

ALABAMA BOARD OF NURSING
New Nursing Program Application Phase I

Governing Institution	Information	Contact Information
Name		Phone: Email address:
Address		
New Program Name		
Type of Program Requested		
Type of degree/certificate awarded		
College		
Address (if different from above)		
President		Phone: Email address:
Dean		Phone: Email address:
Nursing Director		Phone: Email address:

RULES	DATA TO BE SUBMITTED IN NARRATIVE AS EVIDENCE												
A. Letter of Intent	Content should include: <ul style="list-style-type: none"> • Governing institution information • Accrediting agencies (national , state, and/or specialty) • Type of nursing program to be established 												
B. Feasibility Study													
I. Purpose of establishing the new nursing education program.	Content should include: The need for the nursing program <ul style="list-style-type: none"> ➤ Type of health disorders of constituents ➤ Health care needs of constituents ➤ Number of residents and type of prevalent health conditions ➤ The number of vacant nursing positions in the area, state, nation ➤ The number of graduates produced in the area annually ➤ The number of facilities in the area that employ nurses ➤ Job placement rates in the area 												
II. Availability of health care agencies with sufficient practice experiences to support the program. Letters of commitment and contract proposals are accepted documents for inclusion to demonstrate meeting the standard.	<ul style="list-style-type: none"> ➤ Type and number of acute care facilities, number of beds, services provided ➤ Type and number of skilled care facilities, number of beds, services provided ➤ Type of long term care/assisted living facilities, home health/community based facilities. ➤ Copy of affiliation agreement/clinical contracts Comments:												
III. Enrollment projections and identification of potential students.	Recruitment Strategies/Plan and Timeline <ul style="list-style-type: none"> ➤ Target groups (high school, Community Colleges, Health care facilities, PCTs, etc.) ➤ Preparation/Remediation classes ➤ Projected Enrollment ➤ Recruitment Data to be included/Timeline (Grid is just an example (below) of information to be included): <table border="1" data-bbox="821 1276 1906 1421"> <thead> <tr> <th data-bbox="821 1276 1312 1330">Strategy</th> <th data-bbox="1312 1276 1612 1330">Number of students recruited</th> <th data-bbox="1612 1276 1906 1330">Anticipated Date of recruitment</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Strategy	Number of students recruited	Anticipated Date of recruitment									
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	➤ Include a 5 year projection and Gantt Chart
IV. Availability of adequate educational facilities and practice sites for clinical learning experiences throughout the life span including evidence of clinical space availability for additional new students in the area.	<p>Data from below sources indicate that resources are sufficient to meet the outcomes of the nursing education program.</p> <p>Is there adequate classroom space?</p> <ul style="list-style-type: none"> ➤ Describe the space ➤ Provide a diagram of space ➤ Provide a utilization chart <ul style="list-style-type: none"> ➤ Does lab space allow students adequate time to practice skills? ➤ Is lab manned? ➤ Are the hours flexible enough to promote student utilization? ➤ Are computer labs/study rooms available for student use? What are the hours of operation? ➤ Do students have access to on-line databases? ➤ Are they adequate? ➤ Are the journals on the library shelves current? ➤ What processes are used to determine journal subscriptions or which books are ordered? ➤ What support/clerical services are available for faculty/students? ➤ Are clinical contracts/agency agreements current? ➤ Do clinical contracts/agency agreements reflect settings that will facilitate accomplishment of clinical/ program objectives? ➤ Number of clinical sites for student rotation ➤ Number of student clinical days available in each practice setting and at each clinical site (Medical Surgical, Critical Care, Women's Health, Pediatric etc.) ➤ Copies of signed clinical agency agreements for each clinical site ➤ Provide a proposed master clinical rotation/staffing grid <p>Other</p>
V. Assurance of adequate financial resources to support the initial and continuing program including submission of the proposed initial budget continuing budget. Financial statements of the	<p>Data from below sources indicate that resources are sufficient to meet the outcomes of the nursing education program.</p> <p>Provide evidence that the program director and faculty had input into preparing the budget (Budget minute meetings, Request for faculty or staff positions, etc.)</p>

<p>governing institution for the past two fiscal years are accepted documents for inclusion to demonstrate evidence of financial stability of the governing institution.</p>	<p>What percentage of total operating costs is designated for faculty salary?</p> <ul style="list-style-type: none"> ➤ Proposed Initial Budget (Start-Up) for new program ➤ Proposed Budget for the next fiscal year after approval ➤ Budget for each program as well as, the combined program to include the monies allocated for each type program and total expenditures if indicated. ➤ Governing Institutions Fiscal Statements for the past two years.
<p>VI. Plan and resources for recruiting and employing projected number of qualified faculty for theoretical and clinical instruction.</p>	<p>Proposed number of faculty</p> <ul style="list-style-type: none"> ➤ Congruent with teaching model ➤ Recruitment plan and timeline ➤ Student to teacher ratio for class, lab, clinical ➤ Teaching delivery model ➤ Faculty Qualifications Required <ul style="list-style-type: none"> ➤ Total Number of faculty: _____ ➤ Percentage of faculty with an active unencumbered Alabama registered nurse license. ➤ Percentage of faculty with a MSN ➤ Percentage of faculty with a master's in a related area ➤ Percentage of faculty with a DNP ➤ Percentage of faculty with PhD ➤ Other: _____ <p>Prior years of experience in nursing practice Prior years of experience in formal nursing education Academically and Experientially qualified to teach in area</p> <ul style="list-style-type: none"> ➤ Percentage of faculty with Work experience only in area in which they teach. ➤ Percentage of faculty with Educational preparation only in area in which they teach. ➤ Percentage of faculty with work and academic preparation in area in which they teach. ➤ Job Descriptions ➤ Curriculum Vitaes
<p>VII. Timeline for planning and implementation of the proposed program.</p>	<p>a) Gantt Chart depicting time-line of project schedule</p>

	Comments:
VIII. Determination of the demand for graduates of specific proposed program in geographical area.	<p>Number of residents and type of prevalent health conditions Morbidity/mortality rates in city/county/ state Health care needs of constituents</p> <ul style="list-style-type: none"> ➤ The number of vacant nursing positions in the area, state, nation ➤ The number of graduates produced in the area annually ➤ The number of facilities in the area that employ nurses ➤ Job placement rates in the area ➤ Type of health disorders of constituents <p>Comments</p>
IX. Impact on Existing nursing programs within a fifty (50) mile radius of the proposed program.	<ul style="list-style-type: none"> ➤ Number of students admitted in other programs ➤ Number of qualified students turned away ➤ Type of student being recruited/admitted (citizens, non us citizens, non-traditional, etc.) ➤ Anticipated outcomes for the citizens of Alabama <p>Comments:</p>
X. Organizational structure of the governing institution and placement of proposed nursing education program within the overall organization.	<p>Organizational chart that depicts the authority, responsibility, and channels of communication of the nursing program to the governing institution and other comparable programs within the governing institution.</p> <p>Organizational chart is current Date: _____</p> <p>Include the following documents:</p> <ul style="list-style-type: none"> ➤ Job description are congruent with Org chart ➤ Current organizational chart ➤ Proposed Organizational Chart <p>Comments:</p>
XI. An articulation plan, including agreements, that addresses the transition of students and graduates to other educational institutions.	<p>Explain in narrative:</p> <ul style="list-style-type: none"> ➤ Articulation Agreements ➤ Transferability of courses ➤ Mobility Tracts <p>Comments:</p>

C. The Board shall review the letter of intent, feasibility study and supporting documentation for completeness and compliance with the rules and regulation.	Documents submitted	Compliant with the Rules	Additional information required
	Letter of Intent		
	Feasibility Study		
	Supporting Documents		