



SUPPORTING NURSES MANAGING PAIN

Advanced Practice

POLICY AND PROCEDURES
ASPMN[®] Advanced Practice Portfolio Program
2020

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ASPMN® AP-PMN Recognition Program

Qualified nurses may achieve Advanced Practice Pain Management Nursing status by fulfilling the activity requirements of the Advanced Practice Pain Management Nurse (AP-PMN) portfolio. Advanced Practice Registered Nurses (NP, CNS, CRNA, and CNM) that carry a current Pain Management nursing certification through ANCC can apply for AP-PMN recognition via the portfolio.

Objectives

The objectives of the ASPMN® AP recognition program are to promote excellence in Advanced Practice Pain Management Nursing by:

1. Formally recognizing individuals who meet all the requirements of the ASPMN® AP-PMN program.
2. Encouraging continued professional growth in the practice of Pain Management Nursing.
3. Evaluating the level of professional practice required for AP-PMN recognition.
4. Providing a standard of excellence for recognition, thereby assisting the employer, public, and members of health professions in the assessment of the AP Pain Management Nurse.

About the Advanced Practice (AP) Portfolio Program

The AP-PMN Portfolio Program is a mechanism for demonstrating advanced level professional contributions in the practice of pain management nursing as evidenced by completion of:

- Entry level ANCC Pain Management certification by examination
- Graduate level nursing education as a patient care provider (NP, CNS, CRNA, or CNM), and
- Professional activities that contribute to the advancement of the art and science of Pain Management Advanced Practice Nursing.

ASPMN® has established the AP recognition program at the request of the ASPMN® Advanced Practice Nurses specializing in pain management. Activities approved for the AP-PMN portfolio points go beyond routine, entry-level pain management nursing practice, and challenge applicants to contribute to the art and science of the specialty. The AP portfolio demonstrates the clinician's achievement of Advanced Practice and as such, each packet will be unique and reflect the interests and accomplishments of the individual practitioner.

Submission of required documentation does not automatically ensure recognition as an AP-PMN. Documentation will be reviewed by assigned AP-PMN Commission members, for eligibility and quality deemed to meet the standard of care for an AP-PMN nurse. The entire application review process may take up to 60 days from date of receipt.

The AP-PMN recognition must be renewed every five (5) years via submission of the AP Professional renewal Portfolio.

The ASPMN® AP Commission is not responsible for correspondence lost in the mail.

Eligibility Requirements

Each portfolio is a *personal* portfolio and must be completed by the applicant.

The applicant must fulfill the following requirements:

1. Hold current APRN license OR advanced practice nursing position
2. Possess current entry-level ANCC Pain Management certification
3. Hold a Master's, Post-Master's or Doctorate degree as a Nurse Practitioner, Clinical Nurse Specialist, Certified Registered Nurse Anesthetist, or Certified Nurse Midwife (A copy of diploma or official APRN transcripts must accompany application.)
4. Submit evidence of work completed to meet eligibility criteria after achieving APRN status and within the past 5 years.

Portfolio is a personal portfolio and must be completed by applicant.

Submission of required documentation does not automatically ensure recognition as an AP-PMN. Documentation will be reviewed by assigned AP-PMN Commission members, for eligibility and quality deemed to meet the standard of care for an AP-PMN nurse. by assigned AP-PMN Commission members.

Credential Verification

Professional recognition is the voluntary process by which a non-governmental agency grants time-limited recognition and use of a credential to individuals who have met predetermined and standardized criteria.

An employer can request credential verification from ASPMN® by submitting a written request. The organization will send a formal letter of verification to the requestor.

Confidentiality Policy

All application, certification and recertification materials are confidential. ASPMN® will not discuss or disclose any portion of these materials with a third party without written consent from the individual.

Document Review

All application materials are to be reviewed by staff and/or appropriate committee members on an annual basis. The entire application review process may take up to 60 days from date of receipt.

Standard for the Designation of Advanced Practice Pain Management Nurse (AP-PMN)

ASPMN® has issued guidance on how to list one's recognition to clearly and quickly identify the individuals who have achieved recognition. ASPMN® seeks to ensure the continued value and meaning of its designation.

Individuals who have successfully completed the AP-PMN portfolio may refer to themselves as an Advanced Practice Pain Management Nurse (AP-PMN) and are required to designate this as AP-PMN unless otherwise mandated by state legislation. Any variation of the mark is a deviation from this standard.

Continuing Education (CE)

ASPMN® views continuing education as essential to maintaining and increasing an individual's knowledge and skills in a rapidly evolving field.

Contact Hour (CME, CNE, CEU) = 60 minutes = 1 AP Point

Clinically Focused Pain Management CE (PM)

Continuing education in pain management is an ongoing process consisting of formal learning activities that: (1) are relevant to pain management practice, education, and science; (2) enable pain management providers to keep pace with the most current scientific evidence regarding clinical practice and education as well as important legal, professional, or regulatory issues; and (3) allow individuals to maintain, develop, and increase competencies in order to improve services to the public and enhance contributions to the profession.

Professional Practice (PP) is defined as courses or activities that are not clinically related to pain management but impact or enhance the role of AP-PMN.

- Examples of PP topics would be CE related to substance use disorder (without a focus on pain management) including the MAT Waiver Education Course, or a "Preceptor Workshop."
- CEs related to such topics as domestic violence, mental health, general safety training, HIPAA, CPR, etc., are not acceptable because they are not specific to or directly impacting pain management practice.

CE programs, including home study or self-study programs must be sponsored by accredited or approved providers such as a state nursing association, the American Nurses Credentialing Center, American Academy of Nurse Practitioners, or other professional associations.

To earn points for CE, the applicant must submit a complete listing of each individual educational session attended during a conference or program. For example, if the applicant attended the ASPMN® National Conference and earn 18 contact hours, the applicant must individually list each session title on the Category A verification form. ASPMN does not require CE certificates.

Portfolio Renewal Policy

Mechanisms for renewal have been established by the AP-PMN Commission to assess an individual's ongoing professional contributions. Renewal demonstrates a commitment to maintaining the standards of excellence set by the profession.

Existing AP-PMN designees may renew by portfolio. 75 points are required. Minimum points needed for each activity must be met; any excess points are not included in the review. See portfolio for details on point requirements.

Renewals can be submitted up to twelve (12) months prior to current expiration date. Once approved for renewal, recipients will receive a letter containing the new date of expiration (5 years from current expiration date). A new certificate will be created and sent to recipient.

Individuals who fail to recertify by the expiration date listed on the current certificate will be sent a letter indicating their AP-PMN credential is expired and that they may no longer use the AP-PMN designation. If re-designation is desired after the expiration date a New/Initial Application Packet will be required.

Fee Schedule

Non-member fees will be higher, to include at a minimum, the price of the ASPMN® membership.

Pricing/fee schedule will be set by the ASPMN® BOD. Please refer to the ASPMN® website for the current fee schedule.

Fees are non-refundable but may be applied to re-application within the next cycle

ASPMN® Advanced Practice Commission

ASPMN® Advanced Practice Commission Chair

The AP-PMN Commission Chair plays a vital role in helping the AP-PMN Commission. With the support of the BOD liaison, this individual provides leadership to AP-PMN Commission members and helps streamline the AP-PMN Commission meetings to ensure that the Commission completes its tasks in a coordinated and timely fashion. The AP-PMN Commission Chair is appointed by the ASPMN® BOD.

Term

The AP-PMN Commission Chair term is two (2) years. The term limit is two consecutive terms.

ASPMN® Advanced Practice Commission Chair (continued)

Responsibilities

1. Once notified of new application(s), assign each application to two (2) Commission Members for review.
2. Notify Commission Members that they have been assigned an application for review.
3. Assist Commission Members with any questions they may have regarding the review.
4. Notify ASPMN® Executive Office of missing application documentation so correspondence can be sent to Applicant by ASPMN® Executive Office Staff.
5. Notify ASPMN® Executive Office Staff of approved/denied applications.
6. Assist ASPMN® Executive Office Staff with general AP-PMN inquiries as needed (i.e. eligibility questions).
7. Report to BOD liaison. The AP-PMN Commission Chair will provide the BOD Liaison with regular updates regarding the status of their responsibilities and timeline, so that the BOD liaison can report to the ASPMN® Board with regular updates.

ASPMN® Advanced Practice Commission Board of Director Liaison

The BOD President annually appoints one BOD member to serve as the AP-PMN Commission Board Liaison.

Term

The AP-PMN Commission Board Liaison term is one year. There is no term limit.

Responsibilities

The BOD Liaison will support the Chair and direct any issues, inquiries or matters requiring BOD vote/approval to the BOD for further discussion.

ASPMN® Advanced Practice Commission Member

Term

The AP-PMN Commission Member term is two (2) years. The term limit is two consecutive terms.

Responsibilities

1. Review submitted applications by the due date displayed on the Applicants record in Basecamp.
 - a. Review required documentation
 - i. Holds a current APRN license OR an advanced practice nursing position
 - ii. Entry level ANCC Pain Management Certification
 - iii. Master's, post masters or doctorate as a NP, CNS, CRNA, CNM
 - iv. Copy of diploma
 - v. Official transcript
 - vi. Curriculum Vitae
 - vii. Eligibility criteria completed after receiving APRN status
 - viii. Minimum of 100 points achieved within 5 years of application
 - ix. Activities completed before applying for recognition
 - x. Points log in excess of required points
 - xi. Most recent work evaluation or peer review letter of recommendation

- b. Send any questions for applicant to ASPMN® Executive Office Staff at ASPMN@kellencompany.com and staff will contact Applicant. Please copy Commission Chair on correspondence.
- c. Complete the Reviewer Documentation Form and upload to the applicant's folder in Basecamp.
- d. Notify Commission Chair when review process is complete.

ASPMN® Executive Office Staff Responsibilities

1. Receive new AP-PMN applications.
2. Check application for the following:
 - a. Completed Application
 - b. Curriculum Vitae
 - c. Performance Evaluation
 - d. Performance Evaluation or Peer Review Letter of Recommendation
 - e. Nursing License
 - f. Pain Management Certification
 - g. Point Logs
 - h. Excess point submission
3. Convert application to a PDF and upload to Basecamp.
4. Process payment.
5. Notify Commission Chair of new application received ready to be assigned.
6. Contact Applicant with any questions Commission may have regarding application/missing documentation and forward response/documentation to Commission Member assigned (copy Commission Chair).
7. Once Applicant is approved, create approval letter and send to Commission Chair for approval.
8. Update Applicant record on Basecamp showing the AP-PMN recognition has been granted.
9. Email approval letter to applicant.
10. Create AP-PMN certificate and mail to Applicant. Duplicate certificate created for distribution at National Conference in September.
11. Provide letter of verification of AP-PMN designation at the written request of the applicant.
12. If Applicant is denied, send denial letter after approved by Commission Chair and update Applicant record on Basecamp showing the AP-PMN recognition was denied.