**CONSIDERATION OF A PROCESS/EDUCATION GUIDELINE ALLOWING FOR
BOARD APPROVAL OF HOSPITAL-BASED DIPLOMA PROGRAMS**

SUMMARY OF REQUEST:
Consideration of a process/education guideline allowing for Texas Board of Nursing (BON) approval of hospital-based diploma programs in response to the Sunset Advisory Commission recommendation, Management Action 1.8.

HISTORICAL PERSPECTIVE:
• The Sunset Advisory Commission Report to the 80th Legislature, May 2007, under Recommendations, Management Action 1.8 states "The Board should develop a process to allow for Board approval of hospital-based diploma programs."

• At the July 2007 Board meeting, the Texas BON issued a charge to the Advisory Committee on Education (ACE) to recommend to the Board a process to allow for Board approval of hospital-based diploma nursing programs.

ACTIONS TO DATE:
• On August 28, 2007, ACE met and began discussions regarding the development of a draft process that would allow for Board approval of hospital-based diploma programs, and directed Board staff to develop a crosswalk of regulating agencies, Texas Workforce Commission (TWC), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and the Southern Association of Colleges and Schools (SACS), and the current Texas BON approval processes for a proposed new professional nursing educational program for further discussion.

• In September 2007, the ACE reviewed the crosswalk of regulating agencies and determined that a recommended approval process should, at a minimum, include requirements that the controlling agency (hospital or consortium of hospitals) of a proposed new hospital-based diploma nursing program:
  • meet the recommended licensing/approval eligibility criteria (*See* Attachment One);
  • acquire approval from TWC for the proposed program;
  • submit to the Texas BON, in addition to the current required proposal documentation, a mission statement for the controlling agency (hospital or consortium of hospitals), organizational charts for the controlling agency, and documentation of financial support (budgets) for the proposed program; and
  • submit to the Texas BON a written plan addressing the legislative mandate that all nursing diploma programs in Texas must have a process in place by 2015 to ensure that their graduates are entitled to receive a degree from a public or private institution of higher education accredited by an agency recognized by the THECB and at a minimum, entitle a graduate of the diploma program to receive an associate degree in nursing as required by § 215.3(a)(1)(G) and §215.4(a)(6), adopted on February 19, 2008.

• Board staff have worked with TWC and the Texas Higher Education Coordinating Board (THECB) and developed an overall streamlined approval process for new nursing educational programs with delineated responsibilities for each of the involved agencies, TWC, THECB, and the Texas BON (*See* Agenda Item, 7.2.2.).

• A specific approval process/education guideline for approval of a new hospital-based diploma nursing program has been developed by board staff using the overall streamlined approval process for new nursing educational programs with delineated responsibilities for each of the involved agencies and the recommendations from the ACE.

PROS AND CONS:
Pros -
- The specific approval process and education guideline for approval of a new hospital-based diploma nursing educational program will address the Sunset Advisory Commission Recommendation, Management Action 1.8, that states "The Board should develop a process to allow for Board approval of hospital-based diploma programs."

- The licensing/approval eligibility criteria to be met by the controlling agency (hospital or consortium of hospitals) of a new proposed diploma nursing program will ensure that federal/state licensing/approval requirements are met.

- The actions to date have provided the foundation for development of a specific approval process/ education guideline for approval of a new hospital-based diploma nursing program as a by product of the overall streamlined approval process for initial approval of new nursing educational programs in Texas.

Cons -
- The rules and processes at TWC 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 and other agencies related to initial approval of new nursing programs are addressed appropriately.

STAFF RECOMMENDATION:
Move to approve the attached Texas BON education guideline, outlining the proposal process for approval of hospital-based diploma programs in response to the Sunset Advisory Commission recommendation, Management Action 1.8 (*See* Attachment Two). This guideline will be reviewed periodically and subject to revision by board staff as necessary.

Language to be included in the Approval Process for a New Hospital-Based Diploma Nursing Educational Program:

"The proposal for a new hospital-based diploma nursing educational program shall include documentation that the hospital or consortium of hospitals is/are:

1.	Licensed by the Texas Department of State Health Services (DSHS) and
2.	Either -
	A.	approved by the Centers for Medicare and Medicaid Services (CMS) or
	B.	accredited by a CMS-approved organization."

TEXAS BOARD OF NURSING
3.1.1.a.(2). EDUCATION GUIDELINE
Proposal to Establish a New <u>Diploma</u> Nursing Educational Program

07/2008

All diploma nursing educational programs in Texas <u>must be approved/licensed</u> by the:

•   Texas Workforce Commission (TWC), as applicable, unless deemed exempt from approval/licensing by the TWC; **and** the <u>Texas Board of Nursing (BON)</u>.

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

<u>**INFORMATION SHEET AND INSTRUCTIONS FOR THE PROPOSAL PROCESS**</u>

1.   The institution or agency seeking to establish a diploma nursing educational program should initiate the process with the board office one year prior to the anticipated start of the program.

2.   Provide documentation that the hospital or consortium of hospitals proposing or associated with the new hospital-based diploma nursing educational program is/are:

     A.   Licensed by the Texas Department of State Health Services (DSHS) and is **EITHER** -
     B.   approved by the Centers for Medicare and Medicaid Services (CMS) **OR**
     C.   accredited by a CMS-approved organization.

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.

3.   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.

4.   Include a copy of the application/proposal submitted to the TWC, if applicable, and documentation that the program has been approved/licensed or deemed exempt by the TWC, if applicable.

5.   Arrange the proposal according to topics listed under *Proposal Content for A New Diploma Nursing Educational Program* with the following format:
     A.   Have the **initial draft** proposal bound in a **soft binder**. ***Please DO NOT use plastic sheet protectors.***
     B.   Include a cover page with date of the draft, name, address, email address, phone and fax numbers of the controlling agency/governing institution; name and credentials of the author of the proposal; and the 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, that may include: statistical information; organizational charts; syllabi; clinical evaluation tools; total program evaluation plan; documents that support content; and a reference list for all citations and sources of data.

6.   Include **hard** copies of the following documents, ***even if the documents are only available online***:
     A.   College catalog, *if applicable*;
     B.   Institution Faculty Handbook, *if applicable*, and Nursing Program Faculty Handbook; and
     C.   Institution Student Handbook, *if applicable*, and Nursing Program Student Handbook.

7.   Submit the **initial draft** of the proposal at least six (6) months prior to the anticipated start date of the program.

8.   Include with the **initial draft** of the proposal a **completed** APPLICATION FOR APPROVAL OF NEW NURSING EDUCATIONAL 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 diploma 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.

9.   Staff **may** schedule an in-house consultation visit or site visit, depending on analysis of the proposal. A survey visit **shall** be conducted prior to presentation of the proposal to the Board.

10.   Staff will notify the governing institution/controlling agency when the final version of the proposal is ready for presentation to the Board.

    A.   The governing institution/controlling agency will mail one (1) copy of the final version of the proposal in a **soft binder** or as a **bound document** to the board office at least four (4) weeks before the scheduled Board meeting.

    B.   The governing institution/controlling agency will mail the final version of the proposal saved in either Microsoft Word or Portable Document Format (pdf) in Adobe Acrobat on two (2) computer disks as follows:

        (1) First disk will contain the final version of the proposal and all appendices.

        (2) Second disk will contain the Nursing Faculty Handbook, Nursing Student Handbook, and photos of the facility and resources.

    C.   The governing institution/controlling agency will mail the two computer disks to each individual Board member at least four (4) weeks prior to the scheduled Board meeting so that Board members will receive the disks at least three (3) weeks before the meeting.

    D.   Staff will provide the governing institution/controlling agency 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.   A 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. The Board may:

    A.   approve the proposal,

    B.   defer action on the proposal, or

    C.   deny further consideration of the proposal.

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.   If the Board denies further consideration of the proposal and does not approve the program, the governing institution/controlling agency must wait a minimum of twelve (12) calendar months from the date of the denial before submitting a new proposal to establish a new diploma nursing educational program.

15.   Students shall not be admitted until the program is approved by the Board.

16.   A proposal without action for one (1) calendar year will be inactivated.

PROPOSAL CONTENT AREAS REVIEWED DURING THE
APPROVAL OF A NEW DIPLOMA NURSING EDUCATIONAL PROGRAM

The Texas Board of Nursing (BON) Rule 215.3(a) sets forth the requirements for establishing a new pre-licensure professional nursing educational program (diploma, associate degree, baccalaureate degree, or entry-level master's degree).

The following table outlines the content that shall be submitted in the proposal and reviewed during the approval of a new diploma nursing educational program for both those diploma programs subject to approval/licensing by the Texas Workforce Commission (TWC) and those diploma programs deemed exempt by the TWC.

Legend: √ = indicates required proposal content reviewed by Texas BON Gray-shaded cell = indicates required proposal content reviewed by TWC		
PROPOSAL CONTENT AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW DIPLOMA NURSING EDUCATIONAL PROGRAM	***Programs subject to TWC approval***	***Programs exempt from TWC approval***
PURPOSE AND NEED FOR PROGRAM [§215.3(a)(1)(F)] Cite at least two (2) sources supporting the need for the proposed program.	√	√
In narrative or table format, provide rationale for establishing the new program. Include data from surveys of 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.	√	√
Provide copies of letters from community leaders which indicate support for the new program.	√	√
In table format, provide a list and description of other programs in the geographic area (25 mile radius), *if applicable*, including information about: • the types of programs, • the enrollment in each program, • the number of graduates in each program, and • reported vacancies in each program.	√	√
In table format, provide projected enrollment for first year and annual average enrollment.	√	√
In narrative or table format, provide 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.	√	√
ADMINISTRATION AND ORGANIZATION [§215.3; §215.6] Provide a description of the controlling agency/governing institution, including accreditation/approval status, if applicable, and date of last visit.	√	√
Provide ownership information. (Type of ownership; Name of owner; Address, etc.)		√
Provide the mission of controlling agency/governing institution and an explanation of how it is within the scope of the mission to offer the nursing educational program.	√	√
Include information regarding any recommendations/requirements still outstanding from other agencies or boards and the possible impact on the proposed program.	√	√
Provide documentation of administrative approval and support for the proposed program.	√	√
In narrative or table format, provide sources of financial support and amounts for the first two (2) years of program operation.	√	√
Provide documentation of financial stability. (Financial audit.)		√

PROPOSAL CONTENT AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW DIPLOMA NURSING EDUCATIONAL PROGRAM	*Programs subject to TWC approval*	*Programs exempt from TWC approval*
Legend: √ = indicates required proposal content reviewed by the Texas BON Gray-shaded cell = indicates required proposal content reviewed by TWC		
In table format, provide the projected budget for the first two (2) years of program operation including: • director and faculty salaries; • secretarial and support staff salaries; • consultant fees; and • holdings and equipment related to: library, computers, audiovisuals, nursing skills laboratory, durable medical equipment, and non-durable medical equipment.	√	√
Provide organizational charts for controlling agency/governing institution and nursing education program.	√	√
Provide a description of the type of nursing educational program proposed, geographic location, anticipated date of initial enrollment, and number of students in first cohort.	√	√
Include a completed New Dean/Director/Coordinator Qualification Form following Board guidelines [§215.6(f-g)] (Refer to Guideline #3.4.1)	√	√
FACULTY [§215.7] In table format, provide the projected number and types of faculty needed for first five (5) years.	√	√
In narrative format, provide potential sources for qualified faculty and plans for recruitment.	√	√
Provide the following evidence of availability of adequate qualified faculty members for proposed program: • Describe potential sources for qualified faculty applicants and plans for recruitment of qualified faculty members. • Provide curriculum vitae for current and potential faculty members for professional nursing education programs. • Provide evidence in a table format that prospective faculty members meet the requirements of the rule and are appropriate for their teaching assignments.	√	√
Provide the name and credentials of at least one prospective faculty in place for development of curriculum/program of study.	√	√
Provide a copy of the Faculty Handbook which includes, but is not limited to: evidence of the Faculty Organization with written policies and procedures and/or bylaws to guide the faculty and the program's activities specific to the proposed program; job descriptions for director and faculty; faculty workload policies; written plans for faculty orientation, development, and evaluation specific to the proposed program; a copy of the faculty evaluation tool; and policies for part-time faculty and for preceptors.	√	√
STUDENTS [§215.8] In table format, provide the projected student enrollment and graduation for first five (5) years.	√	√
In narrative format, provide plans for recruitment of students.	√	√
In narrative format, provide a description of the admission criteria and the selection process for admission of students.	√	√
Provide a Nursing Student Handbook with required written student policies, including, but not limited to:	√	√
• admission, progression, and graduation nursing program policies, and exceptions, if any;	√	√
• pre-entrance examinations and acceptable score, if applicable;	√	√

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PROPOSAL CONTENT AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW DIPLOMA NURSING EDUCATIONAL PROGRAM	*Programs subject to TWC approval*	*Programs exempt from TWC approval*
• withdrawal, reinstatement and dismissal nursing program policies; *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 215.	*√	√
• mechanisms that facilitate student mobility/transfer/articulation;	√	√
• grading policies for the nursing program;		√
• evaluation of teaching effectiveness, as appropriate;		√
• student services, including counseling and financial aid;		√
• other policies such as those related to non-discrimination, complaints, grievances, appeal procedures and due process, attendance/absences, and holiday/vacation days; and		√
• 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 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.	√	√
Provide a written plan addressing the legislative mandate that all diploma nursing programs in Texas must have a process in place by 2015 to ensure that their graduates are entitled to receive a degree from a public or private institution of higher education accredited by an agency recognized by the Texas Higher Education Coordinating Board and. at a minimum, entitle a graduate of the diploma program to receive an associate degree in nursing.	√	√
PROGRAM OF STUDY [§215.5; §215.9] Provide the 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.	√	√
Explain how the philosophy/mission and objectives/outcomes are a basis for the nursing program, conceptual framework, if applicable. Provide the nursing program requirements and samples of comprehensive examinations (at least three sample questions from the final examination for each nursing course).	√	√
In table format, provide the 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. *(See attached Sample Proposed Curriculum Chart.)*	* √	√
Provide a calendar/sequence of the proposed program of study/curriculum.		√
Describe the proposed certificate/degree plan.		√
Provide a 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 *Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, Vocational (VN), Diploma/Associate Degree (Dip, ADN), Baccalaureate (BSN), September 2002,* (DELC) as appropriate; and **(See attached Sample Curriculum Map - DELC.)**	√	√
Provide a description of how the program 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.	√	√

PROPOSAL CONTENT AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW DIPLOMA NURSING EDUCATIONAL PROGRAM	Programs subject to TWC approval	Programs exempt from TWC approval
Legend: √ = indicates required proposal content reviewed by the Texas BON Gray-shaded cell = indicates required proposal content reviewed by TWC		
Provide a description of how learning experiences provide for progressive development of values, knowledge, judgment and technical skills and allow required aspects/elements described in Rule 215.	√	√
Provide a description of the learning opportunities that assist student to develop basic communication skills.	√	√
Provide a description of the learning opportunities that assist student to develop interpersonal nurse to patient/family relationship skills.	√	√
Provide catalog descriptions of: • support/prerequisite courses required for the certificate/degree, as appropriate; and		√
• nursing courses that include didactic and clinical learning experiences appropriate to the nursing role expectations of the graduate.	√	√
Provide a description of how the program is designed to articulate with other nursing educational programs.	√	√
Provide the 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.	√	√
Provide the course title with brief course description for each nursing course.		√
Provide a complete syllabus for each nursing course that includes: • 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	√	√
• student learning activities and specific grading policies. *The Texas BON will review this area in nursing courses specifically for the purpose of determining that these areas are appropriately addressed.	*√	√
In table format, provide an overall analysis of proposed program of study/curriculum, including all required areas identified in Rule 215. **(See attached Sample Curriculum Analysis form.)**	√	√
CLINICAL LEARNING EXPERIENCES [§215.10] Provide a description of the 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).	√	√
Provide letters from the nursing administrator of each potential clinical facility/agency or healthcare setting that specify the information required in Rule 215, including: • the 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 • the number of additional students who could be accommodated in applicable patient areas including medical-surgical units and speciality areas, where required. • a description of the effect that providing clinical experiences to the proposed program's students might have on the current usage of the facility by existing programs. • the availability of qualified preceptors, if the proposed will utilize preceptors.	√	√

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PROPOSAL CONTENT AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW DIPLOMA NURSING EDUCATIONAL PROGRAM	*Programs subject to TWC approval*	*Programs exempt from TWC approval*
Provide a description of cooperative planning with directors of existing nursing programs for use of potential affiliate agencies and clinical practice settings.	√	√
Provide 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 215.	√	√
Provide 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.	√	√
FACILITIES, RESOURCES AND SERVICES [§215.11] Provide a description of plans 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 215.	√	√
Provide a description of 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. **(Note: Floor plans, photographs, drawings, etc. may be submitted as supplemental evidence.)** *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 215.	*√	√
Provide a description of 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.	√	√
Provide the 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.	√	√
Provide a description of 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 215.	*√	√
Provide an inventory of library holdings and projected purchases to support the proposed nursing program. * 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.	* √	√
Provide evidence of adequate restrooms and lounges sufficient to meet Americans with Disabilities Act accessibility and compliance requirements.		√
Provide a description of existing and proposed student support services, including developmental learning programs, learning assessment programs, and counseling programs and resources to promote retention of nursing students.	√	√

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PROPOSAL CONTENT AREAS FOR REVIEW DURING THE APPROVAL PROCESS OF A NEW DIPLOMA NURSING EDUCATIONAL PROGRAM	*Programs subject to TWC approval*	*Programs exempt from TWC approval*
RECORDS AND REPORTS [§215.12] Provide a written plan for the retention of program related records. *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 215.	*√	√
Provide a written plan for the storage of program related records.		√
TOTAL PROGRAM EVALUATION [§215.13] Provide a written plan for the systematic Total Program Evaluation developed by nursing faculty and including: • evaluative criteria; • frequency of evaluation; • assignment of responsibility; • methodology; • indicators of program and instructional effectiveness; and • action plan for addressing findings.	√	√
Provide in the written plan for the systematic Total Program Evaluation those broad areas, including: • organization and administration of the program (including program policies); • philosophy/mission and objectives/outcomes; • program of study, curriculum, and instructional techniques; • educational facilities, resources, and services; • affiliating agencies and clinical learning activities; • students' achievement; • graduate outcomes; • faculty members performance; and • extension programs, as appropriate. **(See attached Sample Total Program Evaluation Plan.)**	√	√

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

-Sample-
Proposed Curriculum Chart

Name of Program/School:
Type of Program:

FIRST YEAR

First Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
Totals						

Second Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
Totals						

Third or Summer Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
Totals						

SECOND YEAR

First Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
Totals						

Second Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours

Third or Summer Semester	Course Number/Course Title	Credit Hours	Lecture Hours	Lab Hours	Clinical Hours	Contact Hours
Total						
	GRAND TOTAL					

 *Convert form headings to quarters if using the quarter system.
**Lecture, laboratory, clinical hours = number of contact hours per week in a semester allocated to lecture/didactic, on-campus laboratory, and clinical experiences.
Note: Professional nursing education programs should refer to the Education Guideline for determining Ratio of Clinical/Laboratory Hours to Classroom Hours. This information is to be used in calculating the ratio of clinical: lecture hours.

Example of a Curriculum Chart for a Proposed Program
Name of Program/School:
Type of Program: ADN

FIRST YEAR

First Semester*

Course Number / Course Title	Lec** Hrs	Lab** Hrs	Clin** Hrs	Con Hrs	Cred Hrs
Eng 101 English Comp I	3	0	0	48	3
Bio 101 Biology	3	0	0	48	3
Math 106 Math for Sciences	3	0	0	48	3
Nur 101 Nursing I	3	4	6	256	6
Totals	**12**	**4**	**6**	**400**	**15**

Second Semester

Course Number / Course Title	Lec** Hrs	Lab** Hrs	Clin** Hrs	Con Hrs	Cred Hrs
Bio 110 Anatomy & Phys 1	3	2	0	120	4
Psy 101 Dev. Pscyh	3	0	0	48	3
Nur 110 Nursing II	3	2	12	272	6
Elective Elective	3	0	0	48	3
Totals	**12**	**4**	**12**	**488**	**16**

Third or Summer Semester

Course Number / Course Title	Lec** Hrs	Lab** Hrs	Clin** Hrs	Con Hrs	Cred Hrs
Nur 212 Nursing III	3	2	12	272	6
Totals	**3**	**2**	**12**	**272**	**6**

SECOND YEAR

First Semester

Course Number / Course Title	Lec** Hrs	Lab** Hrs	Clin** Hrs	Con Hrs	Cred Hrs
Eng 201 English Comp II	3	0	0	48	3
Bio 210 Anatomy & PhysII	3	2	0	120	4
Nur 222 Nursing IV	3	2	16	336	8
Totals	**9**	**4**	**16**	**504**	**15**

Second Semester

Course Number / Course Title	Lec** Hrs	Lab** Hrs	Clin** Hrs	Con Hrs	Cred Hrs
Spe 101 Speech	3	0	0	48	3
Soc 101 Intro to Soc.	3	0	0	48	3
Nurs V Nursing V	3	0	24	432	7
Nurs VI Nursing Issues	3	0	0	48	3
Totals	**12**	**0**	**24**	**576**	**16**

THIRD and FOURTH YEAR – as appropriate

Course Number / Course Title	Lec** Hrs	Lab** Hrs	Clin** Hrs	Con Hrs	Cred Hrs
Grand Total	**48**	**14**	**70**	**2240**	**68**

*Convert form headings to quarters if using the quarter system.

**Lecture, laboratory, clinical hours = number of contact hours per week in a semester allocated to lecture/didactic, on-campus laboratory, and clinical experiences.

Note: Pre-licensure nursing education programs should refer to the guideline, Ratio of Classroom to Laboratory/Clinical Hours for Pre-Licensure Nursing Education Programs.

-SAMPLE CURRICULUM MAP-
DIFFERENTIATED ENTRY LEVEL COMPETENCIES

PROGRAM NAME _____   TYPE OF PROGRAM: <u>DIPLOMA/ADN</u>

LEGEND:client* = individual and family√ = indicates that this area is addressed in the course

NURSING COURSE NUMBER & TITLE	Fundaments	Med Surg I															
PROVIDER OF CARE																	
1. Determine the health status and health needs of clients* based upon interpretation of health data & preventive health practices in collaboration with clients* and interdisciplinary health care team members.																	
KNOWLEDGE																	
A. Five steps in systematic process...	√																
B. Classification systemic for nursing diagnosis...																	
C. Structured and unstructured data collection tools/techniques for assessment of clients*...	√																
D. Characteristics, concepts, & processes related to *clients…																	
E. Characteristics, concepts, & processes related to disease transmission…																	
F. Common medical diagnoses, drug & therapies																	
G. Introduction to established theories, models & approaches that guide nursing practice.																	
H. Characteristics, concepts, & processes related to families...																	
I. Technologic applications.	√																
J. Introduction to complex and multi-system healthcare problems.																	
K. Political, economic and societal forces affecting the health of individuals and families																	
CLINICAL BEHAVIORS/JUDGEMENTS																	
A. Take client* history...		√															

B. Perform assessment...	√																
C. Validate, report, and document assessment data using assessment tools.	√																
D. Identify complex multi-system health care...																	
E. Formulate nursing diagnoses...																	
F. Perform health screening.																	
G. Analyze and interpret health data of clients*.																	
H. Incorporate multiple determinants of health...																	
I. Recognize that political, economic & societal...																	
2. Formulate goals/outcomes and a plan of care based on nursing diagnoses in collaboration with clients* and interdisciplinary health care team members.																	
A. Principles of establishing nurse-client* relationship.	√																
B. Techniques of written verbal & nonverbal communication...																	
C. Principles of disease prevention, health promotion ...																	
D. Clinical practice guidelines as a basic interventions to support client* throughout during life span, including end-of-life care.																	
E. Collaborative aspects of relationship between nursing plan of care, therapeutic regimen...																	
F. Systematic approach for setting priorities & strategies for coordinating plan of care.																	
G. Strategies fo collaborative discharge planning.																	
h. Principle of humanities & natural, social and behavioral sciences applied to the care planning...																	
CLINICAL BEHAVIORS/JUDGEMENTS																	
A. Identify shor & long-term goals/outcomes...																	
B. Use current technology & evidence-based...																	
C. Contribute to the interdisciplinary plan of care.																	
D. Communicate plan of care to nurses...																	
E. Initiate discharge planning...																	
F. Implement cost effective care.																	

PROGRAM _____

* This document is provided only as a guide for analysis of your curriculum. This document and the components included in the table can serve as a guide when developing a form specific to your proposed program.

COURSE TITLE/NUMBER						
PHILOSOPHY/MISSION						
CONCEPTUAL FRAMEWORK						
PROGRAM OUTCOMES/OBJECTIVES						
- Reflects Major Concepts						
COURSE OUTCOMES/OBJECTIVES						
- Reflects Progression						
- Reflects Major Concepts						
CURRICULUM						
- Comprehensive Content						
- Content Organized						
- Reflects Philosophy/concepts						
- Reflects Progression of Content						
- Current Issues						
- DELC						
CLASS/CLINICAL RATIO						
CLINICAL EVALUATION TOOLS						
- Grading Criteria						
- DELC						
- Evidence of Progression of Expectations						
- Critical Elements identified						
- Interrater Reliability						
EXAMINATION						
- Appropriate Leveling (There should be no Knowledge or Comprehension questions after Fundamentals)						
- Reflects DELC						
-Incorporates NCLEX Test Plan						
- Item Analysis						

TOTAL PROGRAM EVALUATION PLAN

This sample form only represents a skeletal outline of a total program evaluation plan for a ***professional nursing education program*** which incorporates the required broad areas outlined in the rule. This is not the only format that can be used and does not include all the possible criteria or components that are usually evaluated. The broad areas under criteria/components to be evaluated could be broken down into subsets for more specific evaluation.

Note: One example is provided under *Graduate Outcomes.*

Criteria/ Component to be Evaluated	Data Collection Method/Tools	Individual or Group Responsible	Frequency of Data Collection	Indicators of Achievement	Findings (Aggregate Data)	Outcome (Changes made as result of data)
Organization/ Administration of Program						
Philosophy and Outcomes						
Program of Study, Curriculum, Instructional Techniques						
Educational Facilities, Resources, and Services						
Affiliating Agencies and Clinical Learning Activities						
Student Achievement						
Graduate Outcomes 1. NCLEX-RN® performance	NCLEX-RN® annual results	Program Director	Annually	80% pass rate	2002 = 92% pass rate	Mentoring program
	Candidate diagnostic profile for NCLEX-RN® failures	Program Director	Quarterly	80% of failures show adequacy in test areas	(Data showing weak areas of test failures)	Curriculum Committee review areas of weakness
2. Employer Survey	Employer Survey Tool	Evaluation Committee	Annually	80% of returns respond that graduates are satisfactory in all practice areas	95% of returns indicate graduates are satisfactory in performance. Lowest % in delegation.	Increase content in Leadership Course on delegation.
Faculty Performance						
Extension Programs						
Total Evaluation Plan, Methods, Instruments						

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APPLICATION FOR APPROVAL OF NEW NURSING EDUCATIONAL PROGRAM
Name of Institution Applying for Approval of New Nursing Educational Program:
Address:
Web Site Address:
Telephone Number:
Official Title of Proposed Nursing Educational Program:
Type of Proposed Nursing Educational Program:
Address, if different than above:
Telephone Number, if different than above:
Name of Contact Person:
Telephone Number of Contact Person:
Email Address of Contact Person:
New Nursing Educational Program Approval Fee as indicated in Rule 223.1(9) must be submitted with the Proposal to Establish a New Nursing Educational Program.
*BON staff, as part of the New Nursing Educational Program Approval process, may make a survey visit of the proposed nursing educational program with 24-hour notice.

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