

TEXAS BOARD OF NURSING
3.1.1.e. EDUCATION GUIDELINE
Proposal to Establish a New Advanced Practice Nursing Education Program

Revised: 01/02/2013

All advanced practice nursing education programs in Texas must be approved/licensed by the:

- Texas Higher Education Coordinating Board (THECB), as applicable, unless deemed exempt from approval/licensing by the THECB; **and**
- the Texas Board of Nursing (BON) unless accredited by a national nursing accreditation agency.
- The governing institution of the new advanced practice nursing education program must be regionally accredited by an agency recognized by the THECB.

Note: The initial approval process of a new advanced practice nursing education program that is deemed exempt from approval/licensing by the THECB, is the sole responsibility of the Texas BON unless accredited by a national nursing accreditation agency.

The Texas Nursing Practice Act, Section 301.157(d-6) related to Programs of Study and Approval requires that:

“The board, in cooperation with the Texas Higher Education Coordinating Board and the Texas Workforce Commission, shall establish guidelines for the initial approval of schools of nursing or educational programs. The guidelines must: (1) identify the approval processes to be conducted by the Texas Higher Education Coordinating Board or the Texas Workforce Commission; (2) require the approval process identified under Subdivision (1) to precede the approval process conducted by the board; and (3) be made available on the board’s internet website and in a written form.”

INFORMATION SHEET AND INSTRUCTIONS FOR THE PROPOSAL PROCESS

1. The governing entity seeking to establish a new advanced practice nursing education program should provide a letter to the board office one (1) year prior to the anticipated start of the program and include contact information (name, email address, phone number, physical address.)
2. The governing entity should provide documentation that the proposed program is approved by the THECB, as applicable, or deemed exempt from approval/licensing by the THECB.
3. The governing entity should provide documentation that the governing entity of the proposed program is authorized to award graduate degrees and is regionally accredited by an agency recognized by the THECB.
4. The individual writing the proposal for a new advanced practice nursing education program should hold a current license or privilege to practice as a registered nurse in Texas and should meet the approved qualifications for a program director as specified in §219.6(g). The name and credentials of the author of the proposal must be included in the proposal.
5. The proposal shall include information outlined in this guideline and shall consider the recommendations in the *New Proposal Resource Packet and Helps* on the BON web site.
6. Sufficient nursing faculty with appropriate expertise shall be in place for the development of the curriculum component of the program. Prior to presentation of the proposal to the Board for approval, a minimum of a prospective director and at least one (1) prospective faculty member must be identified.
7. Include a copy of the application(s)/proposal(s) submitted to the THECB, if applicable.
8. Arrange the proposal according to topics listed under *Proposal Content for A New Advanced Practice Nursing Education Program* with the following format:
 - A. Have the **initial draft** proposal bound in a **soft binder**. **Please DO NOT use plastic sheet protectors.**
 - B. Include a cover page with date of the draft, name, address, email address, phone and fax numbers of the governing entity; name and credentials of the author of the proposal; and the name of contact person(s), if different from author.

- C. Provide a table of contents.
 - D. Number all pages sequentially - including appendices.
 - E. Label and number appendices, as appropriate, that may include: statistical information; organizational charts; syllabi; clinical evaluation tools; total program evaluation plan; documents that support content; and a reference list for all citations and sources of data.
8. Include **hard** copies of the following documents, **even if the documents are only available online**:
- A. College catalog, *if applicable*;
 - B. Nursing Program Faculty Handbook; and
 - C. Nursing Program Student Handbook.
9. Submit the **initial draft** of the proposal at least one (1) year prior to the anticipated start date of the program.
10. Include with the **initial draft** of the proposal a **completed** APPLICATION FOR APPROVAL OF NEW NURSING EDUCATION PROGRAM form and the **appropriate fee** (*see Rule 223.1(9), Fees*).
- A. Staff will review the initial draft and subsequent revisions and provide feedback with requests for revisions and/or additional information.
 - B. All proposals for establishment of new advanced practice nursing education programs will be reviewed with respect to how they address the standards for nursing programs set forth in Rule 219, Advanced Practice Nurse Education.
 - C. The proposal must fully address all areas as outlined in the Proposal Content guidelines and contain satisfactory responses to questions that staff communicate to the proposal author through written and/or verbal means.
 - D. Data should be sufficient in depth and breadth to clearly demonstrate the need for the program and its sustainability. Include a list of references used in preparing the proposal in the appendix.
11. Staff **may** schedule an in-house consultation visit or site visit, depending on analysis of the proposal. A survey visit **shall** be conducted prior to presentation of the proposal to the Board.
12. Staff will notify the governing entity when the final version of the proposal is ready for presentation to the Board.
- A. After Staff have approved the final draft, the governing entity will transfer the proposal, appendices, and photographs to a PDF file with bookmarks, usually on a flash drive, for submission electronically to the Board. Everything must be in one (1) PDF file.
 - B. The flash drive should be sent to Staff in time for submission to Board members at least four (4) weeks prior to the Board meeting. The flash drive will include the copy of the final proposal; appendices including syllabi, faculty and student handbooks, total program evaluation plan, clinical evaluation tools, photographs, and all supporting documents
13. A Notice of Public Hearing will be published in the Texas Register three (3) weeks before the scheduled Board meeting and the Public Hearing will be conducted at the Board meeting when the proposal is considered. The public hearing allows stakeholders to speak for or against the proposal and program representatives should be prepared to address both support and opposition at the public hearing. The Board may:
- A. approve the proposal,
 - B. defer action on the proposal, or
 - C. deny further consideration of the proposal.
14. Texas BON staff will notify all nursing education programs regarding the Public Hearing that will be conducted at the Board meeting and the proposed new program.
15. If the Board denies further consideration of the proposal and does not approve the program, the governing entity must wait a minimum of twelve (12) calendar months from the date of the denial before submitting a new proposal to establish a new advanced practice nursing education program.
16. Students shall not be enrolled until the program is approved by the Board.
17. A proposal without action for one (1) calendar year will be considered inactivate.

**PROPOSAL CONTENT AREAS REVIEWED DURING THE APPROVAL OF A NEW
ADVANCED PRACTICE NURSING EDUCATION PROGRAM**

<p>PURPOSE AND NEED FOR PROGRAM [§219.3(a)(1)(E)]</p> <p>Cite at least two (2) sources supporting the need for the proposed program.</p>
<p>In narrative or table format, provide rationale for establishing the new program.</p> <p>Include data from surveys of health care institutions, agencies and clinics in the community which employ advanced practice nurses, and present an analysis of the data to show employment rates of advanced practice nurses, vacancies, and projected needs for advanced practice nurses for the first five years of the program. Include a copy of the survey tool(s) in the appendix.</p>
<p>Provide copies of letters from community leaders which indicate support for the new program.</p>
<p>In table format, provide a list and description of other programs in the geographic area (25 mile radius), <i>if applicable</i>, including information about:</p> <ul style="list-style-type: none"> • the types of programs, • the enrollment in each program, • the number of graduates in each program, and • reported vacancies in each program.
<p>In table format, provide projected enrollment for first year and annual average enrollment.</p>
<p>In narrative or table format, provide local, regional, state, and national data and analysis showing employment rates of advanced practice nurses, vacancies, and projected need for advanced practice nurses for first five (5) years of program.</p>
<p>ADMINISTRATION AND ORGANIZATION [§219.3; §219.6]</p> <p>Provide a description of the governing entity, including accreditation/approval status, if applicable, and date of last visit.</p>
<p>Provide ownership information. (Type of ownership; Name of owner; Address, etc.)</p>
<p>Provide the mission of the governing entity and an explanation of how it is within the scope of the mission to offer the nursing education program.</p>
<p>Include information regarding any recommendations/requirements still outstanding from other agencies or boards and the possible impact on the proposed program.</p>
<p>Provide documentation of administrative approval and support for the proposed program.</p>
<p>In narrative or table format, provide sources of financial support and amounts for the first two (2) years of program operation.</p>
<p>Provide documentation of financial stability. (Financial audit.)</p>
<p>In table format, provide the projected budget for the first two (2) years of program operation including:</p> <ul style="list-style-type: none"> • director and faculty salaries; • secretarial and support staff salaries; • consultant fees; and • holdings and equipment related to: library, computers, audiovisuals, nursing skills laboratory, durable medical equipment, and non-durable medical equipment.
<p>Provide organizational charts for the governing entity and the nursing education program.</p>
<p>Provide a description of the type of nursing education program proposed, geographic location, anticipated date of initial enrollment, and number of students in first cohort.</p>
<p>Include a completed New Dean/Director/Coordinator Qualification Form following Board guidelines [§219.6] (Please use Education Guideline 3.4.1.a.).</p>
<p>FACULTY [§219.7]</p>
<p>In table format, provide the projected number and types of nursing faculty needed for first five (5) years.</p>
<p>In narrative format, provide potential sources for qualified nursing faculty and plans for recruitment.</p>

<p>Provide the following evidence of availability of adequate qualified nursing faculty members for proposed program:</p> <ul style="list-style-type: none"> • Describe potential sources for qualified faculty applicants and plans for recruitment of qualified faculty members. • Provide curriculum vitae for current and potential faculty members for professional nursing education programs. • Provide evidence in a table format that prospective faculty members meet the requirements of the rule and are appropriate for their teaching assignments.
<p>Provide the name and credentials of at least one prospective nursing faculty in place for development of curriculum/program of study.</p>
<p>Provide a copy of the Faculty Handbook which includes, but is not limited to: evidence of the Faculty Organization with written policies and procedures and/or bylaws to guide the faculty and the program's activities specific to the proposed program; job descriptions for director and faculty; faculty workload policies; written plans for faculty orientation, development, and evaluation specific to the proposed program; a copy of the faculty evaluation tool; and policies for part-time faculty and for preceptors.</p>
<p>STUDENTS [§219.8] In table format, provide the projected student enrollment and graduation for first five (5) years.</p>
<p>In narrative format, provide plans for recruitment of students.</p>
<p>In narrative format, provide a description of the admission criteria and the selection process for admission of students.</p>
<p>Provide a Nursing Student Handbook with required written student policies, including, but not limited to:</p>
<ul style="list-style-type: none"> • admission, progression, and graduation nursing program policies, and exceptions, if any;
<ul style="list-style-type: none"> • withdrawal, reinstatement and dismissal nursing program policies;
<ul style="list-style-type: none"> • mechanisms that facilitate student mobility/transfer/articulation;
<ul style="list-style-type: none"> • grading policies for the nursing program;
<ul style="list-style-type: none"> • evaluation of teaching effectiveness, as appropriate;
<ul style="list-style-type: none"> • student services, including counseling and financial aid;
<ul style="list-style-type: none"> • other policies such as those related to non-discrimination, complaints, grievances, appeal procedures and due process, attendance/absences, and holiday/vacation days; and
<p>PROGRAM OF STUDY [§219.5; §219.9] Provide the proposed program of study including philosophy/mission and general education objectives/outcomes as a basis for the program, conceptual framework, if applicable, and general education program requirements.</p>
<p>Explain how the philosophy/mission and objectives/outcomes are a basis for the nursing program, conceptual framework, if applicable.</p>
<p>In table format, provide the organization and sequencing of the program of study.</p>
<p>Provide a calendar/sequence of the proposed program of study/curriculum.</p>
<p>Describe the proposed certificate/degree plan.</p>
<p>Provide documentation that the curriculum includes the following:</p>
<ul style="list-style-type: none"> • Didactic and clinical learning experiences necessary to the objectives/outcomes;
<ul style="list-style-type: none"> • Concepts and principles critical to advanced practice nursing;
<ul style="list-style-type: none"> • Professional and legal implications of the nurse in the advanced role;
<ul style="list-style-type: none"> • Knowledge and skills relevant to practice in the area of specialty; and
<p>Evidence of inclusion of the following curricular requirements:</p>
<ul style="list-style-type: none"> • Separate courses in pharmacotherapeutics, advanced assessment and pathophysiology and/or psychopathology (psychopathology accepted for advanced practice nurses prepared in the psychiatric/mental health specialty only). These courses must be graduate level academic courses;
<ul style="list-style-type: none"> • Evidence of theoretical and clinical role preparation;

<ul style="list-style-type: none"> Evidence of clinical major courses in the specialty area;
<ul style="list-style-type: none"> Evidence of a practicum/preceptorship/internship to integrate clinical experiences as reflected in essential content and the clinical major courses.
Provide the course title with brief course description for each nursing course.
Provide a complete syllabus for each nursing course that includes: <ul style="list-style-type: none"> level in which course will be offered; course or clinical objectives/outcomes; credit hour allocation for theory and/or clinical learning experiences, if applicable, including clock hours;
<ul style="list-style-type: none"> brief content outline; required textbooks and references; specific evaluation criteria and evaluation tools to measure progression of students' cognitive, affective and psychomotor achievement in course/clinical objectives/outcomes; and samples of unit and comprehensive examinations; and
<ul style="list-style-type: none"> student learning activities and specific grading policies.
<p>CLINICAL LEARNING EXPERIENCES [§219.10]</p> <p>Provide a description of the impact the proposed program may have on the use of clinical resources in the area (acute care, primary, community health, and/or clinics).</p>
Provide letters from the nursing administrator of each potential clinical facility/agency or healthcare setting that specify the information required in Rule 219, including: <ul style="list-style-type: none"> the number and types of students (pre-licensure and post-licensure students from other nursing education programs or other health occupation programs) currently using the facility, and a description of the effect that providing clinical experiences to the proposed program's students might have on the current usage of the facility by existing programs; and the availability of qualified preceptors.
Provide a description of cooperative planning with directors of existing nursing programs for use of potential affiliate agencies and clinical practice settings.
Provide written policies in the Faculty and Student Handbooks, as appropriate, related to the management of clinical learning experiences including all specific areas identified in Rule 219, to include, but not limited to: <ul style="list-style-type: none"> evidence that faculty will be responsible and accountable for managing clinical learning experiences of students with appropriate faculty to student ratios; criteria and rationale for the selection of affiliate agencies or clinical practice settings appropriate for proposed program; evaluation of affiliating agencies/clinical facilities or clinical practice settings; written agreements between the program and affiliating agencies/clinical facilities which specify the responsibilities of the program to the agency and the responsibilities of the agency to the program; when clinical preceptors are used, written agreements between the program, clinical preceptor or clinical teaching assistant, and the affiliating agency, when applicable, delineating the functions and responsibilities of the parties involved; written criteria for selecting competent clinical preceptors, appropriate to program type; and evaluation of student performance in clinical learning experiences (criteria for evaluating, frequency of evaluation).
Provide sample clinical rotation plans/schedules by healthcare facility, indicating individual students equal to the number of students in the first cohort and assigned clinical areas for each clinical nursing course in the curriculum.
<p>FACILITIES, RESOURCES AND SERVICES [§219.11]</p> <p>Provide a description of plans to recruit and hire support staff for operation of the proposed nursing program, including the need for support staff in the areas specified in Rule 219.</p>
Provide a description of existing and proposed physical facilities, including: office space for the nursing program director and nursing faculty members, space for clerical staff; space for maintaining and storing records, files and equipment; and number, size and types of classrooms, laboratories, and conference rooms designated for use by the nursing program.
<p>(Note: Floor plans, photographs, drawings, etc. may be submitted as supplemental evidence.)</p> <p>*The Texas BON will only review this area specifically for the purpose of determining that the existing and proposed physical facilities meet the requirements of Rule 219.</p>
Provide the time line for start-up and completion of new construction/remodeling projects, and evidence that the institution will provide funds for the required new construction or remodeling.

Provide a description of existing and proposed educational resources, including inventory of existing and proposed nursing skills laboratory equipment purchases, computer laboratory equipment, and inventory of teaching/learning aids for the nursing program, such as audiovisual hardware and software.

*The Texas BON will only review this area specifically for the purpose of determining that adequate resources are available to ensure equal access for all nursing students to meet program/course outcomes and the requirements of Rule 219.

Provide an inventory of library holdings and projected purchases to support the proposed nursing program.

* The Texas BON will only review this area specifically for the purpose of determining the current inventory of nursing volumes, nursing journals, other nursing holdings, and projected purchases of nursing holdings.

Provide evidence of adequate restrooms and lounges sufficient to meet Americans with Disabilities Act accessibility and compliance requirements.

Provide a description of existing and proposed student support services, including developmental learning programs, learning assessment programs, and counseling programs and resources to promote retention of nursing students.

RECORDS AND REPORTS [§219.12]

Provide a written plan for the retention of program related records.

*The Texas BON will only review this area specifically for the purpose of determining that the plan for retention of nursing faculty records, nursing student records, required program records, reports to the Texas Board of Nursing and other accrediting or approving agencies, and correspondence regarding approval status meets the requirements outlined in Rule 219.

Provide a written plan for the storage of program related records.

TOTAL PROGRAM EVALUATION [§219.13]

Provide a written plan for the systematic Total Program Evaluation developed by nursing faculty and including:

- evaluative criteria;
- frequency of evaluation;
- assignment of responsibility;
- methodology;
- indicators of program and instructional effectiveness; and
- action plan for addressing findings.

Important: Please be aware that references to Texas BON Rule 219 are not all inclusive.



TEXAS BOARD OF NURSING (BON)

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APPLICATION FOR APPROVAL OF NEW NURSING EDUCATION PROGRAM

Name of Institution Applying for Approval of New Nursing Education Program:

Address:

Web Site Address:

Telephone Number:

Official Title of Proposed Nursing Education Program:

Type of Proposed Nursing Education Program:

Address, if different than above:

Telephone Number, if different than above:

Name of Contact Person:

Telephone Number of Contact Person:

Email Address of Contact Person:

New Nursing Education Program Approval Fee as indicated in Rule 223.1(9) must be submitted with the Proposal to Establish a New Nursing Education Program.

***BON staff, as part of the New Nursing Education Program Approval process, may make a survey visit of the proposed nursing education program with 24-hour notice.**

TEXAS BON USE ONLY

Date Received: _____

Payment Number: _____ Amount: _____

Deposit Number: _____

Date of Deposit: _____