

## Frequently Asked Questions and Answers

The following questions and answers are provided to you by the American Legal Nurse Consultant Certification Board (ALNCCB) and will give you a better understanding of the certification program, eligibility requirements and recent changes.

### Eligibility Criteria

**Q: What are the eligibility criteria?**

A: Eligibility criteria for the examination are:

1. Current licensure as a registered nurse in the United States or its territories, with a full and unrestricted license.
2. A minimum of five years experience practicing as a registered nurse at the time of application.
3. 2,000 hours legal nurse consultant experience within the past three years at the time of application.

**Q: Why did you drop the requirement of a bachelor's degree in nursing?**

A: We had originally planned on requiring a bachelor's degree in nursing in order to meet the requirements for accreditation by the American Board of Nursing Specialties (ABNS). ABNS decided to eliminate its requirement, and our certification board revised the criteria to allow for either a bachelor's degree in any field or five years of experience practicing as a legal nurse consultant. After more years of testing results, the board has found that years of nursing (including legal nurse consulting) experience had a greater influence on success on the exam. For this reason, the board then changed the eligibility requirements to emphasize the nursing experience component. The board is confident that this change will make the exam more accessible without degrading the credential.

**Q: Why are 2,000 hours of practice in the past three years required?**

A: The requirement for practice experience is similar to many clinical nursing certifications where you need a base of hands-on experience in practice prior to seeking certification. When we established the eligibility criteria, the ALNCCB decided that the Legal Nurse Consultant Certified (LNCC) credential would **not** be entry level, nor would it be for nurses who devote only a small percent of their practice to the specialty. Two thousand hours over three years comes out to 667 hours a year, or about one-third of a full-time work schedule. We felt this was the best way to provide flexibility for those who work part-time or who have been in the process of building a legal nurse consulting practice.

**Q: How can I tell what hours I can use to satisfy the 2,000 hours requirement?**

A: In order to qualify, the hours must meet three criteria:  
 1. The activities must be performed at the request of a client (e.g., a law firm, insurance company, hospital or other agency

in legal processes).

2. The activities must be related to claims or cases in which the education and experience of a registered nurse are necessary.
3. The activities must be of the kind that are generally considered billable.

A list of examples is included in the certification information handbook, which can be found at [www.aalnc.org](http://www.aalnc.org).

### Exam

**Q: I don't understand how the exam is scored. I got a 92, which sounds like a high score, but didn't pass.**

A: Exam results are reported as a standard score, rather than the actual number of questions you answered correctly or as a percentage. A standard or scaled score is recommended by testing professionals as the fairest way to score certification examinations. Using a standard score allows us to maintain the same level of knowledge needed for certification no matter what form of the examination candidates take. Different forms of the exam are used over time for security as well as to replace outdated questions with those reflecting current practice. Even though we make the exams as consistent as possible in terms of difficulty level, there are variations. Because of a process called equating and the use of standard scores, candidates are not penalized when they take a more difficult form of the test.

A standard score of 95 is needed to pass the examination. On a recent form of the examination, this was equivalent to answering 73% of the questions correctly. If another form of the examination were more difficult, candidates might need only 72% or 71% correct, which would also be a standard score of 95.

With standard scores, the distance from the passing score does not reflect the number of questions answered correctly or incorrectly. For example, if you scored 96 and the passing score is 95, it is not correct to say that you passed by one test question.

**Q: What are the content areas on the LNCC test and what percentage of the test covers those areas?**

A: The certification examination is based on an analysis of legal nurse consulting practice. The practice analysis and the examination were developed with the assistance of C-NET. The test consists of 200 multiple choice items and is approximately four hours in length. It is designed to test the nurse's ability to apply legal nurse consulting knowledge. Questions are in the form of case studies; a reading passage is followed by one or more questions related to the passage.

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## Questions and Answers

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The scope of the examination, content areas and the weights assigned to each area are as follows:

### Scope of the Exam

The LNCC examination is designed to measure the nurse's ability to:

- ▲ Collect and investigate healthcare records, research, literature, standards, guidelines, laws, costs, etc. related to a case, concerning issues of standards of care, causation and/or damages.
- ▲ Analyze data in pertinent medical records, research, literature, standards, guidelines, laws, costs, etc. related to a case, concerning issues of standards of care, causation and/or damages.
- ▲ Facilitate communication between clients (e.g., attorney, claims manager, agency) and parties, experts, witnesses and vendors.
- ▲ Draft materials considered attorney work product or to be used as evidence in health care-related cases.
- ▲ Educate oneself and clients on the health sciences pertaining to issues in a case.
- ▲ Collaborate with clients to support case strategy during discovery or case management.
- ▲ Support the process of adjudication of cases (e.g., trial, settlement, arbitration or mediation).
- ▲ Testify as an expert opinion or fact witness.

### Content Areas of the Exam

- ▲ Medical malpractice (30-35%)
- ▲ Personal injury (23-28%)
- ▲ Product liability/toxic tort (11-16%)
- ▲ Workers' compensation (10-15%)
- ▲ Risk management (5-8%)
- ▲ Life care planning (4-7%)
- ▲ Criminal/forensic (1-3%)
- ▲ Administrative health law (1-3%)
- ▲ Elder law (1-3%)

### **Q: What learning activities are appropriate for continuing education for renewal of the LNCC?**

A: Continuing education is defined as learning activities intended to build upon the educational and experiential bases of the professional nurse for the enhancement of practice as a legal nurse consultant. The learning activities must have significant intellectual or practical content with the primary purpose of increasing the participant's professional competence as a legal nurse consultant. Presentations intended for multiple participants, including but not limited to live programs, online programs, satellite broadcasts or independent study (video, audio, printed or electronic) are acceptable activities.

Contact hours for continuing education related to legal nurse consulting will be accepted. To be considered related to legal nurse consulting, a program must address a topic in either the scope or content areas of the LNCC examination as listed below. Continuing education contact hours may come from any provider, as long as a minimum of 20 percent of the hours you submit are approved or provided by a body that is accredited as an approver or provider of continuing education in nursing by 1) the American Nurses Credentialing Center's Commission on Accreditation, 2) a state board of nursing or 3) a state nursing association.

If credit is provided in a format other than contact hours, the time should be converted to contact hours. Fifty minutes of educational time is equal to one contact hour.

For conferences in which only some of the sessions addressed the topics listed below, count only the sessions that meet the definition. For example, for AALNC conferences, you may not count sessions on marketing or motivation or other topics not included on the list below.

### Topic Codes

- S1 Collect and investigate healthcare records, research, literature, standards, guidelines, laws, costs, etc. related to a case, concerning issues of standards of care, causation and/or damages.
- S2 Analyze data in the pertinent medical records, research, literature, standards, guidelines, laws, costs, etc. related to a case, concerning issues of standards of care, causation and/or damages.
- S3 Facilitate communication between clients (e.g., attorney, claims manager, agency) and parties, experts, witnesses and vendors.
- S4 Draft materials considered attorney work product or to be used as evidence in healthcare-related cases.
- S5 Educate oneself and clients on the health sciences pertaining to issues in a case. (Continuing education on clinical topics need not be related to a specific case.)
- S6 Collaborate with clients to support case strategy during discovery or case management.
- S7 Support the process of adjudication of cases (e.g., trial, settlement, arbitration or mediation).
- S8 Testify as an expert opinion or fact witness.

### Content Areas of Exam

- C1 Medical malpractice
- C2 Personal injury
- C3 Product liability/toxic tort
- C4 Workers' compensation
- C5 Risk management
- C6 Life care planning
- C7 Criminal/forensic
- C8 Administrative health law
- C9 Elder law

## Consider Running for the ALNCCB!

Are you interested in promoting expertise and professionalism in the practice of legal nurse consulting? Take this opportunity to run for office for the American Legal Nurse Consultant Certification Board (ALNCCB) and provide strategic guidance to the certification program. The upcoming election is for two board positions with terms beginning January 1, 2004. Applications are due **July 1, 2003**.

### Board Composition

Six members are elected to the ALNCCB by the Board itself from a slate of candidates developed by the AALNC president and the ALNCCB Chair. Members serve three-year terms, beginning in January. There are two current terms that expire at the end of 2003.

A majority of the board members must be LNCCs®. Board composition must reflect a variety of practice settings and geographical areas.

### Responsibilities

The Board is responsible for providing a valid and defensible credentialing process for legal nurse consultants. Board members work closely with AALNC headquarters and a

professional testing company to implement the certification program. Members are expected to attend scheduled board meetings (usually twice a year) and to participate in communications between meetings as necessary. Depending on the work of the Board, one or two conference calls will be scheduled during the year. Board members may take on additional assignments, such as serving as liaison to the audit panel or writing a newsletter column. Board members should anticipate spending between 80-160 hours a year on ALNCCB activities, including attending meetings.

Members are expected to review information sent to them and respond promptly to communications from the chair or staff.

AALNC conference attendance is not required but is strongly encouraged as a way to promote the certification program and meet legal nurse consultants from across the country. Conference attendance is not funded.

Please contact AALNC Headquarters for an application and more information at 877/402-2562 or [AALNC@sba.com](mailto:AALNC@sba.com). Elections will be held at ALNCCB's August 2003 meeting.

### Congratulations to the New LNCCs!

*(passed April 8 in Philadelphia)*

**Karen S. Campione**

Cinnaminson, NJ

**Mindy Cohen**

Villanova, PA

**Leann M. Goebel (née Meyer)**

Urbandale, IA

**Lisa L. Gott**

Grafton, OH

**Deborah L. Jones**

Alexander, AR

**Sara H. McNeil**

Warner, NH

### Save the Date!

Upcoming LNCC Exam

**October 11, 2003**

For more information, contact  
C-Net at 201/217-9083.

For an application, contact  
ALNCCB Headquarters at 877/402-2562.

Applications must be postmarked by  
**August 29, 2003.**

## Is it Time to Renew Your Certification?

If you passed the LNCC® exam in...	Your certification will expire on...	The application deadline is...	The extended deadline* is... <i>(\$100 late fee applies)</i>	You may use contact hours earned between...
October 1998	October 31, 2003	April 30, 2003	September 5, 2003	October 31, 1998 – April 30, 2003
April 1999	April 30, 2004	October 31, 2003	March 5, 2004	April 30, 1999 – October 31, 2003
October 1999	October 31, 2004	April 30, 2004	September 5, 2004	October 31, 1999 – April 30, 2004

# LNC

## Revenue Coach

**Turn your knowledge into a profitable consulting practice!**

*LNC Revenue Coach offers...*

- ➔ one-on-one or group consultation in person, or nationwide by telephone
- ➔ development of marketing techniques to get in the door of attorneys and ensure business.
- ➔ advice on the legal aspects of developing a successful practice.

*LNC Revenue Coach Lorie Brown, RN, MN, JD, president of Brown Law Office, has more than a decade of experience with a successful practice consulting on legal and medical issues.*

**LNC Revenue Coach**

**317.465.1065**

## SAVE THE DATE!

### March 31 – April 3, 2004

AALNC 15th National Educational Conference  
Hyatt Regency Chicago



Visit [www.aalnc.org](http://www.aalnc.org) for Conference updates.  
See you in Chicago!