

**NEW PRACTICAL NURSING EDUCATION PROGRAM PROPOSAL  
PART II**

<b>INTRODUCTION TO THE PROPOSAL</b>	<b>INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL</b>
<b>PART I FORM</b>	<ul style="list-style-type: none"> <li>The Part I “form” must be completed, with the program administrator’s original signature.</li> </ul>
<b>Rule 4723-5-08 (C), OAC</b>	<ul style="list-style-type: none"> <li>The defined target region from which the student population will be drawn:</li> <li>The planned strategy for establishing the proposed program within the defined target region that includes but is not limited to, documentation with referenced data addressing the following: <ul style="list-style-type: none"> <li>The shortage or surplus of existing licensed practical nurses.</li> <li>Copies of letters of intent from proposed clinical education sites to the applicant, indicating that the site should be able to accommodate the applicant’s students. The letters of intent submitted by the applicant to the Board must demonstrate that the proposed program would be able to provide students clinical experiences that meet course objectives or outcomes, provide students the opportunity to practice skills with individuals or groups across the life span, and provide students clinical experience at sites concurrent with related theory instruction. After receiving the Board’s Conditional approval, the program is required to include in its progress reports copies of executed contracts with the clinical agencies for those agencies utilized for student clinical experiences within the reporting time period.</li> <li>The official name and address of the proposed program, the proposed program’s controlling agency, and a narrative summary of the controlling agency’s previous involvement in education and health care.</li> </ul> </li> </ul>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-09 ORGANIZATION AND ADMINISTRATION OF THE PROGRAM</b>	
<p>(A) The program shall have and implement a plan of organization and administration that clearly delineates:</p> <ol style="list-style-type: none"> <li>(1) The relationship of the program to the controlling agency;</li> <li>(2) The lines of authority, responsibility, and channels of communication within the program that provides for: <ol style="list-style-type: none"> <li>(a) Faculty and student involvement in determining academic and program policies and procedures, curriculum planning, and evaluation; and</li> <li>(b) Faculty involvement in the implementation of academic and program policies and procedures.</li> </ol> </li> </ol> <p>(B) The program shall be administered by a registered nurse administrator who meets the qualifications set forth in rule 4723-5-11 of the Administrative Code for a practical nursing education program. The program administrator shall have the authority, accountability, and responsibility for all aspects of the program including but not limited to:</p> <ol style="list-style-type: none"> <li>(1) Providing input into the budget process;</li> <li>(2) Maintaining communication with central administration and other units of the controlling agency, faculty, students, clinical agencies, and the board;</li> <li>(3) Ensuring regular meetings of the faculty to facilitate communication and faculty participation in planning, implementing, and evaluating the curriculum;</li> <li>(4) Implementing an orientation process for new faculty;</li> <li>(5) Recommending faculty for appointment, promotion, tenure or retention, and termination;</li> <li>(6) Facilitating faculty development, including enhancing educational competencies;</li> <li>(7) Establishing the faculty or teaching assistant to student ratio for direct patient care experiences at no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care by students, faculty, and teaching assistants;</li> <li>(8) Ensuring a written policy related to the evaluation of faculty, teaching assistants and preceptors is implemented;</li> </ol>	<p><b>Submit the following documents:</b></p> <ul style="list-style-type: none"> <li>• A narrative summary and overview of the organization and administration of the program addressing the requirements of Rules 4723-5-09 (A)(B) and (C), OAC in their entirety, followed by:</li> <li>• The organizational chart for the organization as a whole, clearly demonstrating reporting and communication relationships;</li> <li>• The organizational chart for the proposed practical nursing program clearly demonstrating reporting and communication relationships; and</li> <li>• The position description for the registered nurse Program administrator, which includes, at a minimum: <ul style="list-style-type: none"> <li>○ All roles and responsibilities required in Rule 4723-5-09(B), OAC; and</li> <li>○ The qualifications for the position required in Rule 4723-5-11(A)(1), OAC.</li> </ul> </li> <li>• The resume for the registered nurse administrator clearly demonstrating that the individual meets all requirements of Rule 4723-5-11(A)(1), OAC.</li> <li>• The nursing program faculty by-laws, demonstrating faculty, student, and registered nurse administrator involvement in the organizational structure and function of the nursing.</li> </ul>

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<b>4723-5-09 ORGANIZATION AND ADMINISTRATION OF THE PROGRAM (CONTINUED)</b>	
<p>(9) Certifying to the board, in a format prescribed by the board, for each student who is an applicant for licensure in Ohio that each applicant successfully completed the requirements of a program and the date the applicant completed the program requirements; and</p> <p>(10) Submitting to the board a corrective action plan any time the program administrator submits one or more erroneous certifications of program completion to the board.</p> <p>(11) Verifying that each nurse teaching a course in the program holds a current, valid license; and</p> <p>(12) Maintaining resources, including but not limited to classroom and skills laboratory equipment and supplies necessary for students to successfully complete the program</p>	<p><b>Submit the following documents:</b></p> <p>Program that demonstrates:</p> <ul style="list-style-type: none"> <li>○ Process by which faculty involvement in determining academic and program policies and procedures, curriculum planning and evaluation is assured; and</li> <li>○ Process by which student involvement in determining academic and program policies and procedures, curriculum planning and evaluation is assured.</li> </ul> <ul style="list-style-type: none"> <li>• A proposed budget for the initial period of conditional approval for the program, estimating all major costs for salaries, equipment, building or other start-up and infrastructure costs, and anticipated income from tuition and any other sources, to demonstrate that if approved by the Board, the program will be financially viable.</li> <li>• The orientation process for new faculty, including: <ul style="list-style-type: none"> <li>○ A description of the orientation to the controlling agency as a new faculty;</li> <li>○ A description of the orientation to the practical nursing program; and</li> <li>○ A checklist or other instrument to be used to document individuals' orientation to the nursing program to assure faculty are introduced fully to the expectations they are to fulfill, including an understanding of relevant OBN laws and rules.</li> </ul> </li> </ul>

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<b>4723-5-09 ORGANIZATION AND ADMINISTRATION OF THE PROGRAM (CONTINUED)</b>	
	<ul style="list-style-type: none"> <li>• Documents or narratives setting forth the manner in which faculty are recommended for appointment, promotion, tenure or retention, and termination.</li> <li>• A copy of the faculty/teaching assistant/preceptor evaluation policy</li> <li>• Narrative setting forth the way in which faculty development, including enhancing educational competencies, will be accomplished.</li> <li>• Narrative establishing the method by which the nursing program administrator will comply with the maximum 1:10 faculty/student ratio for clinical experiences.</li> <li>• Narrative of method nursing program administrator will use to assure that each applicant certified to the Board will have completed all requirements of the program.</li> <li>• A narrative indicating the plan for staffing the nursing program with faculty and instructional personnel.</li> <li>• A plan for the licensure verification of nurses teaching in the program at time of hire/appointment and at time of license renewal.</li> </ul>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-11 QUALIFICATIONS OF ADMINISTRATORS, FACULTY, TEACHING ASSISTANTS AND PRECEPTORS FOR A PRACTICAL NURSING EDUCATION PROGRAM</b>	
<p>(A) The minimum qualifications and academic preparation for administrator, faculty, and teaching assistant, and preceptor appointments for a practical nursing education program are as follows:</p> <p>(1) For an administrator of a program:</p> <p>(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (P) of rule 4723-5-01 of the Administrative Code;</p> <p>(b) At least five years of experience in the practice of nursing as a registered nurse, two of which have been as a faculty member of a registered or practical nursing education program;</p> <p>(c) A master's degree;</p> <p>(i) If the individual does not possess a bachelor of science in nursing degree, the master's or other academic degree, including, but not limited to a Ph.D., shall be in nursing;</p> <p>(ii) If the individual possesses a bachelor of science in nursing degree, the master's degree may be, but is not required to be, in nursing; and</p> <p>(d) Current, valid licensure as a registered nurse in Ohio;</p> <p>(2) For an associate administrator of a program:</p> <p>(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (P) of rule 4723-5-01 of the Administrative Code;</p> <p>(b) At least five years of experience in the practice of nursing as a registered nurse, including two years as a faculty member in a registered or practical nursing education program;</p> <p>(c) A master's degree;</p> <p>(i) If the individual does not possess a bachelor of science in nursing degree, the master's or other academic degree, including, but not limited to a Ph.D., shall be in nursing;</p> <p>(ii) If the individual possesses a bachelor of science in nursing degree, the master's degree may be, but is not required to be, in nursing; and</p> <p>(d) Current, valid licensure as a registered nurse in Ohio;</p>	<ul style="list-style-type: none"> <li>• Include as supporting documentation position descriptions for: <ul style="list-style-type: none"> <li>○ Associate administrator (if utilized);</li> <li>○ Faculty; and</li> <li>○ Teaching assistant.</li> </ul> </li> <li>• The position descriptions must be consistent with the responsibilities contained in Rules 4723-5-19, and 20, OAC, as applicable to the roles and reflect qualifications for that position contained in Rule 4723-5-11, OAC.</li> <li>• Include role responsibilities for preceptors, if utilized.</li> <li>• If preceptors are to be utilized, delineate expectations for faculty regarding preceptors in the faculty position descriptions. <ul style="list-style-type: none"> <li>(a) If faculty and teaching assistants have not been hired, provide a proposed staffing pattern for the proposed program and teaching assistants clearly demonstrating the intended use of each staff.</li> </ul> </li> </ul>

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<p>(3) For faculty teaching a nursing course:</p> <ul style="list-style-type: none"> <li>(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (S) of rule 4723-5-01 of the Administrative Code;</li> <li>(b) Experience for at least two years in the practice of nursing as a registered nurse;</li> <li>(c) A baccalaureate degree in nursing; and</li> <li>(d) Current, valid licensure as a registered nurse in Ohio;</li> </ul> <p>(4) For a teaching assistant as defined in paragraph (II) of rule 4723-5-01 of the Administrative Code:</p> <ul style="list-style-type: none"> <li>(a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (P) of rule 4723-5-01 of the Administrative Code;</li> <li>(b) Experience for at least two years in the practice of nursing as a registered nurse; and</li> <li>(c) Current, valid licensure as a registered nurse in Ohio;</li> </ul> <p>(5) For a preceptor as defined in paragraph (X) of rule 4723-5-01 of the Administrative Code:</p> <ul style="list-style-type: none"> <li>(a) Completion of an approved registered or practical nursing education program in a jurisdiction as defined in paragraph (P) of rule 4723-5-01 of the Administrative Code;</li> <li>(b) Experience for at least two years in the practice of nursing as a registered nurse or as a licensed practical nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student;</li> <li>(c) Current, valid licensure as a registered nurse or as a licensed practical nurse in the jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs.</li> </ul>	<p><b>Submit for all faculty and teaching assistants employed by or under contract with the proposed nursing program:</b></p> <ul style="list-style-type: none"> <li>• Name;</li> <li>• Title;</li> <li>• Academic preparation;</li> <li>• Month and Year of appointment;</li> <li>• Length of experience, in month and day, as faculty responsible for teaching a nursing course and type of program(s) taught (i.e., AD, BS, Diploma, PN);</li> <li>• State(s) in which a current active license is held;</li> <li>• Teaching responsibilities (classroom clinical) for the current year; and</li> <li>• Other responsibilities.</li> </ul>

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<b>4723-5-11 QUALIFICATIONS OF ADMINISTRATORS, FACULTY, TEACHING ASSISTANTS AND PRECEPTORS FOR A PRACTICAL NURSING EDUCATION PROGRAM</b>	
<p>(C) An individual who is a foreign educated nurse graduate, as defined in paragraph (D) of rule 4723-7-01 of the Administrative Code, shall be deemed to have met the academic preparation for an administrator, faculty, teaching assistant, or preceptor for a practical nursing education program specified in paragraphs (A)(1)(a), (A)(2)(a), (A)(3)(a), (A)(4)(a), and (A)(5)(a) of this rule, if the individual has practiced nursing as a registered nurse in the state of Ohio, or in another jurisdiction of the national council of state board of nursing, for at least two (2) years.</p>	

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-12 PROGRAM POLICIES</b>	
<p>(A) The administrator of the program and the faculty shall establish and implement written policies for the following:</p> <ol style="list-style-type: none"> <li>1) Student admission;</li> <li>2) Student readmission, including a requirement that the readmitted student meet the curriculum requirements effective at the time of readmission;</li> <li>3) The process for determining the amount of credit to be granted to an applicant for advanced standing in a program;</li> </ol> <p>For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, the program shall have a process in place to:</p> <ol style="list-style-type: none"> <li>(a) Review the individual’s military education and skills training;</li> <li>(b) Determine whether any of the military education or skills training is substantially equivalent military education or skills training;</li> <li>(c) Award credit to the individual for any substantially equivalent military education or skills training;</li> </ol> <ol style="list-style-type: none"> <li>4) Student progression, which shall include the following: <ol style="list-style-type: none"> <li>(a) The level of achievement a student must maintain in order to remain in the program or to progress from one level to another; and</li> <li>(b) The requirements for satisfactory completion of each course required in the nursing curriculum;</li> </ol> </li> <li>5) Requirements for completion of the program;</li> <li>6) Payment of fees, expenses, and refunds associated with the program;</li> <li>7) Procedures for student illness in the classroom and clinical settings;</li> <li>8) Availability of student guidance and counseling services;</li> <li>9) Process for students filing grievances and appeals;</li> <li>10) A description of faculty responsibilities related to the supervision of students in accordance with section 4723.32 of the Revised Code and rule 4723-5-20 of the Administrative Code.</li> <li>11) Periodic evaluation by the faculty of each nursing student's progress in each course and in the program;</li> <li>12) Procedures for notifying students of changes in program policies.</li> </ol> <p>(B) The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time changes are adopted.</p>	<p><b>Submit written, proposed policies for the following:</b></p> <ul style="list-style-type: none"> <li>• Student admission;</li> <li>• Student readmission;</li> <li>• Advanced standing, including credit determination;</li> <li>• Progression;</li> <li>• Completion;</li> <li>• Student fees, expenses and refunds;</li> <li>• Procedure for student illness in the classroom &amp; clinical setting</li> <li>• Student Guidance and Counseling Services;</li> <li>• Grievance and Appeal;</li> <li>• Faculty responsibilities related to the supervision of students;</li> <li>• Periodic evaluation by faculty of each student’s progress in each course in the program;</li> <li>• Procedures for notifying students of changes in program policies; and</li> <li>• Student conduct, which may be preceded by a general student conduct or academic policy, must include policies contained in paragraph (C) in its entirety.</li> </ul> <p><b>Policies are to be written in “policy” format, not as a narrative, although a general, brief, explanatory narrative may begin the section.</b></p>

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<b>4723-5-12 PROGRAM POLICIES</b>	
<p>(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:</p> <ol style="list-style-type: none"> <li>(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient and the patient's response to that care.</li> <li>(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.</li> <li>(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.</li> <li>(4) A student shall implement measures to promote a safe environment for each patient.</li> <li>(5) A student shall delineate, establish, and maintain professional boundaries with each patient.</li> <li>(6) At all times when a student is providing direct nursing care to a patient the student shall: <ol style="list-style-type: none"> <li>(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and</li> <li>(b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.</li> </ol> </li> <li>(7) A student shall practice within the appropriate scope of practice as set forth in division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;</li> <li>(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;</li> </ol>	

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-12 PROGRAM POLICIES (CONTINUED)</b>	
<p>(9) A student shall not:</p> <ul style="list-style-type: none"> <li>(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;</li> <li>(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.</li> </ul> <p>(10) A student shall not misappropriate a patient's property or:</p> <ul style="list-style-type: none"> <li>(a) Engage in behavior to seek or obtain personal gain at the patient's expense;</li> <li>(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;</li> <li>(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or</li> <li>(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.</li> </ul> <p>For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.</p> <p>(11) A student shall not:</p> <ul style="list-style-type: none"> <li>(a) Engage in sexual conduct with a patient;</li> <li>(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;</li> <li>(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;</li> <li>(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.</li> </ul> <p>For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.</p>	

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-12 PROGRAM POLICIES (CONTINUED)</b>	
<p>(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:</p> <ul style="list-style-type: none"> <li>(a) Sexual contact, as defined in section 2907.01 of the Revised Code;</li> <li>(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.</li> </ul> <p>(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.</p> <p>(14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.</p> <p>(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.</p> <p>(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;</p> <p>(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;</p> <p>(18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;</p> <p>(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.</p> <p>(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.</p> <p>(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;</p>	

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<b>4723-5-12 PROGRAM POLICIES (CONTINUED)</b>	
<p>(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.</p> <p>(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.</p> <p>(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for other fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.</p> <p>(25) To the maximum extent feasible, identifiable patient health care information shall no be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.</p> <p>(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.</p>	

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-14 CURRICULUM FOR A PRACTICAL NURSING EDUCATION PROGRAM</b>	
<p>(A) The practical nursing education program curriculum shall include content that validates the student's acquired knowledge, skills and behaviors that are necessary to safely and effectively engage in the practice of licensed practical nursing, as defined in division (F) of section 4723.01 of the Revised Code.</p> <p>(B) The curriculum shall be derived from a philosophy, conceptual framework, or organizing theme that is consistently evident throughout the curriculum.</p> <p>(C) The curriculum objectives or outcomes, course objectives or outcomes, teaching strategies, and evaluation methods shall be:</p> <ol style="list-style-type: none"> <li>(1) Developed and written by program faculty;</li> <li>(2) Consistent with the law regulating the practice of nursing as a licensed practical nurse;</li> <li>(3) Implemented as written;</li> <li>(4) Distributed to each nursing student.</li> </ol> <p>(D) The program shall establish a curriculum plan that sets forth the sequence of courses, the laboratory and clinical experiences that are included in each course, and the units of credit or number of academic or clock hours allotted to theory, laboratory, and clinical experiences.</p> <p>(E) The curriculum shall consist of content that spans a minimum length of thirty weeks of full-time study, including examination time, and shall include but not be limited to the following areas of study that may be integrated, combined, or presented as separate courses:</p> <ol style="list-style-type: none"> <li>(1) Basic biological, physical, and technological sciences, human anatomy and physiology, chemistry, microbiology, nutrition, pharmacology, mathematics and computer operations;</li> </ol>	<p><b>Submit the following documents:</b></p> <ul style="list-style-type: none"> <li>• A succinct narrative describing an overview of the proposed nursing program;</li> <li>• The philosophy;</li> <li>• Conceptual framework or organizing theme; and/or</li> <li>• Program objectives or outcomes.</li> </ul>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-14 CURRICULUM FOR A PRACTICAL NURSING EDUCATION PROGRAM (CONTINUED)</b>	
<p>(2) Social and behavioral sciences that are necessary for a basic understanding of the effect of a client's religious, spiritual, cultural, and growth and developmental experiences on the client's health, the client's attitude toward health maintenance, and to effectively communicate with the client;</p> <p>(3) Basic nursing art and science practiced in a variety of structured settings, with courses and clinical experiences sufficient to prepare the graduate to safely deliver nursing care to individuals and groups across the life span, that include but are not limited to:</p> <p style="padding-left: 40px;">(a) The nursing process:</p> <p style="padding-left: 80px;">(i) Collection and organization of relevant health care data;</p> <p style="padding-left: 80px;">(ii) Assisting in the identification of health needs and problems;</p> <p style="padding-left: 80px;">(iii) Contributing to the interdisciplinary health care team in addressing client physiological, psychological, cultural, and spiritual needs;</p> <p style="padding-left: 40px;">(b) The application of nursing care concepts in addressing the physiological, psychological, cultural and spiritual needs of clients;</p>	<p><b>Submit the following information and documents:</b></p> <ul style="list-style-type: none"> <li>• A chart or form summarizing internal consistency between the philosophy or list of assumptions, conceptual framework or organizing theme, program objectives or outcomes, course objectives or outcomes, teaching strategies, and evaluation methods.</li> <li>• The curriculum plan showing sequence of courses and laboratory experiences and the number of clock hours or units of credit allotted to class, laboratory, and clinical experiences.</li> <li>• <b>A chart explaining each clinical course and the corresponding clinical agency intended for use by students to meet the course's clinical objectives.</b></li> <li>• <b>Indicate length of program in the space provided in Part I of this report.</b></li> </ul>

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<b>4723-5-14 CURRICULUM FOR A PRACTICAL NURSING EDUCATION PROGRAM (CONTINUED)</b>	
<ul style="list-style-type: none"> <li>(c) Communication with clients, families and significant individuals;</li> <li>(d) Documentation of nursing care within various health information systems;</li> <li>(e) Information management as it pertains to health records, nursing science, and evidence-based practice;</li> <li>(f) Concepts of teaching and learning;</li> <li>(4) Safe and effective care environment and coordinated care: <ul style="list-style-type: none"> <li>(a) Collaboration with clients, families, other members of the health care team, and other individuals significant to the client;</li> <li>(b) Delegation of nursing tasks in accordance with Chapter 4723-13 of the Administrative Code;</li> <li>(c) Demonstration of knowledge of legal, ethical, historical, and emerging issues in nursing that include but are not limited to the law and rules regulating nursing practice in Ohio;</li> </ul> </li> <li>(5) Safety and infection control;</li> <li>(6) Health promotion and maintenance;</li> <li>(7) Psychosocial integrity;</li> <li>(8) Physiological integrity, including: <ul style="list-style-type: none"> <li>(a) Basic care and comfort;</li> <li>(b) Pharmacological therapies, including but not limited to safe pharmacotherapeutics, and safe medication administration;</li> </ul> </li> <li>(9) Reduction of risk potential, including but not limited to patient safety strategies;</li> <li>(10) Physiological adaptation;</li> <li>(11) Application of principles of clinical judgment in the delivery of nursing care;</li> <li>(12) Clinical and laboratory experiences that: <ul style="list-style-type: none"> <li>(a) Meet the established course objectives and outcomes;</li> </ul> </li> </ul>	<p><b>Provide a course syllabus/outline for each course that includes:</b></p> <ul style="list-style-type: none"> <li>(1) The title of the course;</li> <li>(2) The number of theory hours, if applicable;</li> <li>(3) The number of laboratory hours, if applicable;</li> <li>(4) The number of clinical hours, if applicable;</li> <li>(5) The course description;</li> <li>(6) The course objectives or outcomes;</li> <li>(7) The teaching strategies;</li> <li>(8) The methods of evaluation;</li> <li>(9) The name of the faculty who will be teaching the course;</li> <li>(10) The name of teaching assistants that will teach the course, or provide instruction in laboratory or clinical settings, as directed by faculty; and</li> <li>(11) The required textbooks and other bibliography</li> <li>(12) Requirements for successful completion of the course;</li> </ul>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-14 CURRICULUM FOR A PRACTICAL NURSING EDUCATION PROGRAM (CONTINUED)</b>	
<p>(b) Provide a nursing student with the opportunity to practice cognitive, psychomotor, and affective skills in the performance of a variety of basic nursing functions with individuals or groups across the life span;</p> <p>(c) Provide a nursing student with the opportunity to practice technical skills;</p> <p>(d) Are provided concurrently with the related theory instruction;</p> <p>(13) Professionalism and acting as a mentor for other nurses.</p> <p>(F) In addition to the content set forth in paragraph (E) of this rule, all practical nursing education programs shall include a course or content in intravenous therapy. A course or content in intravenous therapy to be included in a practical nursing education program shall have, at a minimum, didactic, laboratory, and supervised clinical practice that covers the following:</p> <ol style="list-style-type: none"> <li>(1) The law and rules related to the role, accountability, and responsibility of the licensed practical nurse in intravenous therapy;</li> <li>(2) Policies and procedures related to intravenous therapy and affiliating clinical agencies;</li> <li>(3) Sciences related to intravenous therapy, including, but not limited to anatomy, physiology, microbiology and standard precautions, principles of physics, pharmacology, and pharmacology mathematics;</li> <li>(4) Nursing care of individuals receiving intravenous therapy, including but not limited to, procedures for: <ol style="list-style-type: none"> <li>(a) Venipuncture</li> <li>(b) Adding intravenous solutions to existing infusions;</li> <li>(c) Additive administration and intravenous line maintenance in accordance with section 4723.17 of the Revised Code;</li> <li>(d) Hanging and regulating the flow of intravenous solutions;</li> <li>(e) Changing intravenous tubing;</li> <li>(f) Performing intravenous dressing changes;</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• All practical nursing programs shall include an intravenous therapy course. Explicit content must be included, in its entirety, either integrated or as a separate course. Appropriate reference to all relevant laws and rules must be demonstrated in the required readings in the syllabus. <b>In addition, the following must be included specific to IV therapy:</b> <ul style="list-style-type: none"> <li>○ A narrative related to plans for clinical experiences, including letters of intent that clinical facilities offering clinical experiences in IV therapy, including venipuncture will be available to students;</li> <li>○ The document to be used for the testing component; and</li> <li>○ The document to be used for verifying that the student has successfully completed the course in accordance with this rule.</li> </ul> </li> </ul>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-14 CURRICULUM FOR A PRACTICAL NURSING EDUCATION PROGRAM (CONTINUED)</b>	
<ul style="list-style-type: none"> <li>(g) Flushing and converting peripheral intermittent infusion devices and heplocks;</li> <li>(h) Guidelines for preventing, identifying, and managing complications;</li> <li>(i) Related psychosocial preparation and care;</li> <li>(5) Documentation related to intravenous care;</li> <li>(6) Any other training or instruction the board considers appropriate;</li> <li>(7) A testing component through which a student is able to demonstrate competency related to intravenous therapy;</li> <li>(8) A means to verify that a student has successfully completed the course in intravenous therapy as set forth in this rule.</li> </ul> <p>(I) A practical nursing education program that is offered to students at the secondary or high school level may be commenced no earlier than the beginning of a student's junior year.</p>	<p><b>Provide the clinical objectives and clinical evaluation tool for each course following each syllabus.</b></p> <p><b>Complete the “Location of Curriculum Content” form, indicating the course(s) with numbers in each component of the curriculum requirements are demonstrated.</b></p>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-15 EVALUATION PLAN OF THE PROGRAM</b>	
<p>A written systematic plan of evaluation shall be established by the administrator of a program and shall include data collected from faculty, teaching assistants, preceptors, nursing students, graduates, and employers of graduates and shall:</p> <p>(A) Specify the responsibility, time frame, and procedure for evaluating each aspect of the program, including:</p> <ol style="list-style-type: none"> <li>(1) Program organization and administration as set forth in rule 4723-5-09 of the Administrative Code;</li> <li>(2) Qualifications of administrators, faculty, teaching assistants and preceptors as set forth in rule 4723-5-11 of the Administrative Code for a practical nursing education program;</li> <li>(3) Program policies as set forth in rule 4723-5-12 of the Administrative Code;</li> <li>(4) Curriculum as set forth in rule 4723-5-14 of the Administrative Code for a practical nursing education program;</li> <li>(5) Evaluation plan of the program as set forth in this rule;</li> <li>(6) Program contractual relationships as set forth in rule 4723-5-17 of the Administrative Code;</li> <li>(7) Responsibilities of faculty teaching a nursing course as set forth in rule 4723-5-19 of the Administrative Code;</li> <li>(8) Responsibilities of faculty and instructional personnel in a clinical setting involving the delivery of nursing care to an individual or group of individuals as set forth in rule 4723-5-20 of the Administrative Code;</li> <li>(9) Retention of program records as set forth in rule 4723-5-21 of the Administrative Code;</li> <li>(10) Licensure examination results as set forth in rule 4723-5-23 of the Administrative Code; and</li> </ol>	<p><b>Submit the following documents:</b></p> <ul style="list-style-type: none"> <li>• A narrative describing how the systematic plan of evaluation will be carried out.</li> <li>• A description of how the findings will be summarized and documented.</li> <li>• A description of how the actions taken as a result of the evaluation will be documented.</li> <li>• The written systematic plan of evaluation, including elements specified by each cross-referenced rule.</li> </ul>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-15 EVALUATION PLAN OF THE PROGRAM (CONTINUED)</b>	
<p>(11) Follow-up of graduates, which shall include but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Statistics on the number of first-time candidates passing the licensure examination during each calendar year; and</li> <li>(b) Employment patterns of graduates;</li> </ul> <p>(B) The results of the evaluation of each aspect of the program as set forth in paragraph (A) of this rule shall be summarized and documented; and</p> <p>(C) Documentation shall demonstrate that the results of the evaluation of each aspect of the program as set forth in paragraph (A) of this rule have been used to plan and implement changes in the program.</p>	
<b>4723-5-17 PROGRAM CONTRACTUAL RELATIONSHIPS</b>	
<p>(A) When a program has any type of cooperative relationship with another entity or a separate division within the same entity including, but not limited to, clinical agencies, a written agreement with the cooperating entity shall:</p> <ul style="list-style-type: none"> <li>(1) Exist and be current;</li> <li>(2) Be entered into and signed by representatives of both the program and the entity or division with which is has entered into a cooperative relationship; and</li> <li>(3) Be on file at the program office.</li> </ul> <p>(B) When a program is using preceptors, the contract shall expressly set forth the expectations the preceptors are to fulfill.</p> <p>(C) A program proposing to utilize a facility for clinical experience in another jurisdiction or foreign country shall:</p> <ul style="list-style-type: none"> <li>(1) Contact the board of nursing or other entity regulating nursing in that jurisdiction or foreign country and document compliance with any and all requirements of that board or entity; and</li> <li>(2) Indicate on the annual report to the board that the faculty member, teaching assistant, or preceptor who is supervising the student clinical experience in that jurisdiction or foreign country is in compliance with licensure requirements in the jurisdiction or foreign country where the clinical experience is occurring.</li> </ul>	<p><b>Submit the following documents:</b></p> <ul style="list-style-type: none"> <li>• A narrative indicating the breadth and type of clinical placements anticipated for clinical experiences, including: <ul style="list-style-type: none"> <li>○ Availability for clinical placements in both acute care and long term care facilities.</li> </ul> </li> <li>• <b>Submit a chart of proposed agencies to be used for clinical experiences that includes:</b> <ul style="list-style-type: none"> <li>• Name of agency;</li> <li>• Address of agency;</li> <li>• Type of agency (acute care, long term care, home health care, etc.); and</li> <li>• The course for which the agency is to be used.</li> </ul> </li> <li>• <b>Submit a sample agency contract.</b> <ul style="list-style-type: none"> <li>○ If preceptors are to be used, rule 4723-5-17(B), OAC, must be met.</li> </ul> </li> </ul> <p><b>Submit letters from clinical agencies that have expressed their willingness to be a clinical site for the proposed program.</b></p>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-19 RESPONSIBILITIES OF FACULTY TEACHING A NURSING COURSE</b>	
<p>Faculty teaching a nursing course shall:</p> <p>(A) Provide a syllabus or outline to each nursing student that includes at least:</p> <ol style="list-style-type: none"> <li>(1) The title of the course;</li> <li>(2) The number of theory hours, if applicable;</li> <li>(3) The number of laboratory hours, if applicable;</li> <li>(4) The number of clinical hours, if applicable;</li> <li>(5) The course description;</li> <li>(6) The course objectives or outcomes;</li> <li>(7) The teaching strategies, including the job title, credentials or other information describing the background of an individual providing course content, whose qualifications are directly related to the course;</li> <li>(8) The methods of evaluation;</li> <li>(9) The name of the faculty who will be teaching the course;</li> <li>(10) The name of teaching assistants that will teach the course, or provide instruction in laboratory or clinical settings, as directed by faculty; and</li> <li>(11) The required textbooks and other bibliography of learning resources;</li> </ol> <p>(B) Design and implement teaching strategies that will assist a nursing student to meet the course objectives or outcomes;</p> <p>(C) Direct and supervise the activities of a teaching assistant, if utilized; and</p> <p>(D) Evaluate each nursing student's achievement and progress with input from the teaching assistant or preceptor, if utilized.</p>	<p><b>Submit the following document:</b></p> <ul style="list-style-type: none"> <li>• A narrative or description of how faculty will carry out required responsibilities in accordance with this rule.</li> <li>• Cross-reference relevant sections of faculty position descriptions describing faculty responsibilities in the supervision of teaching assistants and preceptors.</li> </ul>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-20 RESPONSIBILITIES OF FACULTY, TEACHING ASSISTANTS AND PRECEPTORS IN A CLINICAL SETTING</b>	
<p>(A) A faculty member of a nursing education program is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty, teaching assistants or preceptors shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.</p> <p>(B) Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-11 of the Administrative Code for a practical nursing education program.</p> <p>(C) All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall:</p> <ol style="list-style-type: none"> <li>(1) Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled;</li> <li>(2) Communicate clinical objectives or outcomes to: <ol style="list-style-type: none"> <li>(a) The student;</li> <li>(b) The teaching assistant and preceptor, if utilized; and</li> <li>(c) The staff at the clinical site;</li> </ol> </li> <li>(3) Provide for orientation of each student to the clinical site, including introduction to staff;</li> <li>(4) Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;</li> <li>(5) Provide for supervision of each student in accordance with this chapter; and</li> </ol>	<p><b>Submit the following documents:</b></p> <ul style="list-style-type: none"> <li>• A narrative or description relative to this rule, including the role for the faculty, the teaching assistant, and the preceptor in the clinical setting.</li> <li>• Assure that a cross-reference of all functions contained herein are reflected in position descriptions for faculty and teaching assistants located in the section describing the meeting of Rule 4723-5-11, OAC.</li> <li>• Assure that all functions for preceptors are demonstrated in the preceptor role located in the section describing the meeting of Rule 4723-5-11, OAC.</li> <li>• (If applicable) a narrative of procedures used to identify qualified preceptors to supervise students.</li> </ul>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-20 RESPONSIBILITIES OF FACULTY, TEACHING ASSISTANTS AND PRECEPTORS IN A CLINICAL SETTING (CONTINUED)</b>	
<p>(6) Evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized</p> <p>(D) The faculty member may assign an observational experience as appropriate to meet course objectives.</p> <p>(E) The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.</p> <p>(F) The teaching assistant or preceptor providing supervision of a nursing student shall at least:</p> <ol style="list-style-type: none"> <li>(1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;</li> <li>(2) Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;</li> <li>(3) Clarify with the faculty member: <ol style="list-style-type: none"> <li>(a) The role of the teaching assistant or preceptor;</li> <li>(b) The responsibilities of the faculty member;</li> <li>(c) The course and clinical objectives or outcomes;</li> <li>(d) The clinical experience evaluation tool; and</li> </ol> </li> <li>(4) Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.</li> </ol> <p>(G) A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.</p>	

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-21 PROGRAM RECORDS</b>	
<p>The administrator of the program shall maintain including the following:</p> <p>(A) Records for currently enrolled nursing students that include:</p> <ol style="list-style-type: none"> <li>(1) Admission or transfer records;</li> <li>(2) Transcripts; and</li> <li>(3) Clinical experience evaluation records;</li> </ol> <p>(B) Records for all graduates of the program that shall include complete transcripts indicating the credential granted and the date of completion of the program;</p> <p>(C) Records for the program that shall include the minutes of all scheduled faculty meetings;</p> <p>(D) Records for each faculty and teaching assistant currently being utilized in the program that include:</p> <ol style="list-style-type: none"> <li>(1) Documentation of academic credentials, including copies of official academic transcripts;</li> <li>(2) A record that includes the time periods, by month and year of employment in clinical practice, and in teaching, and the names and locations of all employers in the field of nursing and nursing education; and</li> <li>(3) Verification of current, valid licensure as a registered nurse in Ohio at the time of appointment, and at each licensure renewal.</li> </ol> <p>(E) Records for preceptors that include:</p> <ol style="list-style-type: none"> <li>(1) Verification of current, valid licensure as a registered nurse, or, for a practical nursing education program, as a licensed practical nurse, in the jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs; and</li> <li>(2) A record that includes the names and locations of employers in the field of nursing, and time periods, by month and year, demonstrating at least two years of nursing practice, and competency in the area of clinical practice in which the preceptor provides supervision to a nursing student.</li> </ol>	<ul style="list-style-type: none"> <li>• A narrative discussing the planned location for the maintained records, and the method by which the records will be maintained/stored.</li> </ul>

RULE	INFORMATION TO BE INCLUDED IN THE NEW PROGRAM PROPOSAL
<b>4723-5-23 PROGRAM NCLEX RATES</b>	
<p>(A) Only a program with full, conditional, or provisional approval shall issue program completion letters to the board for its students.</p> <p>(B) If a program has a pass rate on the licensure examination that is less than ninety-five per cent of the national average for first-time candidates in a calendar year the following shall apply:</p> <ol style="list-style-type: none"> <li>(1) After the first year, the program shall establish a plan indicating action steps to improve the NCLEX scores of its graduates, and submit the plan with the annual report;</li> <li>(2) After two consecutive years, the program shall prepare a report that evaluates the plan of action established after the first year of low NCLEX scores, identify additional steps, and submit the plan with the annual report; and</li> <li>(3) After three consecutive years, a representative of the board shall conduct a survey visit and the board may take action on the approval status of the program.</li> <li>(4) After four consecutive years, a representative of the board may conduct a survey visit and the board shall place the program on provisional approval.</li> </ol> <p>(C) For the board to consider restoring a program to full approval status after a program is placed on provisional status due to low NCLEX scores, a program shall attain a pass rate that meets or exceeds ninety-five per cent of the national average for first-time candidates for at least two consecutive years.</p>	<p><b>Submit the following documents:</b></p> <ul style="list-style-type: none"> <li>• See narrative requirements previously discussed under (Rule) 4723-5-15, OAC, the Evaluation Plan, pertaining to methods to assess success of graduates on the examination and the next steps as necessary.</li> </ul>

**ADDITIONAL MATERIAL TO BE SUBMITTED AS AVAILABLE/APPLICABLE:  
STUDENT HANDBOOK  
CATALOG/BROCHURE/OTHER DOCUMENTS**