



ETNEP/REP RECOGNITION PROCESS GUIDELINES

WORLD COUNCIL OF
ENTEROSTOMAL
THERAPISTS

Revised December 2017

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PREAMBLE

Enterostomal Therapy Nurses (ETN's) are specialised nurses who care for people with ostomy, wound or continence needs. Around the world there are many different titles that these specialist nurses are known by, for example Stoma Care Nurses, Stomal Therapy Nurses and Wound Ostomy and Continence Nurses. Since the WCET™ uses the term Enterostomal Therapists as part of its name it is deemed appropriate to use that terminology as the language of this document.

The WCET™ Mission is to lead the global advancement of specialized professional nursing care for people with ostomy, wound or continence needs. Part of the WCET™ vision is to provide nurses worldwide with access to ostomy, wound and continence specialty education.

In taking this vision seriously the WCET™ provides guidelines for the development of Enterostomal Therapy Nursing Education Programs (ETNEPS) and Recognised Education Programs (REPS). ETNEPS and REPS may obtain recognition as a WCET™ approved program by applying for review against a pre- determined set of criteria. ETNEPS and REPS that fulfill these criteria are given WCET™ recognition and all students graduating from these programs are entitled to a WCET™ certificate acknowledging that they have fulfilled all the requirements of a WCET™ recognised program.

The Recognition Process

1. Communication with WCET™ Education Committee Chairperson of the intent to apply for WCET™ ETNEP/REP recognition
 - a. The chairperson will ensure that the applicant is aware of all the requirements for ETNEP/REP recognition.
 - b. The applicant has access to all the relevant WCET™ documents and information.
 - c. The applicant is aware of the need for a funded site visit for full WCET™ review.
 - d. The applicant is made aware of NNGF scholarships available to assist with program development:
 - i. Educational Materials Scholarship.
 - ii. General Scholarship (could cover cost of site visit and/or assistance for educators for onsite training in developing countries).
 - iii. Membership Scholarship.
 - iv. ETNEP/REP scholarships.
2. Submission of application form, curriculum document and other supporting documents by ETNEP/REP director to Education Committee Chairperson in English unless a different language application is negotiated with Education Committee Chairperson.
3. Request for missing or further documentation will be requested by Education Committee Chairperson if necessary prior to review.
4. Review of application form, curriculum and supporting documents by 3 members of WCET™ Education committee and Chairperson.
5. On Education Committee recommendation:
 - a. ETNEP/REP will have provisional WCET™ recognition pending site visit review and recommendations.
 - b. ETNEP/REP director will receive detailed recommendations for revisions, additions and/or corrections.

6. Site visit from WCET™ appointed assessor during the first ETNEP/REP following Education Committee review.
7. Site visit report and evaluation using WCET™ site visit evaluation tool.
8. Education committee review of report and recommendation for full WCET™ recognition for 5 years (or in the case of recommendations from reviewers 2 or 4 years with a follow-up site visit).
9. Communication of review status to ETNEP/REP director.
10. All programs re- applying for WCET™ recognition will undergo the same process.

GUIDELINES FOR PROGRAM DEVELOPMENT FOR WCET™ RECOGNITION

Enterostomal Therapy Nursing Education Programs (ETNEP)

(Full Scope of Stoma Wound and Continence)

An ETNEP is an educational program that prepares experienced licensed general nurses to become proficient in stoma wound and continence nursing.

All ETNEPS recognised by WCET™ will have a significant focus on professional development and a focus on lifelong learning for all program participants.

WCET recognition is a voluntary process; achievement of WCET™ recognition indicates that an ETNEP has met all the essential criteria and requirements.

The following criteria are essential requirements for a program to obtain WCET™ Recognition:

1. The ETNEP **must** have as program developer an Enterostomal Therapy Nurse (ETN) who has completed a WCET™ recognised ETNEP. An exception would be if a WCET™ approved consultant is significantly involved in the development and implementation of the ETNEP.

2. Distance education programs must have access to an expert in distance program development and technological support.
3. The ETNEP director must be a current member of the WCET™.
4. The ETNEP or the institution that is facilitating the ETNEP will have a current subscription to the WCET™ journal. Distance education programs will provide access to pertinent articles
5. Recognition of the program by the national nursing organization or the national ET nursing organization or documentation to indicate why this is not available.
6. A clearly outlined theoretical program/timetable.
7. Clear and appropriate program goals and objectives.
8. The ETNEP program has a minimum of 160 theoretical hours or equivalent contact for distance education programs.
9. The ETNEP program has a minimum of 160 clinically supervised hours:
 - a. Clinical learning experience at the minimum level of 6 patients/clients per day.
 - b. Simulated patient experiences may be substituted if necessary.
10. The ETNEP includes the following distribution of time according to the areas: 28-30% for Stoma care theoretical and clinical hours; 28-30% for Wound care theoretical and clinical hours; 28-30% for Continence care theoretical and clinical hours and 10-15% for Professional development hours.
11. Evidence that ETN preceptors have completed WCET™ recognised programs or evidence of their suitability to be preceptors in an area of speciality for example a continence advisor or wound practitioner.

12. Ratio of students to clinical preceptors should ideally be no greater than 2:1.
13. Evidence that institutions providing clinical practicums have ETN preceptors and sufficient patients to ensure a minimum of 6 patients per day per 2 students.
14. Lecturers and educators from nursing, medical and allied health professionals are utilised to teach and share their expertise in surgery, oncology, dietetics and nutrition, pharmacology, counseling, dermatology, gastroenterology, vascular, plastics, urology, rehabilitation, aged care, community, gynecology and any area which impacts on stoma, wound and continence nursing.
15. A virtual or actual library that contains current relevant texts, journals, websites and reference materials that ETNEP students can access.
16. Evidence that ETNEP students will be exposed to all relevant products available in the country.
17. Evaluation of student learning that is varied and addresses all learning objectives across the curriculum.
18. **A curriculum document** which supports the above criteria clearly outlining:
 - a. The background and commitment to education of enterostomal therapy nurses.
 - b. The philosophical underpinnings of the ETNEP.
 - c. Financial readiness and fee structure for the ETNEP.
 - d. The managerial structure of the program including venues (actual or virtual) for theory, venues for clinical.
 - e. The criteria used to determine clinical venues for student placements.
 - f. The mode of ETNEP delivery eg distance education, intensive 10-12 weeks program, on line programs, extended programs.
 - g. The educational goals and objectives of the ETNEP.

- h. Applicant profile (student) inclusive of licensing/registration, experience, previous education, language and the ability to practice as ETN post ETNEP completion.
 - i. The students learning objectives.
 - j. Methods for comprehensive continuous evaluation/assessment of theoretical knowledge and clinical skills.
 - k. The referencing system to be used by students in their assignments.
 - l. The marking criteria for all student evaluation/assessments. The pass/fail mark, any remedial or supplementary evaluation/assessment.
 - m. Clinical competencies that the student must demonstrate.
 - n. Method of student complaint/challenge to a fail mark.
 - o. The award that the successful student will obtain.
 - p. The method for program evaluation of the ETNEP by students, preceptors and others.
19. Host a **site visit** by an approved WCET™ education committee member to:
- a. Validate the essential requirements of the ETNEP.
 - b. Provide professional guidance in ETNEP delivery.
 - c. Review all materials relevant to the ETNEP such as library facilities, student evaluation etc.
 - d. Interview ETNEP director/ developer, clinical preceptors, students and others
 - e. Visit facilities providing clinical experience.
 - f. Write a report with recommendations for WCET™ recognition or recommendations for program improvement to meet criteria.

(Site visit for distance education program would include 'guest 'access to website, if available, and conferencing with students, faculty and preceptors).

RECOGNISED EDUCATION PROGRAMS (REP)

Recognised Education Program-Stoma

Recognised Education Program Stoma and Wound

Recognised Education Program Stoma and Continence

A REP is an educational program that prepares experienced licensed general nurses to become proficient in stoma, stoma and wound or stoma and continence nursing.

All REPS recognised by WCET™ will have a significant focus on professional development and a focus on lifelong learning for all program participants.

WCET™ recognition is a voluntary process; achievement of WCET™ recognition indicates that a REP has met all the essential criteria and requirements.

All the criteria for ETNEPS, as listed above are essential requirements for a program to obtain WCET™ Recognition except the number of hours required in number 7.

For a Stoma REP these minimum hours are 55 theoretical and 55 clinical hours, being 80% for stoma care content (theoretical and clinical) and 20% for Professional development

For a Stoma/Wound REP these minimum hours are 110 theoretical and 110 clinical hours, being 40% for stoma care content (theoretical and clinical), 40% for wound care content (theoretical and clinical) and 20% for Professional development

For a Stoma/Continence REP these minimum hours are 110 theoretical and 110 clinical hours, being 40% for stoma care content (theoretical and clinical), 40% for continence care content (theoretical and clinical) and 20% for Professional development.

The following criteria are essential requirements for a program to obtain WCET™ Recognition:

1. The REP **must** have as program developer an Enterostomal Therapy Nurse (ETN) who has completed a WCET™ recognised ETNEP. An exception would be if a WCET™ approved consultant is significantly involved in the development and implementation of the REP.
2. Distance education programs must have access to an expert in distance program development and technological support.
3. The REP director must be a current member of the WCET™.
4. The REP or the institution that is facilitating the REP will have a current subscription to the WCET™ journal. Distance education programs will provide access to pertinent articles.
5. Recognition of the REP by the national nursing organisation or the national ET nursing organisation or documentation to indicate why this is not available.
6. A clearly outlined theoretical program/timetable.
7. Clear and appropriate program goals and objectives.
8. The REP program has for a STOMA REP a minimum of 55 theoretical hours and 55 clinically supervised hours, for a STOMA/WOUND REP a minimum of 110 theoretical hours and 110 clinical hours, for a STOMA/CONTINENCE REP a minimum of 110 theoretical and 110 clinical hours. Distance education programs have equivalent contact hours:
 - a. Clinical learning experience at the minimum level of 6 patients/clients per day.
 - b. Simulated patient experiences may be substituted if necessary.
9. Evidence that preceptors have completed WCET™ recognised programs or evidence of their suitability to be preceptors in an area of specialty for example a continence advisor

- or wound practitioner.
10. Ratio of students to clinical preceptors should ideally be no greater than 2:1.
 11. Evidence that institutions providing clinical practicum have ETN preceptors and sufficient patients to ensure a minimum of 6 patients per day per 2 students.
 12. Lecturers and educators from nursing, medical and allied health professionals are utilised to teach and share their expertise in surgery, oncology, dietetics and nutrition, pharmacology, counseling, dermatology, gastroenterology, vascular, plastics, urology, rehabilitation, aged care, community, gynecology and any area which impacts on stoma, wound and continence nursing.
 13. A virtual or actual library that contains current relevant texts, journals, websites and reference materials that ETNEP students can access.
 14. Evidence that REP students will be exposed to all relevant products available in the country.
 15. Evaluation of student learning that is varied and addresses all learning objectives across the curriculum.
 16. **A curriculum document** which supports the above criteria clearly outlining:
 - a. The background and commitment to education of enterostomal therapy nurses
 - b. The philosophical underpinnings of the REP.
 - c. Financial readiness and fee structure for the REP.
 - d. The managerial structure of the program including venues (actual or virtual) for theory, venues for clinical.
 - e. The criteria used to determine clinical venues for students.
 - f. The modes of REP delivery eg distance education, intensive 5 week program, on line programs, extended programs.
 - g. The educational goals and objectives of the REP.
 - h. Applicant profile (student) inclusive of licensing/registration, experience,

previous education, language and the ability to practice in this specialty area post REP completion:

- i. The students learning objectives.
- j. Methods for comprehensive continuous evaluation/assessment of theoretical knowledge and clinical skills.
- k. The referencing system to be used by students in their assignments.
- l. The marking criteria for all student evaluation/assessments. The pass/fail mark, any remedial or supplementary evaluation/assessment.
- m. Clinical competencies that the student must demonstrate.
- n. Method of student complaint/challenge to a fail mark.
- o. The award that the successful student will obtain.
- p. The method for evaluation of the REP by students, preceptors and others.

17. Host a **site visit** by an approved WCET™ education committee member to:

- a. Validate the essential requirements of REP.
- b. Provide professional guidance in REP delivery.
- c. Review all materials relevant to the REP such as library facilities, student evaluation, etc.
- d. Interview REP director/ developer, clinical preceptors, students and others
- e. Visit facilities providing clinical experience.
- f. Write a report with recommendations for WCET™ recognition or recommendations for program improvement to meet criteria.

(Site visit for distance education program would include 'guest 'access to website, if available, and conferencing with students, faculty and preceptors).

SITE VISITS

The site visit is an essential part of WCET™ recognition of ETNEP/REPS. The purpose of the site visit is to:

1. Validate that the essential requirements for ETNEP/ REP recognition have been met.
2. Review all materials relevant to the ETNEP/REP such as library facilities, student evaluation etc.
3. Interview ETNEP/REP director/ developer, clinical preceptors, students and others.
4. Visit facilities providing clinical experience.
5. Provide professional guidance in ETNEP/REP delivery.
6. Make recommendations for WCET™ recognition or recommendations for program improvement to meet criteria.

The cost of the site visit is completely paid for by the ETNEP/REP.

These costs include but are not limited to:

1. The expenses of the nearest appropriate WCET™ Education committee member or WCET™ board member to travel to the ETNEP/REP site (including travel insurance and visa/ travel documents).
2. Accommodation, in-country travel and meal expenses related to the site visit.
3. GBP £400 fee payable to the WCET™ prior to the site visit.

The Program Director will pay the WCET™ Treasurer per the instructions on the form within 30 to 60 days.

BANK DETAILS:

Bank: HSBC UK

Sortcode: 40-25-10

IBAN: GB75HBUK40251022683628

Branch Identifier Code: HBUKGB4104U

Address: Lyndale House, 24 High Street, Addlestone, Surrey. UK. KT15 1TN

Account Name: WCET

Account Number: 22683628

***Please note our reference # and the reason for payment on the transfer.**

The process for payment of a site visit is as follows.

1. The flight ticket, accommodation, in-country travel, visa/travel documents, travel insurance and meal expenses will be booked and paid directly by the ETNEP/REP director, according to the Site Visitors preferences (schedule).
2. The WCET™ Education member nominated as site visitor will complete the WCET™ Site Visit Budget Form. This form should include any major anticipated costs not booked and paid for directly by the ETNEP/REP Director including transportation to the airport and stipend.
3. The WCET™ Education member doing the site visit may request from the WCET™ a stipend in the amount of £400 GBP to cover loss of earnings (please note that this amount of GBP £400 is the total amount and not per day).
4. After completing the WCET™ Site Visit Budget Form the site visitor should submit the form to the WCET™ Education Chairperson for approval.
5. The WCET™ Education Chairperson will review the form and submit it to the WCET™ Treasurer for payment.

*** Please note that the site visit fees and expenses do not include an honorarium paid to the reviewer for lectures given. Any financial arrangement between the ETNEP/REP director and Site Visitor for the provision of lectures is not related to the WCET™ site visit work. Should an ETNEP/REP director desire to have the Site Visitor do lecture(s), this is discussed between the Director and Site Visitor?**

GLOSSARY

Site visit fee: Payment to the WCET™ by the ETNEP or REP for the site visit.

Stipend: Reimbursement from the WCET™ to the Site Visitor to compensate for lost wages during the visit.

Honorarium: An amount of money given to the Site Visitor by the ETNEP or REP in appreciation for additional lecture(s) given to entities (hospitals, nursing organisations, ETNEP classes) at the location of the site visit.