



ICN Accredited Centres  
for  
ICNP Research & Development

Guidelines for Application & Re-accreditation

**International Classification  
for Nursing Practice (ICNP)**



**INTERNATIONAL  
COUNCIL OF NURSES**

*ADVANCING NURSING AND  
HEALTH WORLDWIDE*

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3, place Jean-Marteau, 1201 Geneva, Switzerland

# **ICN Accredited Centres for ICNP Research & Development**

## **Background**

The International Council of Nurses (ICN), a federation of more than 130 national nurses' associations, works to advance nursing, healthcare and nurses' welfare worldwide. Many aspects of ICN's work are carried out in collaboration and coordination with member associations, ICN Networks, affiliates, WHO, ILO, other UN agencies, and other nursing and non-nursing groups. Progress requires information, knowledge and sound partnerships.

An ICN Centre is an institution, faculty, department, national association, or other group that meets ICN criteria and has been designated by ICN as a Centre for Research and Development. An ICN Centre may provide resources and outcomes in terms of information, services, research and training. An ICN Centre is designated by ICN after an application is received and reviewed. ICN Centres will be organised into a consortium. The concept of a consortium of Centres fits well within ICN's values of inclusiveness, partnership, flexibility, excellence and visionary leadership.

The International Classification for Nursing Practice (ICNP) was created to advance information and knowledge. It is apparent that if ICNP is to remain relevant to the nursing domain it must undergo continuous development, in terms of new knowledge in nursing science, and application, specifically in electronic health records. Currently, nurses around the world are working with ICNP with the objective of making it dynamic and relevant, today and in the future. ICN wants to acknowledge and work with these groups to both concentrate and disseminate new thinking and promote new applications that support the advancement of ICNP. The introduction of ICNP Centres and an ICNP Consortium supports the on-going development and application of ICNP.

## **ICN Centres with a focus on ICNP**

ICN Centres are an important component in developing the profession and creating information and knowledge which will shape nursing for years to come. ICNP aims to be an integral part of the global information infrastructure informing health care practice and policy to improve patient care worldwide. Pursuit of the ICNP aim requires the collective involvement of national associations, nursing leaders and specialty groups globally.

ICN is promoting Centres focused on ICNP research and development, with the Centres identifying the specific aspects of their work (e.g. translation or validation of ICNP, ICNP applications). ICN Centres may be organised at a number of levels, including, but not limited to country, inter-country, regional and global levels. Centres may be organised by any categorisation that is meaningful to the work. For example, ICNP Centres may be organised by language, area of specialisation or research expertise.

The Centres will have an important role in continuing the progress of ICNP. For that reason, ICN encourages Centre applications. Working on their own projects and, at the same time, communicating with others, these Centres will constitute the ICNP Consortium. Through the consortium, Centres are able to share programmes and products that strengthen nursing and health locally, regionally and globally.

## **Advantages of being an ICN accredited centre**

Partnerships include both advantages and obligations. The advantages of being an ICN Accredited ICNP Research & Development Centre include local, regional and international

recognition and opportunities for collaboration through participation in the ICNP Centres Consortium.

#### Recognition as a ICN Accredited Centre

Centres may use the designation "ICN Accredited ICNP Research & Development Centre" on letterhead and other communication tools for ICNP related activities. Guidelines for use of the ICN title and logo are provided to each Centre upon designation and with every three-year re-accreditation.

#### Membership in the ICNP Centres Consortium

ICN Centres with a focus on ICNP research, development and application become members of the ICNP Centres Consortium. Centres will have enhanced communication concerning ICNP activities. For example, Centres are expected to attend an ICN organised consortium meeting, to be held every two years in conjunction with ICN Congresses and Conferences. Other avenues of communication are welcomed. ICN will act as secretariat for the consortium and maintain regular contact with the ICNP Centre Directors. The Centres will be called on from time to time to provide specific advice on programme issues. Their input will be sought with respect to issues, trends and strategies for ICNP development, maintenance and application. Contributions from Centres will be acknowledged in ICN's own work.

#### **Obligations of being an ICN accredited centre**

The Centres for ICNP Research & Development will be designated by ICN after an application review. ICN reserves the option of designating ICN Centres based on the identified criteria that are based on ICN priorities and organisational goals.

Each Centre for ICNP Research & Development will specify clear goals that are consistent with ICN's overall mission. Applicants will prepare a four-year plan for approval by ICN, outlining the Centre's goals, objectives, activities, timelines, responsible personnel, outcomes and resources. Following accreditation, each Centre will submit a self-study report every three years, which will include a review of the Centre's work plan with progress on goals and objectives. At the time of the self-study, the Centre will also submit an updated work plan for the upcoming four years.

ICN encourages the participation of its ICN member National Nurses Associations (NNA) in the Centre's activities. When the appropriate NNA is not a direct participant in the work of an ICN Centre, the Centre Director or designee is expected to communicate with the NNA on a regular basis and keep it fully informed about their work in a timely fashion.

Centres will agree to have member(s) attend and participate in the ICNP Centres Consortium, held every two years in conjunction with ICN Congresses and Conferences. Other requests and opportunities will be provided by ICN to facilitate communication and dissemination of the Centres' activities and outcomes.

#### **ICN accredited centre application process**

The institution, faculty, department, national association, or other group must submit an application to ICN in order to be considered for designation as an ICN Accredited Centre for ICNP Research & Development (Appendix A). ICN can provide assistance to applicants to facilitate the application process.

ICNP Centre applications will be evaluated according to the following criteria:

1. The Centre's mission (or mandate) is compatible with the ICN mission.

2. The Centre's goals clearly specify the group's area(s) of ICNP development and contribution to:
  - the application of ICNP to support care delivery;
  - research and evaluation - including, but not limited to, use of ICNP;
  - education - including serving as a resource for ICNP information;
  - communication and dissemination of ICNP - including, but not limited to, presentations and publications related to the Centre's work with ICNP.
3. The Centre has the capacity to achieve its goals.
4. There is evidence of commitment to participation in the ICNP Centres Consortium, including clear plans for attendance at the biennial consortium meetings.
5. There is evidence of commitment to link with the appropriate ICN member National Nurses Association (as agreed by ICN), including clear plans for regular communications with the NNA.

### **ICN accredited centre management and evaluation**

ICN will maintain communication with ICNP Centres and facilitate communication between Centres. As secretariat, ICN will provide management support for the ICNP Centres Consortium meetings.

A review of each ICNP Centre will be conducted every three years. The review will include a self-study report completed by each Centre. The following criteria will be used by ICN to evaluate each Centre:

1. The Centre gives evidence of meeting its (date of previous submission) goals and objectives.
2. The Centre demonstrates support of ICN's mission
3. The Centre's (date of current submission) goals clearly specify the group's area(s) of ICNP development and contribution to:
  - the application of ICNP to support care delivery;
  - research and evaluation - including, but not limited to, use of ICNP;
  - education - including serving as a resource for ICNP;
  - communication and dissemination of ICNP - including, but not limited to, presentations and publications related to the Centre's work with ICNP.
4. The Centre has the capacity to achieve its goals.
5. There is evidence of commitment to participation in the ICNP Centres Consortium, including clear plans for attendance at the consortium meetings.
6. There is evidence of commitment to link with the appropriate ICN member National Nurses Association, including clear plans for regular communications with the NNA.

Based on review, ICN will determine whether to re-accredit an ICNP Centre. The review process will provide opportunities for ongoing improvement and future planning for ICN accredited centres. In all cases, ICN reserves the right to terminate designation of a Centre

based on the accreditation criteria or on ICN priorities and goals.

**Notification of accreditation or re-accreditation**

The ICN CEO (or delegate) will notify the applicant of the decision for accreditation or re-accreditation. A letter will be sent to the Centre Director with a copy to the CEO of the appropriate National Nurses Association.

For more information about ICN Accredited ICNP Research & Development Centre, please contact Amy Amherdt ([icnp@icn.ch](mailto:icnp@icn.ch)).

## Appendix A

# ICN Accredited Centre for ICNP Research & Development Application

The application consists of two parts and should be submitted to ICN in English.  
This same document may be used for a re-accreditation submission.

## Part 1. Description of the Centre

### A. TITLE

### B. MISSION

### C. ADDRESS

Centre Name:

Centre Address:

Telephone:

Email:

Website:

### D. DIRECTOR AND CONTACT INFORMATION

Director Name:

Director Address:

Telephone:

Email:

### E. PARTICIPANTS OR GROUPS ASSOCIATED WITH THE CENTRE

### F. ORGANISATIONAL CHART SHOWING LINKS WITH OTHER INSTITUTIONS AND SECTORS

Application must include a description of the Centre's relationship with the ICN member National Nurses Association(s).

## Part 2. Terms of Reference and Work Plan (Four-Year Plan)

### A. WORK PLAN

1. Identify Centre Goals
2. For each goal list the following:
  - Objectives
  - Activities
  - Responsible Person(s)
  - Outcome(s)
  - Time Frame

### B. RESOURCES FOR MEETING GOALS

(e.g. institutional support, information systems support, library/reference resources, ICNP Consortium attendance resources)