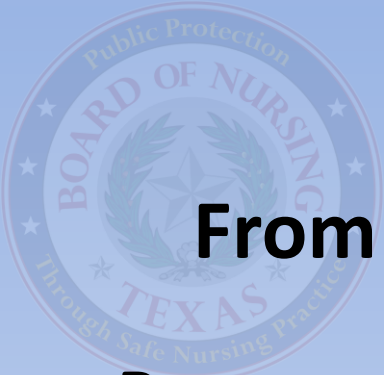


# **Texas Board of Nursing Board Development Education Team**

**January 19, 2023**



# **Education Program Proposals**

## **From Letter of Intent to Board Presentation**

**Presenters (in order of presentation):**

- **Kristin Benton – Introduction**
- **Lisa Donnelly**
- **Gayle Varnell**
- **Beverly Skloss**
- **Janice Hooper**



# Historical Perspective

- 2006: increase in program proposals
- 2011: 13 new programs approved
- Board Members encouraged streamlining process with a one-year timeline
- Consultants provided new process
- Application fee based on required consultant time





# Board Members 2012



# Interest in Starting a Nursing Program

- First Contact – “I want to start a school.”
- Board Staff Questions:
  - What is the name of your school? Where is it located?
  - Are you approved by the Texas Workforce Commission?
  - Are you authorized by the Texas Higher Education Coordinating Board ?
  - Is your school accredited?





# Informal Information Session

- The program representatives should send a letter of intent to the Board and plan to attend an Informal Information Session for Prospective Program Authors.
- Dr. Virginia Ayars and Jackie Ballesteros plan and present these sessions twice a year as a virtual presentation.



The seal of the Board of Nursing, Texas, is located in the top-left corner. It is a circular emblem with a blue border containing the text "Public Protection" at the top and "Through Safe Nursing Practice" at the bottom. Inside the border, the words "BOARD OF NURSING" are written in a semi-circle at the top and "TEXAS" is written in a semi-circle at the bottom. The center of the seal features a green laurel wreath surrounding a five-pointed star.

# Agenda for Information Session

- Overview of the Board of Nursing
- Proposal Development Process
- Criminal Background Checks
- Rules 214 and 215
- Proposal Content
- Differentiated Essential Competencies



# Informal Information Session

Date	Number of Attendees	Programs Represented
September 13, 2022	36	24
March 29, 2022	34	21
October 12, 2021	28	13
March 23, 2021	16	10
October 6, 2020	18	11
May 5, 2020	17	10

Next Session March 21, 2023 – Registration online



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# Resources for Writing Proposal

- Education Guideline
- Resource Packet
- Position Statement 15.16 Development of Nursing Education Program
- Rules 214 (VN) and 215 (RN)
- Rule 217.11 Standards of Nursing Practice
- Differentiated Essential Competencies

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# Steps in Writing the Proposal

Assumptions: Letter of Intent has been received and a qualified Director is in place to develop the proposal.

- At least one faculty member should be available to review and approve the proposed curriculum.
- Proposal follows Education Guideline Outline and Resource Packet instructions
- Proposal author is familiar with online resources.



# Information for Writing Proposal

- Author should attend a Board meeting to observe Board process and decision-making.
- A one-year timeline is allowed from first proposal to Board presentation.
- Up to three proposal drafts are accepted by Board Staff.
- The final proposal is submitted on a USB drive with application and fee.



# OVERVIEW OF PROCESS

TIME LINE	PROCESS	EXCEPTIONS
	<b>Full Proposal Received ↓</b>	
<b>Month 1 – First 2 weeks</b>	<b>2 consultants make Cursory review ↓ or →</b>	<b>If missing sections Notify Sender ↓</b>
<b>Month 1 – Month 2</b>	<b>Notify Sender basic proposal is Acceptable ↓ Begin full review ↓</b>	<b>Program provides missing sections ↓ ← Back to full review</b>
<b>Month 3</b>	<b>Detailed Feedback to Program &amp; Possible conference meeting to review ↓ Program makes revisions to proposal ↓</b>	<b>No evidence of complete compliance with Board rules ↓ Provide suggestions for extensive revisions ↓</b>
<b>Any time before Month 6</b>	<b>Fully Revised proposal received ↓</b>	<b>Full review of revised proposal</b>
<b>Months 7 - 8</b>	<b>Final suggestions to program</b>	<b>← or ↓</b>
<b>Months 9 -10 for next Board meeting or Months 11 – 12 if more time needed</b>	<b>Final preparation for Board presentation</b>	<b>Program may proceed to Board meeting with recommendation to deny or may withdraw proposal</b>



# Submission of Proposal

- Complete proposal and appendices are submitted to Board Office (USB Format) with application and fee



# One Year Time Line Begins


- Date of receipt of first draft of proposal in Board Office to date of receipt of final proposal = one year limit



# Receipt of Proposal, Application and Fee

- The proposal should be accompanied by the application and the \$2500 fee.
- Receipt of proposal is acknowledged.
- Two Education Consultants are assigned to the proposal, one as primary reviewer and one as secondary reviewer.
- They conduct independent reviews to determine whether the essential items are included – the essential items are listed on the next slide.



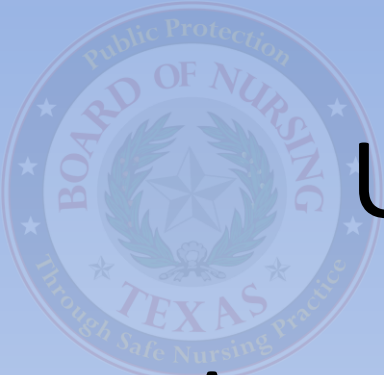
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# Components Required in Proposal

Proposal must include:

- Evidence of need in the community
- Qualified Director who has authored proposal
- Availability of adequate qualified faculty
- Sound curriculum compliant with rules
- Available clinical practice sites
- Total Program Evaluation plan
- Appropriate resources
- Student and Faculty Handbooks





# Unacceptable Submission

- An unacceptable proposal is missing one or more of the required components
- The director is advised of missing pieces and must correct any deficiencies prior to two education consultants conducting the comprehensive review.



# Acceptable Submission

- A full written review will be independently prepared by two consultants who will provide feedback for entire proposal.
- Programs are allowed two additional submissions within 12 months after receipt of the first submission.
- Programs should provide monthly updates to education consultants.
- Education consultants are available to answer questions during the entire process.

# The Role of the Education Consultants

- Can Do List:

interpret rules, guidelines;  
advise on deficiencies;  
offer suggestions;  
answer questions; and  
monitor progress.



# The Role of the Education Consultants

- May not:

edit, write, or assist in writing;

coach the program;

advise on business decisions or legal matters; nor

offer recommendations for faculty, staff, external consultants, or clinical settings.





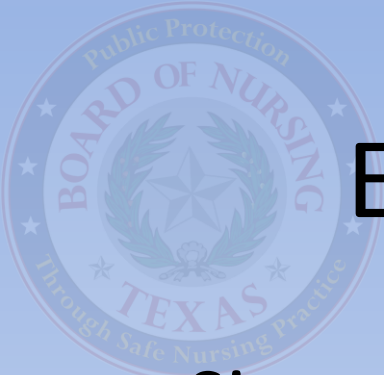
# Comprehensive Review

- Consultants will compare proposal findings to provide an analysis to the program. The report may reflect any areas of deficiency and compliance with rules.
- Feedback is submitted to the Director. A conference call or meeting may be scheduled to review the proposal.
- A revised proposal is due by Month Six.

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# Further Program Evaluation

- The revised proposal will be reviewed for changes made.
- Consultants will advise program director of any final suggestions or updates to the proposal.
- A final proposal is due in the eighth month.



# Evaluation of Physical Site

- Site evaluation will be made by an actual site visit or by viewing a video of the site.
- New programs will receive an onsite visit after the program is in full operation and students are enrolled.

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# Recommendation for Approval

- Consultants determine when the proposal is ready for Board presentation.
- Consultant decision is based on compliance with Board rules and inclusion of information required in Education Guideline.
- Readiness for approval does not imply a degree of excellence or quality of writing.



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# Board Approval of Proposal

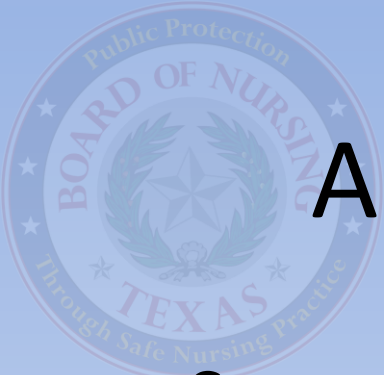
- A Board Order will be issued.
- The Order will specify enrollments.
- Monitoring the program progress or other requirements may be issued.
- If denied, allow another proposal only after 12 months have elapsed since date of denial.



# Alternate Outcome

- A proposal that has not followed the Education Guideline, has not implemented suggested changes, or information in the proposal does not follow Board rules, two options are offered to the program:
  - Withdrawal of proposal by program
  - Plan to defend the proposal at a formal quarterly Board meeting knowing the Consultants recommend denial.

Note: Proposals stopped or denied may not be re-submitted for at least one year.



# A Review of Past Outcomes

- Some programs do not receive staff approval to appear before the Board.
- Two programs during the past few years elected to withdraw their proposals when staff decided to recommend denial.
- One program was denied by the Board due to the number of requirements for monitoring to address the proposal risk factors.

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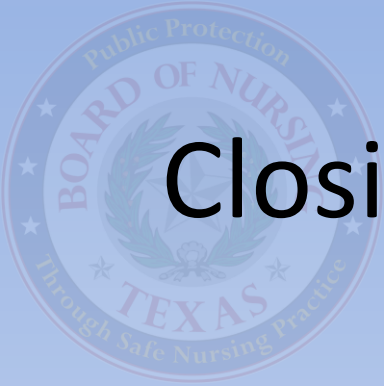
# A Review of Past Outcomes – contd.

- Some approved programs have difficulty recruiting students.
- An in-house proposal with no action for one year is considered inactive.
- Some approved programs are delayed by accreditation.



# A Review of Past Outcomes – contd.

- A proposal log from 2017 listed 13 programs who submitted proposals that did not meet compliance/standards. Some submitted new proposals – also not acceptable.
- Board staff continue with ongoing review of policies and resource documents to evaluate the process for currency and reasonableness.



# Closing Comments and Questions

