KENTUCKY BOARD OF NURSING
312 WHITTINGTON PARKWAY, SUITE 300
LOUISVILLE, KY 40222-5172
502-329-7000

ESTABLISHMENT OF AN SECONDARY SITE of a PRE-EXISITING PRELICENSURE NURSING PROGRAM

The enclosed application form is being sent in response to your recent inquiry regarding the process for the establishment of a secondary site for an existing prelicensure program in the Commonwealth of Kentucky. The establishment of the secondary site is accomplished in a three-phase process: letter of intent, proposal, and developmental status. This application will detail all three phases of the process. Enclosed is a copy of 201 KAR 20:290 for your review. It is highly recommended that it is examined closely in its entirety to ensure that the appropriate sequencing of requirements is met. It is also encouraged that the *Kentucky Nursing Laws* and the complete set of the Kentucky Board of Nursing promulgated administrative regulations serve as primary references for your developmental efforts (*downloadable from the KBN website: www.kbn.ky.gov).*

Phase I: Letter of Intent

In accordance with Kentucky Revised Statutes Chapter 314 and 201 Kentucky Administrative Regulation 20:290 (Standards for prelicensure registered nurse and practical nurse extension programs), the *initial step* in the approval process is the submission of a ***letter of intent*** to establish a program of nursing extension *no less than six months* prior to the anticipated opening date of the program.

Within the application, the program must present evidence of the following:

- **A minimum of three (3) consecutive licensure examination pass rates of eighty-five (85) percent or better immediately prior to submission of the application form**
- **Conference with a representative of the Board**
- **Consent of approving board or body of the governing institution**
- **Submission of a check made payable to the Kentucky Board of Nursing in the amount of $2,000**
- **Participation by nurse administrator of the program of nursing in planning the extension program**

One (1) copy of the complete letter of intent is to be submitted to the Nursing Education Consultant (address as above). Upon receipt, the Consultant will contact the Education Committee Chair and ask to have the item placed on the agenda for the next Education Committee meeting. The applicant will be notified of receipt of application and will be informed of the meeting date that the application will be discussed by the Education Committee. Applicants are encouraged to be present at the committee meeting to answer any questions that may arise. During this meeting, the committee will discuss the application and make a recommendation to the full Board of Nursing. Barring unforeseen circumstances, the recommendation will be presented at the next regularly scheduled Board meeting. Following positive Board action on the application, the school will receive official notification that they can begin to develop a proposal.

Phase II: Proposal

One (1) copy of the complete proposal is submitted to the Nursing Education Consultant (address as above). Upon receipt of the proposal, a representative of the Board will schedule a site survey visit and prepare a written report to the Education Committee. At the same time, the Consultant will contact the Committee Chair and ask that the proposal be placed on the next committee meeting agenda. The program will be alerted to the meeting date when the Education Committee will discuss the proposal. Again, applicants are encouraged to attend the meeting to answer any questions. During this meeting, the committee will discuss the proposal and make a recommendation to the Board of Nursing. Again, barring unforeseen circumstances, the recommendation should be acted on at the next scheduled Board meeting. Once the Board takes positive action on the application, the school enters the third phase of the process—Development.

Reminders:

- The granting of developmental approval shall be dependent upon the appointment of qualified faculty and acceptance of the program proposal that includes provision for evaluation of the program.

- No students shall be admitted to the program of nursing until developmental approval has been granted by the Board

Phase III: Development

At this point the school can move forward in turning their plans into reality. The Education Consultant is available for additional assistance throughout the implementation phase.

Applicants are reminded that approval to establish an extension program may be withdrawn if program requirements are not met and/or if a student class is not enrolled within eighteen (18) months after the Board grants developmental approval. If this should occur, the governing institution shall be notified in writing of the withdrawal of developmental approval.

Review of Process Steps

- Application received by the Education Committee
- Placed on agenda of the next Education Committee meeting
- Application reviewed by and recommendation made by the Education Committee to the Board
- Application recommendation sent to the Board of Nursing for action
- Board action communicated to the Applicant
- Proposal received by the Education Committee
- Education Consultant visits the institution and formulates recommendations for the Education Committee
- Proposal and Consultant's survey visit report placed on agenda of the next Education Committee Meeting
- Proposal reviewed by and recommendation made from the Education Committee to the Board.
- Proposal recommendation sent to the Board of Nursing for action
- Action communicated to the Applicant

Timeline

Materials for committee review must be received *no later than 4 weeks* prior to meeting date.

Materials Submitted No Later Than	Education Committee Meeting	Board Meeting
Aug. 15, 2013	Sept. 12, 2013	Oct. 17-18, 2013
Oct. 11. 2013	Nov. 14, 2013	Dec. 13, 2013
Dec. 16, 2013	Jan. 16, 2014	Feb. 21, 2014
Feb. 20, 2014	March 20, 2014	April 10-11, 2014
April 17, 2014	May 15, 2014	June 12-13, 2014
Aug. 14, 2014	Sept. 11, 2014	Oct. 9-10, 2014
Oct. 9, 2014	Nov. 6, 2014	Dec. 5, 2014

Approval Designations

"*Approved program*" means any program, department, division, school or college of nursing which has been granted Developmental, Initial, Full or Conditional approval by the Board to prepare graduates for licensure as registered nurses and as licensed practical nurses.

"*Approved proposal*" means a plan to establish a program of nursing which meets standards as determined by the Board.

"*Conditional approval*" means a designation granted to a program of nursing when standards are not met.

"*Developmental approval*" means the designation granted to a proposed program of nursing to continue development of plans for program implementation.

"*Full approval*" means a designation granted to a program of nursing that has implemented the approved proposal and which continues to meet standards.

"*Initial approval*" means the designation granted a new program of nursing upon admission of the first class, provided the date of enrollment is within eighteen (18) months after the Board approves the proposal.

Questions

Thank you for your interest and cooperation in this matter. Should you have additional questions, please contact Lila A. Hicks, the Education Assistant, at (502) 429-7179 or e-mail LilaA.Hicks@ky.gov.

RETAIN THIS MATERIAL FOR FUTURE REFERENCE

201 KAR 20:290. Standards for prelicensure registered nurse and practical nurse secondary or distance learning sites.

RELATES TO: KRS 314.011(5), (9), 314.111(1), (2), (3)
STATUTORY AUTHORITY: KRS 314.131(1)
NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.131(1) authorizes the Board of Nursing to promulgate administrative regulations to implement KRS Chapter 314. KRS 314.111 requires nursing programs to be approved by the board. This administrative regulation establishes standards for the development and approval of secondary or distance learning programs.

Section 1. Definition. "Secondary or distance learning site" means a nonmain location where educational activities are conducted and that meets the requirements of Section 2(2) of this administrative regulation.

Section 2. Establishment of a Nursing Secondary or Distance Learning Site.
(1) The addition of a secondary or distance learning site shall not be considered unless the program of nursing meets the following:
(a) The governing institution that establishes and conducts the program of nursing shall be accredited as outlined in 201 KAR 20:260, Section 1;
(b) The program of nursing shall hold full approval for a minimum of three (3) years; and
(c) First time test takers from the program of nursing shall have achieved an overall pass rate as set by 201 KAR 20:360, Section 2(4) on the NCLEX examination for a minimum of three (3) consecutive years.
(2) The addition of a secondary or distance learning site shall not be considered unless one (1) of the following 9is met:
(a) A student may obtain at the site fifty (50) percent or more of the necessary credits towards a degree or diploma program;
(b) A student may obtain at the site fifty (50) percent or more of the necessary credits towards a degree or diploma program via an electronic method; or
(c) Students at the site utilize services provided at the main campus that oversees the site because of the site's geographic closeness to the main campus.

Section 3. Letter of Intent. (1) The governing institution shall submit to the board a letter of intent to establish a secondary or distance learning site along with the fee required by 201 KAR 20:240. The letter of intent and additional preliminary information shall be supplied to the board at least six (6) months prior to the desired admission of the first class.
(2) The letter of intent shall be completed under the direction or consultation of a registered nurse who meets the qualifications of a program administrator as outlined in 201 KAR 20:310.
(3) The letter of intent shall include:
(a) The name of the governing institution accredited by an accrediting body recognized by the United States Department of Education;
(b) The consent of the approving board or body of the governing institution;
(c) General information about the governing institution including the mission, ownership, method of financing, accreditation, enrollment, area served, and institutional faculty qualifications and resources;
(d) Documentation of the need for the level of nurses in the area to be served by the secondary or distance learning site;
(e) Documentation from cooperating healthcare agencies in the community that will provide support for the creation of the secondary or distance learning site. This documentation shall include evidence of the agencies' intention to contribute to the achievement of the clinical objectives of the site;
(f) Investigation of the projected impact on the operations of all programs of nursing within a fifty (50) mile radius of the site. Evidence that an introductory letter was sent to the impacted programs shall be included; and
(g) A timeline for the admission of students and graduation of the first class.
(4) Upon approval of the letter of intent by the board, the governing institution shall be notified in writing.

Section 4. Proposal Phase. (1) The secondary or distance learning site shall not be announced, advertised, or students admitted until the proposal has been approved and developmental status has been granted by the board.

(2) Developmental status shall be granted to the proposal to establish a secondary or distance learning site upon presentation to the board of evidence of the following:

(a) Participation by the program administrator in planning the secondary or distance learning site;

(b) The name and qualifications of the program administrator;

(c) The name and qualifications of the assistant program administrator as defined in 201 KAR 20:310;

(d) Philosophy, purpose, and objectives of the governing institution, program of nursing, and the proposed secondary or distance learning site;

(e) Administrative and academic policies of the governing institution, program of nursing, and the proposed secondary or distance learning site;

(f) Identification of any differences between the policies to be utilized at the secondary or distance learning site as compared to the primary location;

(g) Organizational plan and administrative policies for implementation of the secondary or distance learning site;

(h) Adequacy and availability of student services consistent with those at the main campus;

(i) Plan for employment of qualified faculty who shall be employed sufficiently in advance of the opening date to provide for program planning and development and for orientation to the facilities;

(j) An identified curriculum and conceptual or organizing framework to be used and any planned revisions;

(k) The availability and willingness of accredited agencies to provide clinical experiences across the curriculum;

(l) Evidence of availability of adequate finances to support the secondary or distance learning site which shall include:

1. Sufficient financial resources as identified in an approved budget for the secondary or distance learning site;

2. The source of the funding identified;

3. The stability of the source of funding to maintain the operation of the secondary or distance learning site; and

4. Any stipulations for use of any special finances;

(m) The availability of adequate classrooms, laboratories, conference rooms, and library resources appropriate for the needs of the secondary or distance learning site which shall include:

1. Sufficient space and equipment allocated for use of faculty and students as outlined in 201 KAR 20:350; and

2. Library and learning resources that support achievement of meeting curricular objectives and future plans for maintaining these resources;

(n) A plan for evaluation of the secondary or distance learning site consistent with 201 KAR 20:360; and

(o) The effects of the secondary or distance learning site on the governing institution and the program of nursing.

Section 5. Proposal Review Process. (1) A completed program proposal shall be submitted to the board by the governing institution no less than six (6) months prior to the anticipated opening date for the secondary or distance learning site.

(2) A representative of the board shall conduct a site visit to the secondary or distance learning site and submit a written report to the board.

(3) The governing institution shall be notified in writing of action taken by the board on the proposal and the site visit.

(4)(a) If the board determines that the requirements of 201 KAR 20:260 through 20:260 have been met, the program shall be granted developmental status.

(b) If the board determines that all of the regulatory requirements have not been met, the program may be granted developmental status based on compliance with the terms and conditions identified.

(c) If the program does not comply with the terms and conditions identified, approval shall be denied.

(5) Students shall not be admitted to the secondary or distance learning site until developmental status has been granted by the board.

(6)(a) Approval to establish a secondary or distance learning site may be withdrawn if the requirements of 201 KAR 20:260 through 20:360 are not met or if a student class is not enrolled within eighteen (18) months.

(b) If the board determines that a proposed program does not comply with all of the regulatory requirements s, developmental or initial approval may be withdrawn.

(c) The governing institution shall be notified in writing of the withdrawal of developmental or initial approval.

Section 6. Approved Secondary or Distance Learning Sites. (1) Reports shall be submitted to the board in accordance with 201 KAR 20:360.

(2) The status of the proposal shall automatically move from developmental to initial approval upon admission of the first class. The program of nursing shall notify the board of the admission of the first class.

(3) Full approval shall be the designation granted to a secondary or distance learning site that has implemented the proposal and that continues to meet standards of 201 KAR 20:260 through 20:360.

(4) A secondary or distance learning site shall be eligible for full approval upon graduation of the first class if there is evidence that the regulatory standards have been met in accordance with subsection (7) of this section.

(5) The program of nursing shall notify the board in writing at least thirty (30) days prior to the graduation of the first class.

(6) Within ninety (90) days of graduation of the first class, the faculty shall conduct a self study that evaluates the establishment of the secondary or distance learning site according to the proposal and shall submit a written report to the board prior to consideration for full approval.

(7) The decision to grant full approval shall be based upon a review of the following:

(a) The program evaluation by the faculty and the program administrator;

(b) The site visit report by the board representative conducted to evaluate compliance with 201 KAR 20:260 through 20:360; and

(c) Other facts that pertain to the secondary or distance learning site and reports deemed necessary to document that standards have been met.

(8) The retention of full approval of a secondary or distance learning site shall be contingent on meeting standards as set forth in 201 KAR 20:260 through 20:360. (11 Ky.R. 1701; eff. 6-4-1985; Am. 14 Ky.R. 590; eff. 11-6-1987; 35 Ky.R. 2343; 2668; eff. 6-11-2009.)

KENTUCKY BOARD OF NURSING
312 WHITTINGTON PARKWAY, SUITE 300
LOUISVILLE, KY 40222-5172

LETTER OF INTENT TO ESTABLISH
A PRELICENSURE PROGRAM OF NURSING

INSTRUCTIONS: In accordance with 201 Kentucky Administrative Regulation 20:280, submit the completed Letter of Intent form and appended materials to the Education Consultant, Kentucky Board of Nursing, *at least six monthsr prior* to the anticipated opening date of the program as shown on the application form. Additional information may be requested prior to the submission of a completed program proposal or the scheduling of a survey visit.

--THIS FACE SHEET MUST BE SUBMITTED WITH THE LETTER OF INTENT--

Name and Address of Applicant Institution:

NAME _____

STREET ADDRESS _____

CITY/STATE/ZIP _____ _____ _____

Phone Number (_____) _____

Location of Proposed Program (geographic): _____

miles from main campus: (if applicable): _____

Name and Title of Institution's Chief Executive Officer:

NAME _____TITLE _____

Name and Credentials of the Nurse Involved in the Planning:

NAME _____ ROLE _____

Day Phone Number: _____ _____ E-mail address: _____@_____

Proposed Nursing Program Type:

☐ RN: Baccalaureate ☐ RN: Associate

☐ MEEP: Multiple Entry/Exit: Designate Exit Points: _____ ☐ LPN

Proposed Nursing Program Design:
☐ Traditional Model ☐ Distance Education: Describe: _____
☐ Hybrid: Describe: _____

Live Classes will be offered: ☐ Days ☐ Evening ☐ Weekends ☐ Other: _____

Desired Opening Date for the Program: Month:_____Year:_____

To Whom Should Future Correspondence be directed?

NAME _____ TITLE _____

Address: ☐ As above, or
STREET ADDRESS:_____

CITY/STATE/ZIP _____

Phone Number (_____) _____

E-mail Address: _____@_____

_____ _____
SIGNATURE & TITLE OF PROGRAM ADMINISTRATOR DATE

_____ _____
SIGNATURE & TITLE OF CHIEF EXECUTIVE OFFICER DATE

LETTER OF INTENT

Compile the following information and submit one (1) copy to the Kentucky Board of Nursing not less than six (6) months prior to the anticipated opening date of the program.

The letter of intent shall be completed under the direction of or consultation with a registered nurse who meets the qualifications of a program administrator as outlined in 201 KAR: 20:310.

- Provide a narrative of the RN's background in nursing education; focus on relevant employment history that illustrates competency for the development of the program.
- A copy of the curriculum vitae: Specify the program type being proposed and the applicable qualifications of the RN.
- The ongoing role of this individual beyond the Letter of Intent.

Approval from the governing body of the institution proposing the program of nursing or other empowered approval bodies:

- Letter(s) from the accrediting bodies of review and approval.
- Letter from the college/university president
- Include all steps, and time estimates, required by this accrediting body for the final approval of an new program

Description and rationale for the proposed type of program of nursing (associate, baccalaureate, entry-level masters, practical nursing):

- Include discussion of geographic area data that led to decisions to investigate the development of this program.
- Provide an overall description of how the new program will be conducted. Include location, time and format of classes, time of day envisioned for clinical experiences.
- Indicate intended start date.
- Include projected size of the first class; expected frequency of admission; and method for determining the projected enrollment.
- Include information if this program is replicating an existing program either in Kentucky or another state. Provide details of the history and success of any existing program.

Data that documents the need for nurses at the proposed educational level in the areas to be served by the governing institution (i.e. feasibility study*):

- Report the geographic area serviced by the college/university.
- Provide data from the assessment conducted to establish need in the service area for nurses at this educational level. *Data is to be specific to Kentucky and defined geographic area; national trends or articles should not be quoted. Data should be sufficient in depth and breadth to clearly demonstrate the need for the program and its sustainability.*
- Provide a copy of all tools used in the analysis and tabulate responses; *it is not necessary to send copies of each completed survey.*

Feasibility study validates the importance of starting a new program with an analysis of current and future educational and nursing manpower needs:

- Health care and emerging health needs of the community within the program's service area; provide a health profile of the service area.
- Trends in health care delivery and employment
- Current and future trends in nursing education
- Educational mobility options for graduates of the program
- List hospitals, skilled care facilities, assisted living communities, outpatient departments, surgical centers, and other health related organizations where graduate nurses could be hired. List the facilities queried. Include geographic accessibility and appropriateness for meeting program objectives; types of experiences students would be expected to obtain at each agency—M/S, maternal-child, community, mental health.

  Suggested items to include on the survey include:
  - The number of nurses (RNs and LPNs) employed in the service area
  - The attrition rate of nursing staff

- Data on the number of budgeted vacancies for this type of nursing position within the area served by the program
- Number of openings for RNs and LPNs at the time of the survey
- Number of positions for RNs and LPNs budgeted for the next 3 years
- If the facility is expecting an increase or decrease in the number of beds in the next 3 to 5 years
- Other nursing programs presenting utilizing the facility; potential displacement of current students with the addition of the new program (Include a summary of the response from each facility in a table format.) Include a summary of the response from each facility in a table format.

Results of an investigation into the projected impact on the operation of programs of nursing within a 50-mile radius; Evidence that an introductory letter was sent to the impacted programs shall be included

- A listing of the existing nursing programs within a 50-mile radius preparing people for licensure; the type of program (technical, associate, baccalaureate, and/or generic masters) and the enrollment in each.
- Include all programs of nursing within a 50-mile radius of the proposed site.
- Provide a copy of the letter that was sent to each outlining the plans for the new program including timeline.

Documentation from cooperating healthcare agencies in the community that will provide support for the creation of the secondary or distance learning site. This documentation shall include evidence of the agencies' intention to contribute to the achievement of the clinical objectives of the site:

- Evidence is required from these agencies that they are willing to offer clinical space for the program. Confirmation needs to be obtained from facility personnel who have the authority to make clinical assignments. Include contact information for this person; if more than one authorizing individual, one must be a nurse.
- Verification shall include the accommodations specifying clinical area(s), shift, and days available for proposed new students. Students from existing programs should not be displaced in accommodate new students; for each clinical site, identify which programs of nursing use the agency with the specialties desired.
- Summarize findings and demonstrate how the market in this area supports the need for the proposed program. The summary should include an analysis of data.

General information about the governing institution including: *(Provide a copy of the current catalog for the institution.)*

- Provide a short history of the institution
- Include other programs offered with the date of initiation of each program, number of graduates, employment by program, any licensing or certifications required for each and outcomes by year of graduates
- Mission
- Ownership; to include all owners, location of principle owner, affiliations with other educational institutions
- Method of financing
- Accreditation—Provide evidence of outside accreditation applied for and/or received for any program at the college; name and contact information for the accrediting body, approval of accrediting body by the U.S. Department of Education; date of initial accreditation, dates of re-accreditation to include a copy of the last accreditation site visit report.
- Enrollment—Provide characteristics of current student population and average enrollment at the institution; include a list of all programs/degrees currently offered at the institution, especially focusing on programs that are healthcare related. Identify any overlap between the proposed nursing program and current programs; include the faculty-student ratio for each program (based on student enrollment versus students in the major); include admission, attrition, and employment statistics for other programs at the college for the past five years; include demographic information that describes a typical student at the college.
- Area served—geographic area (community) served by the institution and a description of the community & its population; identify the counties, with % of each, where current student body resides.
- Institutional faculty qualifications (include those faculty members that would impact the program of nursing)
- Resources (physical and human)—Describe the physical plant that will be dedicated to the program, ex. faculty and staff offices, classrooms, skills lab, library, storage; include copy of floor plan

Timeline for:

- Hiring of a full-time program administrator; specify minimum qualifications required for the position; methods to be used for recruitment activities *(Before entering into an employment agreement with any faculty, remember that students cannot be admitted until the proposed program receives full Board of Nursing approval)*
- Hiring of faculty
- Admission of students
- Projected graduation of first class

Evidence of a sound financial base and demonstrated financial stability available for planning, implementing, and maintaining the proposed program of nursing.

- Provide a 5-year capital and operational line-item budget that includes cost for: administrative overhead, common cost allocations maintenance; salaries and benefits for projected staff and faculty; memberships, professional development and travel, and consultation; campus laboratory furnishing, equipment and supplies to be purchased prior to implementation of the program as well as on-going expenses; hardware and software appropriate to meet program objectives; capital equipment and maintenance; office supplies, printing, postage, etc.
- Projected budget demonstrating building of reserves to sustain the proposed program
- Potential sources of funding for the program's creation and maintenance
- Use of grant or soft dollars for start-up and maintenance of the program
- Ongoing budgetary provisions
- Identify tuition costs and overall cost of the total program per student
- Include per credit or per student cost based on projected enrollment as well as other sources of revenue

Summary of Findings/Other:

- Address additional factors that may have unique impact on the program and have not been previously addressed.

KENTUCKY BOARD OF NURSING
312 WHITTINGTON PARKWAY, SUITE 300
LOUISVILLE, KY 40222-5172

PROPOSAL TO ESTABLISH
A PRELICENSURE PROGRAM OF NURSING – SECONDARY SITE

INSTRUCTIONS: In accordance with 201 Kentucky Administrative Regulation 20:290, submit one (1) copy of this proposal cover and the required attachments to the Education Consultant, Kentucky Board of Nursing ***no later than six months prior to the admission of the first class***. Additional information may be requested prior to the scheduling of a survey visit.

--THIS FACE SHEET MUST BE SUBMITTED WITH THE PROPOSAL--

Name and Address of Applicant Institution:

NAME _____

STREET ADDRESS _____

CITY/STATE/ZIP _____ _____ _____

PHONE NUMBER _____ _____

Name and Title of Institution's Chief Executive Officer:

NAME _____

TITLE _____

Name, Credentials, and Title of Program Administrator for the Proposed Nursing Program:

NAME _____

TITLE _____

Proposed Nursing Program Type:

☐ RN: Baccalaureate ☐ RN: Associate Degree

☐ MEEP (Multiple Entry/Exit) ☐ LPN

Proposed Nursing Program Design: ☐ Traditional Model ☐ Distance learning ☐ Hybrid: _____

Anticipated Opening Date for the Proposed Program: Month _____ Year _____

By the signatures below, we are attesting to the Kentucky Board of Nursing that we have not announced, advertised, or admitted students and shall not do so until said time that Developmental approval status has been granted by the Board.

_____ _____
SIGNATURE & TITLE OF NURSE ADMINISTRATOR DATE

_____ _____
SIGNATURE & TITLE OF CHIEF EXECUTIVE OFFICER DATE

PROPOSAL CONTENTS

Compile the following information and submit one (1) copy to the Kentucky Board of Nursing ***no later than six (6) months prior to the admission of the first class.*** Based on the Board's review and acceptance of the information, the program may be granted Development approval status by the Board of Nursing.

Appointed Program Administrator:

- Include a copy of resume or curriculum vitae indicating background in curriculum.
- Include background in curriculum development and knowledge of teaching/learning principles.
- Include a copy of the proposed job description for the program administrator reflecting authority and responsibility

The name and qualifications of the assistant program administrator as defined in 201 KAR 20:310:

- Include a copy of resume or curriculum vitae indicating background in curriculum.
- Include background in curriculum development and knowledge of teaching/learning principles.
- Include a copy of the proposed job description for the program administrator reflecting authority and responsibility

The effects of the secondary or distance learning site on the governing institution and the program of nursing:

- Provide a narrative of any anticipated impact on the primary campus.

Philosophy, purpose, and objectives of the governing institution, program of nursing, and the proposed secondary or distance learning site:

- Mission and philosophy of the program of nursing—Provide in either narrative or tabular format the consistency between the institution's mission and philosophy and the nursing program; provide a comparison of their congruence.

Organizational plan and administrative policies for implementation of the secondary or distance learning site:

- Include the name and title of the person to whom the program administrator will directly report.
- Explain how this compares with similar programs at the college and at the secondary site
- Indicate the person's level of authority, ex. administrative, personnel, programmatic, budgetary.

An identified curriculum and conceptual or organizing framework to be used and any planned revisions:

- Program outcomes
- Program of Study—Specify courses that are pre-requisite to admission and those that are co-requisites.
- Delivery method of courses (i.e., day program, weekend, on-line, etc.)

Administrative and academic policies of the governing institution, program of nursing, and the proposed secondary or distance learning site; Identification of any differences between the policies to be utilized at the secondary or distance learning site as compared to the primary location:

- Copy of the student handbook for this campus and for the main campus
- Anticipated differences between the policies at the secondary site as compared to the primary campus

The availability of adequate classrooms, laboratories, conference rooms, and library resources appropriate for the needs of the secondary or distance learning site which shall include (If this will be a new location or require construction, provide floor plans, and timeline for construction in relation to opening date of the program.):

- Campus Description: Provide a general description of the campus; available space; description of location of facility; availability of parking for students/faculty; campus security.
- Faculty Offices: Describe the physical resources available to each faculty member.
- Conference Room: Describe accessibility and availability of a conference room for faculty to meet privately with students or other faculty.
- Classrooms: Describe the classrooms that will be available to accommodate the number of proposed students and sequence of classes; describe furniture and equipment available within each classroom.

- Clinical Skills Lab:
  - Identify existing equipment/supplies and those that will be purchased; Detail facilities/equipment that will need to be expanded to meet the needs of the program in the projection for the next five years.
  - Include the amount of money being allocated for the development of the lab.
  - Include the availability and details of other facilities/equipment that may be used or available to students and faculty.
  - Detail other programs that will utilize the lab.
  - Identify how the lab will be staffed.
- Library facilities:
  - Identify approximate number and type of library holdings already available.
  - Specify amount of budget allocated for purchase of library resources, as well as text and journals.
  - Specify the searchable databases available to students, availability of on- and off-campus access to databases; and availability of resource persons within the library to assist faculty and students.
  - Include other medical libraries that may be used or available to students and faculty.
- Learning resources:
  - Identify the number and type of computer access that is available for students and faculty.
  - Show availability of technology support.

Adequacy and availability of student services consistent with those at the main campus:

- Include all services available to students provided by the college.
- Describe additional services available to student body by agreement or contractual (ex. Library privileges).
- Identify operating hours of the services and the relationship to when the nursing courses will be taught.

The availability and willingness of accredited agencies to provide clinical experiences across the curriculum:

- List of all facilities that the students will use for clinical training, include observational experiences
- For each facility, provide the name, address, contact person, and position.
- For each facility, detail the specialties requested, average census for the specialties requested, other nursing programs presently utilizing.
- Submit sample of a clinical agreement to be utilized with agencies for students.
- Visits to agencies is required if there is a question about the ability to provide adequate clinical experiences, i.e. low census, age of population, etc.
- Provide plans for use of clinical facilities appropriate to the type of program of nursing.
- Show evidence that existing nursing programs will not be jeopardized if the clinical agency extends the use of its facilities to the proposed program.
- Indicate number of students that could be accommodated for clinical in each setting.
- Indicate the distance that each site is from the campus.

A plan for evaluation of the secondary or distance learning site consistent with 201 KAR 20:360 *(Refer to 201 KAR 20:360 for details on the evaluation of programs):*

- Describe the institution's ongoing program of assessment and improvement; describe how conducted; how are faculty members involved in this process; what mechanisms does the institution currently utilize for the review and revision of existing programs and courses; how does this assessment impact institutional planning; provide examples of measureable results over the past two years
- Provide specific plans pertinent to nursing:
  - *Organization and administration of the program:* program director, organizational structure
  - *Curriculum:* curriculum plan, support courses, nursing courses
  - *Resources, educational facilities, and services:* classrooms, offices, conference rooms, clinical skills lab, library and learning resources, computers and audiovisual equipment, support staff, student services, financial support, clinical facilities, preceptors as appropriate
  - *Teaching learning methods:* effectiveness of the types of formats utilized
  - *Student achievement of program outcomes*: based on the program outcomes, how does the faculty determine that the student has obtained and can demonstrate the outcomes?
  - *Graduation Rates:* calculate attrition rates for students within each cohort class; evaluate impact; if admission criteria support quality student
  - *Faculty performance:* faculty evaluations, faculty professional development; faculty practice as appropriate
  - *Licensure pass rate:* the % of graduates that successfully pass the NCLEX on the first testing.

- *Distance education for didactic instruction:* assess the educational effectiveness of its distance education program to ensure that the distance education program is substantially comparable to a campus based program.
- *Employment rates of graduates:* to ensure the continued need for the program as presently exists
- *Clinical resources*: a review of clinical sites utilized as to their continued effectiveness in meeting course objectives

- The evaluation plan shall include specific responsibilities for data collection methods:
  - *Indicators of achievement*—which components will be evaluated, how the data will be collected, and benchmarks to be achieved
  - *Frequency of data collection*—when the data will be collected
  - *Individuals or groups responsible* - who will be responsible for data collection
  - *Findings*—data in a format that can be used for making programmatic decisions
  - *Outcomes*—documentation of review of results by the faculty and conclusions

Evidence of availability of adequate finances to support the secondary or distance learning site which shall include:

- Sufficient financial resources as identified in an approved budget for the secondary or distance learning site;
- The source of the funding identified;
- The stability of the source of funding to maintain the operation of the secondary or distance learning site;
- Any stipulations for use of any special finances;