

CONSIDERATION OF AN EDUCATION GUIDELINE DELINEATING THE OVERALL RESPONSIBILITIES OF THE TEXAS WORKFORCE COMMISSION, TEXAS HIGHER EDUCATION COORDINATING BOARD, AND TEXAS BOARD OF NURSING IN THE STREAMLINED INITIAL APPROVAL PROCESS FOR NURSING EDUCATIONAL PROGRAMS

SUMMARY OF REQUEST:

This is a request for consideration of approval for an education guideline delineating the overall responsibilities of the Texas Workforce Commission (TWC), Texas Higher Education Coordinating Board (THECB), and Texas BON in the streamlined initial approval process for nursing educational programs.

HISTORICAL PERSPECTIVE:

- The Sunset Advisory Commission Report to the 80th Legislature, May 2007, under Recommendations, Change in Statute 1.4 states "Require the Board to streamline its initial approval process for nursing education programs."
- House Bill (HB) 2426 Section 301.157(d-5) requires that "The board shall streamline the process for initially approving a school of nursing or educational program under this section by identifying and eliminating tasks performed by the board that duplicate or overlap tasks performed by the Texas Higher Education Coordinating Board or the Texas Workforce Commission."
- House Bill (HB) 2426 Section 301.157(d-6) requires that "The board, in cooperation with the Texas Higher Education Coordinating Board and the Texas Workforce Commission, shall establish guidelines for the initial approval of schools of nursing or educational programs. The guidelines must: (1) identify the approval processes to be conducted by the Texas Higher Education Coordinating Board or the Texas Workforce Commission; (2) require the approval process identified under Subdivision (1) to precede the approval process conducted by the board; and (3) be made available on the board's internet website and in a written form."

ACTIONS TO DATE:

- Texas BON staff conducted meetings with the TWC beginning in December 2006 with a goal of identifying duplicative processes between the Texas BON's new program approval process and the TWC new school/college/program approval process.
- BON staff conducted meetings with the THECB beginning in June 2007 with the goal of identifying duplicative processes between the Texas BON's new program approval process and the THECB program approval process.
- In August 2007, BON staff developed a matrix table to facilitate a comparison of the steps in the Texas BON's new program approval process for both Rule 214 and 215 versus the steps in the TWC and THECB approval processes.
- The respective matrix table was emailed to both agencies, TWC and THECB, in September 2007, with instructions for TWC and THECB staff to review the table and indicate areas in the Texas BON approval process that are reviewed as part of the current TWC or THECB approval process for new nursing educational programs.
- When the completed matrix table was received from both TWC and THECB, Texas BON staff began discussion of the information with TWC and THECB staff.
- In February 2008, Texas BON staff developed a draft table outlining the delineated areas of approval responsibility designated by each agency and this table was sent to TWC and THECB for review and comment.
- In April 2008, Texas BON staff began analyzing the comments received from TWC and THECB and after additional meetings with TWC and THECB, a final education guideline was developed delineating the overall responsibilities of the TWC, THECB, and Texas BON in the streamlined initial approval process for nursing educational programs (See Attachment).

FUTURE ACTIONS:

- When the education guideline delineating the overall responsibilities of the TWC, THECB, and Texas BON in the streamlined initial approval process for nursing educational programs receives approval by the Board, the education guideline will be made available to the public on the Texas BON web site.
- Board staff will develop specific education guidelines outlining the proposal processes for both new nursing vocational nursing educational programs and new professional nursing educational programs. These education guidelines will be made available to the public on the Texas BON web site.

PROS AND CONS:**Pros -**

- The actions to date have provided a foundation for development of an overall streamlined approval process for new nursing educational programs with delineated responsibilities for each of the agencies, the Texas BON, THECB, and TWC, involved in the initial approval processes.
- Board staff anticipate that in addition to eliminating duplicative approval steps among the Texas BON, TWC, and THECB, the new Texas BON specific new program initial approval processes and education guidelines will:
 - reduce the amount of required written information that the applicant must provide;
 - allow the applicant to complete standardized tables for providing required data; and
 - allow the applicant to submit copies of documentation required in the TWC or THECB approval processes in order to meet certain requirements in the Texas BON approval process.

Cons -

- The rules and processes at TWC, THECB and other agencies related to new nursing educational program approval may change periodically.
- Periodic review of the Texas BON rules and processes related to new nursing educational program approval will need to occur to ensure that any changes in the rules and processes at TWC, THECB and other agencies related to new nursing program approval are addressed appropriately.

STAFF RECOMMENDATION:

Move to approve the attached education guideline delineating the overall responsibilities of the TWC, THECB, and Texas BON in the initial approval process for nursing educational programs and post this education guideline on the Texas BON web site.

TEXAS BOARD OF NURSING
3.1.1. EDUCATION GUIDELINE
Delineated Responsibilities for New Nursing Educational Program Approval Processes

AUTHORITY FOR INITIAL APPROVAL OF NEW PRE-LICENSURE NURSING EDUCATIONAL PROGRAMS

All pre-licensure vocational and professional nursing educational programs in Texas must be approved/licensed by:

- either the Texas Workforce Commission (TWC) or the Texas Higher Education Coordinating Board (THECB), as applicable, unless deemed exempt from approval/licensing by the TWC or the THECB; **and**
- the Texas Board of Nursing (BON).

Note: The initial approval process of a new school of nursing or educational program that is deemed exempt from approval/licensing by the TWC or THECB, is the sole responsibility of the Texas BON.

The table below outlines the approval authority for each agency by type of program.

TWC	THECB	TEXAS BON
<p><u>Vocational nursing educational program</u> conducted by an educational unit in nursing within the structure of a career school or college; and a program conducted by a hospital.</p>	<p><u>Vocational nursing educational program</u> conducted by an educational unit in nursing within the structure of a public or state community college or university.</p>	<p><u>Vocational nursing educational program</u> conducted by an educational unit in nursing within the structure of a school, including a college, university, or proprietary school (career school or college); and a program conducted by a hospital.</p>
<p><u>Professional nursing educational program</u> as follows: a <u>diploma program</u> that is conducted by a single purpose school, usually under the control of a hospital, and that leads to a diploma in nursing.</p>	<p><u>Professional nursing educational program</u> as follows: (1) a <u>baccalaureate degree program</u> that is conducted by an educational unit in nursing that is a part of a public or state senior college or university and that leads to a baccalaureate degree in nursing; (2) an <u>associate degree program</u> that is conducted by an educational unit in nursing within the structure of a public or state college or a university that leads to an associate degree in nursing.</p>	<p><u>Professional nursing educational program</u> as follows: (1) a <u>baccalaureate degree program</u> that is conducted by an educational unit in nursing that is a part of a senior college or university and that leads to a baccalaureate degree in nursing; (2) an <u>associate degree program</u> that is conducted by an educational unit in nursing within the structure of a college or a university and that leads to an associate degree in nursing; and (3) a <u>diploma program</u> that is conducted by a single purpose school, usually under the control of a hospital, and that leads to a diploma in nursing.</p>

The Texas Nursing Practice Act, Section 301.157(d-5) related to Programs of Study and Approval requires that:

“The board shall streamline the process for initially approving a school of nursing or educational program under this section by identifying and eliminating tasks performed by the board that duplicate or overlap tasks performed by the Texas Higher Education Coordinating Board or the Texas Workforce Commission.”

The Texas Nursing Practice Act, Section 301.157(d-6) related to Programs of Study and Approval requires that:

“The board, in cooperation with the Texas Higher Education Coordinating Board and the Texas Workforce Commission, shall establish guidelines for the initial approval of schools of nursing or educational programs. The guidelines must:
(1) identify the approval processes to be conducted by the Texas Higher Education Coordinating Board or the Texas Workforce Commission;
(2) require the approval process identified under Subdivision (1) to precede the approval process conducted by the board; and
(3) be made available on the board’s internet website and in a written form.”

**GENERAL AREAS REVIEWED DURING THE APPROVAL OF A NEW NURSING EDUCATION PROGRAM WITH
DELINEATED AREAS OF APPROVAL RESPONSIBILITY DESIGNATED BY AGENCY**

The following table outlines an overall representation of the general areas that are reviewed during the approval of a new nursing educational program and delineates the responsibilities of the TWC, the THECB and the Texas BON in each of these general areas.

- Areas of approval responsibility for an agency are indicated by a checkmark (✓) in the specified agency's column.

Some specific areas have been included under each general heading in order to fully explain further delineation within a general area. It is possible that more than one agency may review a general or specific area due to the unique perspective of each agency and the overlapping responsibilities inherent in each agency's statutory authority.

Periodic reviews and revisions need to be conducted to ensure that the delineated areas of responsibility reflect changes in statutes, rules, policies, and procedures affecting the approval of new nursing educational programs. For example, the THECB has recently adopted amendments to Chapter 7, related to Private and Out-of State Public Post-secondary Educational Institutions Operating in Texas, and the policies and procedures for implementing the adopted amendments have not been finalized.

Note: Each agency has specific requirements for the documentation and information that shall be included in the application/proposal submitted to the agency for approval of the nursing educational program. The specific requirements by agency for this documentation and information can be ascertained by contacting the TWC, the THECB, or the Texas BON.

Legend: ✓ = Delineated area of responsibility FOS = Field of Study Curriculum: Nursing	WECM = Workforce Education Course Manual ACGM = Lower Division Academic Course Guide Manual			
	Delineated Areas of Approval Responsibility			
	TWC	THECB	TEXAS BON	
GENERAL AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW NURSING EDUCATIONAL PROGRAM			<i>Programs subject to TWC or THECB approval</i>	<i>Programs exempt from TWC or THECB approval</i>
<u>PURPOSE AND NEED FOR PROGRAM</u> [§214.3(a)(1)(F); §215.3(a)(1)(F)] At least two (2) sources of need cited.		✓	✓ Only TWC approved programs	✓
Projected enrollment for first year and annual average enrollment.		✓	✓ Only TWC approved programs	✓
Local, regional, state, and national data and analysis showing employment rates of nurses, vacancies, and projected need for nurses for first five (5) years of program.		✓	✓ Only TWC approved programs	✓
<u>ADMINISTRATION AND ORGANIZATION</u> [§214.3; §214.6; §215.3; §215.6] Controlling agency/governing institution description, including accreditation/approval status, if applicable, and date of last visit.		✓	✓ Only TWC approved programs	✓
Ownership information. (Type of ownership; Name of owner; Address, etc.)	✓			✓
Mission of controlling agency/governing institution and explanation of how it is within the scope of the mission to offer the nursing educational program.		✓	✓ Only TWC approved programs	✓
Any recommendations/requirements still outstanding from other agencies or boards and the possible impact on the proposed program.		✓	✓ Only TWC approved programs	✓

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GENERAL AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW NURSING EDUCATIONAL PROGRAM	Delineated Areas of Approval Responsibility			
	TWC	THECB	TEXAS BON	
			<i>Programs subject to TWC or THECB approval</i>	<i>Programs exempt from TWC or THECB approval</i>
Administrative approval and support for the proposed program.		✓	✓ Only TWC approved programs	✓
Sources of financial support and amounts.		✓	✓ Only TWC approved programs	✓
Documentation of financial stability.	✓			✓
Projected budget for the first two (2) or five (5) years of program operation depending on agency requirements.	✓			✓
Nursing director, nursing faculty, secretarial, and support staff salaries, consultant fees, and holdings and equipment for library, computers, audiovisuals, nursing skills laboratory, and durable and non-durable medical equipment.			✓	✓
Organizational charts for controlling agency/governing institution and nursing education program.			✓	✓
Type of nursing educational program proposed, geographic location, anticipated date of initial enrollment, and number of students in first cohort.			✓	✓
Prospective nursing program dean or director qualifications - * TWC requirements are the same as THECB requirements. * THECB has degree requirements based on type of program. * Texas BON has requirements for appropriate degree and nursing credentials.	* ✓	* ✓	* ✓	✓
FACULTY [§214.7; §215.7] Projected number and types of faculty needed for first five (5) years.		✓	✓ Only TWC approved programs	✓
Potential sources for qualified faculty and plans for recruitment.			✓	✓
Resumes/curriculum vitae for current and/or potential nursing faculty members for the proposed program with assigned nursing teaching responsibilities.			✓	✓
Prospective faculty in place for development of curriculum/program of study.			✓	✓
Nursing Faculty Organization with written policies and procedures and/or bylaws.			✓	✓
STUDENTS [§214.8; §215.8] Projected student enrollment and graduation for first five (5) years.		✓	✓ Only TWC approved programs	✓
Plans for recruitment of students.			✓	✓
Admission criteria and selection process for admission of students.			✓	✓
Student Handbook with required written student policies, including, but not limited to:	✓		✓ Only THECB approved programs	✓

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	Delineated Areas of Approval Responsibility			
	TWC	THECB	TEXAS BON	
			<i>Programs subject to TWC or THECB approval</i>	<i>Programs exempt from TWC or THECB approval</i>
<ul style="list-style-type: none"> admission, progression, and graduation nursing program policies, and exceptions, if any; 	✓		✓ Only THECB approved programs	✓
<ul style="list-style-type: none"> pre-entrance examinations and acceptable score, if applicable; 		✓	✓ Only TWC approved programs	✓
<ul style="list-style-type: none"> withdrawal, reinstatement and dismissal nursing program policies; <p>*The Texas BON will only review this area specifically for the purpose of determining that the policies address patient safety and fitness to practice issues as outlined in Rule 214 or Rule 215.</p>	✓		*✓	✓
<ul style="list-style-type: none"> mechanisms that facilitate student mobility/transfer/articulation; 		✓	✓ Only TWC approved programs & only THECB approved programs when WECM, FOS or ACGM is not required	✓
<ul style="list-style-type: none"> grading policies for the nursing program; 	✓		✓ Only THECB approved programs	✓
<ul style="list-style-type: none"> evaluation of teaching effectiveness, as appropriate; 	✓		✓ Only THECB approved programs	✓
<ul style="list-style-type: none"> student services, including counseling and financial aid; 	✓	✓		✓
<ul style="list-style-type: none"> other policies such as those related to non-discrimination, complaints, grievances, appeal procedures and due process, attendance/absences, and holiday/vacation days; and 	✓	✓		✓
<ul style="list-style-type: none"> mechanisms to inform students of licensure eligibility information, conditions that may disqualify them upon graduation from licensure, and the right to petition the Board for a Declaratory Order of Eligibility, as required in Rule 214.8 or 215.8; and other policies, including, but not limited to: dress code, if applicable; mechanisms for student input into the development of academic policies and procedures, and curriculum planning. 			✓	✓
PROGRAM OF STUDY [§214.5; §214.9; §215.5; §215.9] Proposed program of study including philosophy/mission and general education objectives/outcomes as a basis for the program, conceptual framework, if applicable, and general education program requirements.		✓	✓ Only TWC approved programs	✓
Philosophy/mission and objectives/outcomes as a basis for the nursing program, conceptual framework, if applicable, nursing program requirements; and samples of unit and comprehensive examinations.			✓	✓

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GENERAL AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW NURSING EDUCATIONAL PROGRAM	Delineated Areas of Approval Responsibility			
	TWC	THECB	TEXAS BON	
			<i>Programs subject to TWC or THECB approval</i>	<i>Programs exempt from TWC or THECB approval</i>
Organization and sequencing of the program of study. * The Texas BON will only review this area specifically for the purpose of determining that the teaching of nursing theory occurs prior to or concurrent with related clinical learning experiences.	✓	✓	* ✓	✓
Calendar/sequence of the proposed program of study/curriculum.	✓	✓		✓
Proposed certificate/degree plan.	✓	✓		✓
Description of how the program of study incorporates specific content related to professional values, ethics, safety, diversity and confidentiality, the Nursing Practice Act, the rules and regulations, and the <i>Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, Vocational (VN), Diploma/Associate Degree (Dip, ADN), Baccalaureate (BSN), September 2002</i> , as appropriate; and			✓	✓
Vocational nursing educational programs only: prepares vocational nursing students to assist in the determination of predictable healthcare needs of clients, function within the vocational nurse scope of practice in meeting health care needs of individuals and families, and use a systematic approach to clinical decision making.			✓	✓
Professional nursing educational programs only: prepares students to recognize and analyze health care needs, select and apply relevant knowledge and appropriate methods for meeting health care needs of individuals and families, and evaluate the effectiveness of nursing care.			✓	✓
Baccalaureate and entry-level master's degree professional nursing educational programs only: prepares baccalaureate and entry-level master's degree students in activities in basic research, management and leadership, and didactic and clinical learning experiences in community health nursing.			✓	✓
Both vocational and professional nursing educational programs: <ul style="list-style-type: none"> Description of how learning experiences provide for progressive development of values, knowledge, judgment and technical skills and allow required aspects/elements described in Rule 214 or 215. 			✓	✓
<ul style="list-style-type: none"> Learning opportunities that assist student to develop basic communication skills. 		✓	✓ Only TWC approved programs	✓
<ul style="list-style-type: none"> Learning opportunities that assist student to develop interpersonal nurse to patient/family relationship skills. 			✓	✓
Catalog descriptions of: <ul style="list-style-type: none"> support/prerequisite courses required for the certificate/degree, as appropriate; and 	✓	✓		✓
<ul style="list-style-type: none"> nursing courses that include didactic and clinical learning experiences appropriate to the nursing role expectations of the graduate. 		✓	✓ Only TWC approved programs & only THECB approved programs when WECM, FOS or ACGM is not required	✓

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GENERAL AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW NURSING EDUCATIONAL PROGRAM		Delineated Areas of Approval Responsibility			
		TWC	THECB	TEXAS BON	
				Programs subject to TWC or THECB approval	Programs exempt from TWC or THECB approval
•	Description of how the program is designed to articulate with other nursing educational programs.		✓	✓ Only TWC approved programs & only THECB approved programs when FOS is not required	✓
	Vocational nursing educational programs only: Required minimum of 1,398 clock hours, including minimum of 558 hours for classroom instruction and minimum of 840 hours for clinical practice; and			✓	✓
	Placement of instruction in biological, physical, social, behavioral, and nursing sciences, including body structure and function, microbiology, pharmacology, nutrition, signs of emotional health, human growth and development, vocational adjustment, and nursing skills.		✓	✓ Only TWC approved programs & only THECB approved programs when WECM is not required	✓
	Professional nursing educational programs only: Ratio of theory clock/contact hours to clinical learning experiences clock/contact hours for each nursing course; and			✓	✓
•	Rationale for balance between nursing and non-nursing courses appropriate to proposed program, as appropriate.		✓	✓ Only TWC approved programs	✓
	Both vocational and professional nursing educational programs: Course title with brief course description for each nursing course	✓	✓	✓ Only THECB approved programs when WECM or ACGM is not required	✓
	Both vocational and professional nursing educational programs: A complete syllabus for each nursing course that includes:			✓ Only TWC approved programs & only THECB approved programs when WECM or ACGM is not required	✓
•	level in which course will be offered; course or clinical objectives/outcomes; credit hour allocation for theory and/or clinical learning experiences, if applicable, including clock hours;		✓		
•	brief content outline; required textbooks and references; specific evaluation criteria and evaluation tools to measure progression of students' cognitive, affective and psychomotor achievement in course/clinical objectives/outcomes; and samples of unit and comprehensive examinations; and			✓	✓

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GENERAL AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW NURSING EDUCATIONAL PROGRAM	Delineated Areas of Approval Responsibility			
	TWC	THECB	TEXAS BON	
			<i>Programs subject to TWC or THECB approval</i>	<i>Programs exempt from TWC or THECB approval</i>
<ul style="list-style-type: none"> student learning activities and specific grading policies. <p>*The Texas BON will review this area in nursing courses specifically for the purpose of determining that these areas are appropriately addressed.</p>	✓		*✓	✓
Overall analysis of proposed program of study/curriculum, including all required areas identified in Rule 214 or Rule 215.			✓	✓
<u>CLINICAL LEARNING EXPERIENCES</u> [§214.10; §215.10] Impact the proposed program may have on the use of clinical resources in the area (acute care, long term care, community health, and/or supplemental clinical facilities).			✓	✓
Letters from the nursing administrator of each potential clinical facility/agency or healthcare setting that specify the information required in Rule 214 or Rule 215.			✓	✓
Cooperative planning with directors of existing nursing programs for use of potential affiliate agencies and clinical practice settings.			✓	✓
Written policies in the Faculty and Student Handbooks, as appropriate, related to the management of clinical learning experiences including all specific areas identified in Rule 214 or Rule 215.			✓	✓
Sample clinical rotation plans/schedules by healthcare facility, indicating individual students equal to the number of students in the first cohort and assigned clinical areas for each clinical nursing course in the curriculum.			✓	✓
<u>FACILITIES, RESOURCES AND SERVICES</u> [§214.11; §215.11] Plan to recruit and hire support staff for operation of the proposed nursing program, including the need for support staff in the areas specified in Rule 214 or Rule 215.			✓	✓
Existing and proposed physical facilities, including: office space for the nursing program director and nursing faculty members, space for clerical staff; space for maintaining and storing records, files and equipment; and number, size and types of classrooms, laboratories, and conference rooms. *The Texas BON will only review this area specifically for the purpose of determining that the existing and proposed physical facilities meet the requirements of Rule 214 or Rule 215.	✓		*✓	✓
Office space for the nursing program director and nursing faculty members, space for clerical staff; space for maintaining and storing nursing records, files and equipment for the nursing program; and number, size and types of classrooms, laboratories, and conference rooms designated for use by the nursing program.			✓	✓
Time line for start-up and completion of new construction/remodeling projects, and evidence that the institution will provide funds for the required new construction or remodeling.			✓	✓
Existing and proposed educational resources, including inventory of existing and proposed nursing skills laboratory equipment purchases, computer laboratory equipment, and inventory of teaching/learning aids for the nursing program, such as audiovisual hardware and software; *The Texas BON will only review this area specifically for the purpose of determining that adequate resources are available to ensure equal access for all nursing students to meet program/course outcomes and the requirements of Rule 214 or Rule 215.	✓	✓	*✓	✓

GENERAL AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW NURSING EDUCATIONAL PROGRAM	Delineated Areas of Approval Responsibility			
	TWC	THECB	TEXAS BON	
			<i>Programs subject to TWC or THECB approval</i>	<i>Programs exempt from TWC or THECB approval</i>
<ul style="list-style-type: none"> inventory of library holdings and projected purchases to support the proposed nursing program; and <p>* The Texas BON will only review this area specifically for the purpose of determining the current inventory of nursing volumes, nursing journals, other nursing holdings, and projected purchases of nursing holdings.</p>		√	*√	√
<ul style="list-style-type: none"> adequate restrooms and lounges sufficient to meet Americans with Disabilities Act accessibility and compliance requirements. 	√	√		√
Existing and proposed student support services, including developmental learning programs, learning assessment programs, and counseling programs and resources to promote retention of nursing students.		√	√ Only TWC approved programs	√
RECORDS AND REPORTS [§214.12; §215.12] Written plan for the retention of program related records. <p>*The Texas BON will only review this area specifically for the purpose of determining that the plan for retention of nursing faculty records, nursing student records, required program records, reports to the Texas Board of Nursing and other accrediting or approving agencies, and correspondence regarding approval status meets the requirements outlined in Rule 214 or 215.</p>	√	√	*√	√
Written plan for the storage of program related records.	√	√		√
TOTAL PROGRAM EVALUATION [§214.13; §215.13] Written plan for the systematic Total Program Evaluation developed by nursing faculty, including all required broad areas.			√	√

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