

PROPOSED AMENDMENTS TO §§214.2 DEFINITION, 214.3 PROGRAM DEVELOPMENT, EXPANSION AND CLOSURE, 214.4 APPROVAL, 214.6 ADMINISTRATION AND ORGANIZATION, AND §214.12 RECORDS AND REPORTS RELATING TO VOCATIONAL NURSING EDUCATION

SUMMARY OF REQUEST:

Consider the proposed amendments to §§214.2 Definitions, 214.3 Program Development, Expansion and Closure, 214.4 Approval, 214.6 Administration and Organization, and §214.12 relating to vocational nursing education.

HISTORICAL PERSPECTIVE:

The Sunset Advisory Commission Report to the 80th Legislature, May 2007, Recommendations, Change in Statute and Management Action, and House Bill (HB) 2426, Sections 301.157(a-d) amendments have resulted in proposed amendments to Ch. 214 as follows:

- §214.2 Definitions - clarifying previous terminology and adding new terminology used throughout the rule;
- §214.3 Program Development, Expansion and Closure - clarifying requirements relating to limiting the role of the Board to approving nursing educational programs leading to initial licensure, the authority of the Board to approve nursing education programs approved by other state boards of nursing; and streamlining the Board's initial approval process for nursing education programs;
- §214.4 Approval - clarifying requirements relating to the selection of national nursing accrediting agencies by the Board; limiting the role of the Board to approving nursing educational programs leading to initial licensure, and increasing the Board's approval of nursing education programs for longer than one year;
- §214.6 Administration and Organization - clarifying requirements relating to limiting the role of the Board to approving nursing educational programs leading to initial licensure; and
- §214.12 Records and Reports - ensuring consistency in the requirements for the proposed amendments in §214.4.

Additional non-substantive changes were made throughout §§214.2, 214.3, 214.4, 214.6, and 214.12 for the purposes of clarifying the intent of the rule and correcting spelling/grammatical errors.

PROS AND CONS:

Pros -

- The proposed amendments to Ch. 214 reflect statutory changes and operationalize the statute.
- The non-substantive changes to Ch. 214 for the purposes of clarifying the intent of the rule and correcting spelling/grammatical errors should assist in the understanding of the rule.

Cons -

None noted.

STAFF RECOMMENDATION:

Move to approve the proposed amendments to §§214.2 Definitions, 214.3 Program Development, Expansion and Closure, 214.4 Approval, 214.6 Administration and Organization, 214.12 Records, and Reports relating to Professional Nursing Education (See Attachment) and authorize staff to publish in the *Texas Register* for a 30-day comment period. If negative comments are not received, then adopt the amendments to §§214.2, 214.3, 214.4, 214.6, and 214.12 as proposed.

§214.2 Definitions.

Words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

(1) Affidavit of Graduation--an official Board form containing an approved nursing educational program's curriculum components and hours, a statement attesting to an applicant's qualifications for vocational nurse licensure in Texas, the official school seal and the signature of the nursing program director/coordinator.

(2) Affiliating Agency or Clinical Facility--a health care facility or agency which provides learning experiences for students.

~~(3) Annual Report--a document required by the Board to be submitted at a specified time by the nursing education program director or coordinator. This document serves as verification of the program's adherence to Chapter 214, Vocational Nursing Education.~~

~~(4) (3) Approved vocational nursing education program--a vocational nursing educational program approved by the Board of Nurse Examiners for the State of Texas Board of Nursing.~~

~~(5) (4) Assistant Program Coordinator--a registered nurse faculty member in the vocational nursing educational program who is designated to assist with program management when the director or coordinator assumes responsibilities other than the program.~~

~~(6) (5) Board--the Board of Nurse Examiners for the State of Texas Board of Nursing composed of members appointed by the Governor for the State of Texas.~~

~~(7) (6) Class Hours--those hours allocated to didactic instruction and testing in each subject.~~

~~(8) (7) Clinical Conferences--scheduled presentations and discussions of aspects of client care experiences.~~

~~(9) (8) Clinical Learning Experiences--faculty planned and guided learning activities designed to assist students to meet stated program and course outcomes and to safely apply knowledge and skills when providing nursing care to clients across the life span as appropriate to the role expectations of the graduates. These experiences occur in nursing skills and computer laboratories; in simulated clinical settings; in a variety of affiliating agencies or clinical practice settings including, but not limited to: acute care facilities, extended care facilities, clients' residences, and community agencies; and in associated clinical conferences.~~

~~(10) (9) Clinical Practice Hours--hours spent in actual client care assignments, simulated laboratory experiences, observations, clinical conferences and clinical instruction.~~

~~(11) (10) Clinical Preceptor--a licensed nurse who meets the minimum requirements in §214.10(1)(5) of this chapter (related to Management of Clinical Learning Experiences and Resources), not paid as a faculty member by the controlling agency, and who directly supervises clinical learning experiences for no more than two students. A clinical preceptor facilitates student learning in a~~

manner prescribed by a signed written agreement between the educational institution, preceptor, and affiliating agency (as applicable).

(11) Compliance Audit--a document required by the Board to be submitted at a specified time by the nursing educational program director or coordinator that serves as verification of the program's adherence to chapter 214, Vocational Nursing Education.

(12) Conceptual Framework--theories or concepts giving structure to the curriculum and enabling faculty to make consistent decisions about all aspects of curriculum development, implementation, and evaluation.

(13) Concurrent Theory and Skills Laboratory Experiences--planned experiences which coincide or operate at the same time to provide a common effect.

(14) Controlling Agency--institution that has direct authority and administrative responsibility for the operation of a board approved nursing educational program.

(15) Correlated Theory and Clinical Practice--didactic and clinical experiences which have a reciprocal relationship or mutually complement each other.

(16) Course--organized subject content and related activities, which may include didactic, laboratory and/or clinical experiences, planned to achieve specific objectives within a given time period.

(17) Curriculum--course offerings which, in aggregate, make up the total learning activities in a program of study.

(18) Differentiated Entry Level Competencies--the expected educational outcomes to be demonstrated by nursing students at the time of graduation as published in *Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, Vocational (VN), Diploma/Associate Degree (Dip/ADN), Baccalaureate (BSN), September 2002.*

(19) Director or Coordinator--denotes the nurse directly in charge chosen by the controlling agency, approved by the Board, and who is administratively responsible for the nursing educational program.

(20) Examination Year--the period beginning January 1 and ending December 31 used for the purposes of determining programs' NCLEX-PN examination pass rates.

(21) Faculty member--an individual employed to teach in the vocational nursing educational program who meets the requirements as stated in §214.7 of this chapter (relating to Faculty Qualifications and Faculty Organization).

(22) Faculty waiver--a waiver granted a director or coordinator of a vocational nursing educational program and submitted to the Board on a notarized notification form, or by the Board, as specified in §214.7(c)(2)(C), to an individual who is currently licensed as an LVN or RN, or has a privilege to practice, as appropriate, in Texas and who is approved to be employed as a faculty member for a specified period of time.

(23) Lead Instructor--a licensed nurse approved by the Board who has the delegated administrative authority for the program.

(24) Mobility--the ability to advance without educational barriers.

(25) Non-Nursing Faculty--instructors who teach non-nursing theory courses such as pharmacology, nutrition, and anatomy and physiology and who have educational preparation appropriate to the assigned teaching responsibilities.

(26) Objectives/Outcomes--clear statements of expected behaviors that are attainable and measurable.

(A) Program Objectives/Outcomes--broad statements used to direct overall student learning toward the achievement of expected program outcomes.

(B) Clinical Objectives/Outcomes--statements describing expected student behaviors throughout the curriculum and which represent progression of students' cognitive, affective and psychomotor achievement in clinical practice across the curriculum.

(C) Course Objectives/Outcomes--statements describing expected behavioral changes in the learner upon successful completion of specific curriculum content and which serve as the mechanism for evaluation of student progression.

(27) Observational experience--an assignment to a facility or unit where students observe activities within the facility and/or the role of nursing within the facility, but where students do not participate in patient/client care.

(28) Pass rate--the percentage of first-time candidates within one examination year who pass the National Council Licensure Examination for Vocational Nurses (NCLEX-PN®).

(29) Philosophy/Mission--statement of concepts expressing fundamental values and beliefs regarding human nature as they apply to nursing education and practice and upon which the curriculum is based.

(30) Program of Study--the courses and learning experiences that constitute the requirements for completion of a vocational nursing educational program.

(31) Proprietary Schools--educational entities defined by Texas Workforce Commission as "career schools and colleges."

(32) Recommendation--a suggestion based upon program assessment indirectly related to the rules to which the program must respond but in a method of their choosing.

(33) Requirement--mandatory criterion based on program assessment directly related to the rule that must be addressed in the manner prescribed.

(34) Shall--denotes mandatory requirements.

(35) Staff--Employees of the Texas Board of Nurse Examiners Nursing.

(36) Supervision--immediate availability of a faculty member or clinical preceptor to coordinate, direct, and observe first hand the practice of students.

(37) Survey Visit--an on-site visit to a vocational nursing education program by a Board representative. The purpose of the visit is to evaluate the program of learning by gathering data to

determine whether the program is meeting the Board's requirements as specified in §§214.2 - 214.13 of this chapter.

(38) Systematic Approach--the organized process in nursing which provides individualized, goal-directed nursing care which includes the vocational nurse's role in participating in data collection, assessment activities, planning and implementing client care, and evaluating the client's responses to nursing interventions and identification of client needs.

(39) Texas Higher Education Coordinating Board (THECB) - a state agency created by the Legislature to provide coordination for the Texas higher education system, institutions, and governing boards, through the efficient and effective utilization and concentration of all available resources and the elimination of costly duplication in program offerings, faculties, and physical plants (Tex. Educ. Code, Title 3, Subtitle B, ch. 61).

(40) Texas Workforce Commission (TWC) - the state agency charged with overseeing and providing workforce development services to employers and job seekers of Texas (Tex. Labor Code, Title 4, Subtitle B, ch. 301).

~~(39)~~ (41) Vocational Nursing Educational Program--a unit or entity within an educational setting which provides a program of study preparing graduates who are competent to practice safely and who are eligible to take the NCLEX-PN examination. Types of programs:

(A) Extension program--a site other than the program's main location where the program of study is provided, duplicating the current curriculum and teaching resources.

(B) MEEP--Multiple Entry Exit Program that offers mobility options for students.

(C) New program--a newly created program of study in which the curriculum, teaching resources, or program hours required to complete the program differs from that of the main location.

§214.3 Program Development, Expansion and Closure

(a) New programs.

(1) Proposal to establish a new vocational nursing educational program.

(A) An educational unit in nursing within the structure of a school, including a college, university, or proprietary school (career school or college), or a hospital is eligible to submit a proposal to establish a vocational nursing educational program. Specialized institutions such as nursing homes, tuberculosis hospitals, and others do not qualify as controlling agencies, but may participate with a program as an affiliating health care facility. ~~The process to establish a new vocational nursing educational program shall be initiated with the Board office one year prior to the anticipated start of the program.~~

(B) The new vocational nursing educational program must be approved/licensed by the appropriate Texas agency, i.e., THECB, TWC, before approval can be granted by the Texas Board of Nursing for the program to be implemented.

(i) The approval process conducted by THECB or TWC must precede the approval process conducted by the Board.

(ii) The proposal to establish a new vocational nursing educational program may be submitted to the Board at the same time that an application is submitted to THECB or TWC, but the proposal cannot be approved by the Board until such time as the proposed program is approved by THECB or TWC.

(C) The process to establish a new vocational nursing educational program shall be initiated with the Board office one year prior to the anticipated start of the program.

~~(B)~~ (D) 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 §214.6.

~~(C)~~ (E) Sufficient nursing faculty, with appropriate expertise, shall be in place for development of the curriculum component of the program.

~~(D)~~ (F) The proposal shall include information outlined in Board guidelines.

~~(E)~~ (G) After the proposal is submitted and reviewed, a preliminary survey visit shall be conducted by Board staff prior to presentation to the Board.

~~(F)~~ (H) The proposal shall be considered by the Board following a public hearing at a regularly scheduled meeting of the Board. The Board may approve the proposal and grant initial approval to the new program, may defer action on the proposal, or may deny further consideration of the proposal.

~~(G)~~ (I) The program shall not admit students until the Board approves the proposal and grants initial approval.

~~(H)~~ (J) Prior to presentation of the proposal to the Board, evidence of approval from the appropriate regulatory/funding agencies shall be provided.

~~(I)~~ (K) After the proposal is approved, an initial approval fee shall be assessed per §223.1 (related to Fees).

~~(J)~~ (L) A proposal without action for one calendar year shall be inactivated.

(M) If the Board denies further consideration of a proposal, the educational unit in nursing within the structure of a school, including a college, university, or proprietary school (career school or college), or a hospital must wait a minimum of twelve calendar months from the date of the denial before submitting a new proposal to establish a vocational nursing educational program.

(2) Survey visits shall be conducted, as necessary, by staff until full approval status is granted.

(b) Extension Program.

(1) Only vocational nursing educational programs which have full approval status are eligible to initiate an extension program.

(2) An approved vocational nursing educational program desiring to begin an extension program which duplicates current curriculum and teaching resources shall:

(A) Notify the Board office at least four (4) months prior to implementation of the extension program;

(B) Submit required information according to Board guidelines; and

(C) Provide documentation of notification or approval from the controlling agency, THECB, TWC and/or other regulatory/funding agencies, as ~~appropriate~~ applicable, at least four (4) months prior to implementation, as appropriate.

(3) When the extension program's curriculum deviates from the original program in any way, the proposed extension is viewed as a new program and Board guidelines for a new program apply.

(4) Extension programs of vocational nursing educational programs which have been closed may be reactivated by submitting notification of reactivation to the Board at least four (4) months prior to reactivation, using the Board guidelines for initiating an extension program.

(5) A program intending to close an extension program shall:

(A) Notify the Board office at least four (4) months prior to closure of the extension program.

(B) Submit required information according to Board-approved guidelines including:

(i) reason for closing the program;

(ii) date of intended closure;

(iii) academic provisions for students; and

(iv) provisions made for access to and storage of vital school records.

(c) Transfer of Controlling Agency. The authorities of the controlling agency shall notify the Board office in writing of an intent to transfer the administrative authority of the program. This notification shall follow Board guidelines.

(d) Closure of a Program. A program shall notify the Board office in writing of their intent to close the program. ~~The controlling agency shall be responsible for graduating enrolled students or ensuring the satisfactory transfer of those students into another program. The controlling agency shall provide for permanent storage of student records. A program is deemed closed when the program has not enrolled students for a period of two years since the last graduating class or student enrollment has not occurred for a two-year period. Board-ordered enrollment suspensions may be an exception.~~

(1) The controlling agency shall be responsible for graduating enrolled students or ensuring the satisfactory transfer of those students into another program.

(2) The controlling agency shall provide for permanent storage of student records.

(3) A program is deemed closed when the program has not enrolled students for a period of two years since the last graduating class or student enrollment has not occurred for a two-year period. Board-ordered enrollment suspensions may be an exception.

(e) Approval of a Nursing Educational Program Outside Texas' Jurisdiction to Conduct Clinical Learning Experiences in Texas.

(A) The nursing educational program outside Texas' jurisdiction seeking approval to conduct clinical learning experiences in Texas should initiate the process with the Texas Board of Nursing two to three months prior to the anticipated start of the clinical learning experiences in Texas.

(B) A written request and the required supporting documentation shall be submitted to the Board office following Board guidelines.

(C) Evidence that the program has been approved/licensed by the appropriate Texas agency, i.e., THECB, TWC, to conduct business in the State of Texas must be obtained before approval can be granted by the Texas Board of Nursing for the program to conduct clinical learning experiences in Texas.

§214.4 Approval.

(a) The progressive designation of approval status is not implied by the order of the following listing. Approval status is based upon each program's performance and demonstrated compliance to the Board's requirements and response to the Board's recommendations. Change from one status to another is based on NCLEX-PN examination pass rates, annual reports compliance audits, survey visits, and other factors listed under §214.4(b). Types of approval include:

~~(1) Initial Approval. Initial approval is written authorization by the Board for a new program to admit students and is granted if the program meets the requirements and addresses the recommendations issued by the Board. Initial approval begins with the date of the first student enrollment. The program shall not enroll more than one class per year while on initial approval. Change from initial approval status to full approval status cannot occur until the licensing examination result of the first graduating class is evaluated by the Board.~~

(A) Initial approval is written authorization by the Board for a new program to admit students, is granted if the program meets the requirements and addresses the recommendations issued by the Board, and begins with the date of the first student enrollment.

(B) The program shall not enroll more than one class per year while on initial approval.

(C) Change from initial approval status to full approval status cannot occur until the program has met requirements and responded to all recommendations issued by the Board and the licensing examination result of the first graduating class is evaluated by the Board.

(2) Full Approval.

(A) Full Approval is granted by the Board to a vocational nursing educational program that is in compliance with all requirements and has responded to all recommendations.

~~(B) Full Approval with Warning is issued by the Board to a vocational nursing educational program that is not meeting legal and educational requirements. The program issued a warning, is provided a list of the deficiencies and is given a specified time in which to correct the deficiencies.~~

(B) Only programs with Full approval status may initiate extension programs, grant faculty waivers, and petition for faculty waivers.

~~(C) (3) Full Approval with warning is issued by the Board to a vocational nursing educational program that is not meeting legal and educational requirements. The program is issued a warning, is provided a list of the deficiencies and given a specified time in which to correct the deficiencies.~~

(A) A program issued a warning will receive written notification from the Board of the warning.

(B) The program is given a list of the deficiencies and a specified time in which to correct the deficiencies.

~~(3) (4) Conditional Approval--Conditional approval is issued by the Board for a specified time to provide the program opportunity to correct deficiencies.~~

(A) The program shall not admit students while on conditional status.

(B) The Board may establish specific criteria to be met in order for the program's conditional approval status to be changed.

(C) Depending upon the degree to which the Board's legal and educational requirements are met, the Board may change the approval status to full approval or full approval with warning, or may withdraw approval.

~~(4) (5) Withdrawal of Approval--The Board may withdraw approval from a program which fails to meet legal and educational requirements within the specified time. The program shall be removed from the list of Board approved vocational nursing educational programs.~~

(b) Factors Jeopardizing Program Approval Status--Approval may be changed or withdrawn for any of the following reasons:

(1) deficiencies in compliance with the rule;

(2) utilization of students to meet staffing needs in health care facilities;

(3) noncompliance with school's stated philosophy/mission, program design, objectives/outcomes, and/or policies;

(4) continual failure to submit records and reports to the Board office within designated time frames;

(5) failure to provide sufficient variety and number of clinical learning opportunities for students to achieve stated objectives/outcomes;

(6) failure to comply with Board requirements ~~and~~ or to respond to Board recommendations within the specified time;

- (7) student enrollments without sufficient faculty, facilities and/or patient census;
- (8) failure to maintain a 80% passing rate on the licensing examination by first-time candidates;
- (9) failure of program director to document annually the currency of faculty licenses; or
- (10) other activities or situations that demonstrate to the Board that a program is not meeting legal requirements and standards.

(c) Ongoing Approval pProcedures. Approval status is determined annually biennially by the Board on the basis of the program's ~~annual report~~ compliance audit, NCLEX-PN® examination pass rate, and other pertinent data.

(1) ~~Review of annual report~~ Compliance Audit. Each approved vocational nursing educational program shall submit ~~an annual report~~ a biennial audit regarding its compliance with the Board's legal and educational requirements.

(2) ~~Pass rate of graduates on NCLEX-PN® examination.~~ Pass Rates.

(A) Eighty percent (80%) of first-time candidates who complete the program of study are required to achieve a passing score on the NCLEX-PN® examination.

(B) When the passing score of first-time candidates who complete the vocational nursing educational program is less than 80% on the NCLEX-PN® examination during the examination year, the nursing program shall submit a self-study report that evaluates factors which contributed to the graduates' performance on the NCLEX-PN® examination and a description of the corrective measures to be implemented. The report shall follow Board guidelines.

(C) A warning shall be issued to the program when the pass rate of first-time candidates, as described in subsection (c)(2)(A) of this section, is less than 80% for two consecutive examination years.

(D) A program shall be placed on conditional approval status if, within one examination year from the date the warning is issued, the performance of first-time candidates fails to be at least 80% on the NCLEX-PN® examination, or the faculty fail to implement appropriate corrective measures.

(E) Approval status may be withdrawn if the performance of first-time candidates fails to be at least 80% during the examination year following the date that the program was placed on conditional approval.

(F) A program issued a warning or placed on conditional approval status may request a review of the program's approval status by the Board at a regularly scheduled meeting if the program's pass rate for first-time candidates during one examination year is at least 80%.

~~(d)~~ (3) Survey vVisit. Each vocational nursing educational program shall be visited at least every six years after full approval has been granted, unless accredited by a Board-recognized ~~voluntary~~ national nursing accrediting body agency.

(1) (A) The Board may authorize staff to conduct a survey visit at any time based upon established criteria.

(2) (B) After a program is fully approved by the Board, a report from a Board-recognized ~~voluntary~~ national nursing accrediting body agency regarding a program's accreditation status may be accepted in lieu of a Board survey visit.

(3) (C) A written report of the survey visit, ~~annual report compliance audit~~, and NCLEX-PN® examination pass rate shall be reviewed by the Board biennially at a regularly scheduled meeting.

(4) The Texas Board of Nursing will select one or more national nursing accrediting agencies, recognized by the United States Department of Education and determined by the Board to have standards equivalent to the Board's ongoing approval standards.

(A) The Texas Board of Nursing will periodically review the standards of the national nursing accrediting agencies following revisions of accreditation standards or revisions in Board requirements for validation of continuing equivalency.

(B) The Texas Board of Nursing will deny or withdraw approval from a school of nursing or educational program that fails to:

(i) meet the prescribed course of study or other standard under which it sought approval by the Board.

(ii) meet or maintain accreditation with the national nursing accrediting agency selected by the Board under which it was approved or sought approval by the Board.

(iii) maintain the approval of the state board of nursing of another state that the Board has determined has standards that are substantially equivalent to the Board's standards under which it was approved.

(C) A school of nursing or educational program is considered approved by the Board and exempt from Board rules that require ongoing approval if the program:

(i) is accredited and maintains accreditation through approved national nursing accrediting agency that have been determined by the Board to have equal standards; and

(ii) maintains an acceptable pass rate, as determined by the Board, on the applicable licensing exam;

(D) A school of nursing or educational program that fails to meet or maintain an acceptable pass rate, as determined by the Board, on applicable licensing examinations is subject to review by the Board.

(E) A school of nursing or educational program that does not maintain accreditation is subject to review by the Board.

(F) The Board may assist the school or program in its effort to achieve compliance with the Board's standards.

(G) A school or program from which approval has been withdrawn may reapply for approval.

(H) A school of nursing or educational program accredited by an agency recognized by the Board shall:

(i) provide the board with copies of any reports submitted to or received from the national nursing accrediting agency selected by the Board within three (3) months of receipt of official reports;

(ii) notify the Board of any change in accreditation status within two (2) weeks following receipt of official notification letter; and

(iii) provide other information required by the Board as necessary to evaluate and establish nursing education and workforce policy in this state.

~~(e)~~ (d) Notice of a program's approval status shall be sent to the director, chief administrative officer of the controlling agency, and others as determined by the Board.

§214.6 Administration and Organization.

(a) The controlling agency shall be licensed or accredited by a Board-recognized agency.

(b) There shall be an organizational chart indicating lines of authority between the vocational nursing educational program and the controlling agency.

(c) The program shall have comparable status with other educational units within the institution (controlling agency).

(d) The controlling agency shall:

(1) be responsible for satisfactory operation of the vocational nursing educational program;

(2) meet rules and regulations as stated in this chapter;

(3) provide the number of faculty necessary to meet minimum standards set by the Board and to insure a sound educational program;

(4) provide for suitable classroom and clinical facilities;

(5) provide secretarial assistance;

(6) provide sufficient funds for operation and maintenance of the program to meet requirements set by the Board; and

(7) select and appoint a qualified registered nurse director or coordinator for the program who meets the requirements of the Board. The director shall:

(A) hold a current license or privilege to practice as a registered nurse in the state of Texas;

(B) have been actively employed in nursing for the past five years, preferably in supervision or teaching. If the director has not been actively employed in nursing for the past five years, the director's advanced preparation in nursing, nursing education, and nursing administration and prior

relevant nursing employment may be taken into consideration by the Board staff in evaluating qualifications for the position;

(C) have a degree or equivalent experience that will demonstrate competency and advanced preparation in nursing, education, and administration; and

(D) have had five years of varied nursing experience since graduation from a professional nursing educational program.

(e) When the director or coordinator of the program changes, the director or coordinator shall submit to the Board office written notification of the change indicating the final date of employment. The controlling agency shall ensure that:

(1) a new director or coordinator qualification form is submitted to the Board office for approval prior to being hired at an existing program or a new program;

(2) the director may have responsibilities other than the program provided that an assistant program coordinator/lead instructor is designated to assist with the program management;

(3) a director with responsibilities other than the program shall not have major teaching responsibilities; and

(4) written job descriptions exist which clearly delineate responsibilities of the director, coordinator and lead instructor, as appropriate.

(f) In a fully approved vocational nursing educational program, if the individual to be appointed as director or coordinator does not meet the requirements for director or coordinator as specified in subsection (d)(7) of this section, the administration is permitted to petition for a waiver of the Board's requirements, according to Board guidelines, prior to the appointment of said individual.

(g) A newly appointed director or coordinator of a vocational nursing educational program shall attend the next scheduled orientation provided by the Board staff.

(h) The director or coordinator shall have the authority to direct the program in all its phases, including approval of teaching staff, selection of appropriate clinical sites, admission, progression, probation, and dismissal of students. Additional responsibilities include but are not limited to:

(1) providing evidence of faculty expertise and knowledge to teach curriculum content;

(2) acting as agent of the Board and issuing temporary permits to eligible graduates, upon completion of the program;

(3) verifying student's completion of program requirements on the Affidavit of Graduation; and

(4) completing and submitting the Annual Report Texas Board of Nursing Compliance Audit and Nursing Education Program Information Survey ~~the to the Board office~~ by the required dates.

§214.12. Records and Reports.

(a) Student Forms--Student records shall be maintained on all students and shall be accessible to all faculty members and to Board representatives. Record forms may be developed by an individual school. Hospital employment forms are not to be used for student records.

(b) Required Student Forms--The required student forms are the student application, evidence of student's ability to meet objectives/outcomes of the program, clinical practice evaluation, transcript, signed receipt of written student policies, evidence of student receipt of eligibility information, and statement of withdrawal.

(c) Record Storage--Records shall be safely stored to prevent loss, destruction, or unauthorized use. Records of all graduates must be completed prior to permanent storage. Records on students who withdraw from the program shall be completed up to the date of withdrawal.

(d) Retention of Student Records--All records shall be maintained for two years. At minimum, a transcript shall be retained as a permanent record on all students.

(e) Copies of the program's ~~Annual Reports~~ Texas Board of Nursing Compliance Audit of the Nursing Education Program (CANEP), Nursing Education Program Information Survey (NEPIS), and important Board communication shall be maintained as appropriate.