



CHAPTER 6

STANDARDS FOR NURSING EDUCATION PROGRAMS

Section 1. Statement of Purpose.

- (a) These Board Rules are adopted to implement the Board's authority to:
 - (i) Serve as a guide for the development of new nursing education programs;
 - (ii) Provide criteria for the evaluation and approval of new and established nursing education programs;
 - (iii) Foster the continued improvement of established nursing education programs;
 - (iv) Ensure that graduates of nursing education programs are prepared for safe nursing practice;
 - (v) Assure eligibility for admission to the licensure examination for nurses; and
 - (vi) Facilitate interstate endorsement of graduates of Board-approved nursing education programs.

Section 2. Approval of Nursing Education Programs.

- (a) Provisional Approval
 - (i) Before a nursing education program is permitted to admit students, the program shall submit evidence of the ability to meet the standards for nursing education.
 - (A) Prior to applying for provisional approval, the parent institution desiring to initiate a nursing education program shall, at least one year in advance of the expected opening date, submit to the Board:
 - (I) A statement of intent to establish a nursing education program; and
 - (II) A proposal which includes at least the following information:
 - (1.) Documentation of the present and future need for the nursing education program in the state;
 - (2.) Rationale for the establishment of the nursing education program;
 - (3.) Potential effects on other nursing education programs in Wyoming;
 - (4.) Organizational structure of the educational institution documenting the relationship of the nursing education program within the parent institution;
 - (5.) Accreditation status of the parent institution;
 - (6.) Purpose, mission and level of the proposed nursing education

program;

- (7.) Availability of qualified administrator and faculty;
- (8.) Budgeted faculty positions;
- (9.) Source and description of adequate clinical resources for the level of nursing education program;
- (10.) Documentation of adequate academic facilities and staff to support the nursing education program;
- (11.) Evidence of financial resources adequate for the planning, implementation and continuation of the nursing education program;
- (12.) Anticipated student populations;
- (13.) Tentative time schedule for planning and initiating the nursing education program;
- (14.) Need for entry-level nurses in the state; and
- (15.) Evidence of approval from the Wyoming Community College Commission, or the University of Wyoming Board of Trustees, or other pertinent governing bodies.

(B) Application for provisional approval shall be made once the proposal has been approved by the Board and the following conditions have been met:

(I) A qualified nurse administrator has been appointed and there are sufficient qualified faculty to initiate the nursing education program;

(II) A written proposed nursing education program plan, developed in accordance with the standards for nursing, has been submitted; and

(III) A site visit has been conducted by the Board if deemed necessary by the Board.

(C) Following Board review of the proposed nursing education program, the Board may grant or deny provisional approval.

(D) The parent institution and director of the proposed nursing education program may be present at the meeting to clarify information contained in any of the reports.

(E) If provisional approval is denied, the institution may request a hearing before the Board. The provisions of the WAPA and/or Board Rules shall apply to all hearings.

(F) Following Board provisional approval, progress reports shall be made to the Board as requested.

(G) Following graduation of the first class, a self-evaluation report of compliance with the standards for nursing education shall be submitted by the nursing education program. A site visit by the Board shall occur for consideration of full approval of the nursing

education program.

(ii) Approval of Entry Level Distance Education Program(s)/Course(s)

(A) Out-of-state nursing education program(s) providing entry level distance nursing education in Wyoming shall follow the provisional approval process as identified in Section 2 (a)(i)(A)-(G) of this chapter.

(B) A distance nursing education program(s) planning to provide a course(s) within a specific time frame shall submit a letter of request to the Board the semester prior to request for implementation.

(I) The letter of request shall include the following information:

(1.) Statement of intent with rationale to provide the distance education course;

(2.) Accreditation status of the parent institution and the nursing education program;

(3.) Faculty qualification sheets;

(4.) Anticipated student population;

(5.) Curriculum content and the course(s) outline; and

(6.) Anticipated timeline to provide the course(s).

(II) Approval/disapproval of the course(s) by the Board will be granted in writing following receipt and review of material submitted.

(b) Full Approval/Conditional Approval

(i) The Board may grant varying levels of approval after provisional approval:

(A) Full Approval: full approval is granted to a nursing education program after the first graduating class has taken the Board approved licensing examination and the program has demonstrated compliance with the standards for nursing education.

(B) Conditional Approval: conditional approval may be granted for a limited time to a nursing education program that has had provisional or full approval and has now failed to meet the standard for nursing education. The Board will determine the length of time and identify the deficiencies that shall be corrected.

(c) Continued Full Approval.

(i) All nursing education programs shall be reevaluated at least every eight (8) years, upon request of the nursing education program or at the discretion of the Board, to ensure continuing compliance with the standards for nursing education.

(ii) Evaluation of continuing compliance with the standards for nursing education

involves the submission of a self-evaluation report by the nursing education program and a site visit by a Board representative(s). This process shall include the following:

(A) Prior to a site visit, a nursing education program shall submit a narrative self-evaluation report which provides evidence of compliance with the standards for nursing education;

(B) The site visit shall be made by a Board representative(s) on dates mutually acceptable to the Board and the nursing education program;

(C) Announcement of a site visit shall be sent to schools at least three months in advance of the visit;

(D) Nursing education programs shall be asked to participate in scheduling site visit activities;

(E) One (1) electronic and one (1) hard copy of the nursing education program's self-evaluation report of compliance with the standards for nursing education shall be submitted to the Board thirty (30) days prior to the scheduled site visit;

(F) If a self-evaluation report prepared for a national nursing education accreditation agency is submitted in lieu of the self-evaluation report required by the Board, the nursing education program shall submit an addendum to the self-evaluation report which addresses the Board's standards for approval and which provides a guideline as to where the Board standards are discussed in the self-evaluation report;

(G) A draft of the site visit report, approved by the Board, shall be made available to the school for review and corrections;

(H) Following the Board's review and decision, written notification regarding approval of the nursing education program and, if necessary, the Board's recommendation shall be sent to the administrator of the parent institution and the administrator of the nursing education program;

Section 3. Board Review of Nursing Education Programs.

(a) Annual Review. All nursing education program(s) excluding those with provisional approval shall submit an annual report with one (1) electronic and one (1) hard copy providing documentation of continued compliance with the standards for nursing education, projected program changes, faculty data forms, and current college catalog within sixty (60) days after the end of each program year.

(b) Site Visits

(i) Site visits of individual nursing education programs may be conducted at the Board's discretion;

(ii) Site visits may be conducted when the Board receives evidence which would indicate that the nursing education program is not in compliance with the standards for nursing education. Evidence may include, but is not limited to:

(A) A success rate of 75% or less for graduates taking a Board approved licensing examination for the first time;

(B) Substantial changes in the nursing education program;

(C) Lack of compliance with the Board Rules; or

(D) Submission of false or misleading information or engaging in fraudulent practices to obtain or maintain approval by nursing education program personnel.

(c) Noncompliance

(i) The Board shall immediately, upon determining that a nursing education program is not in compliance with the standards for nursing education programs, provide to the administrator of the parent institution and the administrator of the nursing education program a written notice of deficiencies which also establishes a reasonable period of time, based upon the number and severity of deficiencies, to correct the deficiencies. No period for correction shall exceed eighteen (18) months.

(ii) Following a determination that a nursing education program is not in compliance with the standards for nursing education programs the Board may withdraw full approval and may place the program on conditional approval;

(A) The administrator of the nursing education program shall, within ten (10) days from the date of receipt of the notice of deficiencies, file a plan of correction with the Board.

(B) The administrator of the nursing education program may, within ten (10) days from receipt of the notice of deficiencies, submit a written request for a hearing before the Board to appeal the Board's determination of deficiencies.

(C) If the Board's determination is not appealed or is upheld upon appeal, the nursing education program shall be subject to periodic evaluations by the Board during the period of correction to determine if the deficiencies have been corrected.

(D) Status reports regarding progress in correcting the identified deficiencies shall be submitted to the Board at each regularly scheduled Board meeting during the time period.

(E) At any time during the correction period, the nursing education program may request restoration to full approval if the nursing education program demonstrates correction of the deficiencies.

Section 4. Denial or Withdrawal of Approval For Nursing Education Programs.

(a) The Board may deny provisional approval when it determines the standards for nursing education have not been met.

(b) The Board may deny full approval when it determines that a nursing education program fails to meet the standards for nursing education.

(c) The Board may withdraw full or conditional approval when it determines that a nursing education program has not provided sufficient evidence that the standards for nursing education are being met.

(d) If the Board determines that an approved nursing education program is not meeting the criteria set forth in these regulations, the parent institution shall be given a reasonable period of time to correct the identified nursing education program deficiencies. If the nursing education program fails to correct the identified deficiencies within the time specified, the Board may withdraw the approval following a hearing held pursuant to the provisions of the WAPA and/or the Board Rules.

(e) After the Board has conducted the hearing, the Board may take any of the following actions:

(i) Grant provisional approval if the Board finds that the proposed nursing education program meets the criteria as stated in the Board's standards for nursing education;

(ii) Deny provisional approval if the Board finds that the proposed nursing education program fails to meet the criteria as stated in the Board's standards for nursing education;

(iii) Grant conditional approval if the Board identifies deficiencies in the evidence presented to the Board which indicates the nursing education program has failed to meet the criteria as stated in the Board's standards for nursing education;

(iv) Grant/Reinstate full approval if the Board finds that the nursing education program meets the criteria as stated in the Board's standards for nursing education;

(v) Withdraw approval if the Board finds that the nursing education program fails to meet the criteria as stated in the Board's standards for nursing education.

Section 5. Appeal and Reinstatement. A parent institution may appeal the Board's decision to withdraw approval of a nursing education program and may request a hearing to review the Board's decision. The hearing and all actions related to the appeal shall be affected in accordance with due process rights, the WAPA and/or Board Rules.

Section 6. Closure of Nursing Education Program and Storage of Records.

(a) Voluntary Closing

(i) When the parent institution decides to close a nursing education program, it shall notify the Board in writing, stating the reason for closure, the plan for discontinuation and the intended date of closing.

(ii) The parent institution may choose one of the following options when closing a nursing education program:

(A) Continue the nursing education program until the last class enrolled is graduated, or

(B) Assist in the transfer of students to other approved nursing education

programs.

(iii) The nursing education program shall continue to meet the Board's standards for nursing education until all of the enrolled students are graduated or until the last student is transferred.

(iv) The date of closure is the date on the degree, diploma or certificate of the last graduate or the date on which the last student was transferred.

(b) Closing as a result of withdrawal of approval

(i) When the Board withdraws approval of a nursing education program, the parent institution shall comply with the following procedures:

(A) The parent institution shall prepare a written plan for termination of the nursing education program and shall submit the plan to the Board within thirty (30) days of receipt of the notice of withdrawal of approval.

(B) The parent institution shall present a plan for the transfer of students to other approved nursing education programs within a time frame established by the Board.

(C) The date on which the last student was transferred will be the date of closure.

(c) Storage of Records. The Board shall be advised of the arrangements for storage of permanent records.

Section 7. Standards of Nursing Education.

(a) The organization and administration of the nursing education program shall be consistent with the law(s) governing the practice of nursing.

(i) The parent institution shall be accredited by the appropriate accrediting agency.

(ii) There shall be an organizational chart which demonstrates the relationship of the nursing education program to the administration and to comparable programs within the parent institution, and which clearly delineates the lines of authority, responsibility and channels of communication.

(iii) There shall be statements of purpose, philosophy and objectives which are consistent with those of the parent institution and nursing standards.

(iv) There shall be an organizational design with clearly defined authority, responsibility, and channels of communication which assure both faculty and student involvement.

(v) There shall be written policies, congruent with the policies of the parent institution, which are periodically reviewed.

(vi) There shall be evidence of financial support and resources to meet the goals of the nursing education program. Financial resources include adequate educational facilities,

equipment, and qualified administrative, instructional, and support personnel.

(b) Administrator Qualifications

(i) The administrator of the nursing education program shall be a RN, licensed in Wyoming, with the additional education and experience necessary to direct the nursing education program preparing graduates for the safe practice of nursing. The administrator is accountable for the administration, planning, implementation and evaluation of the nursing education program.

(A) In associate degree and/or practical nursing programs the administrator of the nursing education program shall:

(I) Hold a current license to practice as a RN in Wyoming;

(II) Have a minimum of a master's degree with a major in nursing; and

(III) Have a total of five (5) years in nursing which shall include a minimum of two (2) years of clinical experience and three (3) years of teaching experience (and/or a combination of teaching and management experience).

(B) In baccalaureate nursing programs the administrator of the nursing education program shall:

(I) Hold a current license to practice as a RN in Wyoming;

(II) Have a doctoral degree in nursing or related field; and

(III) Have a total of five (5) years in nursing which shall include a minimum of two (2) years of clinical experience and three (3) years of teaching experience (and/or a combination of teaching and management experience).

(ii) The administrator of the nursing education program shall not be assigned curriculum instructional duties that would impair nursing education program administration.

(iii) The administrator of the nursing education program shall have the authority to administer the nursing education program in accordance with the policies of the parent institution and in relation to:

(A) Development and maintenance of an environment conducive to the teaching/learning process;

(B) Liaison and maintenance of the relationship with the administration of the parent institution as well as with the other programs within the institution;

(C) Leadership within the faculty for the development and implementation of the curriculum;

(D) Preparation and administration of the nursing education program budget;

(E) Faculty recruitment, development, performance review, promotion and

retention;

(F) Liaison with and maintenance of the relationship with the Board; and

(G) Support for an ongoing relationship with the community to establish affiliate agencies and to ensure responsiveness to community needs.

(c) Faculty

(i) There shall be sufficient faculty with graduate preparation and nursing expertise to meet the objectives and purposes of the nursing education program.

(ii) Nursing faculty shall:

(A) Be currently licensed as a RN in Wyoming;

(I) Faculty providing off-site instruction, in a jurisdiction other than Wyoming, must also be in conformance with all licensure laws and regulations of the jurisdiction in which the instruction occurs.

(B) Have a minimum of a master's degree with a major in nursing;

(C) Have two (2) years of clinical experience or national certification in clinical nurse specialty relevant to areas of responsibility; and

(D) Successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes.

(I) The preparation shall be acquired through planned faculty in-service learning activities, continuing education offerings, or college courses.

(II) The preparation shall be obtained prior to or within six (6) months of initial faculty appointment to an approved nursing education program.

(E) Faculty members hired without a master's degree in nursing shall have five (5) years from date of hire to obtain the degree.

(F) The nursing education program administrator shall immediately notify the Board in writing of the hire of the non-master's prepared faculty member along with a plan for compliance with the requirements.

(iii) Factors that shall be considered in determining the faculty/student ratio in clinical settings are clinical site, level of student, number of beds, type of clinical experience, contractual agreement with the agency, program and curricular objectives and the faculty's teaching experience.

(A) Faculty/student ratio shall be a maximum of 1:8 for clinical experiences.

(B) When clinical preceptors (partners in education) are used in a clinical setting the ratio shall be 1:1 for the clinical preceptor/student ratio and no more than 1:15 for

faculty/student ratio.

(iv) RN faculty shall be responsible for:

(A) Developing, implementing, evaluating, and updating the purpose, philosophy, objectives, and organizational framework of the nursing education program;

(B) Developing, implementing and evaluating the curriculum;

(C) Developing, evaluating, and revising student admission, progression, retention, and graduation policies within the policies of the institution;

(D) Participating in academic advising and guidance of students;

(E) Providing theoretical instruction and clinical or practicum experiences;

(F) Monitoring the instruction provided by clinical preceptors (partners in education);

(G) Evaluating student achievement related to nursing knowledge and practice;

(H) Providing for student and peer evaluation of teaching effectiveness; and

(I) Participating in activities which facilitate maintaining the faculty member's own nursing competence and professional expertise in the area of teaching responsibility and maintaining clinical competence through clinical experience, workshops, and in-service training.

(v) Faculty policies and procedures shall be available in writing and shall include qualifications, rights and responsibilities of faculty members, the criteria for evaluation of performance, and promotion and tenure policies.

(vi) Faculty teaching non-clinical nursing courses, e.g., issues and trends, pharmacology, nutrition, research, management, and statistics, shall have preparation appropriate to these areas of content.

(vii) Faculty teaching general education courses shall have appropriate academic and professional preparation and experience in the assigned areas of teaching.

(viii) Clinical preceptors (partners in education) may be used to enhance clinical learning experiences after a student has received clinical and didactic instruction in all basic areas of nursing or within a course after students have received clinical and didactic instruction in all basic areas for that course or specific learning experience.

(A) Criteria for selecting clinical preceptors (partners in education) shall be in writing.

(B) Clinical preceptors (partners in education) shall be licensed at or above the level for which the student is preparing.

(C) There shall be written guidelines for clinical preceptors (partners in education) that include the following:

(I) Clear delineation of functions and responsibilities of the clinical preceptor, the student, and the faculty member.

(II) A statement that the faculty member shall retain responsibility for the student's learning experiences and meet periodically with the clinical preceptor and student for the purposes of monitoring and evaluating learning experiences.

(d) Students

(i) The nursing education program shall admit students to the program based upon the number of faculty, available educational facilities and resources, and the availability of clinical learning experiences for the student.

(ii) Students shall be admitted without discrimination as to age, race, religion, sex, national origin, or marital status, using an objective process applied uniformly.

(iii) The nursing education program shall establish written policies for admission, readmission, transfer, advanced placement, promotion, graduation, withdrawal, or dismissal.

(A) The policies shall be consistent with those for students in the parent institution and acceptable educational standards.

(B) The policies shall be provided to nursing education program applicants.

(iv) A nursing education program shall establish written policies for student rights, responsibilities, grievances, health, safety, and welfare.

(v) Students shall be provided the opportunity to acquire and demonstrate the knowledge, skills and abilities for safe nursing practice. The use of reasonable accommodations may be used to facilitate the student's ability to meet educational objectives.

(vi) The nursing education program or parent institution shall assure that students, at stated intervals, are informed of their progress and remaining obligations in the completion of the program.

(vii) The nursing education program or parent institution shall permanently maintain accurate records of scholastic achievement on each student.

(viii) There shall be written evidence that, before students are evaluated, the faculty have determined the evaluation components as follows for each nursing ability specified:

(A) The actions a student performs to demonstrate each nursing ability;

(B) The evaluation situation or stimulus presented to students (the situation or stimulus shall elicit or at least permit a demonstration of each identified nursing ability that can be observed or otherwise measured for quality);

(C) The criteria for evaluating a student's performance of each nursing ability

(these criteria must be measurable, appropriate to the nursing ability, address the safety of the patient, and ascertain the accuracy of student performance).

(e) Curriculum

(i) The curriculum of the nursing education program shall enable the student to develop the nursing knowledge, skills and competencies necessary for the level of nursing practice.

(ii) The curriculum shall include:

(A) Content regarding legal and ethical issues, history and trends in nursing, and professional responsibilities;

(B) Experiences which promote the development of leadership and management skills and professional socialization consistent with the level of licensure;

(C) Learning experiences and methods of instruction consistent with the written curriculum plan; and

(D) Content including, but not limited to:

(I) The biological, physical, social and behavioral sciences to provide a foundation for safe nursing practice;

(II) The nursing process; and

(III) Didactic content and clinical experience in the promotion, restoration, and maintenance of health in clients across the life span in a variety of clinical settings.

(iii) The curriculum shall:

(A) Be planned, implemented and evaluated by the faculty with provisions for student input. Faculty shall have the responsibility and authority over the nursing education program curriculum;

(B) Demonstrate an organizational structure that reflects the mission and philosophy of the nursing education program;

(C) Be organized logically and sequenced appropriately;

(D) Distinguish between program levels;

(E) Ensure adequate clinical experience to prepare the student for the safe practice of nursing;

(F) Give evidence of preparation for the practice of nursing as defined by the NPA;

(G) Facilitate articulation among nursing education programs; and

(H) Contain general education courses which are shared with students in other

departments of the parent institution and are an integral part of the curriculum.

(f) Resources. The parent institution shall provide financial and administrative support and resources to the nursing education program, including but not limited to:

- (i) Physical facilities for the nursing education program;
- (ii) Access to library and instructional materials; and
- (iii) Secretarial, clerical and other support personnel services.

(g) Clinical Facilities. A written contract or agreement shall be executed by the parent institution conducting the nursing education program and the cooperating clinical facility or agency; the contract shall be signed by the responsible individual(s) of each party, and shall set forth the responsibilities of each party.

(h) Program Evaluation

(i) The nursing education program shall have a written plan for the systematic evaluation of the total nursing education program and its outcomes. The plan shall include the methodology, frequency of evaluation, assignment of responsibility, and evaluative criteria. The following areas shall be evaluated:

- (A) Organization and administration of the nursing education program;
- (B) Philosophy and objectives;
- (C) Curriculum;
- (D) Educational facilities, resources, and services;
- (E) Clinical resources;
- (F) Students' achievement;
- (G) Graduates' performance on the licensing examination;
- (H) Graduates' nursing competence;
- (I) Performance of the faculty;
- (J) Protection of patient safety; and
- (K) The methods and instruments used for evaluation purposes.

(ii) There shall be evidence that the evaluation plan is being implemented and that faculty review evaluative data and take corrective action as needed.

Section 8. Nationally Accredited APRN Educational Programs Accepted by the Board.

(a) A nationally pre-accredited or accredited nursing educational program which offers a formal post-graduate program in a role and population focus area of advanced practice

registered nursing or which confers a master's degree or doctorate with a major in a role and population focus area of advanced nursing practice, may be accepted by the Board.

(b) Education programs, including graduate degree granting (master's, doctoral) and post-graduate certificate programs, are accredited by a nursing or nursing-related accrediting organization that is recognized by the United States Department Education and/or the Council for Higher Education Accreditation.

Section 9. Standards for LPN IV Training and Competency Evaluation Programs.

(a) The LPN IV therapy program shall utilize the Board-approved standardized LPN IV therapy curriculum; and

(b) The LPN IV therapy program shall be offered and administered by a nursing education program in a post secondary institution of higher learning in the State, in a Board-approved educational institution, an approved provider of continuing education or a licensed health care facility.

Section 10. Standards for MA-C, CNA II, and CNA Training and Competency Evaluation Programs.

(a) The Board shall establish the process for evaluating CNAs, CNA II and MA-C for minimal competency.

Section 11. Board Notification of Application and Examination Process.

(a) The Board shall notify the nursing education program directors of the application and examination process.

(b) The Board shall notify the nursing education program of the overall performance of the program's applicants on the examination. Individual examination results shall not be released to the program without written consent of the applicant.

(c) The Board shall notify the CNA training and competency evaluation program directors of the application process.