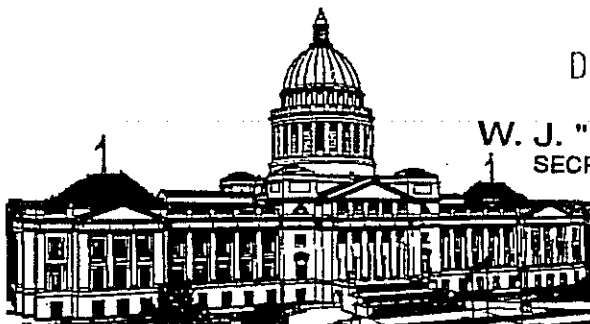


# ARKANSAS REGISTER

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## Transmittal Sheet

DEC 6 1991



W. J. "BILL" McCUEN  
SECRETARY OF STATE

W. J. "Bill" McCuen

Secretary of State

State Capitol Rm. 010

Little Rock, Arkansas 72201-1094

For Office

Use Only:

Effective Date 12/26/91 Code Number 067.00.91--601

Name of Agency ARKANSAS STATE BOARD OF NURSING

Department \_\_\_\_\_

Contact Person Linda C. Murphey, Executive Director

Statutory Authority for Promulgating Rules ACA, 1987, Section 17-86-203(8)

Intended Effective Date		Date
<input type="checkbox"/> Emergency	Legal Notice Published . . . . .	<u>10/4-6/91</u>
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	Adopted by State Agency . . . . .	<u>09/11/91</u>

### CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted  
In Compliance with Act 434 of 1967 As Amended.

Linda C. Murphey  
Linda C. Murphey, RN, MN

Executive Director

Title

December 5, 1991

Date

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DEC 6 1991

W. J. "BILL" McCUEN  
SECRETARY OF STATE

By \_\_\_\_\_

CHAPTER THREE  
MINIMUM REQUIREMENTS FOR  
SCHOOLS OF PROFESSIONAL NURSING  
SECTION I  
DEFINITION OF TERMS

- A. For the purpose of this Chapter, the following definitions apply:
1. BOARD - refers to Arkansas State Board of Nursing.
  2. MUST/SHALL - indicates a mandatory requirement.
  3. SHOULD - indicates a recommendation.
  4. MAY - indicates permission.
  5. DIRECTOR - the person responsible for the specific educational unit in nursing, regardless of the official title in the institution.
  6. SCHOOL - refers to the educational unit offering a basic program in professional nursing.
  7. PROGRAM - means the total educational curriculum including theoretical and clinical components.

PROGRAM CLASSIFICATION

- a. BACCALAUREATE DEGREE PROGRAM - a program leading to a baccalaureate degree with a major in nursing.
  - b. ASSOCIATE DEGREE PROGRAM - a program leading to an associate degree with a major in nursing.
  - c. DIPLOMA PROGRAM - a program leading to a diploma with a major in nursing.
8. PURPOSE - a statement of intent as specified by the school.
  9. PHILOSOPHY/MISSION - includes and identifies the beliefs accepted by the nursing faculty and controlling institution.
  10. AGENCY - a facility outside the framework of the school which provides educational experiences for the student.
  11. TYPES OF APPROVAL
    - a. PREREQUISITE - granted as permission to proceed in establishing a school of nursing.
    - b. INITIAL - granted to the school when the curriculum is developed and readiness to admit students is demonstrated.
    - c. FULL - granted to the school which provides evidence that minimum requirements are met.

- d. CONTINUED FULL - granted to the school which continues to meet the minimum requirements.
  - e. CONDITIONAL - serves to warn the school of deviations from mandatory requirements affecting the quality of the school.
12. SURVEY - a visit to determine compliance with minimum requirements.
13. APPROVED/ACCREDITED - refers to an agency or institution which has met the requirements established by a recognized national, regional, state or professional body.

## SECTION II

### APPROVAL

#### A. PURPOSES

1. To insure the safe practice of nursing by establishing and maintaining minimum requirements for schools of nursing.
2. To require within each school a continuous evaluation process for improvement.
3. To provide to graduates assurance of eligibility to apply for admission to the licensing examination.

#### B. PROCESSES

##### 1. PREREQUISITE APPROVAL

An institution seeking to establish a school of nursing shall submit a letter of intent to the Board of Nursing.

- a. The institution must submit a recent feasibility study, signed by the appropriate administrative officers, which includes but is not limited to the following:
  - 1) Purpose for establishing a school.
  - 2) Type of educational program to be established.
  - 3) Relationship to the controlling institution.
  - 4) Philosophy, purposes and accreditation status of the controlling institution.
  - 5) Financial resources for the program.
  - 6) Need and readiness of the community to support the program.
  - 7) Source of potential students and faculty.
  - 8) Proposed clinical facilities for student experiences.
  - 9) Other schools using proposed clinical facilities.
  - 10) Proposed physical facilities.
  - 11) Availability of the general education component of the curriculum.
  - 12) Timetable for initiating the program.
- b. A representative of the Board shall conduct a survey to validate the information submitted in the feasibility study.

- c. The survey report and the materials from the institution shall be submitted to the Board.
- d. The institution shall be advised of the Board's decision.

## 2. INITIAL APPROVAL

- a. The institution shall secure a director for the program.
- b. Responsibilities of the director shall include the following:
  - 1) Program planning.
  - 2) Detailed budget preparation.
  - 3) Employment of qualified faculty.
  - 4) Preparation of a school organizational chart showing institutional control, relationships and lines of authority.
  - 5) Securing consultation with demonstrated evidence of visits.
  - 6) Statement of philosophy and purpose.
  - 7) Curriculum and objectives.
  - 8) Student and faculty welfare.
  - 9) Evaluation process.
  - 10) Agency contracts.
- c. Representatives of the Board shall meet periodically with the director and faculty of the school. Consultation by representatives of the Board will be available upon written request from the director.
- d. The director must submit to the Board written evidence of readiness of the program to admit students.
- e. A representative of the Board shall conduct a survey to validate the information submitted by the director.
- f. The report of the surveyor's findings shall be submitted to the Board.
- g. The Board's decision shall be communicated to the institution.

## 3. FULL APPROVAL

- a. A survey visit for Full Approval of the school shall be made by a representative of the Board prior to the graduation of the first class.
- b. The surveyor's findings shall be shared with the school for corrections and additions. A written report of the survey visit shall be presented to the Board for its decision. Representatives of the school may attend the Board meeting when the program is reviewed.
- c. A written report of the survey visit and a statement of the Board's decision shall be provided to the director of the school with copies to the administrator of the controlling institution.
- d. A survey shall be conducted within three (3) years after Full Approval is granted. Surveys thereafter shall be in accordance with Continued Full Approval requirements.

#### 4. CONTINUED FULL APPROVAL

Continued Full Approval is granted for the school which continues to meet the minimum requirements. The decision of the Board is based on survey visits, annual reports, conferences, and correspondence. A school survey shall be conducted at least once every five (5) years. A survey shall be conducted prior to a possible change in a school's approval status.

#### 5. CONDITIONAL APPROVAL

- a. A school shall receive written notice and the recommendations of the Board when Conditional Approval is given. The school may make a written request to the Board to change the status of the school when it can be demonstrated that the deviations from mandatory requirements have been corrected. Unless otherwise determined by the Board, a period of one (1) year shall be the maximum time allowed for the correction of deviations resulting in Conditional Approval.
- b. Any school failing to correct the deviations resulting in Conditional Approval shall be discontinued as a State Board approved school of nursing.
  - 1) Upon withdrawal of Approval, the Board will give public notice to students that as graduates of that school, they will not be eligible for admission to the licensing examination.
  - 2) It shall be the responsibility of the school to assist students in transferring to a school which has State Board approval.
  - 3) To reestablish approval, the school must meet the requirements necessary for establishing a school of nursing.

SECTION III  
PROGRAM REQUIREMENTS

A. ADMINISTRATION AND ORGANIZATION

1. INSTITUTIONAL ACCREDITATION

The controlling institution of a school shall be approved/accredited by the appropriate state and regional bodies, or must demonstrate progress in securing approval/accreditation by these bodies.

2. INSTITUTIONAL ORGANIZATION

a. The controlling institution shall be a postsecondary educational institution, a hospital, or a consortium of such institutions appropriate to the purpose and implementation of the nursing education program.

b. An institutional chart or plan shall show the relationship of the school of nursing to other departments, and indicate appropriate channels of communication. Schools of nursing shall have equal status with other educational units within the controlling institution.

3. SCHOOL ORGANIZATION

a. There shall be a school organizational chart or plan showing appropriate lines of authority and communication within the school.

b. There shall be written agreements between the school and cooperating agencies utilized for educational experiences. Such agreements must specify their respective responsibilities and must be reviewed annually.

B. PHILOSOPHY/MISSION AND GOALS/OBJECTIVES

1. The program shall have a philosophy or mission consistent with that of the controlling institution.

2. The program shall have goals/objectives which are clearly stated, consistent with the philosophy/mission, and describe the competencies of the graduate.

3. The philosophy/mission and goals/objectives shall be used by the faculty in planning, developing, implementing and evaluating the total program.

C. FINANCIAL RESOURCES

1. There shall be financial support to provide development, stability and continuation of the program.

2. The director shall be responsible for budget recommendations and administration within general institutional policies.

## D. EDUCATIONAL RESOURCES

### 1. CLASSROOMS AND LABORATORIES

- a. Classrooms, laboratories and conference rooms shall be available at the time needed, adequate in size, number and type and appropriate to the number of students and the educational purposes.
- b. Acoustics, lighting, ventilation, heating and cooling, seating arrangement, location, plumbing, equipment, storage and safety provisions shall be adequate for the educational purposes.

### 2. LIBRARY AND LEARNING RESOURCES

- a. The library shall be under the direction of a qualified librarian.
- b. Library and learning resources shall be appropriate for the purpose of the program and number of faculty and students.
- c. Holdings shall be conveniently available and accessible to students and faculty.
- d. Holdings shall be comprehensive, current, and appropriate in number and type.

### 3. OFFICES

- a. Faculty offices shall be available, accessible and adequate in size, number and type to provide for uninterrupted work and privacy for conferences with students.
- b. There shall be adequate office space for clerical staff.
- c. There shall be adequate space and security for records, files and equipment.
- d. There shall be office equipment and supplies adequate to meet the needs of faculty and office personnel.

### 4. CLINICAL FACILITIES

- a. Agencies providing learning experiences shall be approved/accredited by the appropriate bodies.
- b. Clinical facilities shall be available and adequate to provide planned educational experiences essential to the achievement of course and program goals/objectives.
- c. There shall be cooperative planning when a clinical facility is used by more than one student group.
- d. All clinical facilities shall be approved by the Board.

## E. PERSONNEL

### 1. DIRECTOR

The director, at the time of appointment, shall:

- a. Hold a current license to practice as a registered nurse in the State of Arkansas.
- b. Have a master's degree with a major in nursing.
- c. Have a workload which allows for adequate time to conduct relevant duties and responsibilities.

### 2. FACULTY

a. Nurse faculty shall:

- 1) Hold a current license to practice as a registered nurse in the State of Arkansas.
- 2) Demonstrate continuing competence in teaching, curriculum development and nursing as shown by participation in academic study, continuing education, clinical practice or other appropriate activities.
- 3) Participate in faculty development.

- b. Full time nurse faculty members shall have at least a baccalaureate degree in nursing with additional preparation and/or experience in the area of teaching.
- c. Faculty with major responsibility in nursing theory and/or clinical courses should have at least a master's degree with a major in nursing. It is recommended that graduate preparation in a variety of institutions be represented.
- d. The faculty:student ratio in clinical or class shall be consistent with sound educational practice, the curriculum pattern, the number of clinical facilities utilized, and the preparation of nursing faculty.
- e. Non-nurse faculty shall meet the requirements of the institution in education and experience in their field of specialization.
- f. There shall be a plan to enable faculty to participate in ongoing program development and achievement of school goals. Minutes of the meetings which include actions and decisions shall be on file.

### 3. PERSONNEL POLICIES

- a. The policies shall be consistent with policies applying to faculty in other departments of the institution.
- b. Policies specific to the school shall be developed with faculty input.
- c. Responsibilities for each position shall be clearly stated in writing. Each employee shall have a copy.



#### 4. STAFF

There shall be secretarial and clerical staff sufficient to meet the needs of administrative and instructional personnel.

#### F. STUDENTS

1. There shall be written policies and criteria within the school for selection, admission, progression and graduation of students.
2. There shall be provision for a counseling and guidance program separate from nursing faculty.
3. There should be student participation in appropriate administrative and instructional planning.
4. An itemized list of fees charged to students shall be printed in the school bulletin or attached as an addendum. The list shall specify the purpose of each fee.
5. Student records shall be kept in accordance with the policy of the controlling institution.

#### G. CURRICULUM

##### 1. ORGANIZATION

- a. The development of the curriculum shall be the responsibility of the nursing faculty.
- b. There shall be an organized pattern which reflects the philosophy/mission and facilitates achievement of the goals/objectives of the school.
- c. The choice and placement of courses, and selection and organization of learning experiences shall provide for continuity, sequence and integration in the total curriculum.

##### 2. IMPLEMENTATION

- a. Courses shall be consistent with the objectives of the program and contribute to essential nursing knowledge, skills and socialization.
- b. The curriculum shall prepare the graduate for practice as a registered nurse.
  - 1) Biological and Physical Science--content shall be drawn from anatomy, physiology, chemistry, physics, microbiology, nutrition, pharmacology and mathematics.
  - 2) Behavioral Sciences and Humanities--content shall be drawn from psychology, sociology, anthropology, normal growth and development, interpersonal relationships, communication and English.

- 3) Nursing--content shall include major health problems of society; persons of all age groups; the promotion and maintenance of health; the prevention, detection and treatment of disease; rehabilitation; and assessing, planning, implementing and evaluating nursing care. Historical development of the profession and the ethical, legal and professional obligations of the registered nurse shall also be included.
- 4) Opportunities shall be provided which will enable students to develop competence in giving all phases of care in medical, surgical, obstetric, psychiatric, pediatric and geriatric nursing.
- 5) Community health and/or public health nursing courses and experience shall be included in baccalaureate programs.

### 3. EXPERIMENTATION

- a. Nursing faculty may develop a curriculum which differs in content and method from the usual patterns.
- b. The director shall submit a proposal in writing to the Board for approval to implement the experimental curriculum.
- c. Mandatory requirements remain in effect for experimental programs.

## H. EVALUATION OF EDUCATIONAL EFFECTIVENESS

1. A plan for systematic evaluation of all aspects of the program shall be implemented.
2. The plan shall include but not be limited to the following areas: philosophy, curriculum, policies, resources, facilities, faculty, students and graduates.
3. The outcomes of systematic evaluation shall be used for ongoing development of the program.

## I. REPORTS TO THE BOARD

### 1. ANNUAL REPORT

An annual report shall be submitted no later than December 1st of each year utilizing the format provided by the Board. The report shall include appointment and termination of faculty during the reporting period.

## 2. SPECIAL REPORTS

- a. The Board shall be notified in writing of major changes affecting the school.
- b. Major curriculum changes shall be reported to the Board including, but not limited to, the following:
  - 1) Changes in philosophy/mission or goals/objectives which alter the present curriculum.
  - 2) Increase or decrease in the length of the program.
  - 3) Reorganization of the curriculum.

## SECTION IV

### CHANGE OF CONTROLLING INSTITUTION

- A. If ownership of an institution operating a school of nursing should change, the new governing body shall consult the Board for direction in continuing the program.
- B. At the discretion of the Board's representative, a survey may be conducted and results presented to the Board for action.

## SECTION V

### CLOSING A SCHOOL

#### A. METHOD

1. When the decision to close a school has been made, the director shall advise the Board and submit a written plan for the discontinuation of the program. The closure may be accomplished in one of two ways:
  - a. Students may be transferred to another approved school of nursing. The transfer should provide for minimum loss of student time.
  - b. The school may close gradually by discontinuing student admissions and officially closing the school on the date that the last student completes the program.
2. To prevent applications for admission, early public announcement of closing of the school shall be made.
3. All requirements must be maintained until the last student is transferred or has completed the program.

B. RECORDS

1. The controlling institution shall be responsible for maintaining custody of records in accordance with the policy of that institution.
2. The controlling institution shall notify the Board in writing of arrangements to maintain permanent student and graduate records and other pertinent documents.