



Certification Page Regular and Emergency Rules

Revised May 2014

Emergency Rules *(After completing all of Sections 1 and 2, proceed to Section 5 below)*

Regular Rules

1. General Information			
a. Agency/Board Name Department of Administration and Information			
b. Agency/Board Address 130 Hobbs Avenue, Suite B		c. City Cheyenne	d. Zip Code 82002
e. Name of Contact Person Cynthia LaBonde		f. Contact Telephone Number (307)777-8504	
g. Contact Email Address wsbn-info-licensing@wyo.gov		h. Adoption Date February 16, 2016	
i. Program Wyoming State Board of Nursing			
2. Rule Type and Information: For each chapter listed, indicate if the rule is New, Amended, or Repealed.			
If "New," provide the Enrolled Act numbers and years enacted: n/a			
c. Provide the Chapter Number, Short Title, and Rule Type of Each Chapter being Created/Amended/Repealed <i>(Please use the Additional Rule Information form for more than 10 chapters, and attach it to this certification)</i>			
Chapter Number: CHAPTER 6	Chapter Name: Standards for Nursing Education Programs	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Repealed	
Chapter Number:	Chapter Name:	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Repealed	
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Chapter Number:	Chapter Name:	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Repealed	
d. <input checked="" type="checkbox"/> The Statement of Reasons is attached to this certification.			
e. If applicable, describe the emergency which requires promulgation of these rules without providing notice or an opportunity for a public hearing: n/a			

3. State Government Notice of Intended Rulemaking

a. Date on which the Notice of Intent containing all of the information required by W.S. 16-3-103(a) was filed with the Secretary of State :	November 30 2015
b. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the Legislative Service Office :	November 30, 2015
c. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the Attorney General :	November 30, 2015

4. Public Notice of Intended Rulemaking

a. Notice was mailed 45 days in advance to all persons who made a timely request for advance notice. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b. A public hearing was held on the proposed rules. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

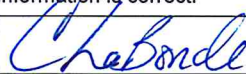
If "Yes:"	Date:	Time:	City:	Location:

5. Final Filing of Rules

a. Date on which the Certification Page with original signatures and final rules were sent to the Attorney General's Office for the Governor's signature :	February 18, 2016
b. Date on which final rules were sent to the Legislative Service Office :	February 18, 2016
c. Date on which a PDF of the final rules was electronically sent to the Secretary of State :	February 18, 2016

6. Agency/Board Certification

The undersigned certifies that the foregoing information is correct.

Signature of Authorized Individual <i>(Blue ink as per Rules on Rules, Section 7)</i>	
Printed Name of Signatory	Cynthia LaBonde
Signatory Title	Executive Director
Date of Signature	February 18, 2016

7. Governor's Certification

I have reviewed these rules and determined that they:

- Are within the scope of the statutory authority delegated to the adopting agency;
- Appear to be within the scope of the legislative purpose of the statutory authority; and, if emergency rules,
- Are necessary and that I concur in the finding that they are an emergency.

Therefore, I approve the same.

Governor's Signature	
Date of Signature	

Attorney General: 1. Statement of Reasons; 2. Original Certification Page; 3. Summary of Comments (regular rules); 4. Hard copy of rules: clean and strike/underscore; and 5. Memo to Governor documenting emergency (for emergency rules only).

LSO: 1. Statement of Reasons; 2. Copy of Certification Page; 3. Summary of Comments (regular rules); 4. Hard copy of rules: clean and strike/underscore; 5. Electronic copy of rules (PDFs) emailed to Criss.Carlson@wvleg.gov: clean and strike/underscore; and 6. Memo to Governor documenting emergency (for emergency rules only).

SOS: 1. PDF of clean copy of rules; and 2. Hard copy of Certification Page as delivered by the AG.



Matthew H Mead
Governor

Wyoming

STATE BOARD OF NURSING

Cynthia LaBonde MN, RN
Executive Director

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Amended Statement of Principal Reasons

Chapter 6 – Standards for Nursing Education Programs

The Wyoming State Board of Nursing (WSBN) is submitting revisions to Chapter 6. Standards for Nursing Education Programs. Chapter 6 was revised in 2003 and most recently in December 2013 pursuant to the directive from the Governor's Office to reduce and streamline agency rules. The revisions in 2013 were minor and non-substantive in nature and did not address additional issues of language, duplication and poor organization.

To address the above concerns, sections were reordered, definitions added, duplicative language removed, and steps added to clarify processes. Chapter 6 was also updated to reflect the language and standards suggested by the National Council State Boards of Nursing (NCSBN) Model Rules and the nursing program accreditation agencies. Per public comment, the word "collaborative" was added to "clinical experience" language in Section 4 to reinforce the concept, and to be consistent with national trends and other document language. Even with substantive changes, the chapter was reduced in length from fourteen (14) to thirteen (13) pages or by seven percent (7%).

To assist in understanding these substantive changes to Chapter 6, a "crosswalk" was utilized to identify proposed rules, current rules and rationale for change. The "crosswalk" is attached for ease of reference.

We are requesting the revisions to Chapter 6 be approved.

Respectfully submitted,

Cynthia LaBonde MN, RN
Executive Director, WSBN

CHAPTER 6

STANDARDS FOR NURSING EDUCATION PROGRAMS

Section 1. Statement of Purpose. These Board Rules are adopted to implement the Board's authority to:

- (a) Provide criteria and procedures for the development, evaluation, approval, and improvement of new and established programs;
- (b) Ensure that graduates of programs are prepared for safe and effective nursing practice; and
- (c) Ensure candidates are educationally prepared for certification, licensure, and recognition.

Section 2. Definitions.

- (a) **“Administrator”** means the nurse educator who has administrative responsibility or authority for the direction of a program.
- (b) **“Committee”** means the Practice and Education Committee of the Board.
- (c) **“Distance Education”** means instruction offered by any means where the student and faculty are in separate physical locations. Teaching methods may be synchronous or asynchronous and shall facilitate and evaluate learning in compliance with approved statutes and regulations.
- (d) **“Encumbered license”** means a license with a current discipline, condition, or restriction.
- (e) **“Preceptor”** also known as partners in education, means a licensed nurse or other health professional who may serve as teacher, mentor, role model, or supervisor in a clinical setting.
- (f) **“Parent Institution”** means the organization or agency responsible for the administration and operation of the program.
- (g) **“Program”** means nursing education program.
- (h) **“Program Compliance Report”** means a report generated by the program in which the program reports its compliance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4.
- (j) **“Self-Study Evaluation”** means an evaluation generated by the program in which the program evaluates its compliance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4.

Section 3. Standards of Nursing Education.

(a) Standards of Nursing Education. All programs shall adopt purposes and outcomes which:

(i) Are consistent with the Act, Board Rules, and other state laws;

(ii) Are consistent with the accepted standards governing the practice of nursing appropriate for graduates of the type of program offered; and

(iii) Were developed utilizing stakeholder input.

(b) Administration and Organization. The parent institution and program shall:

(i) Establish statements of purpose, philosophy, and outcomes which are consistent with those of the parent institution and nursing standards;

(ii) Establish and adopt an organizational design which clearly delineates the lines of authority, responsibility, and channels of communication based on stakeholder input;

(iii) Ensure faculty and students participate in program planning, implementation, evaluation, and continuous improvement;

(iv) Provide adequate resources to support the program's processes, goals, and outcomes which include, but are not limited to: fiscal, human (qualified administrative, instructional, and support personnel), physical (facilities and equipment), clinical, and technical learning resources;

(v) Implement written policies, congruent with the policies of the parent institution, which are reviewed periodically; and

(vi) Provide students the opportunity to acquire and demonstrate the knowledge, skills, and abilities required for safe and effective nursing practice, in theory and clinical experience, through faculty supervision.

(c) Accreditation Requirements.

(i) The parent institution shall be accredited by a U.S. Department of Education regionally or nationally recognized institutional accrediting agency.

(ii) The Board shall not require the program to obtain national accreditation as a condition for approval, but it is encouraged.

(iii) The parent institution or program shall notify the Board of any changes affecting their respective accreditation status.

Section 4. Programmatic Standards for Prelicensure Programs.

(a) Curriculum.

(i) *Overview.* The curriculum of the program shall enable the student to develop the nursing knowledge, skills, and abilities necessary for the level, scope, and standards of competent nursing practice expected at the level of licensure or recognition. The program shall revise its curriculum to maintain a program that reflects advances in health care and its delivery.

(ii) *Principles.* Based on nursing education, professional, and practice standards, the curriculum shall include:

(A) Experiences that promote the development and subsequent demonstration of evidence-based clinical judgment, skill in clinical management, and the professional commitment to collaborate in continuously improving the quality and safety of the healthcare system for patients;

(B) Evidence-based learning experiences and methods of instruction, including distance education methods if used, consistent with the written curriculum plan;

(C) Didactic content and supervised clinical experience in the prevention of illness and the promotion, restoration, and maintenance of health in patients across the lifespan and from diverse cultural, ethnic, social, and economic backgrounds;

(D) Written statements of specific, measureable, theoretical, and clinical outcomes/competencies for each course; and

(E) Delivery of instruction consistent with the program curriculum plan, which enables students to meet the goals, competencies, and outcomes of the program.

(iii) *Clinical Experience.*

(A) The program shall provide clinical hours comparable to those provided by an approved program of equivalent size and program type or, in the case of no equivalent program, clinical hours scaled relative to an approved program.

(B) A written contract or agreement shall be executed by the parent institution conducting the program and the cooperating clinical facility or agency. The contract shall be executed by the responsible individual(s) of each party, and shall set forth the responsibilities of each party.

(C) Faculty supervised clinical practice shall include development of skills in direct patient care; making clinical judgments; care and management of both individuals and groups of patients across the lifespan; and delegation to, supervision of, and collaboration with as appropriate to level of education, other health care providers.

(D) Measurement of students' competencies shall focus on the students' demonstration of care management and decision making skills when providing patient care in a variety of clinical situations and care settings.

(iv) *Faculty/Student Ratio.*

(A) The program shall consider the following factors in determining the faculty/student ratio in clinical settings, including: clinical site, level of student, type of clinical experience, contractual agreement with the agency, program, and curricular objectives and the faculty's teaching experience.

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

(C) When preceptors are used in a clinical setting, the preceptor/student ratio shall be 1:1. The faculty shall not supervise more than sixteen (16) preceptor/student pairs.

(b) Administrator Responsibilities. The administrator shall:

(i) Be responsible for the administration, planning, implementation, evaluation, and improvement of the program; and

(ii) Dedicate appropriate time and resources to meet the needs of the program and the students, which should result in reduced teaching responsibilities.

(c) Administrator Qualifications. The administrator shall have education and experience necessary to direct the program preparing graduates for the safe practice of nursing.

(i) In associate degree and/or practical nursing programs, the administrator shall:

(A) Have a minimum of a master's degree in nursing;

(B) Hold an active, unencumbered Wyoming RN license;

(C) Have at least five (5) years of experience practicing nursing; and

(D) Experience in teaching and knowledge of learning principles for adult education, including nursing curriculum development, administration, and evaluation.

(ii) In baccalaureate nursing programs, the administrator shall meet the qualifications in Section 4(c)(i) and have a doctoral degree in nursing or related field.

(d) Faculty and Preceptors.

(i) *Principles.*

(A) The program shall employ sufficient qualified faculty, both in number and expertise, to meet the purpose, philosophy, and outcomes of the program. A minimum of 50% of the part-time faculty shall also hold a graduate degree with a major in nursing.

(B) Preceptors may be used to enhance faculty-directed clinical learning experiences. Criteria for selecting preceptors shall be in writing.

(ii) *Faculty Qualifications.* Nursing faculty shall hold an active, unencumbered Wyoming RN license and be experientially qualified. Faculty shall also meet the following educational requirements:

(A) Full-time faculty:

(I) Graduate degree in nursing education;

(II) Graduate degree in nursing and successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months of hire date; or

(III) Obtain a graduate degree in nursing within five (5) years of hire date and successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months of hire date. The administrator shall immediately notify the Board in writing of the hire of the non-graduate prepared faculty member along with a plan for compliance with the requirements.

(B) Part-time faculty:

(I) Minimum of a baccalaureate degree with a major in nursing; and

(II) Successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months of hire date.

(iii) *Preceptors Qualifications.* Preceptors shall:

(A) Hold an active, unencumbered nursing license in the jurisdiction where the clinical experience occurs; and

(B) Demonstrate competencies related to the area of assigned clinical teaching responsibilities and will serve as role models and educators for students.

(e) Students.

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

(ii) The program shall hold students accountable for professional behavior, including honesty and integrity, while in their program of study. All policies relevant to applicants and students shall be readily available in writing.

(iii) Students shall meet health standards and criminal background check requirements established by the program.

(f) Program Evaluation.

(i) *Overview.* The program shall implement a comprehensive, systematic plan for ongoing evaluation that is based on program outcomes and incorporates continuous improvement.

(ii) *Principles.* The program evaluation shall include the methodology, frequency, assignment of responsibility, and evaluative criteria in the following areas:

(A) Protection of patient safety. Including, but not limited to: tracking of medication errors, unusual/sentinel events, or training in QSEN competencies;

(B) Student retention, attrition, and on-time program completion rates;

(C) NCLEX pass rates which are at least 75% for one year for graduates taking the examination for the first time for pre-licensure programs;

(D) Trend data/action related to NCLEX performance or certification exam;

(E) Assessment of faculty performance;

(F) Trend data/action planning related to employer and graduate satisfaction;

(G) Program complaints/grievance review and resolution; and

(H) Program improvement initiatives related to program outcomes.

Section 5. Process for Approval of New Programs.

(a) Step 1 – Submit New Program Proposal.

(i) *Timeframe.* At least fifteen (15) months prior to admitting students, the parent institution shall submit to the Board a statement of intent to establish a program and a proposal.

(ii) *Statement of Intent.* The statement of intent shall address:

(A) Rationale for the establishment of the program including documentation of the present and future need for the program in Wyoming;

(B) Employment opportunities for program graduates; and

(C) Potential effects on other programs in Wyoming.

(iii) *Proposal.* The proposal shall address how the program will comply with the standards of nursing education identified in Section 3. At a minimum, the proposal shall include:

(A) Purpose, mission, and level of the proposed program;

(B) Evidence of parent institution and other pertinent governing bodies approval and support;

(C) Accreditation status of the parent institution;

(D) Organizational structure of the educational institution documenting the relationship of the program within the parent institution;

(E) Evidence of financial resources adequate for the planning, implementation, and continuation of the program including budgeted faculty and support positions;

(F) Documentation of adequate academic facilities and staff to support the program;

(G) Source and description of adequate clinical resources for the level of program;

(H) Availability of qualified administrator and faculty;

(J) Evidence of community support;

(K) Anticipated student population; and

(L) Proposed time line for planning and initiating the program.

(iv) *Board Action.* After review of the initial proposal, the Board may grant or deny permission to proceed to submit an application for provisional approval.

(b) Step 2 – Preparation for Submission of the Application for Provisional Approval.

(i) *Timeline.* Between fifteen (15) and twelve (12) months prior to admitting students, the parent institution shall prepare for submission of the application for provisional approval.

(ii) *Preparation.* The parent institution shall:

(A) Appoint/hire an administrator;

(B) Develop a written proposed program plan in accordance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4. In addition, the proposed program plan shall include:

(I) Program content;

(II) Schedule (course sequence);

(III) Course descriptions;

(IV) Contracts for clinical sites;

(V) Self-study evaluation; and

(VI) Course syllabi.

(C) Establish student policies for admission, progression, retention, and graduation; and

(D) Request that the Board conduct a site-visit.

(c) Step 3 – Submit Application for Provisional Approval.

(i) *Timeline.* At least twelve (12) months prior to admitting students, the parent institution shall submit a provisional application which demonstrates that the requirements in subsection (b) are met.

(ii) *Committee Review.* After reviewing the application for provisional approval, the Committee may recommend that the Board grant or deny provisional approval. If the Committee recommends denial, the parent institution may request in writing a hearing within 180 days.

(iii) *Board Action.* After review of the application for provisional approval, the Board may grant or deny provisional approval. Provisional approval shall be valid for twenty-four (24) months following graduation of the first cohort.

(d) Step 4 – Preparation for Admission of Students.

(i) *Timeline.* Between twelve (12) months and six (6) months prior to admitting students, the parent institution shall prepare for the admission of students.

(ii) *Preparation.* The parent institution shall hire sufficient faculty and notify the Committee of those appointments.

(iii) *Committee Review.* After verifying all components and processes are complete and in place, the Committee shall notify the program that it may admit students.

(e) Step 5 – Program Reporting Obligations Following Admission of Students. After admission of students, the program shall submit quarterly narrative progress reports to the Board or as requested until graduation of the first cohort.

(f) Step 6 – Submit Application for Initial Full Approval.

(i) *Timeline.* Within eighteen (18) months after graduation of the first cohort, the program shall submit an application for initial full approval which includes a self-study evaluation and participate in a site-visit to be conducted by the Board.

(ii) *Committee Review.* After reviewing the application for initial full approval, the Committee may recommend that the Board grant or deny initial full approval. If the Committee recommends denial, the program may request in writing a hearing within 180 days.

(iii) *Board Action.* After review of the application for initial full approval, the Board may grant or deny initial full approval.

Section 6. Annual Report. All programs, excluding those with provisional approval, shall submit an annual report on or before October 31 to the Board. The annual report shall include:

- (a) Program compliance report;
- (b) Projected program changes;
- (c) Faculty data forms; and
- (d) Current college catalog.

Section 7. Process for Continuing Full Approval.

(a) Evaluation of Program. Programs with full approval status shall be evaluated at least every ten (10) years to ensure continuing compliance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4.

(b) Timeline.

(i) If the program is accredited by a national nursing accreditation agency, the evaluation process shall occur at least every ten (10) years.

(ii) If the program is not accredited by a national nursing accreditation agency, the Board shall evaluate the program at least every five (5) years.

(c) Evaluation Process.

(i) *Nationally Accredited Programs.* If the program is accredited by a national nursing accreditation agency, the evaluation process may be made in conjunction with the national nursing accreditation visit. The program shall notify the Board of the dates of an impending review. The Board may accept the self-study evaluation submitted to the accrediting body. The program shall submit the results of accrediting body survey to the Board.

(ii) *Non-Nationally Accredited Programs.* If the program is not accredited by a national nursing accreditation agency, the Board shall review and analyze various sources of information regarding program performance including, but not limited to:

- (A) Review of annual reports since the last evaluation;
- (B) Self-study evaluation; and
- (C) Site-visit.

(d) Committee Review. After reviewing the evaluation documentation, the Committee may recommend that the Board grant or deny continuing approval. If the Committee recommends denial, the program may request in writing a hearing within 180 days.

(e) Board Action. After review of the evaluation documentation, the Board may grant or deny continuing approval to the program.

Section 8. Site Visit Conducted by the Board.

(a) Pre-Site Visit Process.

(i) At least three (3) months prior to the site visit, the Board shall notify the program of the site visit.

(ii) Thirty (30) days prior to the scheduled site visit, the program shall submit the self-study evaluation or plan of correction to the Board.

(iii) The program shall schedule all site visit activities.

(b) Post Site Visit Report.

(i) Following a site visit, the Board shall provide a report of its findings to the program.

(ii) The program may respond to the report with additional information within ninety (90) days.

(iii) Following review of the program's response, the Board shall issue a final decision. Written notification of the final decision shall be sent to the parent institution and the administrator.

Section 9. Denial or Withdrawal of Approval for Programs.

(a) Noncompliance. If the Committee finds that a program is not in compliance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4, the Committee shall provide written notice of deficiency(s) to the administrator of the parent institution and the administrator.

(b) Notice of Deficiency(s). The written notice shall:

(i) Enumerate or identify the deficiency(s); and

(ii) Based on the number and severity of deficiency(s), establish a reasonable period of time to correct the deficiency(s), not to exceed (18) months.

(c) Program Response to Notice of Deficiency(s). Within thirty (30) days from the date of mailing the notice of deficiency(s), the administrator shall:

- (i) Submit a plan of correction to the Committee for review; or
- (ii) Request a hearing before the Board.
- (d) Committee Review. After reviewing the plan of correction, the Committee may:
 - (i) Recommend approval of the plan of correction;
 - (ii) Recommend that the Board conduct a site visit of the program;
 - (iii) Recommend conditional approval pending submission of a revised plan of correction; and/or
 - (iv) Recommend withdrawal of program approval.
- (e) Program's Request for Hearing. If the Committee recommends withdrawal of program approval, the program may request in writing a hearing within 180 days.
- (f) Board Action. Upon a recommendation from the Committee or following a hearing, the Board may:
 - (i) Dismiss the written notice of deficiency(s);
 - (ii) Order the program to submit a plan of correction, including reporting obligations;
 - (iii) Conduct a site visit of the program;
 - (iv) Approve the Committee's recommendation;
 - (v) Withdraw full approval and order a plan of correction placing the program on conditional approval; and/or
 - (vi) Withdraw approval of the program.

Section 10. Reinstatement. A program may petition for reinstatement of approval by submitting evidence of compliance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4.

Section 11. Closure of Nursing Education Program.

- (a) Voluntary Closing.
 - (i) When the parent institution decides to close a program, it shall notify the Board in writing stating the reason(s) for closure, the plan for discontinuation, and the intended date of closure.
 - (ii) When closing a program, the parent institution shall:
 - (A) Continue the program until the last class enrolled is graduated; or

(B) Assist in the transfer of students to other Board-approved programs.

(iii) The program shall meet the standards of nursing education and the programmatic standards identified in Sections 3 and 4 until the date of closure.

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

(b) Closing as a Result of Withdrawal of Approval.

(i) Within thirty (30) days of a Board order withdrawing approval of a program, the parent institution shall submit a written plan for termination of the program and transfer of students to other Board-approved programs.

(ii) The date of closure is the date on which the last student was transferred.

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

Section 12. Out-of State Program(s)/Course(s) Including Distance Education.

(a) Pre-Licensure Out-of-State Program Approval. An out-of-state program seeking to provide students with pre-licensure clinical learning experiences in Wyoming shall obtain Board approval.

(i) The Board may accept an out-of-state programs that has been approved by the regulatory body, such as a board of nursing, in that jurisdiction where the program is located. Such approval shall meet or exceed approval requirements established in this chapter.

(ii) If an out-of-state program is not approved by the regulatory body, such as a board of nursing, in that jurisdiction where the program is located, the program shall apply for Board approval.

(b) Out-of-State Course Approval.

(i) *Timeline.* At least two (2) months prior to the start date of the clinical course, an out-of-state program shall submit a completed course approval application.

(ii) *Application Requirements.* The applicant shall provide:

(A) Parent institution's current registration with the Wyoming Department of Education or be designated as a participating institution by the National Council for State Authorization Reciprocity Agreements (SARA);

(B) Proof of parent institution's accreditation by an accrediting body recognized by the United States Secretary of Education for pre-licensure programs;

(C) Proof of faculty and preceptors qualifications identified in Section 4; and

(D) Course and student information.

(iii) *Reporting Obligations.* Programs with approval clinical placements in Wyoming shall be required to complete an abbreviated annual education report.

Section 13. Approval of Certification Courses.

(a) The Board shall establish standards and approve certification courses for CNA II, MA-C, and LPN IV.

(b) Board-approved courses shall be offered and administered by:

(i) A program in a post-secondary institution of higher learning in Wyoming;

(ii) A Board-approved program;

(iii) An approved provider of continuing education; or

(iv) A licensed health care facility.

CHAPTER 6
STANDARDS FOR NURSING EDUCATION PROGRAMS

Section 1. — Statement of Purpose.

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

Section 2. — Approval of Nursing Education Programs.

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

program;

~~(7.)—Availability of qualified administrator and faculty;~~

~~(8.)—Budgeted faculty positions;~~

~~(9.)—Source and description of adequate clinical resources for the level of nursing education program;~~

~~(10.)—Documentation of adequate academic facilities and staff to support the nursing education program;~~

~~(11.)—Evidence of financial resources adequate for the planning, implementation and continuation of the nursing education program;~~

~~(12.)—Anticipated student populations;~~

~~(13.)—Tentative time schedule for planning and initiating the nursing education program;~~

~~(14.)—Need for entry level nurses in the state; and~~

~~(15.)—Evidence of approval from the Wyoming Community College Commission, or the University of Wyoming Board of Trustees, or other pertinent governing bodies.~~

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

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

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

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

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

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

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

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

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

~~education program.~~

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

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

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

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

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

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

~~(3.) — Faculty qualification sheets;~~

~~(4.) — Anticipated student population;~~

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

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

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

~~(b) Full Approval/Conditional Approval~~

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

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

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

~~(c) Continued Full Approval.~~

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

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

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

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

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

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

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

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

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

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

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

Section 3. — Board Review of Nursing Education Programs.

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

~~(b) — Site Visits~~

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

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

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

~~(B) — Substantial changes in the nursing education program;~~

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

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

~~(e) — Noncompliance~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~**Section 6. — Closure of Nursing Education Program and Storage of Records.**~~

~~(a) — Voluntary Closing~~

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

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

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

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

programs.

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

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

~~(b) Closing as a result of withdrawal of approval~~

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

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

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

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

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

Section 7. Standards of Nursing Education.

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

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

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

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

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

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

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

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

~~(b) — Administrator Qualifications~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

retention;

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

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

~~(c) — Faculty~~

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

~~(ii) — Nursing faculty shall:~~

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

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

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

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

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

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

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

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

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

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

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

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

faculty/student ratio.

~~(iv) RN faculty shall be responsible for:~~

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

~~(B) Developing, implementing and evaluating the curriculum;~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~(d) — Students~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~(e) — Curriculum~~

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

~~(ii) — The curriculum shall include:~~

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

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

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

~~(D) — Content including, but not limited to:~~

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

~~(II) — The nursing process; and~~

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

~~(iii) — The curriculum shall:~~

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

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

~~(C) — Be organized logically and sequenced appropriately;~~

~~(D) — Distinguish between program levels;~~

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

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

~~(G) — Facilitate articulation among nursing education programs; and~~

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

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

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

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

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

~~(h) — Program Evaluation~~

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

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

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

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

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

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

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

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

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

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

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

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

Section 11. Board Notification of Application and Examination Process.

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

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

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

CHAPTER 6

STANDARDS FOR NURSING EDUCATION PROGRAMS

Section 1. Statement of Purpose. These Board Rules are adopted to implement the Board's authority to:

(a) Provide criteria and procedures for the development, evaluation, approval, and improvement of new and established programs;

(b) Ensure that graduates of programs are prepared for safe and effective nursing practice; and

(c) Ensure candidates are educationally prepared for certification, licensure, and recognition.

Section 2. Definitions.

(a) "Administrator" means the nurse educator who has administrative responsibility or authority for the direction of a program.

(b) "Committee" means the Practice and Education Committee of the Board.

(c) "Distance Education" means instruction offered by any means where the student and faculty are in separate physical locations. Teaching methods may be synchronous or asynchronous and shall facilitate and evaluate learning in compliance with approved statutes and regulations.

(d) "Encumbered license" means a license with a current discipline, condition, or restriction.

(e) "Preceptor" also known as partners in education, means a licensed nurse or other health professional who may serve as teacher, mentor, role model, or supervisor in a clinical setting.

(f) "Parent Institution" means the organization or agency responsible for the administration and operation of the program.

(g) "Program" means nursing education program.

(h) "Program Compliance Report" means a report generated by the program in which the program reports its compliance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4.

(j) "Self-Study Evaluation" means an evaluation generated by the program in which the program evaluates its compliance with the standards of nursing education and the

programmatic standards identified in Sections 3 and 4.

Section 3. Standards of Nursing Education.

(a) Standards of Nursing Education. All programs shall adopt purposes and outcomes which:

(i) Are consistent with the Act, Board Rules, and other state laws;

(ii) Are consistent with the accepted standards governing the practice of nursing appropriate for graduates of the type of program offered; and

(iii) Were developed utilizing stakeholder input.

(b) Administration and Organization. The parent institution and program shall:

(i) Establish statements of purpose, philosophy, and outcomes which are consistent with those of the parent institution and nursing standards;

(ii) Establish and adopt an organizational design which clearly delineates the lines of authority, responsibility, and channels of communication based on stakeholder input;

(iii) Ensure faculty and students participate in program planning, implementation, evaluation, and continuous improvement;

(iv) Provide adequate resources to support the program's processes, goals, and outcomes which include, but are not limited to: fiscal, human (qualified administrative, instructional, and support personnel), physical (facilities and equipment), clinical, and technical learning resources;

(v) Implement written policies, congruent with the policies of the parent institution, which are reviewed periodically; and

(vi) Provide students the opportunity to acquire and demonstrate the knowledge, skills, and abilities required for safe and effective nursing practice, in theory and clinical experience, through faculty supervision.

(c) Accreditation Requirements.

(i) The parent institution shall be accredited by a U.S. Department of Education regionally or nationally recognized institutional accrediting agency.

(ii) The Board shall not require the program to obtain national accreditation as a condition for approval, but it is encouraged.

(iii) The parent institution or program shall notify the Board of any changes affecting their respective accreditation status.

Section 4. Programmatic Standards for Prelicensure Programs.

(a) Curriculum.

(i) Overview. The curriculum of the program shall enable the student to develop the nursing knowledge, skills, and abilities necessary for the level, scope, and standards of competent nursing practice expected at the level of licensure or recognition. The program shall revise its curriculum to maintain a program that reflects advances in health care and its delivery.

(ii) Principles. Based on nursing education, professional, and practice standards, the curriculum shall include:

(A) Experiences that promote the development and subsequent demonstration of evidence-based clinical judgment, skill in clinical management, and the professional commitment to collaborate in continuously improving the quality and safety of the healthcare system for patients;

(B) Evidence-based learning experiences and methods of instruction, including distance education methods if used, consistent with the written curriculum plan;

(C) Didactic content and supervised clinical experience in the prevention of illness and the promotion, restoration, and maintenance of health in patients across the lifespan and from diverse cultural, ethnic, social, and economic backgrounds;

(D) Written statements of specific, measureable, theoretical, and clinical outcomes/competencies for each course; and

(E) Delivery of instruction consistent with the program curriculum plan, which enables students to meet the goals, competencies, and outcomes of the program.

(iii) Clinical Experience.

(A) The program shall provide clinical hours comparable to those provided by an approved program of equivalent size and program type or, in the case of no equivalent program, clinical hours scaled relative to an approved program.

(B) A written contract or agreement shall be executed by the parent institution conducting the program and the cooperating clinical facility or agency. The contract shall be executed by the responsible individual(s) of each party, and shall set forth the responsibilities of each party.

(C) Faculty supervised clinical practice shall include development of skills in direct patient care; making clinical judgments; care and management of both individuals and groups of patients across the lifespan; and delegation to, supervision of, and collaboration with as appropriate to level of education, other health care providers.

(D) Measurement of students' competencies shall focus on the students' demonstration of care management and decision making skills when providing patient care in a variety of clinical situations and care settings.

(iv) Faculty/Student Ratio.

(A) The program shall consider the following factors in determining the faculty/student ratio in clinical settings, including: clinical site, level of student, type of clinical experience, contractual agreement with the agency, program, and curricular objectives and the faculty's teaching experience.

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

(C) When preceptors are used in a clinical setting, the preceptor/student ratio shall be 1:1. The faculty shall not supervise more than sixteen (16) preceptor/student pairs.

(b) Administrator Responsibilities. The administrator shall:

(i) Be responsible for the administration, planning, implementation, evaluation, and improvement of the program; and

(ii) Dedicate appropriate time and resources to meet the needs of the program and the students, which should result in reduced teaching responsibilities.

(c) Administrator Qualifications. The administrator shall have education and experience necessary to direct the program preparing graduates for the safe practice of nursing.

(i) In associate degree and/or practical nursing programs, the administrator shall:

(A) Have a minimum of a master's degree in nursing;

(B) Hold an active, unencumbered Wyoming RN license;

(C) Have at least five (5) years of experience practicing nursing; and

(D) Experience in teaching and knowledge of learning principles for adult education, including nursing curriculum development, administration, and evaluation.

(ii) In baccalaureate nursing programs, the administrator shall meet the qualifications in Section 4(c)(i) and have a doctoral degree in nursing or related field.

(d) Faculty and Preceptors.

(i) Principles.

(A) The program shall employ sufficient qualified faculty, both in number and expertise, to meet the purpose, philosophy, and outcomes of the program. A minimum of 50% of the part-time faculty shall also hold a graduate degree with a major in nursing.

(B) Preceptors may be used to enhance faculty-directed clinical learning experiences. Criteria for selecting preceptors shall be in writing.

(ii) Faculty Qualifications. Nursing faculty shall hold an active, unencumbered Wyoming RN license and be experientially qualified. Faculty shall also meet the following educational requirements:

(A) Full-time faculty:

(I) Graduate degree in nursing education;

(II) Graduate degree in nursing and successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months of hire date; or

(III) Obtain a graduate degree in nursing within five (5) years of hire date and successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months of hire date. The administrator shall immediately notify the Board in writing of the hire of the non-graduate prepared faculty member along with a plan for compliance with the requirements.

(B) Part-time faculty:

(I) Minimum of a baccalaureate degree with a major in nursing; and

(II) Successfully complete at least ten (10) clock hours of educational preparation in principles and methods of teaching, learning, and evaluation of performance outcomes within six (6) months of hire date.

(iii) Preceptors Qualifications. Preceptors shall:

(A) Hold an active, unencumbered nursing license in the jurisdiction where the clinical experience occurs; and

(B) Demonstrate competencies related to the area of assigned clinical teaching responsibilities and will serve as role models and educators for students.

(e) Students.

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

(ii) The program shall hold students accountable for professional behavior, including honesty and integrity, while in their program of study. All policies relevant to applicants and students shall be readily available in writing.

(iii) Students shall meet health standards and criminal background check requirements established by the program.

(f) Program Evaluation.

(i) Overview. The program shall implement a comprehensive, systematic plan for ongoing evaluation that is based on program outcomes and incorporates continuous improvement.

(ii) Principles. The program evaluation shall include the methodology, frequency, assignment of responsibility, and evaluative criteria in the following areas:

(A) Protection of patient safety. Including, but not limited to: tracking of medication errors, unusual/sentinel events, or training in QSEN competencies;

(B) Student retention, attrition, and on-time program completion rates;

(C) NCLEX pass rates which are at least 75% for one year for graduates taking the examination for the first time for pre-licensure programs;

(D) Trend data/action related to NCLEX performance or certification exam;

(E) Assessment of faculty performance;

(F) Trend data/action planning related to employer and graduate satisfaction;

(G) Program complaints/grievance review and resolution; and

(H) Program improvement initiatives related to program outcomes.

Section 5. Process for Approval of New Programs.

(a) Step 1 – Submit New Program Proposal.

(i) Timeframe. At least fifteen (15) months prior to admitting students, the parent institution shall submit to the Board a statement of intent to establish a program and a proposal.

(ii) Statement of Intent. The statement of intent shall address:

(A) Rationale for the establishment of the program including documentation of the present and future need for the program in Wyoming;

(B) Employment opportunities for program graduates; and

(C) Potential effects on other programs in Wyoming.

(iii) Proposal. The proposal shall address how the program will comply with the standards of nursing education identified in Section 3. At a minimum, the proposal shall include:

(A) Purpose, mission, and level of the proposed program;

(B) Evidence of parent institution and other pertinent governing bodies approval and support;

(C) Accreditation status of the parent institution;

(D) Organizational structure of the educational institution documenting the relationship of the program within the parent institution;

(E) Evidence of financial resources adequate for the planning, implementation, and continuation of the program including budgeted faculty and support positions;

(F) Documentation of adequate academic facilities and staff to support the program;

(G) Source and description of adequate clinical resources for the level of program;

(H) Availability of qualified administrator and faculty;

(J) Evidence of community support;

(K) Anticipated student population; and

(L) Proposed time line for planning and initiating the program.

(iv) Board Action. After review of the initial proposal, the Board may grant or deny permission to proceed to submit an application for provisional approval.

(b) Step 2 – Preparation for Submission of the Application for Provisional Approval.

(i) Timeline. Between fifteen (15) and twelve (12) months prior to admitting students, the parent institution shall prepare for submission of the application for provisional approval.

(ii) Preparation. The parent institution shall:

(A) Appoint/hire an administrator;

(B) Develop a written proposed program plan in accordance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4. In addition, the proposed program plan shall include:

- (I) Program content;
- (II) Schedule (course sequence);
- (III) Course descriptions;
- (IV) Contracts for clinical sites;
- (V) Self-study evaluation; and
- (VI) Course syllabi.

(C) Establish student policies for admission, progression, retention, and graduation; and

(D) Request that the Board conduct a site-visit.

(c) Step 3 – Submit Application for Provisional Approval.

(i) *Timeline.* At least twelve (12) months prior to admitting students, the parent institution shall submit a provisional application which demonstrates that the requirements in subsection (b) are met.

(ii) *Committee Review.* After reviewing the application for provisional approval, the Committee may recommend that the Board grant or deny provisional approval. If the Committee recommends denial, the parent institution may request in writing a hearing within 180 days.

(iii) *Board Action.* After review of the application for provisional approval, the Board may grant or deny provisional approval. Provisional approval shall be valid for twenty-four (24) months following graduation of the first cohort.

(d) Step 4 – Preparation for Admission of Students.

(i) *Timeline.* Between twelve (12) months and six (6) months prior to admitting students, the parent institution shall prepare for the admission of students.

(ii) *Preparation.* The parent institution shall hire sufficient faculty and notify the Committee of those appointments.

(iii) *Committee Review.* After verifying all components and processes are complete and in place, the Committee shall notify the program that it may admit students.

(e) Step 5 – Program Reporting Obligations Following Admission of Students. After admission of students, the program shall submit quarterly narrative progress reports to the Board or as requested until graduation of the first cohort.

(f) Step 6 – Submit Application for Initial Full Approval.

(i) Timeline. Within eighteen (18) months after graduation of the first cohort, the program shall submit an application for initial full approval which includes a self-study evaluation and participate in a site-visit to be conducted by the Board.

(ii) Committee Review. After reviewing the application for initial full approval, the Committee may recommend that the Board grant or deny initial full approval. If the Committee recommends denial, the program may request in writing a hearing within 180 days.

(iii) Board Action. After review of the application for initial full approval, the Board may grant or deny initial full approval.

Section 6. Annual Report. All programs, excluding those with provisional approval, shall submit an annual report on or before October 31 to the Board. The annual report shall include:

(a) Program compliance report;

(b) Projected program changes;

(c) Faculty data forms; and

(d) Current college catalog.

Section 7. Process for Continuing Full Approval.

(a) Evaluation of Program. Programs with full approval status shall be evaluated at least every ten (10) years to ensure continuing compliance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4.

(b) Timeline.

(i) If the program is accredited by a national nursing accreditation agency, the evaluation process shall occur at least every ten (10) years.

(ii) If the program is not accredited by a national nursing accreditation agency, the Board shall evaluate the program at least every five (5) years.

(c) Evaluation Process.

(i) Nationally Accredited Programs. If the program is accredited by a national nursing accreditation agency, the evaluation process may be made in conjunction with the national nursing accreditation visit. The program shall notify the Board of the dates of an impending review. The Board may accept the self-study evaluation submitted to the accrediting body. The program shall submit the results of accrediting body survey to the Board.

(ii) Non-Nationally Accredited Programs. If the program is not accredited by a national nursing accreditation agency, the Board shall review and analyze various sources of

information regarding program performance including, but not limited to:

- (A) Review of annual reports since the last evaluation;
- (B) Self-study evaluation; and
- (C) Site-visit.

(d) Committee Review. After reviewing the evaluation documentation, the Committee may recommend that the Board grant or deny continuing approval. If the Committee recommends denial, the program may request in writing a hearing within 180 days.

(e) Board Action. After review of the evaluation documentation, the Board may grant or deny continuing approval to the program.

Section 8. Site Visit Conducted by the Board.

(a) Pre-Site Visit Process.

(i) At least three (3) months prior to the site visit, the Board shall notify the program of the site visit.

(ii) Thirty (30) days prior to the scheduled site visit, the program shall submit the self-study evaluation or plan of correction to the Board.

(iii) The program shall schedule all site visit activities.

(b) Post Site Visit Report.

(i) Following a site visit, the Board shall provide a report of its findings to the program.

(ii) The program may respond to the report with additional information within ninety (90) days.

(iii) Following review of the program's response, the Board shall issue a final decision. Written notification of the final decision shall be sent to the parent institution and the administrator.

Section 9. Denial or Withdrawal of Approval for Programs.

(a) Noncompliance. If the Committee finds that a program is not in compliance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4, the Committee shall provide written notice of deficiency(s) to the administrator of the parent institution and the administrator.

(b) Notice of Deficiency(s). The written notice shall:

(i) Enumerate or identify the deficiency(s); and

(ii) Based on the number and severity of deficiency(s), establish a reasonable period of time to correct the deficiency(s), not to exceed (18) months.

(c) Program Response to Notice of Deficiency(s). Within thirty (30) days from the date of mailing the notice of deficiency(s), the administrator shall:

(i) Submit a plan of correction to the Committee for review; or

(ii) Request a hearing before the Board.

(d) Committee Review. After reviewing the plan of correction, the Committee may:

(i) Recommend approval of the plan of correction;

(ii) Recommend that the Board conduct a site visit of the program;

(iii) Recommend conditional approval pending submission of a revised plan of correction; and/or

(iv) Recommend withdrawal of program approval.

(e) Program's Request for Hearing. If the Committee recommends withdrawal of program approval, the program may request in writing a hearing within 180 days.

(f) Board Action. Upon a recommendation from the Committee or following a hearing, the Board may:

(i) Dismiss the written notice of deficiency(s);

(ii) Order the program to submit a plan of correction, including reporting obligations;

(iii) Conduct a site visit of the program;

(iv) Approve the Committee's recommendation;

(v) Withdraw full approval and order a plan of correction placing the program on conditional approval; and/or

(vi) Withdraw approval of the program.

Section 10. Reinstatement. A program may petition for reinstatement of approval by submitting evidence of compliance with the standards of nursing education and the programmatic standards identified in Sections 3 and 4.

Section 11. Closure of Nursing Education Program.

(a) Voluntary Closing.

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

(ii) When closing a program, the parent institution shall:

(A) Continue the program until the last class enrolled is graduated; or

(B) Assist in the transfer of students to other Board-approved programs.

(iii) The program shall meet the standards of nursing education and the programmatic standards identified in Sections 3 and 4 until the date of closure.

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

(b) Closing as a Result of Withdrawal of Approval.

(i) Within thirty (30) days of a Board order withdrawing approval of a program, the parent institution shall submit a written plan for termination of the program and transfer of students to other Board-approved programs.

(ii) The date of closure is the date on which the last student was transferred.

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

Section 12. Out-of State Program(s)/Course(s) Including Distance Education.

(a) Pre-Licensure Out-of-State Program Approval. An out-of-state program seeking to provide students with pre-licensure clinical learning experiences in Wyoming shall obtain Board approval.

(i) The Board may accept an out-of-state programs that has been approved by the regulatory body, such as a board of nursing, in that jurisdiction where the program is located. Such approval shall meet or exceed approval requirements established in this chapter.

(ii) If an out-of-state program is not approved by the regulatory body, such as a board of nursing, in that jurisdiction where the program is located, the program shall apply for Board approval.

(b) Out-of-State Course Approval.

(i) Timeline. At least two (2) months prior to the start date of the clinical course, an out-of-state program shall submit a completed course approval application.

(ii) Application Requirements. The applicant shall provide:

(A) Parent institution's current registration with the Wyoming Department of Education or be designated as a participating institution by the National Council for State Authorization Reciprocity Agreements (SARA);

(B) Proof of parent institution's accreditation by an accrediting body recognized by the United States Secretary of Education for pre-licensure programs;

(C) Proof of faculty and preceptors qualifications identified in Section 4; and

(D) Course and student information.

(iii) Reporting Obligations. Programs with approval clinical placements in Wyoming shall be required to complete an abbreviated annual education report.

Section 13. Approval of Certification Courses.

(a) The Board shall establish standards and approve certification courses for CNA II, MA-C, and LPN IV.

(b) Board-approved courses shall be offered and administered by:

(i) A program in a post-secondary institution of higher learning in Wyoming;

(ii) A Board-approved program;

(iii) An approved provider of continuing education; or

(iv) A licensed health care facility.