

**PETITION FOR WAIVER OF DIRECTOR QUALIFICATIONS
TOMBALL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

SUMMARY OF REQUEST:

Consider the petition from Tomball College Associate Degree Nursing Education Program for a waiver of director qualifications on behalf of Tracie Wood, MSN, RN and the recommendation from the Education Liaison Committee (ELC) regarding the petition.

HISTORICAL PERSPECTIVE:

- Leslie Pafford, MSN, RN has been the Director of the Associate Degree Nursing Education Program since September, 2006.
- Ms. Pafford has resigned her position as director effective August 31, 2007.
- Dr. Frank Willingham, Dean, is seeking approval for Tracie Wood, MSN, RN to serve as Interim Director of the Associate Degree Nursing Program
- Rule 215.6 *Administration and Organization* requires that dean or director of a professional nursing education program have a minimum of three years teaching experience and have demonstrated knowledge, skills and abilities in administration within a professional nursing education program.
- Ms. Wood has no experience teaching in a professional nursing education program. Her resume indicates that she may not have sufficient knowledge, skills and abilities in administration within a professional nursing education program.
- All required documents, credentials, and transcripts for Ms. Wood are in order.
- The petition of waiver for Dean, Director, and Coordinator Required Qualification Form was referred to the Education Liaison Committee (ELC) for review. (See documents in Attachment #1)
- Members of the ELC recommend approval of the waiver and a requirement that Ms. Wood must be assigned a mentor for assistance with the administrative aspect of the interim director position.

PROS AND CONS:

Pros:

- Ms. Wood is credentialed with a Master's degree in nursing.
- She has been director of the vocational nursing education program and involved in administrative responsibilities for the program.

Cons:

- Ms. Wood has no experience teaching in a professional nursing education program and she may not have sufficient knowledge, skills and abilities in administration within a professional nursing education program.

EDUCATION LIAISON COMMITTEE RECOMMENDATION:

Members of the Education Liaison Committee voted to recommend approval of the waiver of director qualification for Tracie Wood, MSN, RN as Interim Director of the Associate Degree Nursing Education Program at Tomball College. A letter dated September 5, 2007 was forwarded to Dr. Frank Willingham, Dean, at Tomball College advising his that Ms. Wood could be appointed effective September 5, 2007 pending Board approval at the October Board meeting. (See attachment #2)

STAFF RECOMMENDATIONS:

Move to approve the appointment of Tracie Wood, MSN, RN as Interim Director of the Associate Degree Nursing Education Program at Tomball College based on the recommendation from the Education Liaison Committee as indicated in the attached letter (Attachment #3)

September 5, 2007

Frank F. Willingham, PhD., Dean
Health and Natural Sciences Division
Tomball College
30555 Tomball Parkway
Tomball, Texas 77375-4036

Dear Dr. Willingham,

This will acknowledge receipt of the letter from your office dated August 14, 2007 notifying the Board of Nursing of your request to name Tracie Wood, MSN, RN as Interim Director of the Associate Degree Nursing Program at Tomball College. Since Ms. Wood does not meet the requirement in Rule 215.6(f)(4-5) which states that the director have a minimum of three years teaching experience and have demonstrated knowledge, skills and abilities in administration within a professional nursing program. It was necessary that a Petition for Waiver form to be submitted to the board office. The petition and all documents were reviewed by the Education Liaison Committee (ELC) of the Board and the waiver was approved on September 4, 2007 contingent on a plan that Ms. Wood have a mentor to assist her with the administrative aspect of the interim director position. The decision requires ratification by the Board at the next scheduled Board Meeting on October 18-19, 2007. Please be aware that the Board may issue further requirements to be met.

Since the ELC approved the petition for waiver, Ms. Wood may be appointed effective September 5, 2007 to serve as Interim Director of the Associate Degree Nursing Program with a mentoring plan in place pending approval in October. Appointment as Interim Director may not exceed one year.

Please be assured that our staff is available to assist Ms. Wood in her role as Interim Director in any way feasible. I shall be notifying her of our new directors' orientation requirements.

If you have any questions, please contact board staff at (512) 305-7658.

Sincerely,

Dorothy Joy, MSN, RN
Education Nursing Consultant

cc: Tracie Wood, MSN, RN, Interim Director

October 22, 2007

Frank F. Willingham, PhD., Dean
Health and Natural Sciences Division
Tomball College
30555 Tomball Parkway
Tomball, Texas 77375-4036

Dear Dr. Willingham,

This letter is to notify you that your request for approval to appoint Tracie Wood, MSN, RN as Interim Director of the Associate Degree Nursing Program at Tomball College and the Petition for Waiver of Director Required Qualifications was considered at the October 18-19,2007 meeting of the Board of Nursing. Based upon the documentation and the recommendation from the Education Liaison Committee of the Board, it was the decision of the Board to ratify approval to appoint Tracie Wood, MSN, RN as Interim Director of the Associate Degree Nursing Program at Tomball College effective September 5, 2007.

Rule 215.6(g)(3) related to *Administration and Organization* states that "if an interim dean or director is appointed to fill the position, this appointment shall not exceed one year." Ms. Wood's appointment may extend until September 5, 2008.

Requirement:

Rule 215.6(f)(3-4) related to *Administration and Organization* states that "the directors have a minimum of three years teaching experience and have demonstrated knowledge, skills, and abilities in administration within a professional nursing education program." **Therefore**, the administration shall develop a mentoring plan with a designated experienced director to assist Ms. Wood with the administrative aspect of the interim director position. The plan shall be submitted to Board Staff for approval.

Requirements are mandatory criterion based on program assessment directly related to the rule that shall be addressed in the manner prescribed.

Be assured that our staff is available to assist Ms. Wood in her role as Interim Director in any way feasible. Rule 215.6(h) requires newly appointed directors to attend an orientation provided by the Board. Board staff will advise Ms. Wood of the details of the next scheduled orientation, in a separate correspondence.

If additional information is needed, please contact board staff at (512) 305-7658.

Sincerely,

Linda R. Rounds, PhD., RN, FNP
President

Dorothy Joy, MSN, RN
Nursing Consultant for Education

cc: Tracie Wood, MSN, RN