

Orientation for Nursing Program Administrators

An Introduction to Nursing
Education Regulation

Arizona State Board of Nursing



Disclaimer

- This presentation is intended to provide a quick summary/synopsis of education AZBN rules, regulations and practices and is for educational purposes only.
- Please see the actual regulations to evaluate compliance.
- This document is not intended for use in any legal proceeding.
- As rules and statutes change frequently, please refer to the Nurse Practice Act and Rules of the Board for current information.



Objectives

- Locate regulations governing nursing education in the Arizona Nurse Practice Act
- Identify key components of Nursing Education oversight by the Board
- Discuss policies affecting nursing programs
- Discuss the role of the Education Committee
- Identify key Board personnel responsible for nursing programs



Statutory Authority A.R.S. §32-1644

- Nurse practice act available on-line www.azbn.gov
- ARS 32-1644 covers approval of schools
- Subsection A requires all schools offering nursing programs be accredited by an agency recognized by the US Department of Education
- Subsection B provides for surveys of new programs



A.R.S. §32-1644 (C)

- Subsection C contains a waiver provision for nationally accredited (CCNE/NLNAC) programs, BUT these programs do fall under Board jurisdiction if they fail to maintain standards in Board rule or lose accreditation. The Board monitors this by:
 - Reviewing self study and accompanying national accrediting team on site visit to determine compliance
 - Monitoring NCLEX pass rates
 - Responding to complaints alleging rule violations

32-1644 D

- Subsection D allows the board to resurvey all approved programs and if programs:
 - Fall below standards, issue a “notice of deficiency”—official Board action (similar to “conditional approval” in other states)
 - If deficiencies not remedied the Board may
 - Restrict ability to admit new students
 - Revoke program’s approval



Rules

- Education rules found in Article 2 of the “Rules of the Board” under Nurse Practice Act
www.azbn.gov
- Key provisions of rules that may be unique to AZ or are complex will be highlighted:
 - Administrative authority
 - Evaluation plan
 - Faculty qualifications
 - Policies
 - Curriculum
 - Program changes

Administrative Authority

- Key provisions
 - All programs must have a nurse administrator who meets qualifications in R4-19-203
 - Nurse administrator:
 - Must answer directly to an academic officer of the institution
 - Must have administrative authority over all aspects of the program including faculty evaluation, budget, and lead faculty in curriculum and policy development
 - Cannot teach more than 45 hours per academic session
 - Must contribute to institutional governance (e.g. formal committee appointment with other administrators)



Change in Administrator

- R4-19-201 (J) requires that institutions notify the Board within 15 days of a change in nursing program administrator
- Must appoint a new administrator within 15 days of a vacancy
- An interim administrator must meet requirements and carry out the role functions of R4-19-203 and including restricted teaching



Evaluation Plan

- Similar to CCNE/NLNAC however Board expects (R4-19-201(I)) programs to:
 - Have measurable evaluative criteria (goals) and sound methodology
 - Actually implement the plan as specified and provide results of evaluation (preferably on the plan)
 - Evaluate 9 general categories including “protection of patient safety”



Faculty

- The Program Administrator must maintain, enforce and evaluate policies for students and faculty participating in clinical practice settings regarding physical and mental ability to provide safe care (R4-19-203 (C)(6)). Policies that would meet this rule include:
 - Pre-employment (enrollment) and for-cause drug screens
 - Pre-employment and for-cause “fitness for duty evaluation”
 - Health/immunization requirements
 - Criminal background checks

Faculty Qualifications—PN

- ONLY applies to free standing PN programs (not optional exit programs)
- Must have:
 - A license to practice nursing in AZ (AZ nursing license or multi-state privilege)
 - Minimum of a BSN with 2 years RN experience providing direct patient care
 - NO DIFFERENCE IN QUALIFICATIONS OF DIDACTIC OR CLINICAL FACULTY

Faculty Qualifications—RN Programs R4-19-204

- Didactic faculty must have:
 - License or privilege to practice in AZ
 - A graduate degree
 - A majority of the didactic faculty (not counting the nursing program administrator) must hold a graduate degree in nursing
 - Faculty who do not hold a graduate degree in nursing must hold a BSN—partial completion of a master's program does not substitute
 - 2 years RN experience providing direct patient care

Faculty Qualifications

Clinical Faculty

- Same as didactic or
- RN License plus 3 years RN experience
- BSN Degree (must actually hold the degree—not partial completion of master's program)
 - Degree must be in nursing



Policies/information

- Required policy topics
 - Student input
 - Admission, progression, graduation, withdrawal, advanced placement
 - Grievance, rights, responsibilities
 - Ability to practice safely--students and faculty
 - Personnel policies that conform to other faculty or explanation of differences



Public Information

- Accurate, complete and readily available
 - Nature of the program
 - Length of the program
 - Cost of the program (see disclosure of cost policy on Board website)
 - Transferability of credits earned in the program
 - Teaching methods and supporting technology



Policy on Cost Disclosure

The minimum information on costs available to all students and prospective students should include accurate tuition and fees and estimations of variable costs with a caveat that costs are subject to change and additional costs may be incurred. Estimations of variable costs should include the following:

- Tuition and Fees
- Textbooks
- Uniforms/Supplies
- Background check/Fingerprinting
- Drug Screens
- Health/Immunization Requirements
- Transportation
- CPR Training
- Cost of Licensure/NCLEX



Curriculum

- Must have the following elements
 - Overall program goals/objectives
 - Level and/or course objectives
 - Measurable learning outcomes for each class session
 - Course content outline



Curriculum

- Curriculum materials must
 - Reflect the mission and goals of the program
 - Be logically consistent within and between courses
 - Cover scope of practice/competencies for licensure level of program



Clinical

- All PN programs must have patient care clinical in the following
 - Medical surgical
 - Maternity
 - Pediatrics—neonates, infants and children



Clinical

- RN program must provide patient care in the following areas:
 - Medical Surgical
 - Maternity
 - Pediatrics—neonatal, infant, children
 - Psych-mental health
 - Wellness



Clinical

- The Board does NOT prescribe
 - Number of clinical hours
 - % of clinical that can be simulation/virtual
 - The setting of the clinical—primary care settings are OK if meet objectives of the course



Program Changes

- R4-19-209 Changes that must be approved by the Board PRIOR to the change
 - Major changes in overall mission and goals
 - Increasing or decreasing the length (credits) of the program
 - Adding (or deleting) a geographical location
 - Increasing student enrollment by more than 20%
 - Changing level of education
 - Transferring the nursing program from one institution to another



Program Change

- Application form on website
 - Rationale for the change
 - Differences
 - Time frame
 - Evaluation methods



Board Policies and Papers of Interest

- All of these are available on our website
 - [Annual reports from nursing programs](#)
 - [Quarterly and annual NCLEX pass rates](#)
 - [Employment of Newly Licensed RNs](#)
 - [Choosing a Nursing Program](#)
 - [Competency Model](#)
 - [Comparison of RN and LPN Standards Related to Scope](#)
 - [Minimum Pediatric Clinical Competencies](#)



Web Resources

- [Nursing Administrator/Director Program Resources](#)
- [Nursing Program Approval/Accreditation Basics](#)
- [Nursing Program Expansion Fact Sheet](#)
- [Preparing for a site visit—putting your best foot forward](#)



Resources

Substantive Policies

- Program expansion when under provisional approval
- Disclosure of program costs
- Submission of items to the Education Committee
- Changes in Mission and Goals
- NCLEX Accommodation Policy



Education Committee

- Composed of members representing a variety of education programs and geographical regions
- Two year renewable terms with identified Goals and Activities
- No program has a “right” to be represented on the committee
- Meet every other month—open to the public
- Advise the Board on education matters



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