Massachusetts Association of Registered Nurses
Continuing Education Committee
Accredited Approver Unit

Nurse Peer Reviewers

- All Nurse Peer Reviewers will utilize the review sheets that correspond to the application to insure that the application meets ANCC criteria.

- One nurse peer reviewer will be identified for an activity application,two nurse peer reviewers for a provider application. On a provider review a primary nurse peer reviewer will be identified.

- The Lead reviewer of a Provider Unit application will correspond with the second reviewer to obtain their feedback on the review and will be responsible for any communication either directly with the applicant or with the staff person if there is more information or clarification needed.

- The applicant or the MARN staff person will be contacted in a timely manner by the reviewer if there is more information or clarification needed.

- The Primary Reviewer will request assistance from the Nurse Peer Review Leader if necessary.

- The Primary reviewer is responsible for insuring a monthly report is made to the committee about progress on the review and resolution of any problems or concerns.

- The peer nurse reviewer (Primary reviewer on a provider review) completes the "Report of Review of Provider Application" or " Report of Review of Activity Application"

- Insures report is attached to application material (in the case of a provider application the second copy is discarded after all materials are filed at the MARN CEC office)

- Copies of any communication or notes of telephone conversations should be maintained and summarized in the report of the review and attached to the final file.

- The full file, the Report of Review with the signature of the reviewer, one complete application with any additional revisions or information obtained from the applicant, communication with the applicant will be filed in the official Approver unit files.

- The Primary Peer Reviewer notifies the MARN CEC staff of decision to approve or deny an activity. (Notification of approval will include the number of contact hours and date of approval).