

ARKANSAS REGISTER

Transmittal Sheet



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Department _____

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CHAPTER 8: ASSESSMENT OF FEES

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CERTIFICATION OF AUTHORIZED OFFICER

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

Faith A. Fields

Signature

686-2700

Phone Number

EXECUTIVE DIRECTOR

Title

4-1-97

Date

SHARON PRIEST
SECRETARY OF STATE
STATE OF ARKANSAS

97 APR -2 PM 2:45

AR. REGISTER DIV.

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CHAPTER EIGHT
ASSESSMENT OF FEES

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SHARON PRIEST
SECRETARY OF STATE
STATE OF ARKANSAS

BY _____

A. COLLECTION OF FEES

The Board shall collect the following fees.

1. **LICENSURE BY EXAMINATION APPLICATION**
Fifty five dollars (\$55.00) for registered nurse, practical nurse or psychiatric technician nurse licensure by examination.
2. **LICENSURE BY ENDORSEMENT APPLICATION**
Seventy-Five dollars (\$75.00) for licensure by endorsement as a registered nurse, licensed practical nurse, or licensed psychiatric technician nurse.
3. **TEMPORARY PERMIT APPLICATION**
 - a. Ten dollars (\$10.00) for a temporary permit to practice as an advanced practice nurse while awaiting the results of a certification examination.
 - b. Ten dollars (\$10.00) for a temporary permit to practice as a registered nurse, licensed practical nurse, or licensed psychiatric technician nurse while awaiting endorsement.
4. **RENEWAL APPLICATION**
Twenty-five dollars (\$25.00) for renewal of licensure as a registered nurse, advanced practice nurse, registered nurse practitioner, licensed practical nurse or licensed psychiatric technician nurse.
5. **CERTIFICATE OF PRESCRIPTIVE AUTHORITY APPLICATION**
Twenty-five dollars (\$25.00) for a certificate of prescriptive authority.
6. **LAPSED LICENSURE REINSTATEMENT APPLICATION**
Thirty dollars (\$30.00) for reinstatement of lapsed licensure as a registered nurse, licensed practical nurse, licensed psychiatric technician nurse, registered nurse practitioner or advanced practice nurse.
7. **CERTIFICATION APPLICATION**
Twenty dollars (\$20.00) for a certified statement that a registered nurse, registered nurse practitioner, advanced practice nurse, licensed practical nurse or licensed psychiatric technician nurse is licensed in this state.
8. **DUPLICATE CREDENTIAL APPLICATION**
Five dollars (\$5.00) credential fee for a duplicate license or certificate.
9. **REPLACEMENT LICENSE APPLICATION**
Five dollars (\$5.00) for a replacement license following a name change.
10. **REINSTATEMENT APPLICATION**
Ten dollars (\$10.00) for reinstatement from inactive status.
11. **CERTIFIED COPY OF RECORDS**
Five dollars (\$5.00) for a certified copy of records

B. REFUND OF FEES

All fees collected by the Board are nonrefundable.

~~CHAPTER EIGHT~~

~~MINIMUM REQUIREMENTS FOR SCHOOLS~~

~~OF~~

~~PSYCHIATRIC TECHNICIAN NURSING~~

~~SECTION I~~

~~APPROVAL~~

~~Any institution considering the establishment of a program or off campus/satellite program in psychiatric technician nursing shall first inform the Board and seek counsel of the Board.~~

~~A. INITIAL APPROVAL~~

- ~~1. Any institution wishing to establish a program of psychiatric technician nursing shall make written request to the Board, stating in detail the philosophy and objectives of the proposed program and its plan for achieving them. A representative of the Board shall study the proposed program, survey the facilities, and report findings to the Board.~~
- ~~2. Satisfactory evidence of ability to establish and maintain a program is required to be eligible for Initial Approval. Students may be admitted only after Initial Approval is granted.~~

~~B. FULL APPROVAL~~

- ~~1. 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.~~
- ~~2. A program which has met the minimum requirements as established by the Board may be granted Full Approval.~~
- ~~3. A survey visit for Continued Full Approval shall be conducted at least every three (3) years.~~
- ~~4. Approval is reviewed and renewed for all schools that continue to meet the minimum requirements. The decision of the Board is based on survey visits, annual reports, conferences and correspondence.~~
- ~~5. Any school which does not admit students during a twelve (12) month period shall automatically forfeit approval. Should the school again desire to admit students, application for Initial Approval shall be made to the Board.~~

~~C. CONDITIONAL APPROVAL~~

- ~~1. 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.~~
- ~~2. Any school failing to correct the deviations resulting in Conditional Approval shall be discontinued as a State Board approved school of psychiatric technician nursing.~~
 - ~~a. Upon withdrawal of approval, the Board shall give public notice to students that as graduates of that school, they will not be eligible for admission to the licensing examination.~~
 - ~~b. It shall be the responsibility of the school to assist students in transferring to a school which has State Board approval.~~

- ~~c. To reestablish approval, the school must meet the requirements necessary for establishing a school of psychiatric technician nursing.~~
- ~~D. Off-campus and satellite programs must be approved by the Board before implementation.~~

~~SECTION II~~

~~PHILOSOPHY AND OBJECTIVES~~

- ~~A. The school shall have a statement of philosophy that is consistent with the philosophy of the controlling institution.~~
- ~~B. The objectives shall be clearly stated, consistent with the philosophy and shall describe competencies of the graduate.~~
- ~~C. The philosophy and objectives shall be used by the faculty in the development, implementation and evaluation of the total curriculum.~~
- ~~D. The curriculum shall prepare the graduate for the practice of nursing as a licensed psychiatric technician nurse.~~

~~SECTION III~~

~~ADMINISTRATION AND ORGANIZATION~~

- ~~A. The school shall be established in an institution approved by appropriate bodies.~~
- ~~B. The school shall have comparable status with other educational units within the institution.~~
- ~~C. The controlling institution shall be responsible for the administration of the school, and shall provide general administrative leadership, a qualified nurse administrator and qualified faculty.~~
- ~~D. There shall be a written job description for each type of faculty position. Each employee shall receive a copy of the job description.~~
- ~~E. An organizational chart or plan shall show the relationship of the school of nursing to other departments and indicate appropriate channels of communication.~~
- ~~F. The director of the program shall notify the Board in writing of changes in policies directly related to and affecting the school.~~

~~SECTION IV~~

~~RESOURCES, FACILITIES AND SERVICES~~

~~A. EDUCATIONAL FACILITIES~~

- ~~1. Classrooms, laboratories and conference rooms shall be available at the time needed, and shall be adequate in size, number and type according to the number of students and the educational purposes for which the rooms are to be used.~~
- ~~2. Adequate library facilities shall be provided for the faculty and students. Physical arrangement, usefulness, scope and currency of books, audiovisuals and periodicals shall be appropriate for the purpose of the program and the number of faculty and students. The library shall be available for use at times most suitable for students and faculty.~~

~~B. OFFICES~~

- ~~1. Offices shall be available and adequate in size, number and type to provide faculty with opportunity for uninterrupted work and privacy for conferences with students.~~

- ~~2. There shall be adequate space for clerical staff, records, files and other necessary equipment.~~

~~C. CLINICAL FACILITIES~~

- ~~1. Clinical facilities shall be available and adequate in size to provide learning experiences essential to the achievement of the stated objectives of the program.~~
- ~~2. The faculty and clinical facility personnel shall cooperate in planning and implementing student clinical experiences.~~
- ~~3. Patient census must be sufficient in each area to permit meaningful learning experiences for each student.~~

~~D. CONTRACTS~~

~~The controlling institution shall establish formal relationships with clinical facilities.~~

- ~~1. The controlling institution shall enter into a written agreement with the clinical facility with respect to the objectives and plans of the program. The plan must guarantee supervision of the student psychiatric technician nurse by a registered nurse at all times. Approval of these agreements must be secured from the Board's representative before clinical experience is begun. A copy of the current agreement shall be signed by the director of the nursing program, director of nursing service and the administrator of the clinical facility, and be on file in the school and the clinical facility.~~
- ~~2. Contracts are not necessary for observational experiences.~~
- ~~3. Contracts shall be entered into after thorough study and joint planning.~~
- ~~4. The clinical facility shall release the student from the clinical laboratory area for observational experiences as a part of the planned learning experience.~~

~~SECTION V~~

~~PERSONNEL~~

~~A. PROGRAM DIRECTOR~~

- ~~1. The director shall hold a current Arkansas license as a registered nurse with a minimum of a bachelor's degree in nursing.~~
- ~~2. The director's major responsibility shall be the administration of the program. The director shall not serve in a dual position as director of nursing service.~~

~~B. FACULTY~~

- ~~1. The faculty of the school shall be adequate in number and qualifications to conduct the program.~~
- ~~2. Instructors shall be currently licensed as registered nurses in Arkansas.~~
- ~~3. A licensed psychiatric technician nurse may serve as a clinical instructor under the supervision of the director of the program.~~
- ~~4. The clinical instructor shall hold a current Arkansas license as a licensed psychiatric technician nurse.~~
- ~~5. The faculty's major responsibility shall be teaching and supervision of students.~~
- ~~6. The faculty shall provide learning experiences in proper sequence for progression of students. These experiences shall be consistent with the objectives of the program.~~
- ~~7. The faculty shall be responsible for planning, implementing and evaluating all phases of the program.~~
- ~~8. The faculty shall be responsible for the coordination of classroom and clinical experience.~~

- ~~9. Faculty shall be readily available for consultation with students and preceptors during preceptorial experiences.~~
- ~~10. The faculty shall recommend for graduation candidates who have successfully completed the program.~~
- ~~11. The faculty shall have the prerogative to terminate those students who do not demonstrate the ability to complete the program.~~

~~C. CLERICAL STAFF~~

- ~~There shall be adequate clerical staff to achieve the objectives of the program.~~

~~SECTION VI~~

~~STUDENTS~~

~~A. SELECTION OF STUDENTS~~

- ~~1. Final selection of students shall be made by the faculty of the school.~~
- ~~2. There shall be written policies and criteria developed within the school for selection, admission, progression, and graduation of students.~~
- ~~3. Applicants must have completed an approved high school or the equivalent.~~
- ~~4. The faculty may determine previous knowledge and skills and grant an applicant advanced standing for any portion of the curriculum.~~

~~B. ABSENTEEISM~~

- ~~Policies regarding absenteeism shall be determined by the faculty.~~

~~C. VACATION TIME~~

- ~~Student vacation time shall be planned by the faculty and be reflected in the master rotation plan for the class.~~

~~D. SCHOOL BROCHURE~~

- ~~A school brochure should be current and dated. The publication should include:~~

- ~~1. School philosophy and objectives;~~
- ~~2. Approval status as granted by the Board;~~
- ~~3. Sequence of courses;~~
- ~~4. Program cost to student;~~
- ~~5. Scholarship and loan information;~~
- ~~6. Admission requirements;~~
- ~~7. Entrance dates; and~~
- ~~8. Other information as determined by the faculty.~~

~~SECTION VII~~

~~RECORDS AND REPORTS~~

~~A. RECORDS REQUIRED~~

- ~~A record system essential to the operation of the school shall be maintained. Records shall be safely stored to prevent loss by destruction and unauthorized use.~~

- ~~1. Special forms shall be selected by the faculty and shall include:~~
 - ~~a. Student records~~
 - ~~b. Faculty records.~~

- ~~2. General records, including minutes of faculty meetings and reports to the Board, shall be maintained by the school.~~
- ~~3. Proof that each student has completed an approved high school or the equivalent shall be on file.~~

~~B. CUSTODY OF RECORDS~~

- ~~1. When a school closes the controlling institution shall be responsible for the safekeeping of student records.~~
- ~~2. If the controlling institution also closes, legal advice should be obtained concerning the permanent safekeeping of school records.~~
- ~~3. The Board shall be informed concerning the placement of these records.~~

~~C. REPORTS REQUIRED TO BE FILED IN THE BOARD OFFICE~~

~~1. ANNUAL REPORTS~~

~~An annual report shall be submitted no later than December 1st of each year utilizing the format provided by the Board. The report shall indicate any changes in the faculty.~~

~~2. SPECIALTY REPORTS~~

~~a. Each faculty member shall file a record of preparation and experience on forms provided by the Board. The Board should be informed of additional preparation acquired by a faculty member after the initial record is submitted.~~

~~b. A list of all students shall be submitted to the Board no later than ten (10) days after admission; other reports are required as requested by the Board.~~

~~c. Student final record forms are furnished by the Board. These shall be submitted for all graduates who qualify to take the examination in Arkansas as soon as they have completed the program. The student final record shall include theory and clinical course hours completed. The record shall bear the school seal and the signature of the director of the school.~~

~~Student final records and applications shall not be notarized prior to the date of completion of the program and must be submitted to the Board office before the date of the licensing examination.~~

~~SECTION VIII~~

~~CURRICULUM~~

~~A. DEVELOPMENT AND ORGANIZATIONAL PLAN~~

- ~~1. The development of the curriculum shall be the responsibility of the faculty. There shall be an organized pattern which reflects the philosophy and facilitates the achievement of the objectives.~~
- ~~2. The choice and placement of the courses and the selection and organization of learning activities shall provide for continuity, sequence and integration in the total curriculum.~~

~~B. IMPLEMENTATION OF CONTENT~~

~~1. Courses may be taught separately or combined into larger courses.~~

~~2. Length, organization and placement of courses shall be consistent with the objectives of the program and shall contribute to the essential skills and understanding of nursing.~~

~~a. The following areas shall be considered essential:~~

~~Biological and Physical Science — Content shall be drawn from courses in anatomy and physiology, microbiology, nutrition, and pharmacology.~~

~~Behavioral Sciences~~ Content shall be drawn from courses in psychology, normal growth and development, interpersonal relationships, mental health, fundamental concepts of psychiatry and psychiatric nursing. Content shall also include an understanding of the historical development of the profession, and the ethical, legal, professional and social responsibilities of nurses.

~~Nursing~~ Content shall include the major health problems of society; persons in all age groups; the promotion and maintenance of health; the prevention, detection and treatment of disease; rehabilitation; assessing, planning, implementing and evaluating nursing care; and the concept of delegation appropriate to the level of practice.

- ~~b.~~ Opportunities shall be provided which will enable students to develop competence in giving all phases of nursing care to medical, surgical, psychiatric, obstetric, pediatric, geriatric and developmentally disabled patients.

~~3.~~ There shall be concurrent instruction of theory and practice.

~~4. PRECEPTORIAL LEARNING ACTIVITIES~~

~~Preceptorial learning activities may be included in a curriculum when the following criteria are met:~~

- ~~a.~~ Prior to the preceptorial learning activity, appropriate prerequisite learning shall have occurred;
- ~~b.~~ The student shall be enrolled in the course in which the preceptorial learning activity occurs and shall not be reimbursed for nursing services by the agency during this time;
- ~~c.~~ The selection, approval, and role development of preceptors shall be documented in writing;
 - ~~1)~~ The preceptor shall be a currently licensed nurse according to the law in Arkansas (or the state/country in which the employing agency is located);
 - ~~2)~~ The preceptor shall have at least one year of work experience, preferably hold the same or higher educational credential as that being sought by the student, and be able to facilitate student learning;
 - ~~3)~~ Prior to and throughout the preceptorial learning activities, faculty shall interact with preceptors, individually or in groups, to clarify roles and the nature of the learning activities;
- ~~d.~~ The preceptor shall be assigned no more than two students at any given time;
- ~~e.~~ Each student shall have a designated faculty member who is responsible for the preceptorial learning activity in compliance with Section V.B.9.

C. COURSE CONTENT

Course content shall include, but not be limited to the following:

	THEORY CLOCK HOURS	CLINICAL EXPERIENCE CLOCK HOURS
ANATOMY AND PHYSIOLOGY	40	
Body structure and functioning in man with emphasis on homeostasis and the interrelationship of body parts and systems:		
MICROBIOLOGY	10	
Influences, classes and diseases associated with microorganisms:		
PHARMACOLOGY	40	80
Pharmacologic agents and their use in the prevention, diagnosis, and treatment of illness, including dosage calculations and administration:		
NUTRITION	20	
Nutritive needs of the normal individual with emphasis on the roles of nutrients in the body:		
FUNDAMENTALS OF NURSING	96	152
Basic nursing knowledge and skills, including the wellness concept and the nursing process:		
PSYCHIATRIC NURSING	224	408
Psychosocial growth and development; therapeutic communication; interpersonal relationships; principles of mental health; and mental illness, including categories, signs and symptoms; treatment and nursing interventions:		
DEVELOPMENTAL DISABILITIES	30	60
Causes and prevention of developmental disabilities; symptoms and interventions, including habilitation, education and behavioral training:		
MEDICAL-SURGICAL NURSING	110	220
Utilization of the nursing process in the care of adults with physical illnesses:		
OBSTETRIC NURSING	30	60
Principles of nursing care during prenatal, labor, delivery, postpartum and neonatal periods:		
PEDIATRIC NURSING	20	40
Physical, mental and social growth and development from infancy through adolescence; diseases; treatment; and nursing intervention:		
GERIATRIC NURSING	30	60
Health problems of the aging population, including rehabilitative and restorative measures:		
TOTAL HOURS	650	1,080

~~D. CURRICULUM LENGTH~~

- ~~1. There shall be a minimum of six hundred fifty (650) clock hours in theory and one thousand eighty (1,080) clock hours of clinical experience.~~
- ~~2. A master student rotation plan shall reflect student clinical experience for the entire program.~~
- ~~3. The program should include two (2) hours of clinical conferences per week throughout the clinical period.~~
- ~~4. After completion of the first twelve (12) weeks, students may have evening or night experience at the discretion of the faculty.~~
- ~~5. There shall be faculty supervision of evening and night experience.~~

~~E. EXPERIMENTATION~~

- ~~1. Experimentation is permitted by the Board when educational principles are observed and there is a well qualified faculty which has the ability and the opportunity to develop a curriculum which may differ from the usual pattern in both content and method.~~
- ~~2. A director desiring to initiate an experimental program shall apply to the Board in writing for approval of the plan.~~

~~F. CHANGES IN CURRICULUM~~

- ~~Any anticipated change in curriculum shall be presented in writing and approved by the Board before implementation. This includes:~~
- ~~1. Changes in objectives which alter present curriculum;~~
 - ~~2. Increase or decrease in length of program;~~
 - ~~3. Reorganization of the curriculum; and~~
 - ~~4. Changes in clinical facilities.~~

~~SECTION IX~~

~~EVALUATION~~

~~A. There shall be evidence of ongoing program and curriculum evaluation:~~

- ~~1. The degree to which the school accomplishes its objectives shall be determined by evaluation of instructional procedures, learning experiences, student progress and nursing competence of the graduates.~~
- ~~2. There shall be provision for student participation in the evaluation of learning experiences.~~

~~B. Evaluation shall be reflected in the minutes of faculty meetings.~~

~~SECTION X~~

~~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.~~

Effective September 25, 1995