

ARIZONA STATE BOARD OF NURSING (ASBN)  
POLICY/PROCEDURE

Policy Name: <b>SUBMISSION OF MATERIALS TO EDUCATION COMMITTEE</b>	
Policy #:	
Effective Date: November 17, 2004	Cancellation Date:
Revision Date:	Date/Approved by: Education Committee 10/22/04; 8/19/05 Board: November 17, 2004; September 21, 2005

Scope of Policy:  Agency-Wide

Department/Unit: Administrative, CANDO, Education, Fiscal Services,  
Licensing, Investigations

Reference:

**PURPOSE:** To inform programs of the guidelines for submitting materials to ensure that the Education Committee has adequate time to read and analyze the materials before the meeting.

**PROCEDURE/POLICY:**

Policy	Rationale
1. Prospective and existing nursing programs must submit applications for new programs and program changes to the Education Committee for review and recommendation before a review by the Board.	1. To provide the Board with the advice and expertise of committee members on educational matters
2. Materials submitted to the committee must adhere to the following guidelines: <ol style="list-style-type: none"> <li>a. Single sided, letter-size, white paper and black print;</li> <li>b. Word processed or type-written;</li> <li>c. Pages consecutively numbered;</li> <li>d. 25 copies;</li> <li>e. Stapled, clipped, or spiral bound—no notebooks or folders;</li> <li>f. One unbound copy for reproducing;</li> <li>g. Include full contact information including address, phone, fax, and e-mail.</li> </ol>	2. To provide for uniformity, an adequate number of copies, ease in copying for the Board, and efficiency in storage of documents.
3. Materials relative to an application must be accompanied by a completed worksheet. A worksheet will be provided by the Board staff listing the rules to be addressed. The applicant program shall complete a narrative describing the programs compliance with the	This format enables both the program and the committee to determine whether the applying program meets rule requirements.

rule and where the evidence is to be found in supporting documents. A packet of supporting documents should accompany the application worksheet. See example below	
4. Materials must be received 3 weeks before the committee meeting date.	4. To provide adequate time for compiling, mailing, and committee review of documents.
5. Materials reviewed at the committee meeting will be copied by the Board and sent to the Board at the soonest meeting that materials can be submitted with the committee recommendation unless the program requests or agrees to hold or withdraw the application.	5. To ensure that adequate numbers of copies are available for Board members and appropriate staff and decisions are rendered on applications in a timely manner.
6. Courtesy review by the education consultant may be requested and shall only be provided as time permits. Entities requesting a courtesy review of the application, must submit the following items 5 weeks before the meeting: <ul style="list-style-type: none"> <li>a. A draft that is clearly marked “draft—courtesy review only,”</li> <li>b. A written request for the review,</li> <li>c. Contact information to include: the person’s name, e-mail, fax, phone numbers, and hours of availability.</li> </ul>	6. To assist programs to address issues related to rules in an adequate manner and prepare programs for questions they might receive at the committee meeting.
7. The Chair of the committee may accept late materials if the program demonstrates that the delay in submission was due to factors outside the control of the entity offering the program.	7. Allows for flexibility in the event of an emergency

**2008--2009 Schedule (subject to change)**

Date Due at Board Office for Courtesy Review	Date Due at Board Office for Distribution to Committee	Date of Education Committee Meeting
November 4, 2008	November 18, 2008	December 9, 2008
January 2, 2009	January 16, 2009	February 6, 2009
March 20, 2009	April 3, 2009	April 24, 2009
May 1, 2009	May 15, 2009	June 5, 2009

Rule	Met	Description of how program meets rule requirement	Evidence (Document/page number)
<p><b>D.</b> <u>The parent institution shall center the administrative control of the nursing program in the nursing program administrator.</u></p>	Met	<p>Administrative control is centered in the nursing administrator. Dr. Susan Smith, the administrator of the program, provides leadership for the faculty and facilitates decision-making. Dr. Smith represents the faculty and program at College Council meetings. Additionally Dr. Smith prepares and submits the program budget, is a part of the grievance process, and evaluates all faculty members according to institutional policy and Arizona State Board of Nursing rules. Dr. Smith and the faculty jointly determine admission, graduation, and progression requirements for the program. Dr. Smith enforces faculty decisions.</p>	<p>Program Administrator Job description; Faculty meeting minutes; Nursing program Budget; Grievance Procedure (p. 24 Nursing Student Handbook).</p>