

**ALABAMA BOARD OF NURSING**  
**New Nursing Program Application Phase II**

<b>Governing Institution</b>	<b>Information</b>	<b>Contact Information</b>
<b>Name/Address</b>		<b>Phone:</b> <b>Email address:</b>
<b>Main Campus location/Address</b>		
<b>All Branch Campuses</b>		
<b>Addresses</b>		
<b>College</b>		
<b>Address (if different from above)</b>		
<b>New Program Name</b>		
<b>Type of Program Requested</b>		
<b>Type of degree/certificate awarded</b>		
<b>President</b>		<b>Phone:</b> <b>Email address:</b>

<b>Dean</b>		<b>Phone:</b>
		<b>Email address:</b>
<b>Nursing Director</b>		<b>Phone:</b>
		<b>Email address:</b>

<b>I. Demonstration of the potential to meet all standards identified in Chapter 610-X-3.02</b>	
<b>STANDARD</b>	<b>DATA TO BE SUBMITTED IN NARRATIVE AS EVIDENCE</b>
<p><b>1. The governing institution, nursing and program administrator, and nursing faculty are accountable for the standards, processes, and outcomes of the nursing education program.</b></p>	<p>Data from below sources indicate that nursing administrator and faculty are accountable for the standards, processes, and outcomes of the nursing education program.</p> <ul style="list-style-type: none"> <li>➤ Minutes</li> <li>➤ Organizational Chart</li> <li>➤ Job descriptions</li> <li>➤ Minutes</li> <li>➤ Observation</li> <li>➤ Dialogue with Institution’s administration</li> </ul>
<p><b>2. The governing institution offering the nursing program shall be:</b></p> <p><b>a. A postsecondary educational institutional that is accredited by an organization recognized by the US Education department.</b></p> <p><b>b. Approved and licensed by the appropriate State of Alabama educational agency(ies) as required by law</b></p>	<p>Accredited by:</p> <p>ACEN    Dates of accreditation _____</p> <p>AACN    Dates of accreditation _____</p> <p>SACS    Dates of accreditation _____</p> <p>COE     Dates of accreditation _____</p> <p>Other</p>
<p><b>3. The governing institution shall provide financial support and resources sufficient to meet the outcomes of the nursing education program. Resources include but are not limited to:</b></p>	<p>Data from below sources indicate that resources are sufficient to meet the outcomes of the nursing education program.</p> <ul style="list-style-type: none"> <li>➤ Provide evidence that the program director and faculty had input into preparing the budget (Budget minute meetings, Request for additional faculty or staff positions, etc.)</li> </ul>

<p>a. <b>Financial</b>  b. <b>Educational facilities</b>  c. <b>Equipment</b>  d. <b>Learning Aids</b>  e. <b>Technology</b>  f. <b>Administrative, instructional, and support personnel.</b></p>	<ul style="list-style-type: none"> <li>➤ What percentage of total operating costs is designated for faculty salary?</li> <li>➤ Is there adequate classroom space?</li> <li>➤ Does lab space allow students adequate time to practice skills?</li> <li>➤ Is lab manned?</li> <li>➤ Are the hours flexible enough to promote student utilization?</li> <li>➤ Are clinical contracts/agency agreements current?</li> <li>➤ Do clinical contracts/agency agreements reflect settings that will facilitate accomplishment of clinical/ program objectives?</li> <li>➤ Are computer labs/study rooms available for student use? What are the hours of operation?</li> <li>➤ Are the journals on the library shelves current?</li> <li>➤ What processes are used to determine journal subscriptions or which books are ordered?</li> <li>➤ Do students have access to on-line databases?</li> <li>➤ Are on-line data bases adequate?</li> <li>➤ What support/clerical services are available for faculty/students?</li> </ul> <p>Other</p>
<p><b>4. The governing institution’s administrator or program administrator shall notify the board in writing, of any substantive changes in the program, including, but not limited to:</b></p> <p>a. <b>Nursing program administrator</b>  b. <b>Governing Institution Administrator</b>  c. <b>Governance Structure of the institution</b>  d. <b>Accreditation status</b>  e. <b>Ownership or merger of parent institution</b>  f. <b>School name</b>  g. <b>Relocation</b></p>	<p>What is the procedure for notifying the ABN of each of the following substantive change: :</p> <ol style="list-style-type: none"> <li>1. Nursing program administrator</li> <li>2. Governing Institution Administrator</li> <li>3. Governance Structure of the institution</li> <li>4. Accreditation status</li> <li>5. Ownership or merger of parent institution</li> <li>6. School name</li> <li>7. Relocation</li> </ol> <p>Date Board was Notified::</p>

<p><b>5. There shall be an 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.</b></p>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Organizational chart is current Date: _____</li> <li>➤ Minutes are consistent with Org chart</li> <li>➤ Job descriptions are congruent with Org chart</li> </ul>
<p><b>6. A nursing education program shall be administered by a qualified program administrator who is accountable for the planning, implementation, and evaluation of the program. Minimum qualifications of a nursing program administrator shall include:</b></p> <p><b>a. An active unencumbered Alabama registered nurse license.</b></p> <p><b>b. A master’s or higher degree in Nursing</b></p> <p><b>c. Be academically and experientially qualified to administer a nursing program.</b></p> <p><b>d. Prior experience in nursing education and nursing practice.</b></p>	<p>Program Administrator has An active unencumbered Alabama registered nurse license.</p> <ul style="list-style-type: none"> <li>➤ MSN</li> <li>➤ DNP</li> <li>➤ PhD</li> <li>➤ Other</li> <li>➤ _____ prior years of experience in nursing practice</li> <li>➤ _____ prior years of experience in formal nursing</li> <li>➤ Job Description</li> <li>➤ Curriculum Vitae</li> </ul>
<p><b>7. The governing institution and nursing program administrator shall provide sufficient numbers of qualified faculty to assure that the curriculum implementation and expected program outcomes are achieved. Minimum qualification of nurse faculty shall include:</b></p> <p><b>a. An active unencumbered Alabama registered nurse license.</b></p> <p><b>b. At least one graduate degree in nursing</b></p>	<p>Faculty Qualifications:</p> <ul style="list-style-type: none"> <li>➤ Total Number of faculty: _____</li> <li>➤ Percentage of faculty with an active unencumbered Alabama registered nurse license.</li> <li>➤ Percentage of faculty with a MSN</li> <li>➤ Percentage of faculty with a master’s in a related area</li> <li>➤ Percentage of faculty with a DNP</li> <li>➤ Percentage of faculty with PhD</li> </ul>

<p>or health related field.</p> <p><b>c. Be academically and experientially qualified to teach in the area assigned.</b></p>	<p>Other:_____</p> <p><b>Prior years of experience in nursing practice / Prior years of experience in formal nursing education Academically and Experientially qualified to teach in area</b></p> <ul style="list-style-type: none"> <li>➤ Percentage of faculty with Work experience only in area in which they teach.</li> <li>➤ Percentage of faculty with Educational preparation only in area in which they teach.</li> <li>➤ Percentage of faculty with work and academic preparation in area in which they teach.</li> <li>➤ Job Descriptions</li> <li>➤ Curriculum Vitaes</li> </ul>
<p><b>8. Institutional and program policies and procedures shall:</b></p> <p><b>a. Be written, published, and publicly available.</b></p> <p><b>b. Address students' ability to assume clinical assignments including, but not limited to, educational preparedness and physicals, mental, and emotional behaviors.</b></p> <p><b>c. Provide opportunities for students to regularly participate in the development and evaluation.</b></p>	<ul style="list-style-type: none"> <li>➤ Polices/ Procedures are written that address::</li> <li>➤ Admission/ Readmissions</li> <li>➤ Matriculation</li> <li>➤ Graduation</li> <li>➤ Transfers</li> <li>➤ Clinical Placement/Assignments</li> <li>➤ Course Evaluation</li> <li>➤ Instructor Evaluation</li> <li>➤ Student membership on committee</li> <li>➤ Committee minutes document student membership and participation on Committees</li> <li>➤ Policies/Procedures are published :</li> <li>➤ Web Page</li> <li>➤ Handbook</li> <li>➤ Catalog</li> <li>➤ Information in the various publications are congruent</li> </ul>
<p><b>9. Faculty are accountable for curriculum development, implementation, and evaluation,</b></p>	<p>Data reflect that faculty members develop, implement, evaluate, and revise the curriculum within the framework of the philosophy/mission statement, curriculum outcomes, and policies of the governing</p>

	institution as evidence by: <ul style="list-style-type: none"> <li>➤ Systematic Plan of Evaluation</li> <li>➤ Minutes reflect curriculum revision, implementation, and evaluation</li> <li>➤ Aggregate data from:             <ul style="list-style-type: none"> <li>➤ Exit Interviews</li> <li>➤ Alumni Surveys</li> <li>➤ Employer Data</li> <li>➤ Curriculum Committee Member</li> </ul> </li> </ul>				
<p><b>10. The curriculum of a nursing education program shall:</b></p> <p><b>a. Enable the student to develop the nursing knowledge, skills and abilities required for entry-level practice, consistent with the scope and standards of nursing practice.</b></p> <p><b>b. Comply with the standards set forth in this chapter.</b></p> <p><b>c. Be evidenced-based, and outcome focused</b></p> <p><b>d. Provide theoretical and clinical experiences specific</b></p> <p><b>To the expected scope of practice of graduates from each type of entry level nursing education program and shall include:</b></p> <p><b>l. Content for students to attain knowledge and competence in providing a safe and effective care environment based on the practice analysis of the National Council of State Boards of Nursing and the Board of Nursing standardized procedure annual report as well as the results of the systematic plan of evaluation.</b></p>	<b>Subject</b>	<b>Name of Subject</b>	<b>Theory hours</b>	<b>Clinical Hours</b>	<b>Simulation</b>
	<b>Liberal Arts and Sciences</b>				
	<b>A&amp;P with lab</b>				
	<b>Nursing foundations</b>				
	<b>Pharmacology</b>				
	<b>Nutrition</b>				
	<b>Community-based</b>				
	<b>History/trends in nursing</b>				
	<b>Cultural Diversity</b>				
	<b>Legal/ethic responsibilities</b>				
	<b>Nursing Practice: Leadership management</b>				

II. Prevention of Illness  
 III. Maintenance, promotion, and restoration of health.  
 IV. Psychosocial Integrity of individuals across the life span.  
 V. Clinical reasoning skills to assist in recognizing, analyzing, and applying relevant knowledge and skills to nursing care.  
 VI. Clinical learning experiences to provide opportunities for students to develop cognitive, psychomotor, and affective skills in the provision of nursing care.

e. The curriculum content of a nursing education program shall include:

I. Liberal arts and sciences supportive of the nursing program.

II. Anatomy and Physiology with a supporting lab

III. Nursing foundations, pharmacology, nutrition, and community based nursing.

IV. History and trends of nursing, cultural diversity, legal and ethical responsibilities, and nursing practice responsibilities including leadership, management, delegation, and health care delivery systems.

V. Theory and clinical learning experiences in the areas of adult, maternal, child, and psychiatric/mental health nursing that includes any form of simulation, laboratory time, and direct patient care.

VI. Safe and Effective Care Environment, Health Promotion, and Maintenance, Psychosocial Integrity, and physiological

Delegation Health care Delivery Systems				
Adult Health				
Maternal				
Child				
Psychiatric /Mental health				

Program Total Hours:  
 Total Credit Hours: \_\_\_\_\_  
 Total Contact Hours: \_\_\_\_\_  
 General Education: \_\_\_\_\_  
 Nursing Hours: \_\_\_\_\_

- Syllabus demonstrates that safe and effective care environment is integrated into all courses?
- Syllabus demonstrates that Health Promotion and Maintenance is integrated into all courses?
- Syllabus demonstrates that Psychosocial Integrity is integrated into all courses?
- Syllabus demonstrates that Physiological Integrity is integrated into all courses?
- Performance in above areas based on:
- Exit Exams
- Hesi Exam
- ATI Exam

Integrity.	
<p><b>11. The governing Institution, nursing program administrator, and nursing faculty are accountable for selecting and evaluating the teaching methods, delivery modalities, and processes used to achieve expected program outcomes.</b></p>	<p>Explain in narrative:</p> <ul style="list-style-type: none"> <li>➤ Teaching Modalities:</li> <li>➤ Online courses</li> <li>➤ Integrated course</li> <li>➤ Gaming in the classroom</li> <li>➤ Traditional classes</li> <li>➤ Student Involvement in lectures</li> </ul> <p>Systematic Evaluation Plan:</p> <ul style="list-style-type: none"> <li>➤ Evaluates teaching modalities</li> <li>➤ End of Course Evaluation</li> </ul>
<p><b>12. Clinical Supervision of students shall comply with the standards set forth in this chapter.</b></p> <p><b>a. Clinical activities shall be supervised by a registered nurse who is knowledgeable of educational strategies and subject matter, and is experienced in the clinical technologies essential to the safe practice of nursing.</b></p> <p><b>b. The registered nurse shall hold an unencumbered license to practice professional nursing in Alabama.</b></p> <p><b>c. The clinical supervisor shall be readily accessible to assign or prescribe a course of action, give guidance, direction and evaluation for students engaged in the clinical learning experience.</b></p> <p><b>d. The faculty –student ratio in clinical practice shall be collaboratively determined by the professional nursing faculty, the School of Nursing administration, and the professional</b></p>	<p>Clinical Ratio / Lab Ratio</p> <ul style="list-style-type: none"> <li>➤ Clinical Assignments/objectives reflects complexity of course, acuity of patients, and layout of facility</li> <li>➤ Assignments demonstrate:</li> <li>➤ Clinical Objectives</li> <li>➤ Assignments picked-up in advance</li> <li>➤ Pre-post conference with activities to evaluate whether objectives were meet</li> <li>➤ Use of concept mapping or care plans</li> </ul> <p>Supervision provided by clinical/faculty Instructor</p> <p>Yes</p> <p>No</p> <p>Qualifications of Faculty/Clinical Instructor</p> <ul style="list-style-type: none"> <li>➤ Percentage of instructors with an active unencumbered Alabama registered nurse license.</li> <li>➤ Percentage of Instructors with a MSN</li> <li>➤ Percentage of instructors with a master’s in a related area</li> </ul>

<p>nurse administrator, or designee, in the clinical agency. In licensed hospitals that provide in-patient acute care, the faculty to student ratio shall not exceed 1:8 during clinical learning experiences. The faculty –student ratio shall be determined according to the:</p> <p>I. Complexity of the educational experience.</p> <p>II. Acuity of the patient(s).</p> <p>III. Physical layout of the clinical setting.</p> <p>IV. Student’s level of knowledge and skills to provide safe patient care.</p> <p>e. The nursing education program shall work with clinical agencies for the planning, implementation, and evaluation of clinical experiences.</p> <p>f. Clinical learning experiences shall include the development of skills in clinical judgments, management of care for groups of patients, delegation to, and supervision of other health care personnel.</p> <p>g. Nursing faculty shall maintain responsibility and accountability for planning, implementation, and evaluation of all student clinical learning experiences.</p>	<ul style="list-style-type: none"> <li>➤ Percentage of instructors with a DNP</li> <li>➤ Percentage of instructors with PhD</li> <li>➤ Other: _____</li> </ul> <p>Prior years of experience in nursing practice/ Prior years of experience in formal nursing education</p> <ul style="list-style-type: none"> <li>➤ Academically and Experientially qualified to teach in area</li> <li>➤ Percentage of faculty with Work experience only in area in which they teach.</li> <li>➤ Percentage of faculty with Educational preparation only in area in which they teach.</li> <li>➤ Percentage of faculty with work and academic preparation in area in which they teach.</li> <li>➤ Clinical setting provide opportunities for students to delegate to and supervise others (May be simulated using class mates)</li> <li>➤ Are students assigned more than 1 patient?</li> <li>➤ If Yes, what is the maximum number of patients assigned?</li> <li>➤ Are clinical assignments made by faculty or by the nursing staff on the assigned unit?</li> <li>➤ Clinical Course Evaluations Completed by Students</li> <li>➤ Clinical course evaluation completed by Faculty</li> <li>➤ Clinical course Evaluation completed by Hospital Designee</li> </ul>
<p><b>13. Nursing programs that offers only simulations or clinical testing do not meet the requirements for providing clinical learning experiences for nursing students.</b></p>	<p>Number of supervised clinical hours: _____</p> <p>Number of Simulation Hours: _____</p>

<b>II. Verification that a nursing program administrator or nursing faculty member is employed to develop the nursing program.</b>	<ul style="list-style-type: none"> <li>➤ Job Description</li> <li>➤ Curriculum Vitae</li> <li>➤ Committee Structure and Bylaws</li> <li>➤ Composition of Committee</li> <li>➤ Minutes</li> <li>➤ Systematic Plan of Evaluation</li> </ul>												
<b>III. Verification of availability of qualified nursing faculty to support the proposed numbers of student admissions to the new education program.</b>	<p style="text-align: center;"><b>PROPOSED STAFFING FOR THE NEW PROGRAM</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th style="text-align: left;">Position Name</th> <th style="text-align: center;">Number of Positions</th> <th style="text-align: center;">Anticipated Date of Hire</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Recruitment Strategies</li> <li>➤ Job Descriptions</li> </ul>	Position Name	Number of Positions	Anticipated Date of Hire									
Position Name	Number of Positions	Anticipated Date of Hire											
<b>IV. Course descriptions and objectives with number of credit hours for all courses.</b>	<ul style="list-style-type: none"> <li>➤ Catalog</li> <li>➤ Syllabi</li> <li>➤ Course Shell</li> </ul>												
<b>V. An articulation plan, which enables the students to advance to the next degree.</b>	<ul style="list-style-type: none"> <li>➤ Articulation Agreements</li> <li>➤ Transferability of courses</li> <li>➤ Mobility Tracts</li> </ul>												

**Please return completed application, with all necessary documentation and check for the \$1,500.00 application fee, to:**

**Alabama Board of Nursing  
Attention: Nursing Education Programs  
PO Box 303900  
Montgomery, Alabama 36130**