP 2B – COMPLETE PROFESSIONAL ACTVITIES (PA) RECORD

In addition to meeting the minimum CE requirement outlined in section 3.2.1, the applicant must provide evidence of professional activities (PA) in a minimum of two of the five PA categories. Professional activities are those in which the applicant **participates** (i.e., initiates or develops). A **minimum of 50 points and maximum of 64 points** are required. Professional activity points may be earned at any time during the 5-year window proceeding submission of an application for certification. There is no requirement that points be earned annually. The

combination of CE points (Step 2A) and professional activity points (Step 2B) MUST equal the required 100 points.

There are 5 categories of Professional Activities (PA):

- Clinical research podium and poster presentations, and webinars/podcasts
- Scholarly editing and writing on clinical research
- Research and scholarly projects
- Advanced professional activities
- Academic education

For initial certification, all PA activities **MUST** be in clinical research except where noted in categories 2, 3 and 4. Activities may be used only once in the application.

Instructions for completing the Professional Activity Record:
- Activity Title: Enter the name of the activity title. Include the name of your presentation or poster title, citation/reference of the publication, book/chapter title, committee member or chair position held (name of organization/committee and position held), name of academic course, or the name and position held on a committee.
- Date of PA: Enter the date the activity occurred. If applicable record start date and end date (e.g., coursework, leadership terms)
- Professional Activity (PA): From the drop-down options, chose the category for the PA entry.
- Activity Description: From the Category Tabs, chose the Activity Description that fits the PA entry. Use only the red categories listed on the category description tabs. For example:
    - Post/Orig/No CE/Dev and Present/2pt
    - AU/articl/PRjournal/10 points first author 8 points other author
    - OrigResearch/published/8 points co-PI
    - IACRNChair/5 points
    - Quarter1credit/12.5 points
- Number of Earned PA Points: From the Category Tab on the spreadsheet or the Candidate Handbook sections 3.2.2.1 – 3.2.2.5 below, enter the points allocated for the PA you are recording.
- Activity Sponsor: Who sponsored the activity; the institution or group where the presentation occurred, the book/chapter publisher, committee affiliation, name of program and institution for academic courses
- Accredited provider: If the PA was offered for CE credit, list the approved or accredited provider (e.g., Ohio Nurses Association).

The applicant must provide evidence of meeting these requirements by:

- Completing and submitting the Professional Activity Record
    - See the Application Checklist for appropriate naming convention to be used
    - See Appendix C for examples of how an applicant might accrue the required points over a 5-year period.

## 3.2.2.1 CATEGORY 1: CLINICAL RESEARCH PRESENTATIONS

Presentations are scored based on type and length of activity as well as if the activity offers CE credit, as outlined in section 3.2.1. Presentations (both virtual and in-person) may be used only once in the application. For example, credit cannot be given for repeating presentations. A **maximum of 35 points** is allowed.

All content must be related to clinical research. If the applicant is audited, a copy of the presentation PowerPoint or poster, a copy of the conference agenda, or a letter of acknowledgement from the event organizer that stipulates title and date of presentation must be submitted upon request.

Scoring of Presentations

a. Podium presentations of templated material **(content not developed by the presenter)**, presented as a professional nursing or clinical research activity:
Each 1 hour of podium presentation = 1 point (must be 30-60 minutes in length)
b. Original community or hospital/unit-specific presentation (in-service) **not offered for CE credit (i.e., not vetted by approved provider):**
Each 30 minutes of presentation = 1 point (1-hour presentation = 2 points)
c. Original podium presentation at a professional nursing or clinical research conference or educational activity **offered for CE credit (i.e., vetted by approved provider):** Each 30 minutes of podium presentation = 2 points (e.g., 1-hour presentation = 4 points; points awarded the same for all presenters if there are multiple speakers)

Scoring of Webinar/Podcast:

a. Webinar/podcast of templated material (**content not developed by the presenter**), as a professional nursing or clinical research activity:
Each 30 minutes of presentation = 1/2 point (1-hour presentation = 1 points)
b. Original webinar/podcast presented as a professional nursing or clinical research activity **not offered for CE credit (i.e., not vetted by approved provider**:
Each 30 minutes of presentation = 1 point (1-hour presentation = 2 points)
c. Original webinar/podcast presented as a professional nursing or clinical research educational activity **offered for CE credit (e.g., vetted by approved provider):**
Each 30 minutes of webinar/podcast presentation = 2 points (e.g., 1-hour presentation = 4 points)

Scoring of Poster:

a. Original community or hospital/unit-specific poster (in-service) **not offered for CE credit (i.e., not vetted by approved provider)**:
Poster development and presentation = 2 points
Poster development (co-developer) = 1 point
b. Original poster presentation at a professional nursing conference or clinical research conference or educational activity **offered for CE credit (e.g., vetted by approved provider)**:

Poster development and presentation =3 points
Poster development (co-developer) = 2 point

Scoring of Roundtable:

Round table leadership: Each 30 minutes of presentation = 1/2 point (1-hour presentation = 1 point)

## 3.2.2.2 CATEGORY 2: SCHOLOARLY EDITING AND WRITING

Publications may be used only once in the application. Authorship on a publication must meet the International Committee of Medical Journal Editors' criteria (See website definition): http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html.   A **maximum of 35 points** is allowed.

When documenting authorship of a publication on the PA Record, record the title in the published article/chapter/book in the activity column and record a searchable reference or doi in the "comments" section (See Appendix D).

If the applicant is audited, a copy of the publication must be submitted upon request. If this is not possible (e.g., CD/audiotape or thesis/dissertation), a letter of acknowledgement must be submitted from the publisher.

Scoring of publications

a. Author of hospital or unit-based/research-specific policies/standards of practice = 2 points per policy/SOP
b. Authorship of a column in a professional nursing newsletter = 2 points
c. Authorship of abstract or meeting proceedings **published** in a professional nursing journal = 3 points
d. Editor of research-specific hospital/department newsletter = 4 points
e. Editor of chapter newsletter for professional nursing organization (e.g., IACRN, ONS) = 5 points
f. Authorship of CE module for a commercial vendor = 5 points
g. Authorship of article **published in a non-refereed/non-peer-reviewed journal** (e.g., ACRP) = 7 points for first author; 5 points for other authors
h. Authorship of article **published in a refereed/peer-reviewed journal** = 10 points for first author; 8 points for other authors
i. Authorship of or contributor to professional specialty document (e.g., Scope & Standards) = 8 points
j. Author of a recurring column in a professional nursing journal = 8 points
k. Authorship of chapter in published book; single topic on CD or audiotape = 10 points
l. Guest editor for one issue of professional nursing journal = 10 points
m. Editor of a professional nursing newsletter =10 points for a minimum of 1 year in the role
n. Section editor of a professional nursing book = 15 points
o. Authorship of entire book, CD, audiotape = 20 points
p. Editor of entire professional nursing book = 20 points
q. Editor of a professional nursing journal = 20 points

### 3.2.2.3 CATEGORY 3: RESEARCH AND SCHOLARLY PROJECTS

Research and Scholarly Projects includes original research as well as Continuous Quality Improvement (CQI) and Evidence Based Practice (EBP) projects. A **maximum of 35 points** is allowed.

If the applicant is audited, a formal abstract must be submitted upon request for any unpublished/not yet published work along with a copy of the IRB/IEC determination.

Original research or EBP/CQI projects that are completed and published may claim points in both category #2 (published) and category #3 (complete but unpublished).

Scoring of research and scholarly projects

    a. CQI/EBP with clinical research focus **unpublished** = 5 points for primary investigator, 3 points for co-investigator
    b. Original research **unpublished** = 6 points for primary investigator, 4 points for co-investigator
    c. Chair or member of thesis/dissertation committee for nursing or allied health discipline = 8 points
    d. Chair or member of IRB/IEC = 8 points for chair, 5 points for member **per year**
    e. PhD dissertation from nursing or allied health discipline = 20 points
    f. DNP scholarly project = 15 points
    g. Master's thesis from nursing or allied health discipline = 10 points
    h. BSN CQI/EBP/capstone project = 5 points

For items b above, the original research category may only be used when the CRN is the principal investigator or co-investigator on investigator-initiated research and the idea/hypothesis of the research reflects the CRN's original work.

For items f, g, and h above, a copy of the university transcript demonstrating completion of the program must accompany the certification application for credit to be awarded.

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### 3.2.2.4 CATEGORY 4: ADVANCED PROFESSIONAL ACTIVITIES

Credit is given for leadership roles and active participation in nursing organizations or initiatives that exceed expectations/duties of the employment position held at the time the activity was conducted. A **maximum of 35 points** is allowed.

Scoring of professional activities

    a. Facilitate clinical research activity in the practice setting (e.g., chair weekly protocol team meetings, lead monthly meetings of a specific research group, train study teams) = 2 points **per year**
    b. State, regional, or national award related to clinical research = 2 points
    c. Officer of national specialty nursing organization = 3 points **per year**
    d. Officer of local chapter of specialty nursing organization = 3 points **per year**

e.   Committee member or chair for hospital-based or unit-based research council = 3 points **per year** (has attended 50% or more of meetings in service term)
f.   Committee member for local community initiative related to clinical research = 3 points **per year** (has attended 50% or more of meetings in service term)
g.   IACRN Committee chair or member = chair 5 points **per year**; members 3 points **per year** (has attended 50% or more of meetings in service term)
h.   Mentorship of novice investigators in protocol development and implementation – 80 hours of mentorship = 5 points (verification form required); maximum of two 5-point awards in the application
i.   Preceptorship of RN students or clinical research professionals: 80 hours of preceptorship = 5 points (verification form required); maximum of two 5-point awards in the application
j.   Nurse representative to a national or regional initiative related to clinical research (e.g., advisory board for a CTSA) = 5 points **per year** (has attended 50% or more of meetings in service term)
k.   Chair or member of community advisory board related to community research = 5 points **per year** (has attended 50% or more of meetings in service term)
l.   IACRN Board of Directors = 5 points **per year**
m.   Participation in a nursing leadership program = 5 points for fellow (preceptee) and 3 points for mentor participation. To qualify, the program must equal a minimum of 10 hours. A maximum of two 5-point awards allowed in the application (5 points for each 10 hours of participation) for fellows and a maximum of two 3-point awards allowed in the application (3 points for each 10 hours of participation) for mentors. Participation verification is required.

> NOTE: If CEs are awarded for the leadership program, the applicant may apply the CEs in the CE category or elect to use the PA points. Points may not be used in both CE and PA categories.

For items h and i above, a CRN Preceptor Form and/or CRN Mentorship Form must be submitted for any claimed hours. See each form for completion instructions.

If the applicant is audited, a letter must be submitted upon request from the nursing organization or the event organizer to verify the applicant's role for any of the above activities.

### 3.2.2.5 CATEGORY 5: ACADEMIC EDUCATION

Academic education (personal study) in the following courses only will be allowed: Methods, Statistics, Research, Translational Science. Credit will not be given for general education or other nursing courses.  A **maximum of 35 points** is allowed.

Scoring of academic education

- Semester work - 1 academic credit = 15 points
- Quarter work - 1 academic credit = 12.5 points
- 5 ½ week term - 1 academic credit = 6.25 points

To be used in the portfolio, education must be beyond the applicant's initial nursing degree (e.g., applicant with ADN returns to school for BSN; MSN returns to school for PhD). Please provide a separate statement of the course's specific application to clinical research nursing and your current nursing role. If the applicant is audited, a course description and transcripts may be requested.

**Note:** Academic teaching is used to meet experiential requirement; it is not a separate professional activity.

## 3.3  STEP 3 – COMPLETE RESUME

Please use the resume template found in Appendix E as a formatting guide to provide information about employment, education, professional affiliations, licenses and certifications, and awards.

State practice hours per year for each position held in clinical research in the EXPERIENCE section of the resume. Information about presentations and publications should NOT be included on the resume, but rather in Step 2B (3.2.2 Professional Activities).

## 3.4  STEP 4 – COMPLETE EXEMPLARS

An exemplar is a narrative or story about a topic that reflects the CRNs practice/experience/expertise. An exemplar is not a case study, a list of achievements, or a report. An exemplar should communicate your contributions and accomplishments that exemplify you as an expert clinical research nurse. It is important to include your thoughts, reflections, what you learned and, most important, describe how the experience contributed to development of your expertise as a CRN.

Your exemplar should provide evidence of clinical research nursing practice excellence specifically related to the following topics:

- Professional Development
- Professional Practice
- Team Focus and Interprofessional Collaboration
- Quality and Safety

For each exemplar, describe what was learned from the experience you are describing and how this experience allowed you to grow professionally as a CRN.  Include **how** the activity contributed to you professionally, your thoughts, your reflections and what you learned from the experience. Examples you use to illustrate your expertise in clinical research nursing should draw from your work in clinical research as opposed to other nursing experience. Exemplars must be recent (within 3 years) or current except for the Professional Development category which may be greater if it illustrates your development of current expertise. The exemplar is worth a **maximum of 64 points** (16 points for each topic). A **passing score of 45 points** is required.

The **TOTAL** word count for all 4 topics combined is a minimum of 1,000 words and **not to exceed** 1,500 words including topic headers. **Remember to include the topic headers before each of the 4 sections.** The exemplar should be typewritten and double-spaced, with applicant's name as a header in the upper left corner so it can be redacted for blinded review.

When writing your exemplar, **avoid** the following:
- Repeating content found on your resume
- Generalizations – best to focus on one activity to allow inclusion of all aspects of the exemplar rubric
- Over speaking/saying too much that doesn't focus on the activity/topic you are sharing. Communicate clearly and concisely
- Summary statements

Evaluation of each topic is based on:

- Relevance to domain/thoroughness of discussion (substantive response): 4 points
- Demonstrates higher level of expertise: 4 points
- Reflects best practices in clinical research nursing: 4 points
- Presentation of content (e.g., writing clarity, grammar; spelling, presentation directions followed): 4 points

Scoring rubrics are found in [Appendix F](#).

**Note:** Activities discussed in detail in the exemplar may also be documented in Step 2B (See 3.2.2 Professional Activities) to earn the required number of points for the portfolio. Points earned for the exemplar are separate from the points earned for Continuing Professional Development that includes both continuing education and professional activities.

### 3.4.1 PROFESSIONAL GROWTH

Focus on a specific situation/activity that has contributed to your professional growth and development as a CRN professional, including **how** the activity contributed, your thoughts, reflections and what you learned. This example should **not** summarize your work experiences as a CRN or list professional activities in which you have participated. It is **not** a recap of your resume. Accepted activities include but are not limited to the following:
- advanced education
- professional conference attendance
- poster or podium presentations
- professional award with demonstration of criteria
- nursing research/manuscript development

### 3.4.2 PROFESSIONAL PRACTICE

Focus your example on a description of recent or current ethical practice or professional leadership experience that best illustrates your CRN practice expertise and describes **how** this

experience contributes to your ethical practice as a CRN professional.  Accepted activities include but are not limited to the following:

- active participation/leadership in Shared Governance/other council structure
- active participation/leadership in Magnet Steering Council
- active participation/leadership in facility IRB/IEC
- active participation/leadership in local/state nurses association or other organizations that advance the profession
- demonstration of adherence to requirements of human subject protection during all aspects of clinical research

### 3.4.3  TEAM FOCUS AND INTERPROFESSIONAL COLLABORATION

Focus your example on a description of a recent or current activity that identifies your **involvement** (participation/leadership) in **developing** a team focus with interprofessional collaboration in the work setting. Describe, as a CRN, **how** this involvement in developing a team focused interprofessional collaboration contributed to your expertise as a CRN professional. Accepted activities include but are not limited to the following:

- active participation/leadership in collaborative practice team, Joint Commission/disease-specific certification interprofessional group
- facilitation and implementation of clinical research protocols through interprofessional or research team collaboration

### 3.4.4  QUALITY AND SAFETY

Focus your example on recent or current activities that identify your contribution to quality and safety outcomes in the CRN work setting and describe how this activity has contributed to your expertise as a CRN professional. Accepted activities include but are not limited to the following:

- active/leadership in quality and safety committees
- participation in quality and safety education
- participation in root cause analysis initiatives
- monitoring safety of research participants
- monitoring study integrity and quality of data

## 3.5  SUBMISSION INSTRUCTIONS

- Review qualifications and requirements for submission.
- Complete the following documents:

  - Certification Application
    - Indicate IACRN Member or Non-member status.
    - Title is the title given to your current position by your organization.
    - Role describes what you do (e.g., manager, educator, direct care provider, study coordinator, etc).
    - Complete attestation statements of RN licensure and clinical research practice hours in previous 3 years (excluding orientation or residency).

- [CE Documentation Record](#) and CE certificates earned
- [PA Documentation Record](#)
- Resume
- Exemplar

If Applicable, include:
- [CRN Preceptor Form](#)
- [CRN Mentorship Form](#)

- Use the [Application Checklist](#) for instructions on file naming and submission process
- Go to CRNCC.org to submit recertification application and required documents and fees
- Submit applications and questions to [https://www.crncc.org/contact](https://www.crncc.org/contact).
  - Please follow the naming convention instructions for documents
  - See Certification Application Window and Fees in [2.2.1](#)

For questions, contact [https://www.crncc.org/contact](https://www.crncc.org/contact).

See website for submission.

## 3.6   CRNCC REVIEW PROCESS FOR CERTIFICATION

Upon receipt of the candidate's application, the CRNCC review proceeds as follows:

**Administrative Intake and Review**

- A confirmation email is sent to the applicant upon receipt of the candidate's application
- An administrative review is conducted
  - Confirm all documents have been received
  - Confirm submission of appropriate payment submitted (IACRN member or nonmember fee)
  - Confirm applicant meets license and work experience qualifications
  - Confirm submission of CE points/hours
    - Minimum 36-point requirement recorded
    - CEs earned within the past 3 years
  - Confirm CE certificates on CE Documentation Record have been submitted
  - Confirm PA points
    - Minimum 50-point requirement recorded
    - Professional activities occurred within the previous 5 years
  - Confirm the resume template was followed and **hours worked per year are documented in the EXPERIENCE section of the resume**
  - Verify Exemplar word count; minimum of 1,000 words but does not exceed the maximum of 1,500 words

- Verify Exemplars include the following headings: Professional Growth, Professional Practices, Team Focus and Interprofessional Collaboration, and Quality and Safety

Note: CE approved providers, PAs approved for CRN certification, and the exemplar are not reviewed/scored at this point. Applications requiring administrative "management" to obtain/clarify information/documents may be charged an additional administrative fee of $20.

- Complete applications are blinded and forwarded to peer reviewers

**Peer-Review**

- CE hours/points are reviewed to determine if they meet requirements outlined in the CRN Candidate Handbook; meet the minimum 36-point requirement; were earned within the past 3 years; and are research related.
- PAs are reviewed to determine if they meet requirements outlined in the CRN Candidate Handbook; meet the minimum 50-point requirement; were earned within the past 5 years; and are research related.
- CEs and PAs are reviewed to ensure certification requirements are met.
- Approved CE and PAs are calculated to determine if the combined points = 100
- Exemplars are scored using the rubric for each of the 4 topics found in the CRN Candidate Handbook. The minimum passing score is 45 points
- Resume information and practice experience is confirmed
- Reviewer scores are submitted electronically to determine pass/fail status.
- Applicants are notified of their pass/fail status

# 4 ELEMENTS OF CRN-BC™ RECERTIFICATION

An important goal of specialty certification is consumer protection—to ensure consumers receive health care from knowledgeable clinical research nurses. Recertification procedures were developed as part of CRNCC's efforts to ensure the continuing competence of its certificants.

Continuing competence is the ongoing professional responsibility of a clinical research nurse to obtain, integrate, and apply current knowledge and skills required to practice safely, effectively, and ethically in designated roles and settings.

As the basis for certification, continuing competence is defined as:
- A professional and ethical obligation for safe practice.
- Protection of the public and advancement of the profession through ongoing development of individual nurses.
- A shared responsibility among individual nurses, the profession, regulatory bodies, certification agencies, professional associations, educators, and care organizations/workplaces.
- Evolving as it builds upon previous competence and integrates new evidence.
- Dynamic, fluid, and impacted by many factors as nurses enter new roles and new settings.

## 4.1 CERTIFICATION RENEWAL

This process is to be used when applying for recertification after certification has been achieved through the initial certification process. Elements of recertification are described in this section. Briefly, candidates must meet the qualifications for recertification that includes:

- Current CRN-BC™ certification
- Meet licensure and practice requirements
- Meet either option 1, option 2 or option 3 for continuing education (CE) and professional activity (PA) requirements.

Each recertification period shall be for 5 years, with the renewal application due September 1 of the year of expiration, occurring uniformly on December 31, of the fifth year.

| CE/PA Options for Renewal of Certification<br>(Select from <u>one</u> of the following 3 options) | | |
|---|---|---|
| **Option 1** | **Option 2** | **Option 3** |
| Accrual of a total of 75 CEs earned in clinical research.<br><br><br>*(Note: no CE in clinical practice and no professional activities are accepted in this option)* | Accrual of a minimum of 50 CEs in clinical research and the balance of CEs earned in clinical practice to total 75 points.<br><br>*(Note: no professional activities are accepted in this option)* | Accrual of a minimum 50 CEs in clinical research and the balance earned in professional activities to total 75 points.<br><br>*(Note: no CE in clinical practice is accepted in this option)* |
| All CE and professional activities (if option 3 is selected) must be earned in the most recent previous 5 years | | |

## 4.2  RECERTIFICATION FEES AND DEADLINE

It is the professional responsibility of the certificant to check the dates during which certification is valid and to make sure all materials necessary for renewal are submitted prior to the recertification deadline. To be considered on time, a completed application must be submitted by the recertification deadline. Applications received after the recertification deadline will not be processed and certification will expire unless the candidate has opted for the Late Filing Option (See 4.2.1).

The application fee must accompany the completed application. Incomplete and/or inaccurate applications will be acknowledged with a letter to the applicant stating the deficiencies and are subject to audit. Incomplete and/or inaccurate applications may be denied or assessed an administrative fee of $20. All application fees are non-refundable and non- transferable.

| Recertification Fees and Deadline | | |
|---|---|---|
| **Status** | **Fee** | **Deadline** |
| | | |
| IACRN Member | See website | September 1 |
| IACRN Non-member | See website | September 1 |
| All fees, once paid, are non-refundable and non-transferable | | |

### 4.2.1  LATE FILING OPTION (RECERTIFICATION ONLY)

Applications received after the recertification deadline will not be processed and certification will expire unless the candidate has opted for the *Late Filing Option*.

The Late Filing Option may be used by individuals who need additional time to submit the required fees and/or application for recertification. This option is not available for initial certification.

This extension is **not** for the purpose of obtaining additional contact hours or to earn additional experiential hours. To initiate the Late Filing Option the certificant must submit the form titled "Request for Late Application" prior to the *September 1 renewal deadline.* With initiation of the Late Filing Option, the recertification application, late filing fee, and application fee will be due at the time of the extended deadline of October 1.

| Late Filling Option | | |
|---|---|---|
| **Status** | **Fee** | **Deadline** |
| IACRN Members and IACRN Non-members | $45.00 | October 1 |
| All fees, once paid, are non-refundable and non-transferable | | |

Note: Contact hours and/or experiential hours earned between September 1 and October 1 cannot be applied to this recertification period. Hours earned between September 1 and December 31, of the last year of certification, may be applied to the next 5-year certification period.

### 4.2.2  CERTIFICATION RENEWAL DEADLINES & EXPIRATION DATES

| Rectification Application Deadlines and Expiration Dates | | | | |
|---|---|---|---|---|
| **Certification Application Deadline** | **Certification Beginning Date** | **Recertification Application Deadline** | **Certification Expiration** | **Recertification Beginning Date** |
| April 1, 2021* | July 2021 | September 1, 2025 | December 31, 2025 | January 1, 2026 |
| October 1, 2021 | January 2022 | September 1, 2026 | December 31, 2026 | January 1, 2027 |
| April 1, 2022* | July 2022 | September 1, 2026 | December 31, 2026 | January 1, 2027 |
| October 1, 2022 | January 2023 | September 1, 2027 | December 31, 2027 | January 1, 2028 |
| April 1, 2023* | July 2023 | September 1, 2027 | December 31, 2027 | January 1, 2028 |
| October 1, 2023 | January 2024 | September 1, 2028 | December 31, 2028 | January 1, 2029 |
| April 1, 2024* | July 2024 | September 1, 2028 | December 31, 2028 | January 1, 2029 |
| October 1, 2024 | January 2025 | September 1, 2029 | December 31, 2029 | January 1, 2030 |

| April 1, 2025* | July 2025 | September 1, 2029 | December 31, 2029 | January 1, 2030 |
| October 1, 2025 | January 2026 | September 1, 2030 | December 31, 2030 | January 1, 2031 |
| April 1, 2026* | July 2026 | September 1, 2030 | December 31, 2030 | January 1, 2031 |
| October 1, 2026 | January 2027 | September 1, 2031 | December 31, 2031 | January 1, 2032 |

* The April deadline for "initial" certification application is offered as a convenience for those who identify April as the best time of the year to submit their certification application. If the April date is selected, those candidates successful in obtaining their certification, will have an "initial" certification for 4 years 1/2 years. After the initial recertification, there is no difference in the two application submission dates (i.e., April or October).

## 4.3  RECERTIFICATION AUDITS

Audits of incoming applications for recertification will occur on a regular basis, at about the rate of 1 out of every 10 applications. The CRNCC review committee reserves the right to audit an application at their discretion. It is advised that as the applicant is completing the application process, he/she create a file of the documents that will be required should an audit occur.

## 4.4  CRN-BC™RESPONSIBILITIES

All communication shall be sent to the last known email address of nurses certified by the Clinical Research Nursing Certification Council (CRNCC).

It is the responsibility of the individual CRN-BC™ to notify and maintain a current email address with the CRNCC.  CRNCC is not responsible for information that fails to reach a CRN-BC™.

Please note that CRNCC records are maintained separately from the International Association of Clinical Research Nurses (IACRN) records

Each candidate's application is peer-reviewed based entirely on information submitted in the application. Insufficient information or failure to document qualification requirements may result in a portfolio that does not meet certification requirements. Candidates not meeting qualification requirements and/or unable to provide sufficient documentation will not be considered for CRN recertification.

### 4.4.1 FAILURE TO MEET RECERTIFICATION CRITERIA

Recertification will be denied for any of the following reasons:

- Falsification of application
- Misrepresentation
- Failure to meet criteria of 75 CE/PA per policy (See options 1, 2 and 3)
- Failure to provide requested contact hour certificates and/or documents requested during audit
- Failure to meet experiential requirement
- Lack of current unencumbered RN license
- Failure to apply by deadline

## 5   RECERTIFICATION PROCESS

### 5.1   RECERTIFICATION QUALIFICATIONS

Renewal of certification will be based solely on the submitted materials in the recertification application. Candidates for recertification must meet all the following eligibility requirements:

- Current CRN-BC™ certification
- Current and unincumbered RN license
- Work experience of 4,000 hours in clinical research in the 5-year certification term
- Demonstrated achievement of CE/PA activities through either Option 1 or Option 2 or Option 3

### 5.2   STEP 1 – CONFIRM PRACTICE HOURS AND LICENSURE

Complete and submit the application for recertification. To be eligible for renewal, the CRN BC™ registered nurse must meet the following licensure and specialty practice requirements:

**Licensure**

- Document current and unencumbered RN license on the Clinical Research Nurse Certification Application

**Specialty Practice**

- Attest to a minimum of 4000 practice hours in the clinical research nurse role (not including hours in residency or orientation) in the previous 5 years at time of application for renewal of certification.

## 5.3  STEP 2 – DOCUMENT CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development that includes both CE and PA is the term used to describe the learning activities professionals engage in to develop and enhance their knowledge, skills and performance. The learning activities may be in the form of those they attend as a learner and are awarded CEs (e.g., webinars, conferences, journal clubs) or those they initiate or develop (e.g., presentations, publications, academic courses, membership in professional nursing organizations). For the purposes of CRN certification, the activities that the CRN **attends** will be considered continuing education (CE) activities and those in which they **participate** (i.e., initiate or develop) will be considered professional activities (PA).  A total of 75 points will be required for recertification options below. **CE certificates claimed must be submitted with the application.**

### 5.3.1  PROFESSIONAL DEVELOPMENT OPTIONS

Recertification may be achieved by one of three options:
- **Option 1:** CE points earned with a focus only in clinical research to total 75 CE points
- **Option 2:** CE points with a minimum of 50 points in clinical research and the balance earned in clinical topics to total 75 CE points
- **Option 3:**  A Combination of CE and PA points to total 75 points.
  CEs must include a minimum 50 CEs with a focus only in clinical research and the balance earned in PA points to total 75 points. No CEs on clinical topics will be accepted in this option.

Points are accrued for recertification from the date of the candidate's initial certification submission deadline (April 1/October 1) or recertification submission deadline (September 1). Points earned after September 1 of the last year of the certification may be applied to the next certification period. Educational offerings should be listed in chronological order from the date of certification to the date of the recertification application.

### 5.3.2  COMPLETE CONTINUING EDUCATION (CE) RECORD

CEs are required for options 1, 2 and 3. CE certificates claimed must be submitted with the application. CE activities are those that the applicant attends for which they are awarded CEs. Points must be earned over the previous 5 years. One contact hour is equivalent to one CE point.

If using **Option 1,** all 75 CEs must be earned in a clinical research topic.

If using **Option 2**, a minimum of 50 CE points must be in clinical research (no maximum) with the balance in either clinical research or clinic topics for a total of 75 CE points.

When the certificant using option 2 attends a conference/activity focusing on clinical topics that also includes a session(s) on clinical research, the process to claim the research session(s) is: (1) submit the CE certificate with the total number of CEs for the conference/activity and (2) document in the "comments" column on the CE Record that *X* number of CEs were specific to

clinical research (every 30 minutes = 0.5 CEs) and/or X number of CEs are specific to clinical research. (3) Include the conference/activity agenda to assist reviewers in confirming CE hours specific to clinical research. Activities may be used only once in the application.

If using **Option 3**, a combination of CE and PA points (total 75 points) must include a minimum 50 CEs with a clinical research focus. The balance is earned in PA points to total 75 points. No clinical topic CEs will be accepted in this option.

For **Options 1, 2, and 3 the following applies:**

- CE activities may be in any format including, but not limited to courses, conferences/workshops, independent study modules, journal articles, and online continuing education offerings. The CE activity **MUST** be offered by an approved provider of:
    - Nursing education (Continuing Nursing Education [CNE]/Nursing Continuing Professional Development [NCPD]
    - Continuing medical education (CME)

- The CE certificate must contain language that supports the activity is from an **accredited** or **approved provider** or an **accredited approver**. SoCRA and ACRP CEs do not meet CRN certification requirements, **unless** there is the additional statement on the certificate issued that states the activity is from an **accredited** or **approved provider** or an **accredited approver**. See Appendix A for examples.

- The applicant must provide evidence of meeting these requirements by:
    - Completing and submitting the CE Documentation Record (See Appendix B for sample)
    - Submitting certificates listed on the CE Documentation Record (See the Recertification Checklist for appropriate naming convention to be used).

Multiple presentations on the same content (e.g., two presentations of an educational offering), or annually required CE courses (e.g., PPE for administration of hazardous drugs, domestic violence that earn CE from an accredited provider) in the certificant's state of licensure may only be used once during the 5-year certification term.

### 5.3.3  COMPLETE PROFESSIONAL ACTIVITY (PA) RECORD

**This step is NOT required for recertification options 1 or 2**. It is **required for option 3 only.** After the minimum 50 CE points are earned in clinical research (no maximum), the balance in points (to total 75 points) are earned in Professional Activities (PA).

There are 5 categories of Professional Activities:
- Clinical research podium and poster presentations, and webinars/podcasts
- Scholarly editing and writing on clinical research
- Research and Scholarly Projects

- Advanced professional activities
- Academic education

All PA activities **must** be in clinical research. No general nursing topics will be accepted for recertification in option 3. Activities may be used only once in the application.

Instructions for completing the Professional Activities Record:
- Activity Title: Enter the name of the activity title. Include the name of your presentation or poster title, citation/reference of the publication, book/chapter title, committee member or chair position held (name of organization/committee and position held), name of academic course, or the name and position held on a committee.
- Date of PA: Enter the date the activity occurred. If applicable record start date and end date (e.g., coursework, leadership terms)
- Professional Activity (PA) Category: From the drop-down options, chose the category for the PA entry.
- Activity Description: From the Category Tabs, chose the Activity Description that fits the PA entry. Use only the red categories listed on the category description tabs. For example:
  - Post/Orig/No CE/Dev and Present/2pt
  - AU/articl/PRjournal/10 points first author 8 points other author
  - OrigResearch/published/8 points co-PI
  - IACRNChair/5 points
  - Quarter1credit/12.5 points
- Number of earned PA points: From the Category Tab on the spreadsheet or the Candidate Handbook sections 5.3.3.1 – 5.3.3.5 below, enter the points allocated for the PA you are recording.
- Activity Sponsor: Who sponsored the activity; the institution or group where the presentation occurred, the book/chapter publisher, committee affiliation, name of program and institution for academic courses
- Accredited provider: If the PA was offered for CE credit, list the approved or accredited provider (e.g., Ohio Nurses Association).

The applicant must provide evidence of meeting these requirements by:

- Completing and submitting the Professional Activities Record
  - See the Renewal of Certification Application Check List for appropriate naming convention to be used
  - See Appendix C for examples of how an applicant might accrue the required points over a 5-year period.

## 5.3.3.1 CATEGORY 1: CLINICAL RESEARCH PRESENTATIONS

Presentations are scored based on type and length of activity as well as if the activity offers CE credit. Presentations (both virtual and in-person) may be used only once in the application. For example, credit cannot be given for two presentations of a certification review course. A **maximum of 25 points** is allowed.

All content must be related to clinical research. If the applicant is audited, a copy of the presentation PowerPoint or poster, a copy of the conference agenda, or a letter of acknowledgement from the event organizer that stipulates title and date of presentation must be submitted upon request.

Scoring of Presentations

d.  Podium presentations of templated material **(content not developed by the presenter)**, presented as a professional nursing or clinical research activity:
    Each 1 hour of podium presentation = 1 point (must be 30-60 minutes in length)
e.  Original community or hospital/unit-specific presentation (in-service) **not offered for CE credit (i.e., not vetted by approved provider):**
    Each 30 minutes of presentation = 1 point (1-hour presentation = 2 points)
f.  Original podium presentation at a professional nursing or clinical research conference or educational activity **offered for CE credit (i.e., vetted by approved provider):** Each 30 minutes of podium presentation = 2 points (e.g., 1-hour presentation = 4 points; points awarded the same for all presenters if there are multiple speakers)

Scoring of Webinar/Podcast:

d.  Webinar/podcast of templated material (**content not developed by the presenter**), as a professional nursing or clinical research activity:
    Each 30 minutes of presentation = 1/2 point (1-hour presentation = 1 points)
e.  Original webinar/podcast presented as a professional nursing or clinical research activity **not offered for CE credit (i.e., not vetted by approved provider**:
    Each 30 minutes of presentation = 1 point (1-hour presentation = 2 points)
f.  Original webinar/podcast presented as a professional nursing or clinical research educational activity **offered for CE credit (e.g., vetted by approved provider):**
    Each 30 minutes of webinar/podcast presentation = 2 points (e.g., 1-hour presentation = 4 points)

Scoring of Poster:

c.  Original community or hospital/unit-specific poster (in-service) **not offered for CE credit (i.e., not vetted by approved provider)**:
    Poster development and presentation = 2 points
    Poster development (co-developer) = 1 point
d.  Original poster presentation at a professional nursing conference or clinical research conference or educational activity **offered for CE credit (e.g., vetted by approved provider)**:
    Poster development and presentation =3 points
    Poster development (co-developer) = 2 point

Scoring of Roundtable:

a.  Round table leadership = Each 30 minutes of presentation = 0.5 points (1 hour presentation = 1 point)

## 5.3.3.2 CATEGORY 2: SCHOLOARLY EDITING AND WRITING

Publications may be used only once in the application. Authorship on a publication must meet the International Committee of Medical Journal Editors' criteria (please See website definition): http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html. A **maximum of 25 points** is allowed.

When documenting authorship of a publication on the PA Record, record the title in the published article/chapter/book in the activity column and record a searchable reference or doi in the "comments" section (See Appendix D)

If the applicant is audited, a copy of the publication must be submitted upon request. If this is not possible (e.g., CD/audiotape or thesis/dissertation), a letter of acknowledgement must be submitted from the publisher.

Scoring of publications
a.  Author of hospital or unit-based/research-specific policies/standards of practice = 2 points per policy/SOP
b.  Authorship of a column in a professional nursing newsletter = 2 points
c.  Authorship of abstract or meeting proceedings **published** in a professional nursing journal = 3 points
d.  Editor of research-specific hospital/department newsletter = 4 points
e.  Editor of chapter newsletter for professional nursing organization (e.g., IACRN, ONS) = 5 points
f.  Authorship of CE module for a commercial vendor = 5 points
g.  Authorship of article **published in a non-refereed/non-peer-reviewed journal** (e.g., ACRP) = 7 points for first author; 5 points for other authors
h.  Authorship of article **published in a refereed/peer-reviewed journal** = 10 points for first author; 8 points for other authors
i.  Authorship of or contributor to professional specialty document (e.g., Scope & Standards) = 8 points
j.  Author of a recurring column in a professional nursing journal = 8 points
k.  Authorship of chapter in published book; single topic on CD or audiotape = 10 points
l.  Guest editor for one issue of professional nursing journal = 10 points
m.  Editor of a professional nursing newsletter =10 points for a minimum of 1 year in the role
n.  Section editor of a professional nursing book = 15 points
o.  Authorship of entire book, CD, audiotape = 20 points
p.  Editor of entire professional nursing book = 20 points
q.  Editor of a professional nursing journal = 20 points

### 5.3.3.3 CATEGORY 3: RESEARCH AND SCHOLARLY PROJECTS

Research and Scholarly Projects includes original research as well as Continuous Quality Improvement (CQI) and Evidence Based Practice (EBP) projects.  A **maximum of 25 points** is allowed.

If the applicant is audited, a formal abstract must be submitted upon request for any unpublished/not yet published work and a copy of the IRB/IEC determination if applicable.

Scoring of research and scholarly projects

    a. CQI/EBP with clinical research focus **unpublished** = 5 points for primary investigator, 3 points for co-investigator
    b. Original research **unpublished** = 6 points for primary investigator, 4 points for co-investigator
    c. Chair or member of thesis/dissertation committee for nursing or allied health discipline = 8 points
    d. Chair or member of IRB/IEC = 8 points for chair, 5 points for member **per year**
    e. PhD dissertation from nursing or allied health discipline = 20 points
    f. DNP scholarly project = 15 points
    g. Master's thesis from nursing or allied health discipline = 10 points
    h. BSN CQI/EBP/capstone project = 5 points

For items b above, the original research category may only be used when the CRN is the principal investigator or co-investigator on investigator-initiated research and the idea/hypothesis of the research reflects the CRN's original work.

For items f, g, and h above, a copy of the university transcript demonstrating completion of the program must accompany the recertification application for credit to be awarded.  If the applicant is audited, a formal abstract must be submitted for any unpublished/not yet published work.

**Note:** If original research or EBP/CQI project is completed and published, points may be claimed in both category #2 and category #3.

### 5.3.3.4 CATEGORY 4: ADVANCED PROFESSIONAL ACTIVITIES

Credit is given for leadership roles and active participation in nursing organizations or initiatives that exceed expectations/duties of the employment position held at the time the activity was conducted. A **maximum of 25 points** is allowed.

Scoring of professional activities

    a. Facilitate clinical research activity in the practice setting (e.g., chair weekly protocol team meetings, lead monthly meetings of a specific research group, train study teams) = 2 points **per year**
    b. State, regional, or national award related to clinical research = 2 points
    c. Officer of national specialty nursing organization = 3 points **per year**

d.  Officer of local chapter of specialty nursing organization = 3 points **per year**
e.  Committee member or chair for hospital-based or unit-based research council = 3 points **per year** (has attended 50% or more of meetings in service term)
f.  Committee member for local community initiative related to clinical research = 3 points **per year** (has attended 50% or more of meetings in service term)
g.  IACRN Committee chair or member = chair 5 points per year; members 3 points **per year** (has attended 50% or more of meetings in service term)
h.  Mentorship of novice investigators in protocol development and implementation – 80 hours of mentorship = 5 points (verification form required); maximum of two 5-point awards in the application
i.  Preceptorship of RN students or clinical research professionals: 80 hours of preceptorship = 5 points (verification form required); maximum of two 5-point awards in the application
j.  Nurse representative to a national or regional initiative related to clinical research (e.g., advisory board for a CTSA) = 5 points **per year** (has attended 50% or more of meetings in service term)
k.  Chair or member of community advisory board related to community research = 5 points **per year** (has attended 50% or more of meetings in service term)
l.  IACRN Board of Directors = 5 points **per year**
m. The CRN-BC™ who participates in the CRNCC Committee for a job analysis = 5 points.
    o  This credit can be claimed only once in the 5-year certification period, and only if the CRN-BC™ participated in all meetings.
n.  One-Time Credit for Completing Certification by Portfolio = 5 points.
    o  The CRN-BC™ who participates in completing the certification by portfolio may earn a one-time credit for completing certification by portfolio.
o.  One-Time Credit Participation in the Clinical Research Nurse Certification Council = 5 points
    o  The CRN-BC™ who participates in the Clinical Research Nurse Certification Council may earn a one-time credit only if the CRN-BC™ participated in all council activities.
p.  Participation in a nursing leadership program = 5 points for fellow (preceptee) and 3 points for mentor participation. The program must equal a minimum of 10 hours. A maximum of two 5-point awards allowed in the application (5 points for each 10 hours of participation) for fellows and a maximum of two 3-point awards allowed in the application (3 points for each 10 hours of participation) for mentors. Participation verification required.
    NOTE: If CEs are awarded for the leadership program, the applicant may apply the CEs in the CE category or elect to use PA points. Please note, points earned for one program cannot applied to both CE and PA categories.

For items h, i above, a CRN Preceptor Form and/or CRN Mentorship Form must be submitted for any claimed hours. See each form for completion instructions.

For item p. above, a letter must be submitted from the nursing organization or the event organizer to verify the applicant's participation and role of participant (fellow or mentor).

If the applicant is audited, a letter must be submitted from the nursing organization or the event organizer to verify the applicant's role for any of the above activities upon request.

### 5.3.3.5 CATEGORY 5: ACADEMIC EDUCATION

Academic education (personal study) in the following courses only will be allowed: Methods, Statistics, Research, Translational Science. Credit will not be given for general education or other nursing courses. A **maximum of 25 points** is allowed.

Scoring of academic education

- Semester work - 1 academic credit = 15 points
- Quarter work - 1 academic credit = 12.5 points
- 5 ½ week term - 1 academic credit = 6.25 points

To be used in the portfolio, education must be beyond the applicant's initial nursing degree (e.g., applicant with ADN returns to school for BSN; MSN returns to school for PhD). Please provide a separate statement of the course's specific application to clinical research nursing and your current nursing role. If the applicant is audited, a course description and transcripts may be requested.

**Note:** Academic teaching as part of a paid position is used to meet experiential requirement; it is not a separate professional activity.

## 5.4 SUBMISSION INSTRUCTIONS

- Review qualification and submission requirements
- Complete the following documents:
  - Certification/Recertification Application
    - o Indicate IACRN Member or Non-member status.
    - o Title is the title given to your current position by your organization.
    - o Role describes what you do (e.g., manager, educator, direct care provider, study coordinator, etc.).
    - o Complete attestation statements of RN licensure and clinical research practice hours in previous 5 years (excluding orientation or residency).
  - CE Documentation Record and CE certificates earned
  - PA Documentation Record (only if choosing Option 3 process of renewal)

  If Applicable, include:
  - CRN Preceptor Form
  - CRN Mentorship Form

- Use the Recertification Checklist for instructions on file naming and submission process
- Go to CRNCC.org to submit a recertification application and required documents and fees
  - Please follow the naming convention instructions for documents

- Include the recertification application fees (See website for fee structure) by the renewal deadline (See section 4.2)
- Applications received after the deadline will expire after December 31 of the 5th year of certification, unless the late filing option is used (See section 4.2.1).

For questions, contact https://www.crncc.org/contact.

See website for submission.

## 5.5  CRNCC REVIEW PROCESS FOR RECERTIFICATION

Upon receipt of the recertification application for renewal, the CRNCC will proceed as follows:

**Administrative Intake and Review**

- A confirmation email is sent to the applicant upon receipt of the candidate's application
- An administrative review is conducted
  - Confirm all documents have been received
  - Confirm submission of appropriate payment (IACRN member or nonmember fee)
  - Confirm applicant meets license and practice hour qualifications
  - Confirm submission of CE and PA documents, based on the certificant's choice for renewal, and dates are within the immediate, previous 5 years:
    - Confirm CE Documentation Record and corresponding CE certificates have been submitted
    - If Option 3 renewal was selected, confirm submission of PA Documentation Record and any required corresponding documents

- Certificants will be notified of any deficiencies above and provided a deadline for resubmission of any required information/corrections/documentation

- Complete applications are blinded and forwarded to peer reviewers

**Peer-Review**

- CE and PA hours/points are reviewed to determine if they meet requirements outlined in the CRN Candidate Handbook depending on the option chosen for renewal of certification, either option 1, 2, or 3 (See sections 5.3.1 and 5.3.3).
- CEs and PAs are reviewed to ensure recertification requirements are met.
- Approved CEs and PAs, if selecting option 3, are calculated to confirm the 75-point requirement
- Reviewer scores are submitted electronically to determine renewal status
- Applicants are notified of their renewal status

# 6 APPEALS PROCESS FOR CERTIFICATION AND RECERTIFICATION

Applicants/certificants may initiate an appeal regarding CRNCC's decisions and/or action to deny or revoke certification.

The following are primary categories of appeals that can be requested of the CRNCC:
- Initial Certification appeal
- Recertification appeal
- Revocation appeal

Regardless of category of appeal, submit the Appeal of Certification Status form and a letter outlining the reason for appeal and any supporting documentation to CRNCC.org. Documentation shall be submitted to the CRNCC within 30 days after notification of the official decision to deny certification or recertification, or revocation of an existing certification. Letters and documents (if applicable) should be submitted to https://www.crncc.org/contact..

Evaluation of the appeal will be based on certification criteria in place at the time of the appellant's most recent application. Under no circumstances will certification criteria be modified to accommodate an appeal.

Exceptions to the right to appeal shall include the following:
- Actions taken against an individual's certification as a result of revocation of the RN license by a licensing authority.
- Failure to receive recertification notice. The certificant is responsible to notify CRNCC of any name and/or email address change.
- Failure to apply for recertification by the deadline. Certification expiration dates are printed on certificates and can be verified through the CRNCC.
- Failure to request an appeal within 30 days of notification of the CRNCC decision.

# 7 APPENDICES

## 7.1 APPENDIX A: SAMPLES OF CE CERTIFICATE LANGUAGE

The CE certificate must contain language that supports the activity is from an **accredited** or **approved provider** or an **accredited approver**. For example:

- *The Ohio Nurses Association is **accredited as a provider** of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation (OBN-001-91)*

- *This nursing continuing professional development activity was approved by the Ohio Nurses Association, an **accredited approver** by the American Nurses Credentialing Center's Commission on Accreditation (OBN-001-91)*

- *In support of improving patient care, Medscape, LLC is jointly **accredited** by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC) to provide continuing education for the Healthcare team.*

- *The University of California, San Francisco School of Medicine (USCF) is **accredited** by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.*

- *Society of Clinical Research Associates is **accredited** as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.*

## 7.2  APPENDIX B: SAMPLE CE RECORD

| Program Title | Date of Earned CE | Number of Earned hours/units | Comments |
|---|---|---|---|
| Results Reporting to ClinicalTrials.gov | 2/8/2021 | 1 | |
| Role of the CRN During the COVID-19 Pandemic | 12/16/2020 | 1 | |
| IACRN 12th Annual Conference | 10/19/2020 - 10/21/2020 | 8.5 | |
| IACRN 11th Annual Conference | 10/21/2019 - 10/23/2019 | 10.5 | |
| Ethics Grand Rounds: Vaccine trials for COVID-19: is there an obligation to offer the first vaccine shown to be effective to all participants? | 10/7/2020 | 1 | |
| Ethical Considerations in Precision Health and Omics Science | 6/19/2019 | 1 | |
| Study Intensity Tool for Clinical Research | 4/24/2019 | 1 | |
| Oral Medication Adherence in a Clinical Trials | 12/19/2018 | 1 | |
| IACRN 10th Annual Conference | 10/15/2018 - 10/17/2018 | 14.25 | |
| Enhancing Quality in Translational Research Workforce (EQuaTR) Conference | 5/4/2018 | 6 | |
| ONS Congress | April 29-May 3, 2020 | 20 | Only 5 contact hours were specific to research |

**50-64 points required based on amount of continuing education submitted**

**Example 1: 75 total points submitted**

Year 1 (12 points)
*Category 1*
1-hour unit presentation (not for CE credit) = 2 points
*Category 2*
Editor, ONS chapter newsletter = 5 points
*Category 3*
Hospital IRB/IEC member = 5 points

Year 2 (43 points)
*Category 2*
Author, five hospital policies = 5 points
Guest column in IACRN newsletter = 1 point
*Category 4*
Chair, weekly protocol team meeting = 2 points
*Category 5*
Completed 3-semester credit "Methods" course as part of MSN program = 45 points (35 maximum accepted in this category)

Year 3 (4 points)
*Category 1*
Poster presentation, IACRN = 2 points
*Category 4*
Chair, weekly protocol team meeting = 2 points

Year 4 (6 points)
*Category 1*
1-hour podium presentation, IACRN = 4 points
*Category 4*
Chair, weekly protocol team meeting = 2 points

Year 5 (10 points)
*Category 3*
Master's thesis = 8 points
*Category 4*
Chair, weekly protocol team meeting = 2 points

**Example 2: 55 total points submitted**

Year 1 (8 points)
*Category 1*
1-hour unit presentation (not for CE credit) = 2 points
Poster development = 1 point
Round table leadership = 1 point
*Category 2*
Editor, research department newsletter = 1 point
Hospital unit research SOP (one point for each) = 3 points

Year 2 (11 points)
*Category 1*
Podium presentation = 2 points
*Category 2*
Author, five hospital policies = 5 points
*Category 4*
Chair, weekly protocol team meeting = 2 points
*Category 1*
Poster presentation, IACRN = 2 points

Year 3 (0 points)

Year 4 (22 points)
*Category 4*
Chair, weekly protocol team meeting = 2 points
Committee member of hospital-based research council = 3 points
IACRN committee member = 3 points
*Category 1*
1-hour podium presentation, IACRN = 4 points
*Category 4*
Chair, weekly protocol team meeting = 2 points
Mentorship of novice investigators = 5 points
IACRN committee member = 3 points

Year 5 (14 points)
*Category 1*
Poster presentation, IACRN = 2 points
*Category 4*
Chair, weekly protocol team meeting = 2 points
Preceptor of RN student in research role = 5
IACRN committee Chair = 5 points

## 7.4 APPENDIX D SAMPLE PROFESSIONAL ACTIVITY (PA) RECORD

| (1)<br>Activity Title | (2)<br>Date of Professional Activity (PA) | (3)<br>PA Category (select one) | (4)<br>Activity Description (See category description tab) | (5)<br>Number of Earned PA points | (6)<br>Accredited Provider (NA if not applicable) | (7)<br>Comments |
|---|---|---|---|---|---|---|
| Webinar: Being a Clinical Research Nurse | 11/11/2020 | Category 2 | PR/Pod/Orig /CE 2pt/30 min | 4 | Ohio Nurses Association | 60-minute presentation |
| Mentorship of novice clinical research personnel | 7/15/2020-10/11/2020 | Category 5 | Mentor 5 points/80 hours | 5 | NA | |
| IACRN Board Member | 2019 | Category 5 | IACRN BoD 5 points/year | 5 | NA | |
| IACRN Board Member | 2018 | Category 5 | IACRN BoD 5 points/year | 5 | NA | |
| Clinical Trials and the History of Drug Development in the United States | 1/29/2019 | Category 2 | PR/Pod/Orig /No CE 1pt/30 min | 2 | St. Anselm College (Oncology Symposium) | 60-minute presentation |
| The Clinical Research Nurse: Exploring Self-perceptions about the Role | 8/2019 publication | Category 2 | AU/articl/PRj ournal 10 points first author  8 points other author | 8 | NA | doi: 10 1097/01.NA J.00005773 24.10524.c9 |

# NAME, CREDENTIALS

Home Address/Cell or Residential Telephone Number/Email Address

## PROFESSIONAL GOALS

Provide a 2-3 sentence summary of your goals as a professional nurse.

## EXPERIENCE

Beginning with the most recent position, please list employer, city/state, dates of employment, position, brief description of role responsibilities ***and hours worked per year.***

## EDUCATION

Beginning with the most recent degree, please list college/university, city/state, graduation date, earned degree.

## PROFESSIONAL AFFILIATIONS

Please list all professional memberships (e.g., specialty nursing organizations, nursing honor society) with dates of involvement. Also identify any leadership positions and dates of service.

## LICENSE AND CERTIFICATIONS

Beginning with the most recent document, please list all licenses and specialty nursing certifications.  Please do not include certificates such as BLS, ACLS, PALS, or NALS.

## AWARDS

Beginning with the most recent award, please identify local, state, and national awards received as a professional nurse.

## 7.6 APPENDIX F: EXEMPLAR RUBRICS

| **Exemplar Rubric: Professional Growth** | | | | |
|---|---|---|---|---|
| | **1 Unacceptable** | **2 Marginal** | **3 Good** | **4 Excellent** |
| **Demonstrates higher level of expertise** | Degree of expertise unclear from evidence | Minimal demonstration of expertise | Acceptable evidence of high level of expertise | Clear, compelling evidence of higher level of expertise |
| **Relevance to domain/ thoroughness of discussion** | Minimal discussion of how identified activities developed the applicant as a professional | Very limited discussion of how identified activities developed the applicant as a professional | Acceptable level of detail in discussion of how identified activities developed the applicant as a professional | Substantive discussion with rich detail of how identified activities developed the applicant as a professional |
| **Reflects best practices in clinical research nursing** | Minimal or no evidence of current best practices in clinical research nursing | Very limited evidence of current best practices in clinical research nursing | Acceptable evidence of current best practices in clinical research nursing | Clear, compelling evidence of current best practices in clinical research nursing |
| **Presentation of content** | Poorly written with many errors in grammar, spelling, sentence structure; no apparent attempt to organize content based on directions | Limited clarity in writing with frequent errors in grammar, spelling, sentence structure; all elements of directions addressed but organization lacking | Generally good writing with few errors in grammar, spelling, sentence structure; generally good organization based on directions | Well written with minimal errors in grammar, spelling, sentence structure; well organized based on directions |

| **Exemplar Rubric: Professional Practice** | | | | |
|---|---|---|---|---|
| | **1 Unacceptable** | **2 Marginal** | **3 Good** | **4 Excellent** |
| **Demonstrates higher level of expertise** | Degree of expertise unclear from evidence | Minimal demonstration of expertise | Acceptable evidence of high level of expertise | Clear, compelling evidence of higher level of expertise |

| Relevance to domain/ thoroughness of discussion | Minimal discussion of how identified activities developed the applicant as a professional | Very limited discussion of how identified activities developed the applicant as a professional | Acceptable level of detail in discussion of how identified activities developed the applicant as a professional | Substantive discussion with rich detail of how identified activities developed the applicant as a professional |
|---|---|---|---|---|
| Reflects best practices in clinical research nursing | Minimal or no evidence of current best practices in clinical research nursing | Very limited evidence of current best practices in clinical research nursing | Acceptable evidence of current best practices in clinical research nursing | Clear, compelling evidence of current best practices in clinical research nursing |
| Presentation of content | Poorly written with many errors in grammar, spelling, sentence structure; no apparent attempt to organize content based on directions | Limited clarity in writing with frequent errors in grammar, spelling, sentence structure; all elements of directions addressed but organization lacking | Generally good writing with few errors in grammar, spelling, sentence structure; generally good organization based on directions | Well written with minimal errors in grammar, spelling, sentence structure; well organized based on directions |

| Exemplar Rubric: Team Focus and Interprofessional Collaboration | | | | |
|---|---|---|---|---|
| | 1<br>**Unacceptable** | 2<br>**Marginal** | 3<br>**Good** | 4<br>**Excellent** |
| **Demonstrates higher level of expertise** | Degree of expertise unclear from evidence | Minimal demonstration of expertise | Acceptable evidence of high level of expertise | Clear, compelling evidence of higher level of expertise |
| **Relevance to domain/ thoroughness of discussion** | Minimal discussion of how identified activities developed the applicant as a professional | Very limited discussion of how identified activities developed the applicant as a professional | Acceptable level of detail in discussion of how identified activities developed the applicant as a professional | Substantive discussion with rich detail of how identified activities developed the applicant as a professional |
| **Reflects best practices in clinical research nursing** | Minimal or no evidence of current best practices in clinical research nursing | Very limited evidence of current best practices in clinical research nursing | Acceptable evidence of current best practices in clinical research nursing | Clear, compelling evidence of current best practices in clinical research nursing |
| **Presentation of content** | Poorly written with many errors in grammar, spelling, sentence structure; no apparent attempt to organize content based on directions | Limited clarity in writing with frequent errors in grammar, spelling, sentence structure; all elements of directions addressed but organization lacking | Generally good writing with few errors in grammar, spelling, sentence structure; generally good organization based on directions | Well written with minimal errors in grammar, spelling, sentence structure; well organized based on directions |

| Exemplar Rubric: Quality and Safety | | | | |
|---|---|---|---|---|
| | 1<br>Unacceptable | 2<br>Marginal | 3<br>Good | 4<br>Excellent |
| **Demonstrates higher level of expertise** | Degree of expertise unclear from evidence | Minimal demonstration of expertise | Acceptable evidence of high level of expertise | Clear, compelling evidence of higher level of expertise |
| **Relevance to domain/ thoroughness of discussion** | Minimal discussion of how identified activities developed the applicant as a professional | Very limited discussion of how identified activities developed the applicant as a professional | Acceptable level of detail in discussion of how identified activities developed the applicant as a professional | Substantive discussion with rich detail of how identified activities developed the applicant as a professional |
| **Reflects best practices in clinical research nursing** | Minimal or no evidence of current best practices in clinical research nursing | Very limited evidence of current best practices in clinical research nursing | Acceptable evidence of current best practices in clinical research nursing | Clear, compelling evidence of current best practices in clinical research nursing |
| **Presentation of content** | Poorly written with many errors in grammar, spelling, sentence structure; no apparent attempt to organize content based on directions | Limited clarity in writing with frequent errors in grammar, spelling, sentence structure; all elements of directions addressed but organization lacking | Generally good writing with few errors in grammar, spelling, sentence structure; generally good organization based on directions | Well written with minimal errors in grammar, spelling, sentence structure; well organized based on directions |