

# **NCCPHN- PLAN Preparing Leaders for Achievement in Nursing**

## **FAQ's**

- 1. I am a nurse supervisor in a Local Health Department (LHD) and have difficulty staffing clinic when my nurses are unavailable completing the NCCPHN coursework.**

To complete the coursework in a timely manner, three (3) hours should be allotted weekly to complete the 5-week course. According to the NC Administrative Code, nurses shall complete the course according to the timeline. Lead Nurse Administrators (LNAs) can stagger registration to meet clinic coverage needs. Please see the NCCPHN-PLAN scheduling template in the Toolkit to assist with a coverage plan.

- 2. My nurses have tried to register for the NCCPHN course previously, but the registration fills too quickly.**

Following the NCCPHN-PLAN, your agency-assigned point of contact will create a priority list. OCPHN will continue to send out a registration survey before each cohort to identify PHNs in priority categories for early registration. Additionally, before each registration, the OCPHN will send the number of registration allotments assigned to your LHD for the current cohort. Using the allotment you receive for each cohort registration will guarantee that all PHNs will get enrolled before the end of the 2027 cut-off.

- 3. My nurses, who have worked in the LHD for many years and have taken a prior course offered by the Department, do not feel they should take the new NCCPHN course.**

- See the NC Administrative Code changes effective January 1, 2025.
- According to the NC Board of Nursing, because nursing practice changes rapidly, initial knowledge and competence can quickly become obsolete. As a result, safe practice is dependent upon the continuing competence of nurses.
- This is an opportunity to earn a distinction within the nursing discipline. It is a professional growth achievement that shows (with a credential by your name) the attainment of specialized training and education.
- Enlist local RN staff who have completed the course (other than nursing managers) to encourage and promote the benefits of the course.

- 4. Our LHD has experienced high turnover and staffing shortages which makes it difficult to cover our clinics and allow new nurses time to take the NCCPHN course.**

According to the NC Administrative Code, nurses shall complete the course consistent with the timeline included in the associated Rules. Lead Nurse Administrators can stagger registration to meet clinic coverage needs. Please see the NCCPHN-PLAN scheduling template in the Toolkit to help you build a coverage plan. Inquire whether your agency's human resource policies allow for nurses to complete coursework outside of regular office hours. It may be helpful for supervisors and LNAs to take the course first to have firsthand experience with the time and effort involved in completing the course.

**5. The school health nurses employed by our LHD do not work during the summer months. How do I ensure they get offered a seat in a non-summer cohort?**

Your local point of contact will create a priority list and can schedule LHD-employed school health nurses in non-summer cohorts.

**6. Do you recommend that nurses take the course immediately upon hire?**

The PHN will have the best learning experience if they have at least 6 months' experience in the health department before starting the course.

**7. What type of feedback have you received from nurses who have taken the NCCPHN course.**

The feedback received from nurses who have taken this course is overwhelmingly positive. Many report that they increased their PHN knowledge and were able to apply the principles from the course to their jobs immediately. One LHD LNA reported that she had been in public health for 16 years and had taken the Principles and Practices in Public Health course but found this course much more relevant. She reported that public health has changed, and the NCCPHN course did a great job of relating the principles of public health to work that PHNs do daily within their LHDs and communities.

- Some key pieces of advice from others who have taken this course include:
- Pace yourself. There is a lot to learn!
- Take notes
- Make sure you arrange for hours of protected working time with your supervisor each week that you can use to work on this course, to stay on track.
- Use the study guide

**8. I have questions about the registration process, who should I contact?**

Questions about the OCPHN resources and/or priority groups should be directed to your [Regional OCPHN Nurse Consultant](#) or Dr. Lindsay Novacek, [OCPHN Director of Nursing Continuing Education](#). Questions about the technical aspects of the registration or course site, or technical management of the course, should be directed to Shelley B. Hoekstra, Senior Program Manager, at [shoek@email.unc.edu](mailto:shoek@email.unc.edu).

**9. How does our LHD show compliance with the development of a plan by June 30, 2025, required by the FY2025 Consolidated Agreement?**

LHD LNAs or their delegate will complete a survey and attestation statement sent by OCPHN confirming completion of the development of the LHD-specific RN priority list and commitment to updating the list as PHN staff change, the name and email address for their local POC, the total number PHN classified positions (including vacant positions), and the total number of

PHNs who have completed the NCCPHN Course and are Credentialed Public Health Nurses ([Graduate Roster](#)).

**10. I am a PHN working in an LHD and have been told by my county POC that I need to register for the next cohort. How do I register?**

LHD LNAs and POCs will share the registration dates with PHNs who need to register. You should register for the course on the date and time that registration opens.

**11. Are LNAs creating a plan for our LHD to ensure new hires complete the training or are we only maintaining a list of people who need the course?**

The LHD is responsible for ensuring all public health nurses employed by LHDs meet the requirements in [10a North Carolina Administrative Code 46 .0301\(2\)](#). Maintaining a priority list of PHNs who need to complete the course meets requirements for LHDs to have a local implementation plan in place.

**12. Do we need to submit the NCCPHN Course Priority Registration Workbook to the OCPHN?**

No, the spreadsheet does not need to be submitted. It is a tool for POCs to maintain the list of PHNs who need to complete the course to ensure compliance with NCAC and Accreditation requirements.

**13. Where can I find the schedule for future offerings of the NCCPHN Course?**

Information about the course can be found on the North Carolina Institute for Public Health (NCIPH) NCCPHN Course webpage: <https://sph.unc.edu/nciph/nccphn/>

**14. Our LHD contracts with PHNs to support our vaccine clinic, do contract nurses need to take the course?**

All PHNs **employed by the LHD** must take the course, the NCAC does not distinguish between hiring circumstances.

**15. All my nurses are currently credentialed; however I cannot predict if I will need slots in the future due to retirement or resignation. How do I ensure I get a slot in the future?**

The NCCPHN PLAN Course Priority Registration Workbook is a tool for LHD POCs to maintain a priority list of PHNs who need the course. POCs will complete the priority registration survey sent out by OCPHN before each open registration period to ensure that nurses who urgently need the course are permitted to register early. The newly hired nurses will be included in this priority group prior to reaching one year of employment at the LHD.