

# CHAPTER ONE GENERAL PROVISIONS

## SECTION I PURPOSE AND AUTHORITY

### A. PURPOSE

1. **ARKANSAS NURSE PRACTICE ACT** - Requires that any person who practices or offers to practice professional nursing, advanced practice nursing, registered nurse practitioner nursing, practical nursing or psychiatric technician nursing for compensation be licensed and submit evidence that he/she is qualified to so practice and shall be licensed as hereinafter provided.
2. **ARKANSAS STATE BOARD OF NURSING** - Established by the Arkansas Nurse Practice Act for the implementation of the statute by carrying on the licensing, disciplinary and educational functions for professional, advanced practice, registered nurse practitioner, practical and psychiatric technician nursing.

- B. LEGAL AUTHORITY** - The authority of the Board is contained in the Arkansas Code of 1987 Annotated and 1995 Supplement, Sections 17-87-101 through 17-87-402 (Nurse Practice Act).

## SECTION II THE PRACTICE OF NURSING

### A. THE PRACTICE OF PROFESSIONAL NURSING

The performance for compensation of any acts involving the observation, care and counsel of the ill, injured or infirm; the maintenance of health or prevention of illness of others; the supervision and teaching of other personnel; the delegation of certain nursing practices to other personnel as set forth in regulations established by the board; or the administration of medications and treatments as prescribed by practitioners authorized to prescribe and treat according to state law where such acts require substantial specialized judgment and skill based on knowledge and application of the principles of biological, physical and social sciences.

### B. THE PRACTICE OF ADVANCED PRACTICE NURSING

The practice of advanced practice nursing means the delivery of health care services for compensation by professional nurses who have gained additional knowledge and skills through successful completion of an organized program of nursing education that certifies nurses for advanced practice roles as advanced nurse practitioners, certified registered nurse anesthetists, certified nurse midwives and clinical nurse specialists.

1. **ADVANCED NURSE PRACTITIONER** — The practice of advanced nurse practitioner nursing means the performance for compensation of nursing skills by a registered nurse who, as demonstrated by national certification, has advanced knowledge and practice skill in the delivery of nursing services.
2. **CERTIFIED REGISTERED NURSE ANESTHETIST** — The practice of certified registered nurse anesthesia means the performance for compensation of advanced nursing skills relevant to the administration of anesthetics under the supervision of, but not necessarily in the presence of, a licensed physician, licensed dentist, or other person lawfully entitled to order anesthesia.
3. **CERTIFIED NURSE MIDWIFE** — The practice of nurse midwifery means the performance for compensation of nursing skills relevant to the management of women's health care, focusing on pregnancy, childbirth, the postpartum period, care of the newborn, family planning and gynecological needs of women, within a health care system that provides for consultation, collaborative management or referral as indicated by the health status of the client.
4. **CLINICAL NURSE SPECIALIST** — The practice of clinical nurse specialist nursing means the performance for compensation of nursing skills by a registered nurse who, through study and supervised practice at the graduate level and as evidenced by national certification, has advanced knowledge and practice skills in a specialized area of nursing practice.

**C. THE PRACTICE OF REGISTERED NURSE PRACTITIONER NURSING**

The delivery of health care services for compensation in collaboration with and under the direction of a licensed physician or under the direction of protocols developed with a licensed physician. Registered nurse practitioners shall be authorized to engage in activities as recognized by the nursing profession and as authorized by the Board. Nothing in this subdivision is to be deemed to limit a registered nurse practitioner from engaging in those activities which normally constitute the practice of nursing, or those which may be performed by persons without the necessity of the license to practice medicine.

**D. THE PRACTICE OF PRACTICAL NURSING** — the performance for compensation of acts involving the care of the ill, injured, or infirm or the delegation of certain nursing practices to other personnel as set forth in regulations established by the board; under the direction of a registered professional nurse, an advanced practice nurse, a licensed physician or a licensed dentist, which acts do not require the substantial specialized skill, judgment, and knowledge required in professional nursing.

**E. THE PRACTICE OF PSYCHIATRIC TECHNICIAN NURSING** — The performance for compensation of acts involving the care of the physically and mentally ill, retarded, injured, or infirm or the delegation of certain nursing practices to other personnel as set forth in regulations established

by the board, and the carrying out of medical orders under the direction of a registered professional nurse, an advanced practice nurse, a licensed physician or a licensed dentist, where such activities do not require the substantial specialized skill, judgment, and knowledge required in professional nursing.

### **SECTION III IDENTIFICATION INSIGNIA**

- A. Any person who holds a license to practice nursing in this state shall use the legal title or the abbreviation as set forth in Arkansas Code Annotated Section 17-87-101, et. seq. No other person shall assume any other name, title or abbreviation or any words, letters, signs, or devices that would cause a reasonable person to believe the user is licensed to practice nursing.
- B. Any person licensed to practice nursing shall wear an insignia to identify himself by his name and appropriate legal title or abbreviation during times when such person is providing health care to the public for compensation.
- C. The insignia shall be prominently displayed and clearly legible such that the person receiving care may readily identify the type of nursing personnel providing such care.

### **SECTION IV DEFINITION OF TERMS**

**ACCREDITED** – The status granted by an accrediting agency through a voluntary process.

**ACTIVITIES OF DAILY LIVING** — Those self-care activities which must be accomplished each day in order for the client to care for his own needs and participate in society.

**ADVANCED PRACTICE NURSE CATEGORIES** — Advanced nurse practitioner, certified registered nurse anesthetist, certified nurse midwife and clinical nurse specialist.

**APPROVAL** – Recognized by the Board as meeting the education standards for preparing graduates for registered or practical nurse licensure.

**APPROVAL, TYPES:**

**PREREQUISITE** — Status authorizing a program to proceed in establishing a program of nursing.

**INITIAL** — Status awarded to a program that has met all initial requirements and authorizes the program to proceed to admission of students and completion of educational standards.

**FULL** — Status awarded to a program that has met all educational standards.

**CONTINUED FULL** — Status awarded to a program that continues to maintain the educational standards.

**CONDITIONAL** — Status of a program that has not maintained the educational standards. Serves as a warning, that if the standards are not followed withdrawal of approval may be initiated.

**BOARD** — The Arkansas State Board of Nursing.

**BOARD REPRESENTATIVE** — A person appointed, hired or otherwise authorized by the Board to carry out its functions.

**CLINICAL FACILITY** — A facility outside the framework of the program which provides educational experiences for the student.

**COLLABORATING PHYSICIAN** — A physician, licensed under the Arkansas Medical Practices Act, § 17-93-201 et seq., who has a practice comparable in scope, specialty or expertise to that of the advanced practice nurse or registered nurse practitioner.

**COLLABORATIVE PRACTICE AGREEMENT** — Document setting out how an advanced practice nurse and physician intend to cooperate in the delivery of client care.

**CONSULTING PHYSICIAN** — A physician licensed by the Arkansas Medical Practices Act who has obstetric privileges in a hospital.

**CONTROLLED SUBSTANCE** — Drug substance or immediate precursor in Schedules I-V.

**CREDENTIAL** — A license, certificate or other evidence of qualifications.

**DELEGATION** — Entrusting the performance of a selected nursing task to an individual who is qualified, competent and able to perform such tasks. The nurse retains the accountability for the total nursing care of the individual.

**DISTANT LEARNING SITE** — A location separate from the main campus where course offerings are delivered.

**DOCUMENTATION** — Written proof or evidence to substantiate factual

claims or statements satisfactory to the Board.

**DRUG SAMPLE** — A unit of a legend drug which is distributed to a practitioner by a manufacturer or a manufacturer's representative at no charge, is not intended to be sold, and is intended to promote the sale of the drug.

**EMERGENCY CARE** — Unanticipated care provided to a person who is unconscious, ill or injured, when the circumstances require prompt decisions and actions and when the necessity of immediate care is so apparent that any delay would seriously worsen the physical condition or endanger the life of the person.

**GRADUATE COMPETENCIES** — Educational outcomes expected of the nursing program's graduates.

**LEGEND DRUG** — A drug limited by Section 503,(b)(1) of the Federal Food, Drug, and Cosmetic Act to being dispensed by or upon a practitioner's prescription.

**MAY** — Indicates permission.

**MISSION** — Beliefs accepted by the parent institution for the framework of the school's programs and offerings.

**OBSERVATIONAL EXPERIENCE** — One in which the nursing student provides no nursing care.

**PARENT INSTITUTION** — The official institution sponsoring the nursing program.

**PERSONAL CARE** — Assistance with activities of daily living not requiring a medical prescription.

**PHILOSOPHY** — Beliefs adopted by the nursing faculty for the framework of the program.

**PRECEPTOR** — A currently licensed nurse or physician, meeting the requirements of these regulations, who serves as a facilitator of student learning in a practice setting.

**PRECEPTORSHIP** — Practice under the supervision of a qualified preceptor in the care of consumers of health services while a student in a Board approved program.

**PRESCRIPTIVE AUTHORITY** — Authorization, given by the Board, for an advanced practice nurse who meets established requirements to prescribe. Prescriptive authority for controlled substances shall only extend to drugs listed in Schedules III through V.

**PROGRAM** — The total educational curriculum in nursing, including theoretical and clinical components. Types of Programs are:

**ASSOCIATE DEGREE PROGRAM** — A professional nursing program leading to an associate degree with a major in nursing.

**BACCALAUREATE DEGREE PROGRAM** — A professional nursing program leading to a baccalaureate degree with a major in nursing.

**DIPLOMA PROGRAM** — A professional nursing program leading to a diploma with a major in nursing.

**PRACTICAL NURSING PROGRAM** — A nursing program leading to a certificate in practical nursing.

**PSYCHIATRIC TECHNICIAN NURSING PROGRAM** — A nursing program leading to a certificate in psychiatric technician nursing.

**PROGRAM DIRECTOR** — The person responsible for the specific educational unit in nursing, regardless of the official title in the institution.

**PROTOCOL** — A written statement which delineates agreed-upon approaches in client care and management.

**SATELLITE CAMPUS** — A separate geographic location where a program is offered which has a separate student body and a separate faculty leader/coordinator and/or faculty.

**SHALL, WILL, MUST** — Indicates a mandatory requirement.

**SHOULD** — Indicates a recommendation.

**SURVEY** — A visit to determine compliance with minimum requirements.

**THERAPEUTIC DEVICE** — An instrument or apparatus, requiring a prescription, that is intended for use in diagnosis or treatment, and in the prevention of disease or maintenance or restoration of health.

**TRANSMITTING** — Relaying an order for a medication, treatment or therapeutic device.

**UNDER THE DIRECTION OF A LICENSED PHYSICIAN** — The performance of specific acts and procedures which have been authorized by a licensed physician and which may be performed outside the presence of the physician under conditions where a physician is readily available for consultation.

**UNENCUMBERED LICENSE** — Free of disciplinary limitations or pending action.

**SECTION V  
GENERAL MATTERS**

**A. OFFICE AND HOURS**

The office of the Board is in Little Rock, Arkansas. The office shall be open during business hours each day, Saturday, Sunday and holidays excepted.

**B. EXAMINATION, INQUIRY OR INVESTIGATION**

The Board may, through one or more of its members, or staff especially authorized, conduct at its office in Little Rock, Arkansas, or in any part of the state, any examination, inquiry or investigation, hearing or other proceeding necessary to perform its duties and functions. The executive director shall have custody of the seal and official records and shall be responsible for the maintenance and custody of the files and records of the Board, including the credentials for all Arkansas licensed nurses, transcripts of testimony and exhibits, the minutes of all actions taken by the Board and all of its findings, determinations, reports, opinions, orders, rules, regulations, and approved forms.

**C. AUTHENTICATION**

All notices and other actions of the Board shall be authenticated or signed by the president, secretary, or such other person as may be authorized by the Board.

**D. NOTICE**

Upon order of the Board, the president, secretary, or executive director shall issue all notices of hearings and other process as may be directed by the Board.

**E. POWERS OF BOARD**

The Board is authorized to:

1. Promulgate whatever regulations it deems necessary for the implementation of the Act;
2. Cause the prosecution of persons violating the Act;
3. Keep a record of all its proceedings;
4. Make an annual report to the Governor;
5. Employ personnel necessary for carrying out its functions;
6. Study, review, develop and recommend role levels of technical classes of nursing service and practice to state and federal health agencies and to public and private administrative bodies;
7. Fix the time for holding its regular meetings;
8. Prescribe minimum standards and approve curricula for educational programs preparing persons for licensure as registered nurses,

advanced practice nurses, registered nurse practitioners, licensed practical nurses, and licensed psychiatric technician nurses;

9. Provide for surveys of such programs at such times as it deems necessary or at the request of the schools;
10. Approve programs that meet the requirements of the Act;
11. Deny or withdraw approval from educational programs for failure to meet prescribed standards;
12. Examine, license and renew the licenses of duly qualified applicants for professional nursing, practical nursing and psychiatric technician nursing;
13. License and renew the licenses of duly qualified applicants for advanced practice nursing and registered nurse practitioner nursing;
14. Issue certificates of prescriptive authority; and
15. Conduct disciplinary proceedings as provided for in the Act.

#### **F. EXECUTIVE DIRECTOR**

The executive director of the Board shall be a registered nurse and meet the qualifications required by the Board.

#### **G. BOARD FUNDS AND FEES**

1. The Board shall establish and collect fees for services relating to examination, licensing, endorsement, certification for prescriptive authority, temporary permits, license renewal and other reasonable services as determined by the Board.
2. All funds received by the Board shall be deposited in the State Treasury to the credit of the Board.
3. Fees paid to the Board may be in the form of cash, cashier checks, or money orders. Personal checks for initial licensure are accepted from in-state residents only.
4. Fees paid to the Board are processing fees and are not refundable.

#### **H. REVIEW OF REGULATIONS**

No regulations promulgated hereafter by the Board shall be effective until reviewed by the Arkansas Legislative Council and the Joint Interim Committee on Public Health, Welfare and Labor of the Arkansas General Assembly.

#### **I. RECORDS**

1. Record Maintenance  
The executive director shall enter, in permanent form, credentials of all nurses, records of official transactions and proceedings, and keep such records in safekeeping.
2. Tapes  
Meetings may be taped by a secretary as necessary for purposes of minute taking. Tapes may be erased after corresponding

minutes have been approved.

3. Destruction  
The executive director may destroy or dispose of records in the office in accord with applicable law.
4. Certified Copies  
Upon written request and payment of a fee, the executive director shall provide to any nurse holding Arkansas licensure a certified copy of any of her/his records on file in the Board office.
5. Public Inspection  
Records shall be open to public inspection except as may be specifically exempted by statute.
6. Request for Copies of Rules  
Copies of rules of the Board will be furnished free of charge to any official of a government agency requesting them in the performance of his/her duties.

**J. EXAMINATION REVIEW**

A registered nurse, practical nurse or psychiatric technician nurse candidate who has failed the licensure examination may review his/her examination and/or challenge examination items according to the policies and procedures of the test development vendor.

**K. NURSING STUDENT LOAN PROGRAM**

Any Arkansas resident who is enrolled in, or has been accepted for admission to, an approved school of nursing in this state or in a nationally accredited school outside the state, in a course of study leading to qualification as a registered nurse or licensed practical nurse shall be eligible to make application to the Arkansas State Board of Nursing for a loan according to guidelines established by the Board.

*Effective January 1, 2004*

# **CHAPTER SIX STANDARDS FOR NURSING EDUCATION PROGRAMS**

## **SECTION I APPROVAL OF PROGRAMS**

This chapter presents the Standards established by the Arkansas State Board of Nursing for nursing education programs that lead to licensure.

### **A. NEW PROGRAM LEADING TO LICENSURE**

1. Prerequisite Approval
  - a. An institution, seeking to establish a new nursing program leading to licensure, shall submit a letter of intent to the Board.
    - (1) An applicant for a baccalaureate, diploma, associate degree or practical nurse program shall comply with the approval process of appropriate state education approval authority.
    - (2) An applicant for an Advanced Practice Nursing (APN) program shall comply with the "Criteria and Procedures for Preparing Proposals for New Programs," established by the Arkansas Department of Higher Education.
    - (3) Appropriate professional accreditation of the new APN program is considered to be deemed status as approved by the Board.
    - (4) Out of state nurse programs shall meet the requirements of the Arkansas Department of Higher Education and be approved by the Arkansas State Board of Nursing.
  - b. The institution must submit a current feasibility study, that is signed by the appropriate administrative officers, and includes the following:
    - (1) Purpose for establishing the program.
    - (2) Type of educational program to be established.
    - (3) Relationship to the parent institution, including an organizational chart.
    - (4) Mission, philosophy, purposes, and accreditation status of the parent institution.
    - (5) Evidence that the parent institution has authorization to conduct a program of nursing; or the approval status of parent institution.
    - (6) Financial statement of the parent institution for the past two fiscal years.
    - (7) A proposed budget for each year of the program's implementation.
    - (8) Documented need and readiness of the community to support the program, including surveys of potential students, employment availability, and potential employers.
    - (9) Source and numbers of potential students and faculty.
    - (10) Proposed employee positions including support staff.

- (11) Proposed clinical facilities for student experiences, including letters of support from all major facilities expected to be used for full program implementation, including evidence of clinical space for additional students.
- (12) Letters of support from approved nursing and health-related programs using the proposed clinical facilities.
- (13) Proposed physical facilities including offices, classrooms, technology, library, and laboratories.
- (14) Availability of the general education component of the curriculum or letter of agreement, if planned, from another institution.
- (15) A timetable for initiating the program, including required resources and plans for attaining initial approval.
- (16) Other information as requested by the Board.
- c. A representative of the Board shall conduct an on-site survey and complete a report.
- d. The Board shall review all prerequisite documents during a regularly scheduled Board meeting.
- e. The Board may grant, defer, or deny Prerequisite Approval.
- f. After receiving Prerequisite Approval status, the institution may:
  - (1) Advertise for students.
  - (2) Proceed toward compliance by following the Education Standards for Initial Approval.

## 2. Initial Approval

- a. The institution shall secure a nurse administrator of the program.
- b. The nurse administrator shall plan the program and
  - (1) Assure compliance with Board standards and recommendations;
  - (2) Address prerequisite recommendations;
  - (3) Prepare detailed budget;
  - (4) Employ qualified faculty and support staff;
  - (5) Prepare a program organizational chart showing lines of authority;
  - (6) Design the program's sequential curriculum plan;
  - (7) Develop student, faculty, and support staff policies and procedures;
  - (8) Attain agency affiliation agreements;
  - (9) Verify that proposed physical facilities are in place;
  - (10) Submit documentation to the Board that Initial Approval Standards are met.
- c. A Board representative shall validate readiness of the program to admit students and prepare a report.
- d. The Board shall review all documents for Initial Approval during a regularly scheduled Board meeting.
- e. The Board may grant, defer or deny Initial Approval.
- f. After receiving Initial Approval, the program:
  - (1) May admit students.
  - (2) Shall proceed toward compliance by following the Education Standards for Full Approval.

- (3) Shall follow the same standards as those of established programs in terms of annual activities, projects, and reports.
- 3. Full Approval
  - a. Before graduation of the first class, a Board representative shall validate compliance with the Standards and prepare a report.
  - b. The report and documentation shall be reviewed during a regularly scheduled Board meeting.
  - c. The Board may grant, defer, or deny Full Approval.

**B. ESTABLISHED PROGRAM THAT PREPARES GRADUATES FOR LICENSURE**

- 1. Continued Full Approval
  - a. An on-site survey visit will be periodically conducted to review the program for continued compliance with the Standards. The schedule of an on-site survey for a program includes:
    - (1) A newly established program shall have an on-site survey three (3) years after receiving initial Full Approval.
    - (2) An established Professional Nurse program shall have an on-site survey every five (5) years thereafter.
    - (3) An established Practical Nurse program shall have an on-site survey every five (5) years thereafter.
    - (4) An established Master's program in advanced practice nursing shall notify the Board of the program's continued national nursing accreditation status, which will serve as deemed status for Board approval.
  - b. The survey report and documentation shall be submitted to the Board and reviewed during a regularly scheduled Board meeting.
  - c. The Board may grant, defer, or deny Continued Full Approval.
- 2. Conditional Approval
  - a. If areas of noncompliance with standards are not corrected in the timeframe established by the Board, the Board shall award Conditional Approval.
  - b. Information regarding a nursing program requested by the Board shall be provided by the parent institution.
  - c. A representative of the Board shall conduct an on-site survey and complete a written report.
  - d. Additional information available to the Board may be considered.
  - e. The Board shall review all documents during a regularly scheduled Board meeting.
  - f. The Conditional Approval status shall be in effect for a maximum of one (1) year to correct noncompliance deviations from the standards, unless otherwise determined by the Board.
  - g. The program and parent institution shall receive written notification of noncompliance deviations and the Board action.
  - h. The Board may grant continued Conditional Approval, Full Approval, or withdraw the program's approval.

3. Satellite Campus
  - a. Satellite campus programs shall be approved by the Board prior to implementation.
    - (1) Continued Full Approval program may submit a proposal for a satellite campus program.
    - (2) The proposal shall reflect requirements for prerequisite approval of a new program.
  - b. The Board may grant, defer, or deny approval.
  - c. All approved satellite campus programs shall maintain the same standards as the parent program.
  - d. Each satellite campus' data will be included in the program's annual report and five-year survey report.
4. Distant Learning Sites
  - a. Distant learning sites shall be approved by the Board prior to utilization.
  - b. Each distant learning site's data shall be included in the program's annual report and five-year survey report.
5. Out of state programs shall be Board approved prior to implementing clinical rotations in Arkansas healthcare facilities.

## **SECTION II PROGRAM REQUIREMENTS**

### **A. ADMINISTRATION AND ORGANIZATION**

1. Institutional Accreditation

The parent institution shall be approved by the appropriate state body.
2. Institutional Organization
  - a. The parent institution shall be a post-secondary educational institution, hospital, or consortium of such institutions.
  - b. The institutional organizational chart shall indicate lines of authority and relationships with administration, the program, and other departments.
  - c. The program shall have at least equal status with comparable departments of the parent institution.
3. Program Organization
  - a. The program shall have a current organizational chart.
  - b. The program shall have specific current job descriptions for all positions.

### **B. PHILOSOPHY AND GRADUATE COMPETENCIES**

1. The philosophy of the program shall be in writing and consistent with the mission of the parent institution.

2. Graduate competencies shall be derived from the program's philosophy.
3. The philosophy and graduate competencies shall serve as the framework for program development and maintenance.

### **C. RESOURCES**

1. Financial Resources
  - a. There shall be adequate financial support to provide stability, development and effective operation of the program.
  - b. The director of the program shall administer the budget according to parent institutional policies.
  - c. The director shall make budget recommendations with input from the faculty and staff.
2. Library and Learning Resource Center
  - a. Each program and each satellite campus shall have a library or learning resource center with the following:
    - (1) Current holdings to meet student educational needs, faculty instructional needs, and scholarly activities.
    - (2) Budget plan for acquisitions of printed and multi-media materials.
    - (3) Written process for identifying and deleting outdated holdings.
    - (4) Resources and services accessible and conveniently available.
  - b. The library of a baccalaureate, diploma, associate degree or practical nurse program shall be under the direction of a qualified master's degreed librarian.

### **D. FACILITIES**

1. Classrooms and Laboratories
  - a. Each program and satellite campus shall have a clinical skills laboratory equipped with necessary educational resources.
  - b. Classrooms and laboratories shall be:
    - (1) Available at the scheduled time
    - (2) Adequate in size for number of students
    - (3) Climate controlled, ventilated, lighted and
    - (4) Equipped with seating, furnishings and equipment conducive to learning and program goals.
  - c. Adequate storage space shall be available.
  - d. Facilities shall be in compliance with applicable local, state, and federal rules and regulations related to safety and the Americans with Disabilities Act.
2. Offices
  - a. The director of the program shall have a private office.
  - b. Faculty members shall have adequate office space to complete duties of their positions and provide for uninterrupted work and privacy for conferences with students.
  - c. There shall also be adequate:

- (1) Office space for clerical staff
- (2) Secure space for records, files, equipment, and supplies and
- (3) Office equipment and supplies to meet the needs of faculty and clerical staff.

3. Clinical Facilities
  - a. Clinical facilities and sites shall provide adequate learning experiences to meet course objectives.
  - b. Clinical sites shall be adequately staffed with health professionals.
  - c. The program shall have a current and appropriate written agreement with each clinical site.
  - d. Written agreements shall include a termination clause and be reviewed annually.
  - e. Students shall receive orientation to each clinical site.

## **F. PERSONNEL**

1. Program Director
  - a. The program director shall have a current unencumbered registered nurse license to practice in Arkansas and be employed full time.
  - b. The practical nursing program director shall have a minimum of a baccalaureate degree in nursing. Directors appointed prior to January 1, 2004, shall be exempt for the duration of their current position.
  - c. The baccalaureate, diploma, associate degree or practical nurse program director shall have a minimum of a master's degree in nursing.
  - d. The program director shall have previous experience in clinical nursing practice and/or education.
  - e. The program director's primary responsibility and authority shall be to administer the nursing program.
    - (1) The program director shall be accountable for program administration, planning, implementation, and evaluation.
    - (2) Adequate time shall be allowed for relevant administrative duties and responsibilities.
  - f. The licensure examination application shall be authorized by the nursing program director to assure the applicant has completed the program.
2. Faculty and Assistant Clinical Instructors
  - a. Faculty shall hold a current unencumbered registered nurse license to practice in Arkansas.
  - b. Faculty shall have had previous experience in clinical nursing.
  - c. Faculty teaching in a baccalaureate, diploma, associate degree or practical nurse program shall have a degree or diploma above the type of education program offered.
  - d. Nurses serving as assistant clinical instructors in a baccalaureate, diploma, associate degree or practical nurse

program may have a degree or diploma at or above the type of education program offered.

- e. Assistant clinical instructors shall:
  - (1) Be under the direction of faculty.
  - (2) Hold a current unencumbered license to practice in Arkansas.
  - (3) Have a minimum of one year experience in the clinical area.
- f. All faculty shall maintain education and clinical competencies in areas of instructional responsibilities.
- g. Non-nurse faculty shall meet the requirements of the parent institution.
- h. Faculty shall be organized with written policies, procedures and, if appropriate, standing committees.
- i. Nursing faculty policies shall be consistent with parent institutional policies.
- j. Program specific policies shall be developed by nursing faculty.
- k. A planned program specific orientation for new faculty shall be in writing and implemented.
- l. Consideration shall be given to safety, patient acuity, and the clinical area in determining the necessary faculty to student ratio for clinical experiences. The faculty to student ratio in clinical experiences shall be no greater than 1:10.
- m. The minimum number of faculty shall be one (1) full-time member in addition to the director.
- n. Faculty meetings shall be regularly scheduled and held. Minutes shall be maintained in writing.
- o. Faculty members shall participate in program activities as per policies and procedures.

### 3. Support Staff

There shall be secretarial and other support staff sufficient to meet the needs of the program.

## **F. PRECEPTORS**

### 1. Preceptor Utilization

- a. Preceptors shall not be utilized in foundation or introductory courses.
- b. Preceptors shall not be considered in clinical faculty-student ratio. The ratio of preceptor to student shall not exceed 1:2.
- c. There shall be written policies for the use of preceptors, that include:
  - (1) Communications between the program and preceptor concerning students;
  - (2) Duties, roles, and responsibilities of the program, preceptor, and student; and
  - (3) An evaluation process.
- d. All preceptors shall be listed on the annual report by area, agency and number of students precepted.

2. Preceptor Criteria
  - a. Baccalaureate, diploma, associate degree or practical nurse program student preceptors shall hold a current unencumbered license to practice as a registered nurse in Arkansas. Practical nurse student preceptors shall hold a current unencumbered license to practice as a registered nurse, licensed practical nurse, or licensed psychiatric technician nurse in Arkansas.
  - b. Preceptors shall have a minimum of one year experience in the area of clinical specialty for which the preceptor is utilized.
  - c. Preceptors shall participate in evaluation of the student.
3. Student Criteria
  - a. Precepted students shall be enrolled in courses specific to the preceptor's expertise.
  - b. Precepted students shall have appropriate learning experiences prior to the preceptorship.
  - c. There shall be no reimbursement to students for the educational preceptorship.
4. Faculty Criteria
  - a. Program faculty shall be responsible for the learning activity.
  - b. Program faculty shall be available for consultation with student and preceptor.
  - c. Program faculty shall be responsible for the final evaluation of the experience.

## **G. STUDENTS**

1. Admissions, Readmissions, and Transfers
  - a. There shall be written policies for admission, readmission, transfer, and advanced placement of students.
  - b. Admission criteria shall reflect consideration of potential to complete the program and meet standards to apply for licensure (See ACA § 17-87-312).
  - c. Students who speak English as a second language shall meet the same admission criteria as other students and shall pass an English proficiency examination.
  - d. Documentation of high school graduation or an equivalent, as determined by the appropriate educational agency, shall be an admission requirement.
2. Progression and Graduation: There shall be written policies for progression and graduation of students.
3. Student Services
  - a. Academic and financial aid services shall be accessible to all students.
  - b. If health services are not available through the parent institution, a plan for emergency care shall be in writing.
  - c. There shall be provision for a counseling and guidance program separate from nursing faculty.

4. Appeal Policies: Appeal policies shall be in writing and provide for academic and non-academic grievances.
5. Program Governance: Students shall participate in program governance as appropriate.

#### **H. STUDENT PUBLICATIONS**

1. Publications shall be current, dated, and internally consistent with parent institution and program materials.
2. The following minimum information shall be available in writing for prospective and current students:
  - a. Approval status of the program granted by the Board
  - b. Admission criteria
  - c. Advanced placement policies
  - d. Curriculum plan
  - e. Program costs
  - f. Refund policy
  - g. Financial aid information
  - h. Information on meeting eligibility standards for licensure, including information on ACA § 17-87-312 and that graduating from a nursing program does not assure ASBN's approval to take the licensure examination.
3. The student handbook shall include the following minimum information:
  - a. Philosophy and graduate competencies.
  - b. Policies related to substance abuse, processes for grievances and appeal, grading, progression, and graduation.
  - c. Student rights and responsibilities.

#### **I. EDUCATIONAL PROGRAM**

1. The education program shall include curriculum and learning experiences essential for the expected entry level and scope of practice.
  - a. Curriculum development shall be the responsibility of the nursing faculty.
  - b. Curriculum plan shall be organized to reflect the philosophy and graduate competencies.
  - c. Courses shall be placed in a logical and sequential manner showing progression of knowledge and learning experiences.
  - d. Courses shall have written syllabi indicating learning experiences and requirements.
  - e. Theory content shall be taught concurrently or prior to related clinical experience.
  - f. Clinical experiences shall include expectations of professional conduct by students.
  - g. Curriculum plans for all programs shall include appropriate content in:
    - (1) Introduction to current federal and state patient care guidelines.

- (2) Current and emerging infectious diseases.
  - (3) Emergency preparedness for natural and man made disasters.
  - (4) Impact of genetic research and cloning.
  - (5) End of life care.
  - (6) Legal and ethical aspects of nursing, including the Arkansas *Nurse Practice Act*.
2. The curriculum plan for practical nurse programs shall include:
- a. Theoretical content and clinical experiences that focus on:
    - (1) Care for persons throughout the life span including cultural sensitivity
    - (2) Restoration, promotion, and maintenance of physical and mental health
    - (3) Prevention of illness for individuals and groups
  - b. The curriculum plan shall have theory content of at least 560 contact hours and clinical experiences of at least 768 contact hours or its equivalent in credit hours.
  - c. Theory content may be in separate courses or integrated and shall include at least the following:
    - (1) Anatomy and physiology
    - (2) Nutrition
    - (3) Pharmacology and intravenous therapy
    - (4) Growth and development throughout the life span
    - (5) Fundamentals of nursing
    - (6) Gerontological nursing
    - (7) Nursing of adults
    - (8) Pediatric nursing
    - (9) Maternal/infant nursing
    - (10) Mental health nursing
    - (11) Principles of management in long term care, including delegation
  - d. Clinical experiences shall be in the areas of:
    - (1) Fundamentals of nursing
    - (2) Nursing of adults
    - (3) Pediatric nursing
    - (4) Gerontological nursing
    - (5) Maternal/infant nursing
    - (6) Mental health
    - (7) Administration of medications, including intravenous therapy
    - (8) Management in long term care, including delegation
3. The curriculum plan for baccalaureate, diploma, or associate degree nurse programs shall include:
- a. Theoretical content and clinical experiences that focus upon:
    - (1) The prevention of illness and the restoration, promotion, and maintenance of physical and mental health.
    - (2) Nursing care based upon assessment, analysis, planning, implementing, and evaluating.
    - (3) Care for persons throughout the life span, including cultural sensitivity.

- b. Course content may be in separate courses or integrated and shall include at least the following:
  - (1) Biological and physical sciences content:
    - a. Chemistry
    - b. Anatomy and physiology
    - c. Microbiology
    - d. Pharmacology
    - e. Nutrition
    - f. Mathematics
  - (2) Behavioral science and humanities content:
    - a. Psychology
    - b. Sociology
    - c. Growth and Development
    - d. Interpersonal relationships
    - e. Communication
    - f. English composition
  - (3) Nursing science content:
    - a. Medical surgical adult
    - b. Pediatrics
    - c. Maternal/Infant
    - d. Gerontology
    - e. Mental Health
    - f. Leadership, including nursing management and delegation
    - g. Baccalaureate programs shall include community health
  - (4) Clinical experiences shall be in the areas of:
    - a. Medical/surgical
    - b. Pediatrics
    - c. Maternal/infant
    - d. Mental health
    - e. Gerontology
    - f. Leadership and management, including delegation
    - g. Rehabilitation
    - h. Baccalaureate programs shall include clinical in community health

**J. PROGRAM EVALUATION**

- 1. Faculty shall be responsible for program evaluation.
- 2. A systematic evaluation plan of all program aspects shall be in writing, implemented, and include: philosophy and graduate competencies, curriculum, policies, resources, facilities, faculty, students, graduates, and employer evaluation of graduates.
- 3. The outcomes of the systematic evaluations shall be used for ongoing maintenance and development of the program.
- 4. Appropriate records shall be maintained to assist in overall evaluation of the program after graduation.

5. The systematic program evaluation plan shall be periodically reviewed.
6. Students shall evaluate the courses, instructors, preceptors, and clinical experiences throughout the program, and the overall program after graduation.

#### **K. RECORDS**

1. Transcripts of all students enrolled in the program shall be maintained according to policies of the parent institution.
  - a. Transcripts shall reflect courses taken.
  - b. The final transcript shall include:
    - (1) Dates of admission.
    - (2) Date of separation or graduation from the program.
    - (3) Hours/credits/units earned, degree, diploma, or certificate awarded.
    - (4) The signature of the program director, registrar, or official electronic signature.
    - (5) The seal of the school or be printed on security paper or an official electronic document.
  - c. Current program records shall be safely stored in a secure area.
  - d. Permanent student records shall be safely stored to prevent loss by destruction and unauthorized use.

### **SECTION III REPORTS, LICENSURE EXAMINATION PERFORMANCE, AND CLOSURE**

#### **A. REPORTS**

1. Annual report: An annual report shall be submitted in a format and date determined by the Board.
2. Special reports/requests: The Board shall be notified in writing of major changes affecting the program, including but not limited to:
  - a. School name
  - b. Director of Program
  - c. Ownership or merger of parent institution
3. Curriculum changes:
  - a. Baccalaureate, diploma, associate degree or practical nurse program changes – Major changes of curriculum or standards shall be reported to the Board prior to implementation, including but not limited to:
    - (1) Philosophy, competencies, and objectives
    - (2) Reorganization of curriculum
    - (3) Increase or decrease in length of program

- b. Practical Programs – Major changes of curriculum and standards shall be approved prior to implementation, including but not limited to:
  - (1) Philosophy, competencies, and objectives
  - (2) Reorganization of curriculum
  - (3) Increase or decrease in length of program
- 4. Pilot programs/projects that differ from the current approved program shall be approved prior to implementation.

## **B. LICENSURE EXAMINATION PERFORMANCE**

- 1. The student pass rate on the licensure examination shall be calculated on an annual calendar year.
- 2. The program shall maintain a minimum pass rate of 75% for first-time examination candidates.
- 3. Any program with a pass rate below 75% shall:
  - a. First year:
    - (1) Receive a letter of concern.
    - (2) Provide the Board with a report analyzing all aspects of the program. The report shall identify and analyze areas contributing to the low pass rate and include plans for resolution which shall be implemented.
  - b. Second consecutive year:
    - (1) Receive a letter of warning.
    - (2) Program director and parent institution representative shall present a report to the Board. The report shall identify and analyze the failure of first year corrections and additional plans for resolution of the low pass rate.
  - c. Third consecutive year:
    - (1) Be placed on conditional approval.
    - (2) Conditional approval will be granted until two consecutive years of an above 75% pass rate is achieved or until the Board withdraws approval status for noncompliance with the education standards.

## **C. PROGRAM CLOSURE**

- 1. Voluntary
  - a. The parent institution shall submit a letter of intent for closure at least six (6) months prior to the closure. The letter shall include:
    - (1) Date of closure
    - (2) Plan for completion of currently enrolled students.
  - b. The Board must approve closure plan prior to implementation.
  - c. All classes and clinical experiences shall be provided until current students complete the program or parent institution provides for transfer to another acceptable program.
  - d. Records of a closed program shall be maintained by the parent institution and be in compliance with federal and state laws. The institution shall notify the Board of arrangements for the storage of permanent student and graduate records.

2. Mandatory
  - a. Upon Board determination that a program has failed to comply with educational standards and approval has been withdrawn, the parent institution shall receive written notification for closure of the program. The notification shall include:
    - (1) The reason for withdrawal of approval.
    - (2) The date of expected closure.
    - (3) A requirement for a plan for completion of currently enrolled students or transfer of students to another acceptable program.
  - b. Records of a closed program shall be maintained by the parent institution and be in compliance with federal and state laws. The institution shall notify the Board of arrangements for the storage of permanent student and graduate records.
3. A program that has had withdrawal of their approval status may apply as a new program after one year from official closure date.

*Effective January 1, 2004*