

## Consideration of Proposed Education Guidelines Recommended by the Advisory Committee for Education

### SUMMARY OF REQUEST:

Consider staff recommendation concerning proposed education guidelines recommended by the Advisory Committee on Education(ACE).

### HISTORICAL PERSPECTIVE:

- At the April 2006 meeting the Board of Nurse Examiners issued a charge to the ACE to “Recommend new rules and regulations addressing Board approval of nursing education programs outside Texas’ jurisdiction currently operating in Texas or desiring to operate in Texas”
- The ACE Committee held three meetings to receive and evaluate information and to develop processes to meet the charge.
- Information from the Texas Higher Education Coordinating Board, the Texas Workforce Committee and information from other states was considered by the Committee.
- Two processes, detailed in attachments one and two were developed by the committee.

### SUMMARY OF PROCESSES:

- Process One - Approval of a Nursing Education Program Outside of Texas’ Jurisdiction to Conduct Clinical Learning Experiences in Texas requires:
  - programs to submit a written request and supporting documentation to the BNE office
  - documentation to include the name of program director, the nursing education program seeking approval to conduct clinical learning experiences in Texas
  - the credentials for the individual(s), the program liaison(s) and/or the faculty member(s) representing the program in Texas shall be equivalent to credentials required in BNE Rule 214 or Rule 215The entire procedure is detailed in Guideline 3.1.1.d.(Attachment 1)
- Process Two- Proposal to Establish a New Professional Nursing Education Program While Awaiting Institutional Accreditation
  - **Requires programs to provide evidence from the THECB., of active progression toward attaining a COA, at the time a new program proposal is submitted to board staff.**
  - This process mirrors the time frame granted by the THECB to acquire Regional Accreditation.
  - ~~The program would remain on Board of Nurse Examiner’s Initial Approval until Regional Accreditation is acquired and all other requirements of the Board are met.~~  
**A program will be eligible to be considered for full approval once it has a Certificate of Authority (COA) from the THECB. Full Approval is contingent on a program meeting the established criteria for full program approval. The Board will receive regular reports from the THECB regarding progress toward accreditation. There will be no additional reporting requirements, related to accreditation, imposed on the school by the BNE during this period.**
  - Programs failing to maintain a COA from the THECB will have BNE approval withdrawn.  
The entire procedure is detailed in Guideline 3.1.1.e (Attachment 2)

## **PROS AND CONS:**

### **Pros:**

#### Process One

- Out of state programs and others outside of Texas' jurisdiction are afforded an opportunity to utilize available clinical resources.
- A new model of multistate regulation will be developed

#### Process Two

- Career schools and others that lack regional accreditation will be able to initiate a new program proposal for a professional nursing education program
- The BNE continues to demonstrate a willingness to collaborate with other regulatory agencies

### **Cons:**

#### Process One

- The new guidelines may impede access to limited clinical resources

#### Process Two

- Students in programs that fail to be granted accreditation will be at risk.

### **Both Processes**

- The long term effects on public safety, with implementation of either guideline, are unknown

## **STAFF RECOMMENDATION:**

Move to accept the recommendations proposed by the Advisory Committee on Education to meet the charge issued by the Board to "Recommend new rules and regulations addressing Board approval of nursing education programs outside Texas' jurisdiction currently operating in Texas or desiring to operate in Texas"

**(Working Draft 3/27/07)****BOARD OF NURSE EXAMINERS FOR THE STATE OF TEXAS****3.1.1.d. EDUCATION GUIDELINE****Process for Approval of a Nursing Education Program Outside Texas' Jurisdiction to  
Conduct Clinical Learning Experiences in Texas**

Effective Date: / /07

Rule 214.4 sets forth the requirements for approval of a vocational nursing education program. Rule 215.4 sets forth the requirements for approving a professional nursing education program (diploma, associate degree, baccalaureate degree, or entry-level master's degree) nursing education program.

The following guideline sets forth the process for Approval of a Nursing Education Program Outside Texas' Jurisdiction to Conduct Clinical Learning Experiences in Texas. A nursing education program outside Texas' jurisdiction seeking approval to conduct clinical learning experiences in Texas shall be:

- fully approved/accredited by the state board of nursing in the state where the nursing education program originates and,
- approved/accredited/licensed by the appropriate Texas agency to conduct business in the State of Texas.

**PROCESS**

- I. The nursing education program outside Texas' jurisdiction seeking approval to conduct clinical learning experiences in Texas should initiate the process with the Board of Nurse Examiners for the State of Texas (BNE) 2-3 months prior to the anticipated start of the clinical learning experiences in Texas.
  
- II. A written request and the required supporting documentation shall be submitted to the BNE office following Board guidelines. The written request shall include the name, credentials, and contact information, including an email address, of the individual who completed the request, the director of the program in the home state, the person(s) in Texas who will serve as program liaison(s) and/or faculty member(s), and a brief description of the nursing education program seeking approval to conduct clinical learning experiences in Texas. The credentials for the individual(s), the program liaison(s) and/or the faculty member(s) representing the program in Texas shall be equivalent to credentials required in BNE Rule 214 or Rule 215. The BNE Rules and Regulations are available on the BNE web site, [www.bne.state.tx.us](http://www.bne.state.tx.us).
  
- III. The following required supporting documentation shall accompany the written request. Note: If any of this required documentation is only available via online, please submit a hard copy with the written request.
  - A. Completed "APPLICATION FOR APPROVAL OF A NURSING EDUCATION PROGRAM OUTSIDE TEXAS' JURISDICTION TO CONDUCT CLINICAL LEARNING EXPERIENCES IN TEXAS" form.
  - B. Evidence of the program's current approval/accreditation status by the state board of nursing from the state where the nursing education program originates.
  - C. Evidence that the program has been approved/accredited/licensed by the appropriate Texas agency to conduct business in the State of Texas.
  - D. Description of the type (directly faculty supervised, preceptorship, specific practice area) of the proposed clinical learning experiences to be conducted in Texas, including the geographic location, names of proposed clinical facilities, and the anticipated date when the clinical learning experiences will begin.

- E. Names, credentials, and verification of appropriate nursing licensure or privilege to practice in Texas of prospective clinical faculty.
- F. Written plans for the clinical supervision of nursing students enrolled in clinical learning experiences in Texas.
- G. Letter(s) of support from prospective clinical facilities or settings indicating their ability to accommodate students.
- H. Evidence of discussion regarding cooperative planning with directors of existing nursing programs for use of potential affiliate agencies and clinical practice settings.
- I. Provide evidence of written policies related to the management of clinical learning experiences to be conducted in Texas including:
  - 1. Evidence that faculty will be responsible and accountable for managing clinical learning experiences of students in accordance with faculty to student ratios as required by BNE Rule 214.10 or Rule 215.10;
  - 2. Criteria and rationale for the selection of affiliate agencies or clinical practice settings appropriate for the program of study;
  - 3. Process for the evaluation of affiliating agencies/clinical facilities or clinical practice settings and the frequency of evaluation;
  - 4. Written agreements between the program and affiliating agencies/clinical facilities which specify the responsibilities of the program to the agency and the responsibilities of the agency to the program;
  - 5. When clinical preceptors or clinical teaching assistants are used, written agreements between the program, clinical preceptor or clinical teaching assistant, and the affiliating agency, when applicable, delineating the functions and responsibilities of the parties involved;
  - 6. Written criteria for the selection of competent clinical preceptors and verification of qualifications as required by BNE Rule 214.10 or Rule 215.10;
  - 7. Process for the evaluation of student performance in clinical learning experiences, including the criteria for evaluating and the frequency of evaluation; and
  - 8. Provide, in table format, the specific clinical facilities that will be utilized, the number of the program's students at each clinical facility, the number of the program's clinical faculty at each clinical facility, and the number of preceptors that will be utilized at each clinical facility.

**Note:** Please be aware that if the program is approved to conduct clinical learning experiences in Texas, the program will be required to annually submit to the BNE office current information, in table format, regarding the program's current approval/accreditation status by the state board of nursing from the state where the nursing education program originates, the specific clinical facilities that are being utilized, the number of the program's students at each clinical facility, the number of the program's clinical faculty at each clinical facility, and the number of preceptors that are being utilized at each clinical facility.

- IV. Board staff reserve the right to request additional information and/or documentation in order to provide clarity.
- V. Board staff may schedule an in-house consultation visit or a site visit of the proposed clinical facilities may be conducted, depending on the analysis of the written request and the required supporting documentation.
- VI. Board staff will notify the nursing education program in writing when the request is approved.

**VII. Students shall not be enrolled in the clinical learning experiences to be conducted in Texas until the nursing education program is approved by board staff to conduct clinical learning experiences in Texas.**

**Important: Please be aware that references to BNE Rule 214 and Rule 215 are not all inclusive.**

**APPLICATION FOR APPROVAL OF A NURSING EDUCATION PROGRAM OUTSIDE TEXAS' JURISDICTION TO CONDUCT CLINICAL LEARNING EXPERIENCES IN TEXAS**

**Name of Nursing Education Program Applying for Approval to Conduct Clinical Learning Experiences in Texas:**

**Address:**

**Web Site Address:**

**Telephone Number:**

**Official Title of Nursing Education Program:**

**Type of Nursing Education Program:**

**Name, Title, and Credentials of Nursing Program Administrator:**

**Address, if different from above:**

**Telephone Number, if different from above:**

**Email Address of Nursing Program Administrator:**

**Name of Contact Person, if different from Nursing Program Administrator:**

**Telephone Number of Contact Person, if different from Nursing Program Administrator:**

**Email Address of Contact Person, if different from Nursing Program Administrator:**

**\*BNE staff, as part of the Approval of a Nursing Education Program Outside Texas' Jurisdiction to Conduct Clinical Learning Experiences in Texas, may make a survey visit of the potential clinical facilities and/or settings with 24-hour notice.**

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**BNE USE ONLY**

**Date Received:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Name of Nursing Consultant for Education:**

\_\_\_\_\_

**BOARD OF NURSE EXAMINERS FOR THE STATE OF TEXAS**  
**3.1.1.e. EDUCATION GUIDELINE**  
**Proposal to Establish a New Professional Nursing Education Program**  
**While Awaiting Regional Accreditation**  
**Effective Date: / /07**

Rule 215.3(a) sets forth the requirements for establishing a new professional nursing education program (diploma, associate degree, baccalaureate degree nursing education program).

**PROPOSAL PROCESS**

Rule 215.3 (a) (1) (A) related to Program Development, Expansion and Closure requires that, “A governing institution accredited by a Board-recognized accrediting body is eligible to submit a proposal to develop a professional nursing education program. The process to establish a new professional nursing education program shall be initiated with the Board office one year prior to the anticipated start of the program.”

1. A program, branch, or extension, of a program which is located in Texas and recognized by a regional accreditor other than the Southern Association of Colleges and Schools (SACS), must have Texas Higher Education Coordinating Board (THECB) approval. When submitting a proposal to establish a new professional nursing education program, the institution or agency without regional accreditation must be actively seeking regional accreditation under the Texas Education Administrative Code Title 3, Chapter 7. ~~Evidence of active progression toward regional accreditation must be included in the proposal.~~ **Evidence of holding a Certificate of Authority (COA) from the THECB or exemption by accreditation must be included in the proposal. The Board of Nurse Examiners(BNE) will defer to the THECB to evaluate the institution's or agency's progress toward obtaining regional accreditation**
2. The institution or agency seeking to establish a pre-licensure professional nursing education program should initiate the process with the board office one year prior to the anticipated start of the program.

Rule 215.3(a)(1)(B) related to Program Development, Expansion and Closure requires that “The proposal shall be completed under the direction/consultation of a registered nurse who meets the Board approved qualifications for a program director according to '215.6.’”

3. Include the name and credentials of the individual who completed the proposal. The individual actually writing the proposal for a new nursing education program does not have to be a registered nurse or hold a Texas license or a privilege to practice nursing.

**Note:** At some point, and at least prior to the proposal being presented to the Board, an individual must be identified as the prospective dean/director and this individual must meet the rule requirements to be a dean/director. This individual must review/revise the proposal and agree with the components of the proposal as being representative of the program the individual will be responsible for administratively.

Rule 215.3(a)(1)(c) related to Program Development, Expansion and Closure requires that “Sufficient nursing faculty with appropriate expertise shall be in place for development of the curriculum component of the program.”@

4. Prior to presentation of the proposal to the Board for approval, a minimum of a prospective dean/director and at least one prospective faculty member must be identified. The prospective dean/director and faculty member(s) must review/revise and approve the proposed curriculum that is included with the proposal.

Rule 215.3(a)(1)(D) related to Program Development, Expansion and Closure requires that “The proposal shall include information outlined in Board guidelines.”

5. Arrange the proposal according to topics listed under *Proposal Content for A New Professional Nursing Education Program* in the following format:
  - A. Have the proposal contained in a soft binder. *Please do not use plastic sheet protectors.*
  - B. Include a cover page with date of draft, name, address, email address, phone and fax numbers of controlling agency; name and credentials of the author of the proposal; and name of contact person(s), if different from author.
  - C. Provide a table of contents.
  - D. Number all pages sequentially - including appendices.
  - E. Label and number appendices, as appropriate, which may include:
    - 1) statistical information
    - 2) curriculum
    - 3) clinical evaluation tools
    - 4) plans and time line for program evaluation
    - 5) documents that support content
    - 6) reference list for all citations and sources of data
6. Include copies of:
  - A. College catalog, *if applicable*
  - B. Institution and Program Faculty Handbook, *if applicable*  
(Faculty Handbook should include position descriptions for director and faculty.)
  - C. Institution and Program Student Handbook, *if applicable*

Note: If these documents are only available online, please submit a hard copy with the proposal.
7. Submit initial draft of proposal 9 to 12 months prior to the anticipated start date of the program. Include with the initial draft of the proposal a completed APPLICATION FOR APPROVAL OF NEW PROFESSIONAL NURSING EDUCATION PROGRAM form and the appropriate fee (see Rule 223.1(9), Fees).
  - A. Staff will review the initial draft and subsequent revisions and provide feedback with requests for revisions and/or additional information.
  - B. All proposals for establishment of new programs will be reviewed with respect to how they address the standards for nursing programs set forth in Rule 215 for professional nursing education.
  - C. The proposal must fully address all areas as outlined in the Proposal Content guidelines and contain satisfactory responses to questions that staff communicated to the proposal author through written and/or verbal means.

- D. Data should be sufficient in depth and breadth to clearly demonstrate the need for the program and its sustainability. Include a list of references used in preparing the proposal in the appendix.
8. Depending on analysis of the proposal, staff may schedule an in-house consultation visit. A survey visit shall be conducted prior to presentation of the proposal to the Board.
9. Staff will notify the governing institution when the final version of the proposal is ready for presentation to the Board.
10. The governing institution will mail the final version of the proposal in a soft binder or bound format to each Board member and one copy to the Board office (total of 14 copies).
  - A. The governing institution will mail the final version of the proposal four (4) weeks prior to the scheduled Board meeting so that Board members will receive it at least three (3) weeks before the meeting.
  - B. Staff will provide the governing institution with a list of Board members and their addresses.
11. A Notice of Public Hearing will be published in the Texas Register three (3) weeks before the scheduled Board meeting.
12. The Public Hearing will be conducted at the Board meeting when the proposal is considered. The public hearing allows stakeholders to speak for or against the proposal and program representatives should be prepared to address both support and opposition at the public hearing.
13. Board staff will notify nursing programs in the geographic area (25 mile radius) regarding the Public Hearing that will be conducted at the Board meeting when the proposal is considered.
14. The Board may approve the proposal, defer action on the proposal, or deny further consideration of the proposal.
15. Students shall not be admitted until the program is approved by the Board.
16. A proposal without action for one calendar year will be inactivated.

#### PROPOSAL CONTENT TO ESTABLISH A NEW PROFESSIONAL NURSING EDUCATION PROGRAM

##### EVIDENCE OF REGIONAL ACCREDITATION OR PROGRESS TOWARDS ACCREDITATION (§215.3)

1. ~~Provide a brief description of the governing institution's efforts towards regional accreditation under the Texas Education Code Title 3, Chapter 7. Include an estimation of the time to achieve accreditation.~~ **Staff will accept documentation from the THECB as evidence of progress toward regional accreditation.**
2. Provide supporting documentation from the THECB of the governing institution's authority to grant a degree.
3. ~~Governing institutions granted Initial Approval by the BNE and who do not attain SACS accreditation within eight years from the time Initial Approval is granted, will have Initial Approval withdrawn until such time SACS accreditation is obtained.~~  
**Institutions or agencies failing to maintain a COA will have BNE approval withdrawn.**

## **PURPOSE AND NEED FOR PROGRAM**

1. Provide a brief description of the governing institution proposing to establish the new program [215.3(a)(1)(A)]
2. Describe the type of nursing education program proposed, geographic location, and anticipated date of enrollment of students [215.2(28)]
3. Provide rationale for establishing a new program as follows:
  - A. Establish the need in the community to be served with the level of nursing education to be provided by the proposed program.
    - 1) Describe the community to be served by the graduates of the proposed program including a description of the major industries and businesses in the area, population, community health agencies, etc.
    - 2) Describe demographic characteristics of the service community which show a population of clients with health care needs that can be met by nurses with the level of nursing education to be provided by the proposed program.
    - 3) Survey health care institutions, agencies and clinics in the community which employ nurses and present an analysis of the data to show employment rates of nurses, vacancies, and projected needs for nurses for the first five years of the program. Include a copy of the survey tool(s) in the appendix.
    - 4) Provide letters from community leaders which indicate support for the new program.
  - B. Analyze the potential effects on existing nursing programs within the geographic area (25 mile radius).
    - 1) List and describe other programs in the area, including information about:
      - a. the types of programs,
      - b. the enrollment in each program,
      - c. the number of graduates in each program, and
      - d. reported vacancies in each program.
    - 2) Discuss any distance education options and career mobility options for articulation programs in the region.
    - 3) Address the possibility of utilizing faculty from another institution.
- 4) Discuss the impact that the additional program may have on the use of clinical resources in the area.

## **ADMINISTRATION AND ORGANIZATION (§215.6)**

1. Provide the mission of the governing institution and describe how it is within the institution's mission to provide the proposed nursing education program.
2. Provide organizational charts:
  - A. Governing institution
  - B. Nursing Education Program
3. Provide documentation of administrative approval for the proposed program.
4. Provide documentation as appropriate for approval from the Texas Higher Education Coordinating Board.
5. Describe how source of financial support will be adequate to support the program, including:
  - A. Describe sources of funding for the program planning and implementation.
  - B. Present a projected budget for the first two years of program operation, including:
    - 1) director and faculty salaries - The budget should support sufficient qualified faculty members to enable the students to meet program goals and educational standards set by the Board.
    - 2) secretarial and support staff salaries,

- 3) consultant fees,
- 4) holdings and equipment related to:
  - a. library,
  - b. computers,
  - c. audiovisuals,
  - d. skills laboratory, and
  - e. durable and non-durable medical equipment.
- C. Present documentation that the governing institution agrees to provide adequate financial support and resources for the program.
- D. Include completed New Dean/Director Qualification Form following Board guidelines [§215.6(f-g)] (Refer to Education Guideline 3.4.1.)

#### **FACULTY (§215.7)**

- 1. Provide the following evidence of availability of adequate qualified faculty members for proposed program.
  - A. Describe potential sources for qualified faculty applicants and plans for recruitment of qualified faculty members.
  - B. Provide curriculum vitae for current and potential faculty members for professional nursing education programs.
  - C. Provide evidence in a table format that faculty members meet the requirements of the rule and are appropriate for their teaching assignments.
  - D. Sufficient nursing faculty members shall be in place for development of the curriculum component of the program.
  - E. Project the number and types of faculty needed for the first five years of operation.
- 2. Provide a copy of the Faculty Handbook which includes:
  - A. evidence of Faculty Organization with written policies and procedures and/or bylaws to guide the faculty and program=s activities specific to the proposed program,
  - B. job descriptions for director and faculty, faculty workload, and policies,
  - C. written plans for faculty orientation, development, and evaluation specific to the proposed program. (Submit a copy of the faculty evaluation tool.)
  - D. policies for part-time faculty and for preceptors.

#### **STUDENTS (§215.8)**

- 1. Describe the source for potential students.
- 2. Provide projection of proposed student enrollment for the first year.
- 3. Survey potential students for the program and present an analysis of the data from the survey indicating:
  - A. interest in the type of program to be offered,
  - B. intended date to start the program,
  - C. educational and employment goals, and
  - D. indicators of continued interest in the proposed program sufficient to sustain more than an initial cohort of students. (Note: Please include survey tool in the appendix.)
- 4. Describe plans for recruitment of students.
- 5. Describe admission criteria and selection process for admission of students.
- 6. Provide projection of proposed student enrollment and graduation for first five years (include information in #1 above).

7. Provide evidence of written student policies (Student Handbook) including:
  - A. mechanisms for student input into the development of academic policies and procedures, curriculum planning, and evaluation of teaching effectiveness, as appropriate.
  - B. student admission and progression. Policies which differ from those of the governing institution shall be in writing and made available to faculty and students.
  - C. in programs leading to licensure, mechanisms to inform students of conditions that may disqualify them upon graduation from licensure and the right to petition the Board for a Declaratory Order of Eligibility.
  - D. in programs preparing students for certification and authorization to practice, mechanisms to inform students of applicable requirements.
  - E. mechanisms that facilitate student mobility/transfer/articulation.
  - F. other policies such as those related to non-discrimination, grievance, due process, grading, graduation, dismissal, transfer, and financial aid.

**PROGRAM OF STUDY (§215.9)**

1. Description of the proposed program of study including:
  - A. philosophy/mission and objectives/outcomes as a basis for the program,
  - B. conceptual framework, if applicable,
  - C. organization and sequencing of the program of study,
  - D. educational principles used to develop the program of study,
  - E. program requirements
  - F. samples of unit and comprehensive examinations.
2. Description of how the program of study, as applicable:
  - A. incorporates professional values, ethics, safety, diversity and confidentiality.
  - B. incorporates Nursing Practice Act, Standards of Nursing Practice, Unprofessional Conduct Rules, Delegation Rules, and other laws and regulations which pertain to various roles and practice settings.
  - C. prepares students to:
    - 1) recognize and analyze health care needs,
    - 2) select and apply relevant knowledge and appropriate methods for meeting health care needs of individuals and families,
    - 3) evaluate the effectiveness of nursing care, and
    - 4) demonstrate the Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, Vocational (VN), Diploma/Associate Degree (Dip,ADN), Baccalaureate (BSN), September 2002, as appropriate.
  - D. prepares baccalaureate degree students in activities in:
    - 1) basic research, management and leadership and
    - 2) didactic and clinical learning experiences in community health nursing.
3. Description of how learning experiences provide for progressive development of values, knowledge, judgment and skills and allow:
  - A. didactic learning experiences either prior to or concurrent with related clinical learning experiences,
  - B. clinical learning experiences of sufficient quantity and quality to provide opportunities for students to achieve program outcomes,

- C. students with sufficient opportunities in simulated or clinical settings to develop manual technical skills using contemporary technologies, essential for safe and effective nursing practice,
  - D. learning opportunities that assist students to develop communication and interpersonal relationship skills.
4. Catalog descriptions of:
    - A. support courses required for the degree, as appropriate.
    - B. nursing courses that include didactic and clinical learning experiences appropriate to the role expectations of the graduate.
  5. Rationale for nursing and support courses to be offered and sequence in which they may be taken including:
    - A. ratio of theory to clinical learning experiences for each course
    - B. description of how the program is designed to articulate with other nursing education programs.
    - C. rationale for balance between nursing and non-nursing courses appropriate to proposed program, as appropriate.
  6. A complete syllabus for each nursing course which includes:
    - A. course title with brief course description;
    - B. level in which course will be offered;
    - C. course or clinical objectives;
    - D. brief content outline;
    - E. credit hour allocation for theory and/or clinical learning experiences;
    - F. required textbooks and references;
    - G. evaluation criteria and tools to measure progression of students= cognitive, affective and psychomotor achievement in course/clinical objectives;
    - H. student learning activities and grading policies.

**MANAGEMENT OF CLINICAL LEARNING EXPERIENCES AND RESOURCES (§215.10)**

1. Describe potential affiliating agencies/clinical facilities or clinical practice settings (acute care, long term care, community health, and/or supplemental clinical facilities).
  - A. Provide letters from the nursing administrator of each potential agency or setting that specify:
    - 1) number and types of students (pre-licensure and post-licensure students from other nursing education programs or other health occupation programs) currently using the facility, and
    - 2) number of additional students who could be accommodated in applicable patient areas including medical-surgical units and specialty areas, where required.
  - B. Request the nursing administrator to describe the effect that providing clinical experiences to the proposed program's students might have on the current usage of the facility by existing programs.
  - C. When clinical preceptorships are planned for the proposed program, describe the availability of qualified preceptors.
2. Provide evidence of discussion about cooperative planning with directors of existing nursing programs for use of potential affiliate agencies and clinical practice settings.
3. Provide evidence of written policies related to the management of clinical learning experiences including:
  - A. Evidence that faculty will be responsible and accountable for managing clinical learning experiences:

- B. evidence that faculty of students with appropriate faculty to student ratios.
- C. Criteria and rationale for the selection of affiliate agencies or clinical practice settings appropriate for proposed program.
- D. Evaluation of affiliating agencies/clinical facilities or clinical practice settings.
- E. Written agreements between the program and affiliating agencies/clinical facilities which specify the responsibilities of the program to the agency and the responsibilities of the agency to the program.
- F. when clinical preceptors or clinical teaching assistants are used, written agreements between the program, clinical preceptor or clinical teaching assistant, and the affiliating agency, when applicable, delineating the functions and responsibilities of the parties involved.
- G. Written criteria for selecting competent clinical preceptors, appropriate to program type.
- H. Evaluation of student performance in clinical learning experiences including:
  - 1) criteria for evaluating, and
  - 2) frequency of evaluation.

#### **FACILITIES, RESOURCES AND SERVICES (§215.11)**

1. Describe plan to recruit and hire support staff for operation of the proposed nursing program, including the need for support staff in the following areas:
  - A. secretarial and clerical
  - B. skills laboratory
  - C. computer laboratory
  - D. informational systems
2. Describe existing and proposed physical facilities, including:
  - A. office space for the director and faculty members
  - B. space for clerical staff
  - C. space for maintaining and storing records, files and equipment, and
  - D. number, size and types of classrooms, laboratories, and conference rooms.
  - E. If building or remodeling is required, include
    - 1) time line for start-up and completion of projects
    - 2) evidence that the institution will provide funds for the required building or remodeling
3. Provide evidence of ADA accessibility and compliance.
4. Describe existing and proposed education resources, including:
  - A. descriptions of existing and proposed skills laboratory equipment purchases (beds, equipment, mannequins, etc.),
  - B. student computer laboratory equipment,
  - C. teaching/learning aids such as audiovisual hardware and software (please submit inventory),  
adequate restrooms and lounges, and
  - D. library holdings and projected purchases to support the proposed program. Please submit inventory of nursing volumes and professional journals. (Include future purchases in projected budget.)

Note: Floor plans, photographs, drawings, etc. may be submitted as supplemental evidence.
5. Describe existing and proposed student support services, including:
  - A. developmental learning programs,

- B. learning assessment programs, and
- C. counseling programs and resources to promote retention of students.

**DESCRIPTION OF RECORDS AND REPORTS (§215.12)**

1. Written plan for the retention of program related records including, but not limited to:
  - A. faculty and student records
  - B. reports to the Board of Nurse Examiners and other accrediting or approving agencies, and correspondence regarding approval status.
2. Written plan for the storage of program related records.

**PLAN FOR TOTAL PROGRAM EVALUATION (§215.13)**

1. Written plan for systematic evaluation of the total program developed by faculty and including:
  - A. evaluative criteria,
  - B. frequency of evaluation,
  - C. assignment of responsibility,
  - D. methodology,
  - E. indicators of program and instructional effectiveness, and
  - F. action plan for addressing findings.
2. Broad areas to be included in total program evaluation:
  - A. organization and administration of the program, including program policies,
  - B. philosophy/mission and objectives/outcomes,
  - C. program of study, curriculum, and instructional techniques,
  - D. educational facilities, resources, and services,
  - E. affiliating agencies and clinical learning activities,
  - F. students' achievement,
  - G. graduate outcomes,
  - H. faculty members performance, and
  - I. extension programs, as appropriate.

**Important: Please be aware that references to Rule 215 are not all inclusive.**