

TEXAS BOARD OF NURSING
3.12.10. EDUCATION GUIDELINE
Proposal for Approval of a Remedial Education Course

This guideline is intended for Remedial Education (RE) Courses only. RE Courses are designed to meet sanctions imposed by Board issued Agreed Orders. The courses may consist of didactic content or both didactic and clinical instruction. The courses contain essential elements described in each Agreed Order and address an individual nurse's competency deficiencies.

According to Board Rule 217.21, a RE Course:

- 1) meets the requirements of Rule definitions;
- 2) is not currently accredited or approved by a licensing authority or organization recognized by the Board;
- 3) is designed to address an individual's competency deficiencies; and
- 4) is required to be completed by the Board as part of a disciplinary and/or eligibility order.

RE Courses must be Board approved prior to providing in order to meet the conditions of an Agreed Order.

The following course topics may be considered for approval and must have formal Board approval prior to offering the course(s) to participants:

- Nursing Jurisprudence and Ethics
- Medication Administration
- Physical Assessment
- Pharmacology
- Nursing Documentation

INSTRUCTIONS AND GUIDELINE FOR THE APPROVAL PROCESS

1. An individual seeking approval of a RE Course should provide a letter to the Board Office as notification of the intent to develop a RE Course. The letter should include contact information for future communication (primary contact person, email address, phone number, and provider address).
2. The provider of the course should attend a *BON Nursing Jurisprudence and Ethics Workshop – Protecting Your Patients and Your Practice* within six months prior to submission of the application and identify the date and location of the workshop in the application for verification in the Board database.
3. The timeline for the proposal approval process is limited to a one-year period beginning on the date the first proposal submission is received in the Board Office. The initial submission and two revisions will be considered during the one-year period.

4. The author of the proposal should be the individual intending to serve as course provider and shall meet the qualifications in Rule 217.21(d).
5. A completed Application for Approval of the RE Course form and the application fee of \$300 in the form of a check made payable to the Texas Board of Nursing [see *Rule 223.1(9)*] must be included with the initial submission of the proposal.
6. Process for Approval:
 - a. A member of the Remedial Education Committee (REC) will make a preliminary review of the first submission of the application within two weeks of receipt and will advise the author of the general acceptability of the application and an estimate of further work. Proposals that are incomplete will not go forward in the review process.
 - b. The REC will review each submission to determine whether all standards for Board Orders set forth in Rule 217.21 are addressed. The REC may request further information from the proposal author, if needed.
 - c. The application must include all areas as outlined in this guideline and contain satisfactory responses to questions communicated to the author.
 - e. A second submission of the proposal must be received in the Board Office no later than six months after the receipt of the first submission of the proposal to allow time for subsequent review and revision to stay within the one-year time period.
 - f. Following the review of the first submission, the proposed course provider should offer the designated REC member a monthly update of the progress of the proposal.
 - g. The REC may approve or deny approval of the proposed RE Course.
7. Format for Proposal:
 - a. Prepare the first submission of the proposal bound in a professional binder or binders.
 - b. Include a cover page with the date of the submitted proposal; the name, address, email address, phone, and fax numbers for the governing entity; name and credentials of the proposed course provider.
 - c. Provide a table of contents listing all items in the application. The proposal is to be written in a narrative style with supporting data in tables and graphs, as appropriate.
 - d. Number all pages sequentially, including appendices.
 - e. Label and number appendices that may include: statistical information; syllabi; clinical evaluation tools; and documents that support content. Provide a reference list (preferably in APA format) for all citations and sources of data used the proposal. Short items may be included in the body of the proposal with lengthy items included in the appendices.
 - f. Section dividers may be useful to the reader.
8. The required information includes:
 - a. Provider name, mailing address, email address, phone number, and physical address;

- b. Process used to evaluate instructor's credentials and teaching competency;
 - c. Acknowledgment of intent to comply with Rule 217.21; and
 - d. Acknowledgement of record maintenance for five years, to include individual participation and instructor statement of qualifications and compliance with course requirements.
9. The proposal section should include:
- a. A statement identifying the knowledge, skills, and attitudes an individual obtains upon course completion;
 - b. A detailed course outline with measurable learning objectives and the length of time in minutes;
 - c. A description of how adult learning and educational principles are reflected in the course;
 - d. The method of verifying learners' participation and completion of the course; and
 - e. The evaluation method used to measure course effectiveness.
10. Supporting documentation includes:
- a. CV of Provider;
 - b. CV of Instructor(s);
 - c. Education Documentation Form (see packet);
 - d. Reference List for provided content;
 - e. Participant Evaluation of Class, Instructor, and, if appropriate, Clinical Learning Experiences;
 - f. PowerPoint Slides to be used in course; and
 - g. Hand-outs for participants.
11. Courses requiring clinical learning activities, *Physical Assessment and Medication Administration*, should also provide the following additional information:
- a. Letters from the nursing administrator (including contact information) for each potential clinical facility/agency or healthcare setting to be utilized for participants in the RE course(s), including:
 - i. information about other programs/courses using the facility for clinical experiences;
 - ii. the number of participants who could be accommodated in applicable patient areas including medical-surgical units and specialty areas, where required; and
 - iii. a description of the effect that providing clinical experiences to the proposed course participants might have on the current usage of the facility by existing programs/courses.
 - b. Clinical contracts or letters of commitment from affiliating agencies to indicate clinical sites must be submitted in the initial application. Signatures and contact information should be legible for verification purposes. Clinical agreements must provide sufficient information to assure clinical placements are appropriate.
 - c. The REC is available to address other questions regarding clinical learning activities.

12. Course instructors shall be listed and shall meet the qualifications set forth in Rule 217.21(d)(2).
13. The application shall include all information required in this guideline, as described in Rule 217.21(e)(1).
14. The time required for the REC to review the application depends upon the status of the proposal with each revision.
15. If the REC denies approval of the course, the author must wait at least 12 calendar months from the date of denial before submitting a new application for approval of a RE Course.
16. Courses shall not be presented to participants until the course is approved by the Board.
17. A proposal without action for one calendar year from the date of receipt of the first submission will be considered inactive.