

Whenever an existing rule is being amended, the text of the existing rule will appear in this style type, additions will appear in **this style type**, and deletions will appear in ~~this style type~~.

This rule will go into effect **October 13, 2004**.

TITLE 848 INDIANA STATE BOARD OF NURSING

Final Rule

LSA Document #04-65(F)

DIGEST

Amends 848 IAC 1-1-2.1 to revise the definitions applied throughout that article. Amends 848 IAC 1-2 to revise the accreditation requirements and procedures for nursing programs. Adds 848 IAC 1-2-8.5 to establish the requirements and procedures to transfer a nursing program to another controlling organization. Effective 30 days after filing with the secretary of state.

848 IAC 1-1-2.1	848 IAC 1-2-13
848 IAC 1-2-1	848 IAC 1-2-14
848 IAC 1-2-5	848 IAC 1-2-16
848 IAC 1-2-6	848 IAC 1-2-17
848 IAC 1-2-7	848 IAC 1-2-18
848 IAC 1-2-8	848 IAC 1-2-19
848 IAC 1-2-8.5	848 IAC 1-2-20
848 IAC 1-2-9	848 IAC 1-2-21
848 IAC 1-2-10	848 IAC 1-2-22
848 IAC 1-2-12	848 IAC 1-2-23
	848 IAC 1-2-24

SECTION 1. 848 IAC 1-1-2.1 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-1-2.1 Definitions

Authority: IC 25-23-1-7

Affected: IC 25-23-1-1

Sec. 2.1. The following definitions apply throughout this article:

- (1) "Approved" or "accredited", terms used interchangeably, means those programs that have met requirements of the board. The term also includes approval granted by voluntary, regional, and other state agencies.
- (2) "Associate degree program" means a **an educational** program leading to an associate degree in nursing, conducted by an educational unit in nursing, within the structure of a college or university.
- (3) "Audit" means attending a class or course without receiving credit.

- (4) “Baccalaureate degree program” means a **an educational** program leading to a baccalaureate degree in nursing conducted by an educational unit in nursing within the structure of a senior college or university.
- (5) “Board” means the Indiana state board of nursing.
- (6) “Clinical ~~laboratory~~ experience” means the learning experiences provided in facilities appropriate to the curriculum objectives.
- (7) “Clinical preceptor” means an individual employed by the cooperating agency who also has the responsibility to supervise a **one (1) student at a time** in the clinical facility.
- (8) “Controlling organization” means the agency ~~which~~ **that** assumes the responsibility for overall administration of the program.
- (9) “Cooperating agency” means an institution ~~which~~ **that** cooperates with the nursing program to provide facilities for the clinical ~~laboratory~~ experiences of students.
- (10) “Curriculum” means the whole body of courses offered in the nursing program.
- (11) “Deeming authority” means a recognized accrediting organization that has been approved to conduct accreditation surveys and issue accreditation decisions of acute care hospitals by the Center for Medicare and Medicaid Services (CMS).**
- ~~(11)~~ **(12) “Diploma program” means a an educational** program leading to a diploma in **registered** nursing. ~~conducted by a school under the control of a hospital.~~
- ~~(12)~~ **(13) “Director”** means the registered nurse who is delegated responsibility for the implementation and administration of the nursing program regardless of the official title in any specific institution.
- ~~(13)~~ **(14) “Enroll”** means ~~attending~~ **to matriculate and attend** a class or course for the purpose of receiving credit.
- ~~(14)~~ **(15) “Faculty”** means individuals employed to administer and to teach in the educational program.
- ~~(15) “Failure rate” is calculated on the number of first time candidates who fail to be licensed and is computed annually from April 1 through March 31.~~
- (16) “May” indicates discretionary use.
- (17) “Practical nursing program” means a **an educational** program leading to a diploma or certificate in practical nursing conducted by an educational institution or hospital.
- (18) “Primary state of residence” means the state of an individual’s declared fixed permanent and principal home for legal purposes; domicile.
- (19) “Program” means the curriculum and all the supporting activities organized independently, under an educational institution or hospital, to prepare students for nursing licensure and the practice of nursing.
- (20) “Rate of successful completion” means the annual number of first time **U.S. educated and U.S. territory** candidates who successfully complete the National Council Licensure examination and is computed annually from ~~April~~ **January 1 through March December 31.**

(21) "Rule" or "requirement" means a mandatory standard, which a program shall meet in order to be accredited.

(22) "Shall" indicates a mandatory rule, regulation, or requirement.

(23) "Should" indicates a recommendation.

(24) "Survey visit" means an on-site visit of a nursing program, including clinical facilities by a designated representative of the board for the purpose of evaluating the program of learning.

(Indiana State Board of Nursing; 848 IAC 1-1-2.1; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4525; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; filed Jun 23, 2003, 4:12 p.m.: 26 IR 3652, eff Jul 1, 2003 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #02-247 was filed Jun 23, 2003.]

SECTION 2. 848 IAC 1-2-1 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-1 Opening a program

Authority: IC 25-23-1-7

Affected: IC 25-23-1

Sec. 1. (a) A controlling organization wishing to open a state accredited nursing program shall submit a letter of intent to the board six (6) ~~to twelve (12)~~ months prior to ~~the anticipated opening date.~~ **admission of its first group of students, which shall include the following:**

(1) Expansion plans of the existing programs within a fifty (50) mile radius.

(2) Nursing manpower studies documenting the need for the program.

(b) The controlling organization shall submit **a completed application on forms provided by the board and shall request a personal appearance before the board. The application shall include** documented evidence of resources and needs necessary to start a program. This documentation shall include the following:

(1) Availability of qualified faculty.

(2) Budgeted faculty positions.

~~(3) Expansion plans of existing programs within a fifty (50) mile radius.~~

~~(4) Nursing manpower studies documenting the need for the program.~~

~~(5)~~ **(3)** Availability of adequate clinical facilities for the program.

~~(6)~~ **(4)** Availability of adequate academic facilities for the program.

~~(7)~~ **(5)** Evidence of financial resources adequate for the planning, implementation, and continuation of the program.

(c) The board shall meet with representatives of the controlling organization for review of documented evidence of need.

(d) The board requires that a program in nursing in a state assisted college or university be authorized by the Indiana commission for higher education.

~~(e) The controlling organization shall submit a completed application on forms provided by the board and shall request a hearing with the board.~~

~~(f)~~ **(e)** Prior to the ~~hearing,~~ **board meeting,** the proposed program site shall be visited by a representative of the board ~~and by~~ **or** a survey visitor appointed by the board,

or both. The visitors shall meet with administrative personnel of the controlling institution and shall examine the academic and clinical facilities in terms of appropriateness for the implementation of the proposed program in nursing.

~~(e)~~ **(f)** After the ~~hearing~~ **meeting** with the controlling organization, the board shall approve or disapprove the application **for initial accreditation** upon evidence:

- (1) submitted in the application;
- (2) presented at the ~~hearing~~; **meeting**; and
- (3) collected on the survey visit.

~~(h)~~ **(g)** If the program is approved **for initial accreditation**, the board shall stipulate the following:

- (1) The maximum class size for the first year.
- (2) The maximum number of classes to be admitted during the first year.
- (3) Approved clinical facilities for the first year.
- (4) The number and qualifications of nursing faculty.

(h) A second site visit shall be made by a representative of the board ~~and by or a~~ survey visitor appointed by the board, **or both**, at the end of the first year of the operation of the new program and again prior to granting full accreditation. (*Indiana State Board of Nursing; 848 IAC 1-2-1; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4526; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

SECTION 3. 848 IAC 1-2-5 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-5 Accreditation status

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 5. (a) Initial accreditation shall be granted to a new program that meets the regulations for opening a nursing program until the first class graduates.

(b) Full accreditation shall be granted to a program following the initial accreditation, providing it meets the **following** regulations for Indiana accredited programs in nursing:

(1) Criteria indicating a program's successful attainment of state standards shall include the rate of successful completion of the National Council Licensure Examination (NCLEX). If a program's annual rate of successful completion of the NCLEX is lower than one (1) standard deviation below the average national pass rate for first time U.S. educated and U.S. territory candidates for three (3) consecutive years, the program shall submit a report to the board outlining the following:

(A) Results of the faculty's review of factors that may have contributed to the low pass rate, including, but not limited to, the following:

- (i) Curriculum content.**
- (ii) Curriculum design.**
- (iii) Outcome evaluation.**
- (iv) Admission policies.**

- (v) **Progression policies.**
- (vi) **Graduation policies and annual number of graduates for the period in question.**
- (vii) **Factors of graduate performance documented by faculty to be outside the control of the program.**

(B) The faculty's plan for correction with identified implementation dates and expected levels of achievement for any identified problems as result of evaluation.

(2) If the program's next annual rate of successful completion of the NCLEX is lower than one (1) standard deviation below the average national pass rate for first time U.S. educated and U.S. territory candidates, the board shall send a surveyor to review the program's ability to comply with this article. After review of the survey visit report and a meeting with the program representatives, the board shall determine the accreditation status.

(3) The accreditation status shall be communicated to the program in writing.

(c) Conditional accreditation shall be granted to a program that fails to maintain the legal requirements for accreditation. Written notification from the board shall specify **requirements to be met in order to comply with accreditation standards and** a definite amount of time that will be given for the program to meet this article. ~~The major outcome criteria indicating a program's successful attainment of state standards is the first time candidate's successful completion of the National Council Licensure examination. If a school's annual rate of successful completion of the National Council Licensure examination is lower than the national total percentage passing for the second consecutive year, the school shall submit a report to the board outlining the following:~~

~~(1) Results of the faculty's review of factors that may have contributed to the low pass rate, including, but not limited to, the following:~~

- ~~(A) Curriculum content.~~
- ~~(B) Curriculum design.~~
- ~~(C) Outcome evaluation.~~
- ~~(D) Admission.~~
- ~~(E) Progression.~~
- ~~(F) Graduation policies.~~

~~(2) The faculty's plan for correcting any problems identified.~~

~~(d) If the program's annual rate of successful completion of the National Council Licensure examination is lower than the national total percentage passing for the third consecutive year, the board shall send a surveyor to review the program's ability to comply with this article. After a hearing, the board shall determine the accreditation status and specify a correction plan if needed. At any point, the board may survey the program to determine whether the program shall be permitted to continue to admit students or continue to operate. The program shall have the burden of proving, with clear and convincing evidence, that the program is able to comply with IC 25-23 and this title.~~

(e) (d) The program shall be revisited by a representative of the board or a survey visitor appointed by board, or both, and be given an opportunity for a hearing before accreditation is withdrawn. Withdrawal of accreditation shall may

occur if the program, **which has been placed on conditional accreditation**, fails to prove compliance with ~~IC 23-25 and IC 25-23~~, this title, ~~The program shall be given an opportunity for a hearing before accreditation is withdrawn, and the school shall be visited~~ **any additional requirements imposed** by a ~~representative~~ of the board. The program shall assist students in transferring to accredited programs. A ~~school~~ **program** with accreditation that has been withdrawn may apply for reinstatement by following the procedure established in section 1 of this rule. (*Indiana State Board of Nursing; 848 IAC 1-2-5; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4527; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

SECTION 4. 848 IAC 1-2-6 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-6 Survey visits

Authority: IC 25-23-1-7

Affected: IC 25-23-1-21

Sec. 6. (a) All ~~schools~~ **programs** with full accreditation status shall be visited at regular intervals as determined by the board. The survey **visitor or** visitors shall evaluate the program's ability to meet the requirements of this article and prepare a written report for review and action by the board. Visits shall be conducted under impartial and objective conditions.

(b) The written report of the survey visit to the educational program is submitted to the director for review to permit comments for clarification by the director prior to board action.

(c) The final survey report accompanied by a written report of board action shall be sent to the administrative officer of the controlling agency. A copy shall be sent simultaneously to the director of the program.

(d) An institution used as a clinical ~~laboratory~~ **facility** for students may be visited by a representative or representatives of the board as part of the ~~school~~ **program** survey.

(e) In lieu of a regular cycle survey visit, the board may elect to accept the results of an accreditation survey visit by ~~the National League for Nursing a nationally recognized accrediting Commission or the Commission on Collegiate~~ **organization of nursing education, such as the accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.** The program of nursing shall file:

~~(1) the report of the visitors;~~

~~(2) (1) the response by the program to the survey visitors; and~~

~~(3) (2) the final report of including the action taken by the National League for Nursing nationally recognized accrediting Commission or the Commission on Collegiate~~ **organization of nursing education programs.**

(*Indiana State Board of Nursing; 848 IAC 1-2-6; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4528; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

SECTION 5. 848 IAC 1-2-7 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-7 Eligible institutions

Authority: IC 25-23-1-7

Affected: IC 25-23-1-20

Sec. 7. (a) The program in nursing shall be incorporated or be a part of an incorporated institution.

(b) Educational institutions, colleges, or universities conducting a nursing program or with which a ~~school~~ **program** of nursing is affiliated shall be accredited by the **Higher Learning Commission of the** North Central Association of Colleges and ~~Secondary~~ Schools or the Indiana commission on proprietary education. Hospitals conducting a nursing program shall be accredited by ~~the Joint Commission on Accreditation of Healthcare Organizations.~~ **an organization that has been granted deeming authority.** Long term care facilities shall be licensed by the Indiana state department of health.

(c) The philosophy ~~and purposes~~ **mission, and objectives** of the program in nursing shall be in accordance with this rule.

(d) There shall be assurance that the program can meet the requirements for Indiana accredited programs in nursing. (*Indiana State Board of Nursing; 848 IAC 1-2-7; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4528; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

SECTION 6. 848 IAC 1-2-8 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-8 Change of ownership

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 8. (a) The board shall be notified in writing of any changes in ownership ~~or control~~ of a ~~school.~~ **program.**

(b) Information shall include the following:

- (1) The official name of the ~~school.~~ **program.**
- (2) The organizational chart of the contracting agency.
- (3) **The** names of administrative officials.

(c) The new controlling organization shall submit any change in curriculum to the board for approval ~~six (6) months~~ prior to implementation. (*Indiana State Board of Nursing; 848 IAC 1-2-8; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4528; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

SECTION 7. 848 IAC 1-2-8.5 IS ADDED TO READ AS FOLLOWS:

848 IAC 1-2-8.5 Transfer of program to another controlling organization

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 8.5. (a) A **controlling organization** transferring a state accredited nursing program from its control to that of another controlling organization shall

submit to the board, in writing, within sixty (60) days of the decision to transfer the following:

- (1) The terms and conditions or contractual arrangements of the transfer.
- (2) The plan identifying the actions being taken to maintain the minimum legal standards for accreditation until completion of the transfer.
- (3) The plan for student notification and program completion requirements.
- (4) The plan to assist students to transfer to another accredited program if requested by a student.
- (5) The provisions for the record retention and accessibility of former students and graduates of the program and the plan for future custody of those records.

(b) The controlling organization accepting the transfer of control shall submit documented evidence of resources necessary to support the program within sixty (60) days of the decision to accept the transferring program. This documentation shall include the following:

- (1) Availability of qualified faculty.
- (2) Budgeted faculty positions and faculty-student ratio.
- (3) Availability of adequate clinical facilities for the program.
- (4) Availability of adequate academic facilities for the program.
- (5) Evidence of financial resources adequate for the implementation and continuation of the program.

(c) The board shall meet with representatives of both controlling organizations for review of documented evidence of agreements and resources.

(d) The board requires that a program in nursing in a state assisted college or university be authorized by the Indiana commission for higher education to transfer control from one (1) state assisted college or university to another state assisted college or university.

(e) Prior to board hearing and approval, the controlling organization accepting the program may be visited by a representative of the board or a survey visitor appointed by the board. The visitor shall meet with administrative personnel of the controlling organization accepting the program and shall examine the academic and clinical facilities in terms of appropriateness for the implementation of the program in nursing.

(f) After the hearing with the controlling organization accepting the transfer, the board shall approve or disapprove the transfer based upon evidence:

- (1) submitted in the notification of transfer;
- (2) presented at the hearing; and
- (3) collected on the survey.

(g) The new controlling organization shall submit any change in curriculum to the board for approval prior to implementation. (*Indiana State Board of Nursing; 848 IAC 1-2-8.5*)

SECTION 8. 848 IAC 1-2-9 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-9 Philosophy, mission, and objectives

Authority: IC 25-23-1-7
Affected: IC 25-23-1-7

Sec. 9. The philosophy, ~~purpose,~~ **mission**, and ~~objective~~ **objectives** of the program in nursing shall be **as follows:**

- (1) Clearly defined in writing in the official records.
- (2) Consistent with the philosophy **and mission** of the controlling institution.
- (3) Formulated and accepted by the faculty.
- (4) Inclusive of program beliefs regarding education, nursing, and the learning process.
- (5) Descriptive of the practitioner to be prepared.
- (6) The basis for planning, implementing, and evaluating the total program. ~~and~~
- (7) Reviewed periodically and revised as necessary by the nursing faculty.

(Indiana State Board of Nursing; 848 IAC 1-2-9; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4529; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)

SECTION 9. 848 IAC 1-2-10 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-10 Organization and administration

Authority: IC 25-23-1-7
Affected: IC 25-23-1-7

Sec. 10. (a) Responsibility for developing and implementing the program in nursing shall be placed in the faculty of the nursing education unit.

(b) The institution shall have an effective plan of organization and administration appropriate to the purpose and implementation of the instructional program in nursing. There shall be an organizational chart of the:

- (1) institution indicating the place of the nursing program; and
- (2) nursing program.

(c) There shall be a controlling body that recognizes the program in nursing as an educational program and delegates authority to the chief administrative officer of the institution who, in turn, delegates authority to the ~~nurse administrator responsible for the~~ program **director**.

(d) When a program director resigns, it is the responsibility of the administration of the controlling organization to inform the board in writing **within thirty (30) days of notification of the following:**

- (1) ~~the~~ Intended resignation.
- (2) ~~the~~ Effective date. ~~and~~
- (3) ~~the~~ Plans for filling the position.

~~within thirty (30) days of the resignation.~~

(e) The program in nursing shall be assured of stable, financial resources adequate for and effectively allocated to support its educational activities. There shall be a budget prepared in accordance with sound educational and financial practices. The financial statement shall give a clear picture of the status of the program. The ~~nurse administrator,~~

program director, with documentation of faculty input, shall have the following responsibilities relating to the financial operation of the program in nursing:

- (1) Preparing the budget for one (1) year in advance of the fiscal period and recommending it to the proper authorities.
- (2) Controlling the use of the approved budget through an accurate system of records.
- (3) Reviewing financial reports routinely and making necessary revisions.
- (4) Consulting with proper authorities within the institution in regard to interpretation, preparation, and implementation of the budget.

(Indiana State Board of Nursing; 848 IAC 1-2-10; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4529; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)

SECTION 10. 848 IAC 1-2-12 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-12 Faculty

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 12. (a) The program in nursing shall provide and maintain a qualified faculty. The general qualifications for all nurse faculty members shall include the following:

- (1) Graduation from an approved ~~school~~ **program** of nursing accepted by the board.
- (2) Current, unencumbered ~~licensure~~ **registered nurse licensed** in Indiana.

(b) The personnel policies for faculty members shall be defined in writing.

~~(c) Faculty qualification data shall be filed on designated forms in the office of the board within thirty (30) days of the hiring date.~~

~~(d)~~ (c) Faculty, other than registered nurses, who teach nonclinical nursing courses, including, but not limited to:

- (1) issues and trends;
- (2) nutrition;
- (3) research;
- (4) management; and
- (5) statistics;

shall hold master's degrees in areas appropriate to the responsibilities inherent in the position.

~~(e)~~ (d) Clinical preceptorships may be used for the clinical ~~laboratory~~ experiences of students. When clinical preceptors are used, the following conditions shall be met:

- (1) Written agreements between **the** cooperating agency and nursing program shall delineate the functions and responsibilities of the parties involved.
- (2) Criteria for selecting clinical preceptors shall be developed and in writing.
- (3) The clinical preceptors shall have the following minimum qualifications:

(A) Current licensure as a registered nurse.

- (B) Three (3) years of experience as a registered nurse.
- (4) Written clinical objectives shall be specific and shared with the clinical preceptor prior to the experience.
- (5) The designated faculty member shall:
 - (A) be responsible for the learning experience of each student; and shall
 - (B) meet with each clinical preceptor and student for the purpose of monitoring and evaluating the learning experience.
- (6) The designated faculty member shall be available by phone or in person when students are in the clinical area.
- (7) A faculty member shall be responsible for coordinating the clinical ~~preceptorship~~ **preceptorships** of no more than ten (10) students.

(Indiana State Board of Nursing; 848 IAC 1-2-12; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4530; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)

SECTION 11. 848 IAC 1-2-13 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-13 Faculty qualifications; registered nurse programs

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 13. (a) The director shall be a registered nurse with a minimum of a master's degree ~~preferably~~ in nursing **and be employed full-time, excluding vacations and holidays, during the enrollment period of the students.** A doctoral degree is recommended. The director shall have experience in the following:

- (1) The practice of nursing.
- (2) Nursing education.
- (3) Administration.

~~The director shall be employed full time, excluding vacations and holidays, during the enrollment period of the students.~~

(b) The nurse faculty member shall have experience in the practice of nursing and hold a master's degree. The majority of the faculty shall hold master's degrees with majors in nursing. The remainder of the faculty shall hold master's degrees in a field appropriate to their teaching or clinical responsibilities. The majority of the faculty shall be full-time employees of the institution. ~~Any faculty member hired in the year 2002 or beyond shall have a master's degree in nursing.~~ The ~~appointment~~ **reappointment** of a person who does not hold a master's degree **in nursing** shall be made only if that person, ~~enrolls~~ **within one (1) year of initial appointment, has a written plan of study for degree completion and has matriculated** in a college or university. ~~and within five (5) years of assuming the teaching position completes a master's degree.~~ Faculty members who have been appointed prior to the promulgation of this rule shall be expected to complete master's degrees within five (5) years. **Continuing reappointment of a person who does not hold a master's degree in nursing shall be contingent upon orderly progression toward degree completion.** *(Indiana State Board of Nursing; 848 IAC 1-2-13; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4530; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

SECTION 12. 848 IAC 1-2-14 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-14 Faculty qualifications; licensed practical nurse programs

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 14. (a) The director shall be a registered nurse with a minimum of a master's degree, preferably in nursing, **and shall be employed full-time, excluding vacations and holidays, during the enrollment period of the students. A program director appointed prior to the promulgation of this rule shall be considered, except the** director shall have experience in the following:

- (1) The practice of nursing.
- (2) ~~Practical~~ Nursing education.
- (3) Administration.

~~The director shall be employed full time, excluding vacations and holidays, during the enrollment period of the students.~~

(b) The nurse faculty member shall have experience in the practice of nursing and hold a baccalaureate degree. The majority of the faculty shall hold baccalaureate degrees with majors in nursing. The remainder of the faculty shall hold baccalaureate degrees in a field appropriate to their teaching or clinical responsibilities. The majority of the faculty shall be full-time employees of the institution. ~~Any faculty member hired in the year 2002 or beyond shall have a baccalaureate degree in nursing. (Indiana State Board of Nursing; 848 IAC 1-2-14; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4530; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)~~

SECTION 13. 848 IAC 1-2-16 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-16 Curriculum; all programs

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 16. (a) The:

- (1) development;
- (2) implementation;
- (3) evaluation; and
- (4) revision;

of the curriculum shall be the responsibility of the nursing faculty and shall be based on the stated philosophy and objectives of the program.

(b) The program shall provide an opportunity for the student to learn:

- (1) facts;
- (2) principles;
- (3) concepts; and
- (4) skills;

which ensure that each graduate meets the minimal qualifications essential for safety to practice as a licensed nurse.

(c) There shall be concurrent didactic instruction and clinical laboratory experiences in the care of patients from all age groups except when students repeat courses for failing or withdrawal. Those students may repeat the failed course by itself without also repeating the concurrent course.

(d) The clinical laboratory experiences shall be determined by the philosophy, **mission**, and objectives of the program. ~~and shall be provided in cooperative agencies approved by the board.~~

(e) Classroom laboratory **and clinical** experiences shall be the responsibility of program faculty.

(f) Observational experiences shall be determined by the philosophy, **mission**, and objectives of the program. As used in this subsection, "observational experiences" means those experiences in which the student is in the role of observer. Observational experiences shall be:

(1) planned for and guided by the faculty, but may not require direct supervision; **and**

~~(2) included in the clinical laboratory experiences; and~~

~~(3) (2) included in the program's annual report to the board. but do not require prior approval for implementation.~~

(g) There shall be an outline of the total curriculum showing the placement of courses according to:

(1) year and semester or term;

(2) the ratio of credits to hours; or

(3) the total number of hours.

(h) The school year shall be divided into definite terms with dates set for the beginning and ending of each. The dates shall be communicated to the students at the beginning of the academic year.

(i) Board approval shall be granted prior to the initiation of any major curriculum change. If the change is minor, in that it does not substantially alter the curriculum, it shall be reported to the board in writing **in the program's annual report to the board.**

(j) A major change, which would require the board's approval prior to implementation, includes the following:

(1) Major changes in philosophy, ~~purpose,~~ **mission**, or ~~objective.~~ **objectives.**

(2) The number of credits required for successful completion of the program or the major in nursing.

(3) The number and type of general education courses.

(4) Relocation of the program or any of its components.

~~(5) Addition of clinical sites.~~

~~(6) (5) Change in required clinical laboratory hours.~~

~~(7) Increases or decreases in admission numbers by twenty five percent (25%).~~

~~(8) (6) Admission times.~~

~~(9) (7) Progression options.~~

~~(10) (8) Additions of satellite locations.~~

~~(k) A minor change, which would not require prior board approval but would be reported in the program's annual report, includes changes in the sequencing of courses or content with the current philosophy and number of credits.~~

⊕ **(k)** There shall be a systematic written plan for program evaluation that is ongoing according to the time frame specified by the faculty. The findings from the systematic evaluation shall be used for development, maintenance, and revision of the program components. The written plan shall include, but is not limited to, the following:

- (1) Philosophy, ~~purpose,~~ **mission,** and ~~objective~~ **objectives** of the nursing education program.
- (2) Expected knowledge, skills, and abilities of the graduates.
- (3) Teaching and learning experiences.
- (4) Student evaluation of courses.
- (5) Instructor evaluation of students.
- (6) Pass rates on licensure examination.
- (7) Follow-up studies of graduates' evaluation of the program of learning.
- (8) Employment performance of graduates.

(Indiana State Board of Nursing; 848 IAC 1-2-16; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4531; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)

SECTION 14. 848 IAC 1-2-17 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-17 Curriculum; registered nurse programs

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 17. **(a) The length of a full-time program shall be a minimum of two (2) academic years or its equivalent.**

(b) The curriculum shall provide instruction in the following areas:

- (1) Physical and biological sciences, including content drawn from the areas of:
 - (A) anatomy;
 - (B) physiology;
 - (C) chemistry;
 - (D) microbiology;
 - (E) pharmacology;
 - (F) physics; and
 - (G) nutrition;

that may be integrated, combined, or presented as separate courses.

- (2) Social and behavioral sciences shall include content drawn from the areas of:

- (A) **interpersonal** communications, **English composition, or speech;**
- (B) psychology; and
- (C) sociology;

that may be integrated, combined, or presented as separate courses.

- (3) The nursing content shall establish the following:

(A) Provide concurrent theory and clinical experience in the following areas:

- (i) Adult nursing.
- (ii) ~~Obstetric~~ **Maternity** nursing.
- (iii) Nursing of children.
- (iv) ~~Psychiatric~~ **Mental health** nursing.
- (v) ~~Geriatric~~ **Gerontological** nursing.
- (vi) For baccalaureate programs, community health nursing **and research.**

(B) Include:

- (i) history;
- (ii) trends;
- (iii) legal aspects; and
- (iv) ethical aspects;

of nursing that may be integrated, combined, or presented as separate courses.

(C) Include content about chemical substance abuse among professionals.

(D) Computer technology shall be integrated, combined, or presented as a separate course.

(E) ~~Universal~~ **Standard** precautions education shall be integrated, combined, or presented as a separate course.

~~(F) The length of a full-time program shall be a minimum of four (4) semesters or two (2) academic years.~~

(Indiana State Board of Nursing; 848 IAC 1-2-17; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4532; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)

SECTION 15. 848 IAC 1-2-18 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-18 Curriculum; licensed practical nurse program

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 18. (a) The length of a full-time program shall be ~~two (2) semesters and one (1) summer session or four (4) quarters~~ **within a minimum of one (1) calendar year or its equivalent.**

(b) The curriculum shall provide instruction in the following areas:

(1) Physical and biological sciences, including content drawn from the areas of:

- (A) anatomy;
- (B) physiology;
- (C) nutrition; and
- (D) pharmacology;

that may be integrated, combined, or presented as separate courses.

- (2) Social and behavioral sciences, including content drawn from the concepts of mental health that may be integrated, combined, or presented as separate courses.
- (3) The nursing content shall establish the following:
 - (A) Provide concurrent theory and clinical experience in the following areas:
 - (i) Adult nursing.
 - (ii) ~~Obstetric~~ **Maternity** nursing.
 - (iii) Nursing of children.
 - (iv) ~~Geriatric~~ **Gerontological** nursing.
 - (B) Include:
 - (i) history;
 - (ii) trends;
 - (iii) legal aspects; and
 - (iv) ethical aspects;
 of nursing that may be integrated, combined, or presented as separate courses.
 - (C) Include content about chemical substance abuse among professionals.
 - (D) Computer technology shall be integrated, combined, or presented as a separate course.
 - (E) ~~Universal~~ **Standard** precautions education shall be integrated, combined, or presented as a separate course.

(Indiana State Board of Nursing; 848 IAC 1-2-18; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4532; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)

SECTION 16. 848 IAC 1-2-19 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-19 Clinical experience; all programs

Authority: IC 25-23-1-7

Affected: IC 25-23-1-20

Sec. 19. (a) Clinical facilities used for learning experiences shall be approved by ~~the Joint Commission on Accreditation of Healthcare Organizations~~ **an organization that has been granted deeming authority** or appropriate licensing bodies. **Long term care facilities shall be licensed by the Indiana state department of health.**

(b) There shall be written agreements between the ~~school~~ **program** and any institution or agency, which is used for clinical ~~laboratory~~ experiences. Agreements shall state the responsibilities and privileges of both parties. ~~A copy of the written agreement shall be submitted to the board for approval six (6) months prior to the beginning of the experience.~~ Written agreements are not necessary for observational experiences.

~~(c) A request for approval of clinical facilities shall be submitted to the board for initial approval six (6) months prior to the use of that facility on forms provided by the board. A site visit may be made to any clinical facility not previously visited by a representative of the board, prior to approval of the facility. A site visit shall be made by~~

~~a representative of the board prior to denial of the use of any clinical facility. The site visitor shall secure data concerning:~~

- ~~(1) the size of the facility;~~
- ~~(2) the number of other nursing programs using the facility; and~~
- ~~(3) the time of use and problems of overcrowding;~~

~~as well as other aspects of the learning environment.~~

~~(d) School~~ **(c) Nursing program** faculty shall:

- (1) assign;**
- (2) guide;**
- (3) evaluate; and**
- (4) supervise;**

the learning activities of students in their learning experiences. the clinical experience.

~~(e) Clinical facilities no longer being utilized by the nursing program shall be indicated on forms provided by the board.~~

~~(f)~~ **(d)** The ratio of faculty to students shall be a maximum of 1:10 or any portion thereof in the clinical **laboratory or observational** experience, exclusive of the nurse director or coordinator. *(Indiana State Board of Nursing; 848 IAC 1-2-19; filed Jul 30, 1998, 4:59 p.m.: 21IR 4532; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

SECTION 17. 848 IAC 1-2-20 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-20 Educational resources

Authority: IC 25-23-1-7

Affected: IC 25-23-1-20

Sec. 20. (a) Classrooms, laboratories, and conference rooms shall be provided to meet the needs of the students.

(b) The library shall be adequate in size and have current holdings to meet the educational needs of the students and faculty. There shall be a variety of current audiovisual and computer aids for individual and group instruction. The annual budget shall provide for accessions to the library.

(c) Furnishings, supplies, and office equipment shall be provided for the director, faculty, and clerical staff.

(d) Adequate office space shall be provided for the director, faculty, and clerical staff.

(e) There shall be adequate support services and secretarial personnel to meet the needs of the program.

(f) There shall be adequate support for faculty development. *(Indiana State Board of Nursing; 848 IAC 1-2-20; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4533; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

SECTION 18. 848 IAC 1-2-21 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-21 Progression and graduation

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 21. (a) There shall be written requirements for progression and graduation prepared by the faculty of each program. There shall be a written policy and procedure for academic probation and termination from the program. There shall be a code of conduct for students.

(b) The nursing program shall provide to enrolled students a student handbook that shall include all information specific to the nursing program.

(c) Candidates for the registered nurse licensing examination shall have successfully completed the educational program with an accumulative average grade of "C" or better, and a grade of "C" or better in each ~~nursing~~ course as identified in section 17 of this rule.

(d) Candidates for the practical nurse licensing examination shall have successfully completed the educational program with a grade of "C" or better in each course. (*Indiana State Board of Nursing; 848 IAC 1-2-21; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4533; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

SECTION 19. 848 IAC 1-2-22 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-22 Records and program catalog

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 22. (a) There shall be a record system that provides for accurate recording of admission data and student academic records. Provisions shall be made for safe storage of records to prevent loss by destruction and unauthorized use.

(b) Individual student files, maintained by the program of nursing during the student's enrollment, shall include, at a minimum, the following:

- (1) Documents required for admission.
- (2) Results of performance evaluation relating to the student's progression or lack thereof.
- (3) Documentation of ~~universal~~ **standard** precautions training.

(c) The institution must maintain in readily accessible form, or cause to be maintained in readily accessible form, sufficient records to generate an official student transcript for a period of sixty (60) years after the date the student attended the institution.

(d) Information about the ~~school~~ **program** shall be published periodically, at least every two (2) years. The publication shall be dated and include the following:

- (1) Philosophy, **mission**, and objectives of the ~~school~~ **nursing program**.
- (2) A general description of the program.
- (3) The curriculum plan.
- (4) Brief course descriptions.
- (5) Facilities and conditions provided for student learning and welfare.
- (6) Faculty information.
- (7) A statement of tuition, fees, and refund policies.
- (8) A statement regarding nondiscriminatory ~~practices~~ **in policies for** student and faculty recruitment.
- (9) A statement regarding student complaint and grievance procedures.

(10) Housing and residence facilities information.

(11) Admission, progression, and graduation ~~practices.~~ **policies.**

(Indiana State Board of Nursing; 848 IAC 1-2-22; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4533; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)

SECTION 20. 848 IAC 1-2-23 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-23 Reports to the board

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 23. ~~(a)~~ The director of the nursing program shall submit an annual report to the board on forms provided by the board. The report shall provide current data on the following:

- (1) Administrative personnel, credit hours, and faculty to student ratios.
- (2) Organizational, administrative, and physical changes.
- (3) Any curriculum changes.
- (4) Student statistics.
- (5) A faculty list with **a**:
 - (A) ~~a~~ completed faculty qualification record for each new member;
 - (B) ~~a~~ supplemental qualification record for each faculty member pursuing a master's degree; and
 - (C) ~~a~~ list of faculty no longer employed by the institution since the last annual report.
- (6) A clinical agency list and a list of those agencies no longer used since the last annual report.
- (7) An organizational chart for the nursing program and for the parent institution.

~~(b) A list of graduates applying for licensing examinations shall be submitted on forms provided by the board prior to requesting applications for distribution to students.~~
(Indiana State Board of Nursing; 848 IAC 1-2-23; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4534; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)

SECTION 21. 848 IAC 1-2-24 IS AMENDED TO READ AS FOLLOWS:

848 IAC 1-2-24 Records

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 24. A copy of each annual report to the board, the ~~school~~ **program** catalog, and nursing student handbook shall be maintained in the permanent records of the institution. *(Indiana State Board of Nursing; 848 IAC 1-2-24; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4534; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*