

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

Revised: 04/03/2018

All vocational nursing (VN) education programs in Texas must be approved/licensed by the:

- Texas Workforce Commission (TWC) and/or the Texas Higher Education Coordinating Board (THECB), as applicable, unless deemed exempt from approval/licensing by the TWC and/or the THECB; **and**
- the Texas Board of Nursing (BON).
- **Entities desiring to start a nursing education program that are not approved as a school/college must establish a school/college identity and be approved by the TWC as a career school or college (proprietary school) prior to seeking approval for the proposed nursing education program unless deemed exempt by the TWC.**

Note: The initial approval process of a new school of nursing or education program that is deemed exempt from approval/licensing by the TWC and/or the THECB is the sole responsibility of the Texas BON.

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.”

INSTRUCTIONS AND GUIDELINE FOR THE PROPOSAL PROCESS

1. The governing entity seeking to establish a new VN education program should provide a letter to the Board Office as notification of the intent to develop a proposal. The letter should include contact information for future communication (primary contact person, email address, phone number, and school address).
2. The timeline for the proposal approval process is limited to a one-year period beginning on the day when the first proposal submission is received in the Board Office.
3. The proposal shall include documentation of school approval by TWC and/or the THECB as applicable, or documentation that it is exempt from approval/licensing by the TWC and/or the THECB.
4. The author of the proposal should be the individual proposed to serve as program director and shall meet the qualifications in Rule 214.6(f). The program may hire an outside consultant in an advisory capacity.

5. At least one potential faculty member shall be named before the curriculum development to assist in planning the program of study.
6. The proposal shall include all information required in this guideline and shall follow the recommendations in the *New Proposal Approval Process Including Resources for Proposal Development (2017)* accessible on the BON website.
7. The proposal should be arranged according to topics listed under the required *Proposal Content Areas* in this guideline and should use the following format:
 - A. Prepare the **first submission** of the proposal bound in a **professional binder or binders**. **Please DO NOT use plastic sheet protectors.**
 - 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 director of the program; and the name of the contact person(s), if different from the proposed director.
 - C. Provide a table of contents listing all items in the proposal. The proposal is written in narrative with supporting data in tables and graphs.
 - 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; and documents that support content. Provide a reference list (preferably in APA format) for all citations and sources of data used in 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 proposal should 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. The estimated time to enroll students in the program as stated in the proposal should allow sufficient time for the proposal review, revisions, and follow-through activities in the processing and approval of the proposal. The time required in the proposal development process depends upon the status of the proposal with each revision.
10. A **completed** APPLICATION FOR APPROVAL OF NEW NURSING EDUCATION PROGRAM form and the **appropriate fee** [see *Rule 223.1(9)*] must be included with the initial submission of the proposal.
 - A. Education consultants will make a preliminary review of the first submission of the proposal within two weeks of receipt, and will advise the program of the general acceptability of the proposal and an estimate of further work. Proposals that are incomplete will not go forward in the review process.
 - B. Two education consultants will review each submission to determine whether all standards for nursing programs set forth in Rule 214, Vocational Nursing Education, are addressed.

- C. The proposal must include all areas as outlined in the *Proposal Content Areas* of the guideline and contain satisfactory responses to questions that the education consultants communicate to the proposal author.
 - D. Supporting data in the proposal should be sufficient in depth and breadth to clearly demonstrate the need for the program and its sustainability. (Please cite all references in the reference list.)
 - 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 program director should provide the education consultant a monthly update of the progress of the proposal.
11. The education consultants **may** schedule an in-house consultation visit when the proposal is near readiness for Board presentation. A survey visit to determine the adequacy of the physical setting **shall** be conducted prior to presentation of the proposal to the Board.
12. The proposed program director will be required to provide an electronic version of the final submission of the proposal in PDF format with bookmarking. The electronic version will be forwarded to Board members from the Board Office five weeks prior to the Board meeting.
13. A Public Hearing will be conducted at the Board meeting at the time the proposal is considered. The Public Hearing allows stakeholders to speak for or against the proposal 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. Board Staff will notify all approved nursing education programs in the state about the new program and about the Public Hearing that will be conducted at the Board meeting.
15. If the Board denies approval of the program, the governing entity must wait at least 12 calendar months from the date of the denial before submitting a new proposal to establish a new VN education program.
16. Students shall not be enrolled until the program 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.

REQUIRED PROPOSAL CONTENT AREA
NEW VOCATIONAL NURSING EDUCATION PROGRAM [Rule 214.3(a)]

PURPOSE AND NEED FOR PROGRAM [§214.3(a)(2)(F)]

As an introduction, provide a general description of the program being proposed, geographic location, and estimated time line for the program to begin operation (i.e. executive summary). Provide evidence supporting the need for the proposed program in the community to be served. This should be specific to the local community rather than a global need.

In narrative or table format, provide rationale for establishing the new program.

Include data from the survey(s) of health care institutions, agencies and clinics in the community which employ nurses, and present an analysis of the data to show employment rates of nurses, vacancies, and projected needs for nurses for the first five years of the program. Include a copy of the survey tool(s) in the appendix with the names of the responding agencies.

Provide copies of letters from community leaders which indicate support for the new program. Letters from health care settings should indicate the facility will be able to accommodate more nursing students and will consider hiring them upon graduation.

In table format, provide a list and description of other programs in the geographic area including information about:

- the types of programs;
- the enrollment in each program;
- the number of qualified applicants they are unable to accommodate;
- the number of graduates in each program; and
- reported vacancies in each program.

ADMINISTRATION AND ORGANIZATION [§214.3; §214.6]

Provide a description of the governing entity, including accreditation/approval status, if applicable, and date of last accreditation/approval visit. Include a general history of the institution and its relationship to a parent organization, if applicable.

Provide ownership information. (Type of ownership; Name of owner; address, contact information, other education programs, other business entities, and other pertinent information.

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.

Include information regarding any recommendations/requirements still outstanding from other agencies or boards and the possible impact on the proposed program. If accreditation status is dependent upon BON approval, describe the process.

Provide documentation of administrative approval and support for the proposed program.

In narrative or table format, provide sources of financial support and amounts for the first two years of program operation.

Provide documentation of financial stability. (Provide a financial audit report.)

In table format, provide the projected budget for the first two years of program operation including:

- 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.

Provide organizational charts for the governing entity and nursing education program indicating chain of command and lines of communication.

Include a completed New Dean/Director/Coordinator Qualification Form and curriculum vitae, following Board guidelines [§214.6] (Refer to Education Guideline 3.4.1.a.) Copies of transcripts will be acceptable to verify credentials.

FACULTY [§214.7]

In table format, provide the projected number and qualifications for nursing faculty needed for first five years.

In narrative format, provide potential sources for qualified nursing faculty and plans for recruitment.

Provide the following evidence of availability of adequate qualified nursing faculty members for proposed program:

- 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 vocational nursing education programs; and
- provide evidence in a table format that prospective faculty members meet the requirements of the rule and are appropriate for their teaching assignments.

Board staff will review faculty transcripts during the site visit.

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
- and policies for part-time faculty and for preceptors.

STUDENTS [§214.8]

In table format, provide the projected student enrollment and graduation for first five years.

In narrative format, provide plans for recruitment of students. Provide data from a survey of potential qualified students that indicates continued interest in the new program and assures ongoing enrollment.

In narrative format, provide a description of the admission criteria and the selection process for admission of students.

Provide a Nursing Student Handbook with required written student policies, including, but not limited to:

- admission, progression, and graduation nursing program policies, and exceptions, if any;
- pre-entrance examinations and acceptable score;
- withdrawal, reinstatement and dismissal nursing program policies;
- mechanisms that facilitate student mobility/transfer/articulation;
- grading policies for the nursing program;
- evaluation of teaching effectiveness;
- student services, including counseling and financial aid;
- other policies such as those related to non-discrimination, complaints, grievances, appeal procedures and due process, attendance/absences, and holiday/vacation days;
- mechanisms to inform students of licensure eligibility information, conditions that may disqualify them upon graduation from licensure, and the right to petition the Board for a Declaratory Order of Eligibility, as required in 214.8; and policies related to good professional behavior;
- dress code, if applicable;
- mechanisms for student input into the development of academic policies and procedures, and curriculum planning; and
- evidence that student received eligibility and declaratory order information (signed receipt form).

PROGRAM OF STUDY [§214.5; §214.9]

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.

Explain how the philosophy/mission and program objectives/outcomes are a basis for the program of study. Provide the nursing program requirements and sample questions from the final examination for each nursing course. (Sample questions will only be provided in the first submission of the proposal, not the final proposal.)

Outline the proposed certificate/degree plan and describe the course plan.

In table format, provide the organization and sequencing of the program of study.

Provide a calendar/sequence of the proposed program of study/curriculum.

Provide a description of how the program of study incorporates specific content related to professional values, ethics, safety, diversity and confidentiality, the Nursing Practice Act, the rules and regulations, and the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs*, (DECs, 2010); and

Provide a description of how the program prepares vocational nursing students to assist in the determination of predictable healthcare needs of clients, function within the vocational nurse scope of practice in meeting health care needs of individuals and families, and use a systematic approach to clinical decision making.

Provide a description of how learning experiences provide for progressive development of values, knowledge, judgment and technical skills and allow required aspects/elements described in Rule 214 (including Clinical Evaluation Tools).
Provide a description of the learning opportunities that assist students to develop basic communication skills.
Provide a description of the learning opportunities that assist students to develop interpersonal nurse to patient/family relationship skills.
Provide catalog descriptions of: <ul style="list-style-type: none"> • support/prerequisite courses required for the certificate/degree; and • nursing courses that include didactic and clinical learning experiences appropriate to the nursing role expectations of the graduate.
Provide a description of how the program is designed to articulate with other nursing education programs.
Provide the ratio of theory clock/contact hours to clinical learning experiences clock/contact hours for each nursing course. Provide the rationale for balance between nursing and non-nursing courses appropriate to the proposed program.
Provide documentation of placement of instruction in biological, physical, social, behavioral, and nursing sciences, including body structure and function, microbiology, pharmacology, nutrition, signs of emotional health, human growth and development, vocational adjustment, and nursing skills.
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, including clock hours; • 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; description of student assignments and grading criteria for each; samples of unit and comprehensive examinations; and • student learning activities and specific grading policies.
In table format, provide an overall analysis of proposed program of study/curriculum, including all required areas identified in Rule 214.
<u>CLINICAL LEARNING EXPERIENCES</u> [§214.10]
Provide a description of the impact the proposed program may have on the use of clinical resources for other nursing programs in the area (e.g. acute care, long term care, and/or supplemental clinical facilities).
Provide letters from the nursing administrator (including contact information) for each potential clinical facility/agency or healthcare setting that specify the information required in Rule 214, including: <ul style="list-style-type: none"> • information about other programs using the facility for clinical experiences;

- the number of additional students who could be accommodated in applicable patient areas including medical-surgical units and specialty areas, where required;
- 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, if the proposed program will utilize preceptors.

Provide clinical contracts or letters of commitment from affiliating agencies to indicate clinical sites have been established for all clinical courses. If the clinical affidavit form from clinical affiliating agencies included in proposal resources is used, signatures and contact information should be legible for verification purposes. Clinical agreements must provide sufficient information to assure firm clinical placements.

Provide a description of cooperative planning with directors of existing nursing programs for use of potential affiliating agencies and clinical practice settings.

Provide written policies in the Faculty and Student Handbooks related to the management of clinical learning experiences including all specific areas identified in Rule 214, to include, but not limited to:

- 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, 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.

FACILITIES, RESOURCES AND SERVICES [§214.11]

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 214.

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.

(Note: Floor plans, photographs, drawings should be provided for visual evidence.)

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.

Provide information about student access to online learning resources and available technology.
Provide an inventory of library holdings and projected purchases to support the proposed nursing program.

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 [§214.12]

Provide a written plan for the storage and retention of program related records, including long-term access for student files and transcript.

TOTAL PROGRAM EVALUATION [§214.13]

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.

Provide in the written plan for the systematic Total Program Evaluation those broad areas, including:

- organization and administration of the program (including program policies);
- philosophy/mission and objectives/outcomes;
- program of study, curriculum, and instructional techniques, including online components, if applicable;
- educational facilities, resources, and services;
- affiliating agencies and clinical learning activities;
- students' achievement;
- graduates' performance on the licensing examination;
- graduates' nursing competence;
- faculty members' performance; and
- extension sites/campuses, as appropriate.
(See Education Guideline 3.11.1.a.)

Important: Please be aware that references to Texas BON Rule 214 are not all inclusive

APPLICATION FOR APPROVAL OF NEW NURSING EDUCATION PROGRAM		
Name of Governing Entity Applying for Approval of New Nursing Education Program:		
Name and Title of the Administrator of the Governing Entity:		
Address:		
Website Address:		
Telephone Number:		
Official Title of Proposed Nursing Education Program:		
Type of Proposed Nursing Education Program (VN, ADN, BSN, APRN)		
Address, if different than above:		
Telephone Number, if different than above:		
Name and Credentials of Proposed Director:		
Telephone Number of Proposed Director:		
Email Address of Proposed Director:		
New Nursing Education Program Approval Fee (\$2,500) 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, will make a survey visit of the proposed nursing education program.		

BON USE ONLY

Date Received: _____ Payment Number: _____ Amount: _____
 Deposit Number: _____ Date of Deposit: _____