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Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: West Virginia Bd. of Exam. for Registered Professional Nurse TITLE NUMBER: 19

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 19CSRI

TITLE OF RULE BEING AMENDED: Policies and Criteria for the Evaluation and
Accreditation of Colleges, Departments or Schools of Nursing

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) Senate Bill 333

SECTION 64-9-10, PASSED ON March 11, 2000

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE
FOLLOWING DATE: April 10, 2000


Authorized Signature

**TITLE 19
LEGISLATIVE RULES
WEST VIRGINIA BOARD OF EXAMINERS
FOR REGISTERED PROFESSIONAL NURSES**

SERIES 1

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**POLICIES AND CRITERIA FOR THE EVALUATION AND ACCREDITATION OF
COLLEGES, DEPARTMENTS OR SCHOOLS OF NURSING**

§19-1-1.General.

- 1.1. Scope.-- This rule establishes the policies and criteria for the evaluation and accreditation of colleges, departments or schools of nursing.
- 1.2. Authority.-- West Virginia Code §30-7-4 and §30-1-4.
- 1.3. Filing Date.-- April 10, 2000.
- 1.4. Effective Date.-- April 10, 2000.

§19-1-2.Definitions.

- 2.1. "Board" means the West Virginia board of examiners for registered professional nurses.
- 2.2. "College", "Department" or "School" mean a nursing education unit charged with responsibility to prepare its graduates for practice as registered professional nurses, qualified to meet licensing requirements in West Virginia. This nursing education unit may have multiple programs and may be structured in a university, college or hospital.
- 2.3. "Accredited college, department or school of nursing" means a college, department or school which meets the requirements of West Virginia Code §30-7-1 et seq, this rule, and any other applicable laws and rules. For purposes of considering

applications for licensure, the board may recognize nursing education programs accredited or approved by a comparable board or other recognized authority in another jurisdiction.

- 2.4. "Provisionally accredited college, department or school of nursing" means a college, department or school of nursing which either has been temporarily approved but has not been in operation long enough to qualify for full accreditation, or one which fails to meet the requirements of the law and of the board, and has received notification of its deficiencies.
- 2.5. "Diploma program" means a program which is usually, but not necessarily, conducted by a hospital and leads to a diploma in nursing.
- 2.6. "Baccalaureate degree program in nursing" means a program conducted by a college or university and leads to a baccalaureate degree with a major in nursing.
- 2.7. "Associate degree program in nursing" means a program conducted by a college or university that leads to an associate degree with a major in nursing.
- 2.8. "Requirements" means mandatory conditions which a college, department or school of nursing must meet in order to be accredited.
- 2.9. "Recommendations" means suggestions for the guidance of colleges, departments or schools of nursing in the development of their programs.
- 2.10. "Credit hour" means that credit assigned for one (1) hour of lecture per week, or two (2) to four (4) hours of lab per week, per semester.
- 2.11. "Graduation" means the candidate has satisfied all requirements of the college, department or school of nursing granting the diploma or degree.

- 2.12. "Recommendation for admission to the licensure examination for registered professional nurses" means a written statement required in order to take the license examination. The applicant must be recommended to the board by a faculty member of the program. This recommendation is based on satisfactory completion of the program.
- 2.13. "Governing organization" means the university, college, or other organization of which the nursing education unit is an integral part.
- 2.14. "Preceptor" means an experienced and competent registered professional nurse who serves as a role model and resource to students in the clinical setting in conjunction with a faculty member.

§19-1-3.Purposes of accreditation.

- 3.1 The purposes of accreditation include:
 - 3.1.a. Protection of the public through evaluation of pre-service professional nursing education programs in terms of the criteria set forth in this rule;
 - 3.1.b. Improvement in the quality of nursing service through the improvement of professional nursing education;
 - 3.1.c. Guidance of prospective students in the selection of approved professional nursing education programs; and
 - 3.1.d. Assurance of eligibility to take the state licensing examination and to apply for state licensure to graduates of state accredited nursing programs.

§19-1-4. Application for legal accreditation.

- 4.1. The application fee for legal accreditation of a professional nursing education program is fifty dollars (\$50.00).
- 4.2. A university, college, or hospital desiring to be accredited by the board for the preparation of practitioners of registered professional nursing shall complete and submit to the board a comprehensive needs assessment establishing the need for a new undergraduate professional nursing program. The needs assessment shall provide support to show that clinical resources are available and adequate for providing clinical instruction to students; faculty resources are available; and clear documentation of the need for graduates prepared at the proposed level.

§19-1-5. Accreditation of education unit.

- 5.1. Visits and surveys. The board, through its executive secretary and staff or other qualified persons, shall periodically survey all nursing education programs accredited by the board, including all satellite sites of any program.
- 5.2. Maintenance of accreditation standards. The nursing education unit shall maintain accreditation standards as set forth in this rule.
- 5.3. Accreditation of an existing program when ownership and control are changed. When a governing organization contemplates a change of ownership and control of a program, it shall send notice of the intended change to the board ninety (90) days prior to the effective date of the intended change. The owner or governing organization expecting to assume responsibility for the program shall immediately make application for accreditation. If the board is satisfied the owner or governing

organization which will be responsible for the new program meets the criteria for accreditation and will comply with the recommendations of the board, it may be provisionally accredited.

§19-1-6.Loss of accreditation.

- 6.1. Loss of accreditation through failure to meet standards. The board shall notify the administrator of the nursing education unit in writing of deficiencies in the nursing education program. The board shall withdraw accreditation of any nursing education program which fails to correct the deficiencies in the nursing education program to the satisfaction of the board within a reasonable time period.
- 6.2. Loss of accreditation through change of organization. When a program changes ownership or control, the board shall automatically withdraw accreditation. The new owner or organization shall comply with the provisions of subsection 5.3. of this rule to continue the nursing education program.
- 6.3. Provisional accreditation for failure to meet standards. At the board's discretion, it may grant provisional accreditation to a nursing education program during the time in which it takes corrective action in order to meet the accreditation standards set forth in this rule.

§19-1-7.Closing of a program.

- 7.1. The governing organization shall advise the board in writing of the intent to close a nursing education program, and it shall submit a plan for safeguarding the quality of instruction and practice during the closing period as well as provide for the transfer of students and custody of records. At the board's discretion, it may

request additional information and plans for the closing of a nursing education program and the transfer of students and records.

- 7.2. The board shall automatically withdraw accreditation of the program on the day the last student completes curriculum requirements of the program that is closing.

§19-1-8.Reports.

- 8.1. The nursing education unit shall submit an annual report to the board by September 15 of each year for each nursing program accredited by the board. Data included in this annual report shall be determined by the board, and shall include, but not be limited to, statistical data, faculty data, faculty qualifications information, plans for the next academic year, student enrollment data, faculty workload data and a brief evaluation statement.
- 8.2. The nursing education unit shall submit a self-study or program evaluation report to the board one month prior to a scheduled on-site visit to the nursing education program. The board shall determine the format and guidelines for the submission of this report.
- 8.3. The nursing education unit shall notify the board on forms provided by the board at the time any new faculty member is hired by the university, college, or hospital to teach in any accredited nursing program.
- 8.4. A university, college, or hospital desiring to initiate a new nursing education program shall complete a needs assessment report for submission to the board at least one month prior to the a scheduled board meeting. The board shall determine the format and guidelines for submitting this report.

- 8.5. A nursing education unit desiring to implement a substantial change to the nursing education program shall submit its request to the board one month prior to a scheduled board meeting. The nursing education unit shall not implement a substantial change to a nursing education program prior to receiving permission to do so by the board.
- 8.7. At the board's discretion, it may request additional reports from a nursing education unit to include, but not be limited to, written plans for improving licensure examination pass rates of graduates and progress reports.

§19-1-9.Mission and goals/outcomes of the nursing education unit.

- 9.1. The mission or philosophy and goals or outcomes of the nursing education unit shall be clearly stated, periodically reviewed by nursing faculty, and consistent with those of the governing organization.
- 9.2. Implementation through an adequate program. The nursing education unit shall accomplish its stated goals or outcomes.

§19-1-10.Organization and administrative control of the nursing education unit.

- 10.1. The nursing education unit in the governing organization.
 - 10.1.a. Organization of the nursing education unit. The organization pattern of the nursing education unit shall be comparable to that of other like education units in the governing organization. The nursing education unit shall make a chart showing the structure of the nursing education unit, its relationship to administration, and with other education units available to the board upon request.

- 10.1.b. Budget of the nursing education unit. The budget of the nursing education unit shall be part of the budget of the governing organization. The administrator of the nursing education unit is responsible for the preparation, presentation and administration of the budget for the nursing education unit. The budget shall be adequate to achieve the mission of the nursing education unit.
- 10.1.b.1. Financial support for faculty, equipment, supplies and services shall be adequate to achieve the outcomes of all nursing programs within the nursing education unit.
- 10.1.b.2. Secretarial and other support services shall be sufficient to accomplish the goals and expected outcomes of all nursing programs within the nursing education unit.
- 10.1.c. Administration of the nursing education unit. The nursing education unit shall be administered by a nurse who (a) holds graduate degree with a major in nursing, (b) has five (5) years professional nursing experience, two (2) years of which were teaching in a professional nursing program, and (c) holds a license as a registered professional nursing in the state of West Virginia. In addition, qualifications are comparable to those qualifications required of other faculty in the governing organization. The administrator of the nursing education unit is responsible for the following:

- 10.1.c.1. Providing leadership for faculty and staff;
 - 10.1.c.2. Developing and maintaining relationships with local, state, regional, and national agencies involved in professional nursing or nursing education;
 - 10.1.c.3. Establishing and maintaining liaison with the central administration and other departments of the governing organization;
 - 10.1.c.4. Preparing and administering the budget;
 - 10.1.c.5. Facilitating faculty development and conducting performance reviews;
 - 10.1.c.6. Recommending faculty for appointment, promotion, tenure and retention; and
 - 10.1.c.7. Notifying the board of any major changes in the nursing education program or its administration.
- 10.1.d. Agreements with an agency or agencies for clinical practice experiences. There shall be a written agreement between the governing organization and the agency or agencies which provide clinical education experiences for students.

§19-1-11. Faculty of the nursing education unit.

11.1. Nursing faculty members, both full and part-time shall be academically and professionally qualified and shall:

- 11.1.a. Have a graduate degree with a major in nursing;

- 11.1.a.1. The Board may grant an exception to the requirements in subdivision 11.1.a. for faculty members who:
 - 11.1.a.1.A. Have a bachelor degree with a major in nursing and are admitted and enrolled in a graduate degree program with a major in nursing within one (1) year of employment in the faculty position;
 - 11.1.a.1.B. Have a bachelor degree with a major in nursing and are only employed part-time solely for the purposes of working with students in lab and clinical settings; or,
 - 11.1.a.1.C. Have qualifications other than those set forth in this subsection which are acceptable to the board.
- 11.1.b. Have evidence of current experience in nursing practice and education; and
- 11.1.c. Have credentials which verify status as a registered professional nurse in West Virginia.
- 11.2. Reports on faculty qualifications. At the time of appointment of a faculty member, the nursing education unit shall submit to the board on special forms, a record of the qualifications of each faculty member.
- 11.3. Conditions of nursing faculty employment. Faculty policies of the nursing education unit shall be nondiscriminatory and consistent with that of the governing organization. Faculty policies which differ from the governing organization shall

be justified by the nursing education unit goals. The policies shall be written, implemented and available to faculty and to the board upon request.

- 11.4. Assignment and workload of nursing faculty. The governing organization shall hire sufficient faculty to accomplish the goals or outcomes of the nursing education unit.
- 11.5. Organization of nursing faculty. The nursing faculty shall organize under its own governing rules, and meet regularly. Students shall have opportunities to participate in meetings of the faculty organization. The nursing education unit shall maintain minutes of meetings recorded and shall maintain minutes on file.
- 11.6. Malpractice insurance for nursing faculty. The faculty shall have liability insurance for clinical practice required in nursing education courses.

§19-1-12. Students in the nursing education unit.

- 12.1. The nursing education unit shall base the selection and admission of students on established criteria, and shall determine student enrollment by the clinical and teaching facilities available and by the numbers of nursing faculty.
 - 12.1.a. Requirements for admission. A high school diploma or general education development (G.E.D.) certificate is required for admission to any nursing education program.
 - 12.1.b. Transfer or readmission of students. The nursing faculty members shall establish policies for students requesting readmission or admission by transfer from another university, college, or hospital's nursing education program.

- 12.2. Student policies. Policies concerning students shall be clearly stated in the student handbook and/or catalog of the governing organization.
- 12.3. Liability insurance for students. Students shall be covered by liability insurance for clinical practice.
- 12.4. Students shall adhere to the standards for professional conduct as stated in the board's rule, Standards for Professional Nursing Practice, 19CSR10, and are subject to disciplinary action by the board as stated in the board's rule, Disciplinary Action, 19CSR9.

§19-1-13. Curriculum.

- 13.1. The curriculum of each nursing education program within the nursing education unit shall be based on the philosophy or mission and goals or outcomes of the nursing education unit.
 - 13.1.a. The curriculum shall incorporate the concepts of nursing process and the standards for nursing practice as defined in the board's rule, Standards for Professional Nursing, 19CSR10. Clinical assignments shall be designed to meet the objectives of each nursing course.
 - 13.1.b. Curricula for programs offering the diploma, the associate degree or baccalaureate degree in nursing shall include theory and practice in nursing, encompassing the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life process.

- 13.2. The nursing courses shall be supported by courses which meet the requirements of the governing organization, including biological, physical and behavioral science courses.
- 13.3. Major changes in the nursing curriculum or the nursing education pattern.
The nursing education unit shall send eight (8) copies of proposed major changes in the curriculum or nursing education pattern of courses currently approved by the board to the board office one month prior to a scheduled board meeting. The nursing education unit shall not effect these changes unless and until it receives board approval. Examples of major changes include but are not limited to:
 - 13.3.a. The total number of credit hours;
 - 13.3.b. The re-distribution of credit hours;
 - 13.3.c. An additional instructional site for the program;
 - 13.3.d. A comprehensive change in philosophy or mission and goals or outcomes;
 - 13.3.e. The addition of new faculty; and
 - 13.3.f. Changes in required cognate (general education) courses.

§19-1-14.Resources, Facilities, and Services.

- 14.1. The nursing education unit shall provide adequate teaching facilities to accomplish the goals or outcomes of the nursing education programs. These shall include well-equipped classrooms, conference rooms, libraries, laboratories and offices for faculty members.
- 14.2. Comprehensive and current library resources, computer facilities, laboratory and

other learning resources shall be available and accessible. The nursing faculty shall have input into the development and provision of learning resources.

14.3. The resources, facilities and services of the governing organization shall be available to and used by the nursing education unit.

14.4. The hospitals or other health care facilities and services utilized for clinical learning experiences shall be adequate in number and kind to meet program goals or outcomes. Preceptors shall have a baccalaureate degree with a major in nursing.

§19-1-15.Evaluation of the nursing education unit.

15.1. The nursing education unit shall have an ongoing systematic evaluation of all program components which is used for development, maintenance and revision of the program.

15.2. The evaluation plan shall include measurable outcomes, e.g., licensure examination passage rate, employment patterns, graduation rates and attrition.

ENROLLED
COMMITTEE SUBSTITUTE
FOR
Senate Bill No. 333

§§64-9-11. Board of examiners of registered professional nurses.

The legislative rule filed in the state register on the fifth day of August, one thousand nine hundred ninety-nine, under the authority of section four, article seven, chapter thirty of this code, modified by the board of examiners of registered professional nurses to meet the objections of the legislative rule-making review committee and refiled in the state register on the first day of November, one thousand nine hundred ninety-nine, relating to the board of examiners of registered professional nurses (policies and criteria for the evaluation and accreditation of colleges, departments or schools of nursing, 19 CSR 1), is authorized.