

Board of Nursing Update-Rules

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Common Missing Elements in Program Applications

- Program description
- Policies
- Curriculum
- Resources
- Completion Certificate



Program Description

- **Elements needed**
 - Length of the program
 - Number of hours of classroom and clinical instruction
 - Program Goals—5 or more overall goals of the course—can use the 17 competencies of the Board approved curriculum

Policies

- **Lack of dates—all policies must be dated**
- **Lack of clarity—fusion of policies**



Common Missing Policies

Missing or incomplete policies

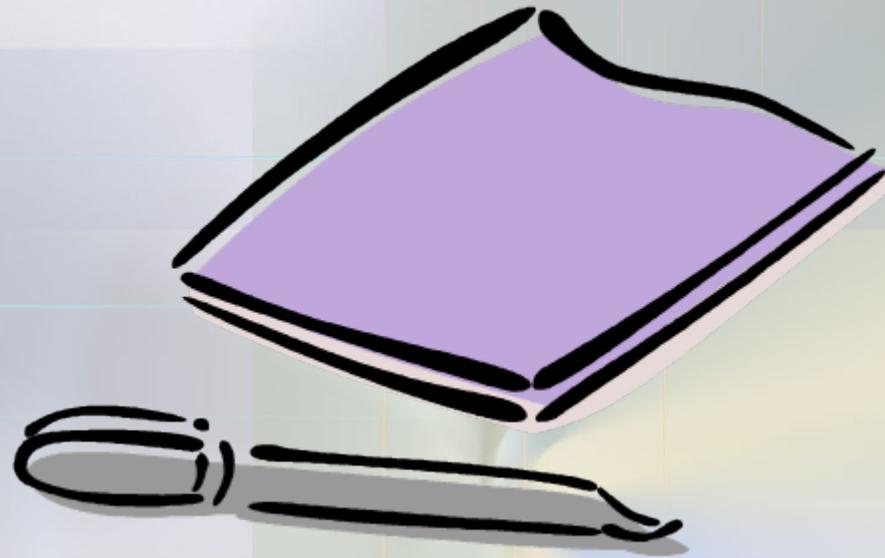
- Admission requirements
- Test retake
- Records maintenance
- Dismissal, advanced placement, withdrawal
- Notification of Board requirements
- Instructor supervision of students

How to write a policy

- **Date it**
- **Title it clearly—use rule language**
- **State clearly what you intend**
- **State consequences for not following policy**
- **Specify procedure if needed (steps in enforcing policy)**
- **Distribute it to affected parties**
- **Review and update**
- **Revision date**

Writing a Policy

- Policy should be written in positive terms— behavior expected
- Behavior should be measurable
- Criteria for measuring behavior established/defined
- Consequence for failing to exhibit/demonstrate the behavior specified



How to Write Bad Policy

- **Do not specify the behavior— “students are expected to be professional”**
- **Make the behavior non-measurable— “good attitude”**
- **Make the policy inconsistent with the institutional policy**
- **Make the consequences excessive and arbitrary**

What to include

- **Rule requirements at a minimum**
 - Attendance requires a minimum of 120 hours
 - Grading requires 75% on all exams or 75% on comprehensive final
 - Instructor supervision of students—rounds, contact method, direct observation, no other duties
 - Grievance—include chain of command
 - Board requirements—criminal background check, questions on application, felony bar

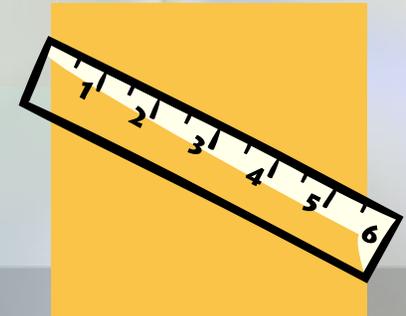
Curriculum

- **Needs to be developed**
- **Objectives**
- **Content**
- **Time Allotted**
- **Learning Activities**



Objectives

- **LEARNER-CENTERED OBJECTIVES:**
Measurable behaviors that the learner exhibits after the learning (teaching) has occurred
 - Use verbs from Blooms taxonomy (handout)
 - Does not include teaching behaviors
 - Drives content



Content Outline

- **An outline of teaching topics that you will cover that will enable the learner to meet the objective—more detailed provides more direction.**
- **A tool that would allow any teacher to determine and deliver the appropriate content**



Time

- **How many minutes/hours are you devoting to the unit or topic**
- **Class day/date**



Learning Activates/Reading Assignment

- **Class activities—quizzes, tests, oral reports, skill demonstration, teaching methods**
- **Out of class activities—reading assignment, homework, other reading, projects, worksheets**



Common missing curriculum elements

- **Applying clean bandages/creams**
- **Peri-operative care**
- **Observing and reporting pain**
- **Assisting with diagnostic tests**
- **Assistive devices in feeding**
- **Family and group activities**
- **Delegation**
- **Advance directives/DNR**
- **Standards of conduct R4-19-814**

The easy way

- **Download the Board approved curriculum**
- **Match the topics to your text book**
- **Fill in the blanks for day, time allotted and learning activities/reading**
- **Provide to students**



Resources

- **Human Resources**
 - Qualified coordinator
 - Qualified instructor



Resources

- **Physical Resources**

- Text—published in past 5 years
- Pt. care equipment—balance scale, other equipment in rule
- Audiovisual learning aids: projectors, computers, black/white board, videos, CDs, interactive computer programs



Program violations

- **Loaning approval to another program**
 - Approval based on entity offering program
- **Conducting a program before approval is granted or after expiration without filing a renewal**
- **LTC facility programs charging for the program**
- **Failing to permit the Board to visit—announced or unannounced**

Summary

- **Read the rules**
- **Include all elements and make them easy to find**
- **Use Board resources—curriculum, competencies, federal regulations**
- **Check your application against the checklist**