

Kentucky Board of Nursing
Instruction Sheet
Nursing Faculty and Clinical Instructor Forms

1. By regulation, Nursing Faculty/Clinical Instructor Record forms **must** be submitted within 30 days of appointment of faculty or clinical instructors for prelicensure programs of nursing.
2. Forms should be submitted throughout the year; do not hold for submission for the bi-annual Nursing Faculty update or the Annual Report.
3. A program should send a form:
 - 1) upon first hire; and
 - 2) upon change in appointment from Clinical Instructor to Nurse Faculty (educational qualifications differ).
4. Kentucky Administrative Regulations, 201 KAR 20:310 reads: "The nurse faculty in all educational programs whose faculty prepares students for licensure ... shall hold a temporary work permit or a current license to practice as a registered nurse in the Commonwealth of Kentucky."
 - If a clinical faculty member is hired and **will only** be working with students outside the state, then inform us of their state of licensure and license number. (This means that they can not participate in skills lab or teaching; they can attend meetings.)
 - If a new faculty member or clinical instructor is hired and comes from another state, they **must** have been issued a Temporary Work Permit **before** they began work.
5. **ALL** questions/items on the form must be completed.
6. From 201 KAR 20:310, (f) The nurse faculty shall document preparation in educational activities in the area of teaching and learning principles for adult education, including curriculum development and implementation. *The preparation shall be acquired through planned faculty in-service learning activities, continuing education offerings, or academic courses.*

If at the bottom of the Nurse Faculty appointment form you must answer "No" to "Prior teaching experience?" then you must submit an "educational development plan" to outline how you will remedy this lack of teaching experience.
7. The Program Administrator on file with the Board of Nursing should be the individual reviewing all forms for completeness and signing off on accuracy.

Nursing Faculty Update

This form helps us maintain an accurate "picture" of staffing within programs of nursing in Kentucky. Bring your records and ours up-to-date as we ask you to complete this form twice a year.

When reviewing the printout of current faculty (didactic and clinical) that accompanies the update form, we need you to tell us if:

- Individuals on the list have permanently left your program
 - There are individuals who have joined the faculty but a faculty form has not been submitted (submit a completed form with your reply)
 - The status of a faculty member has changed. An example of a change would include individuals who were part-time going to full-time, full-time people going to part-time, individuals who have completed additional education such as their BSN or MSN, or any other change you want reflected in your program files at the Board.
1. After reviewing the master list of faculty, utilize the faculty update form to alert us to changes:
 - Faculty/clinical instructors that have been terminated, resigned, or retired should be entered into the "remove" section of the form.
 - Newly appointed (that do appear on the list), should be listed in the "add" section and a completed appointment form should accompany your submission.
 - Status change from part-time to full-time, etc. or have completed additional education such as ADN to BSN, BSN to MSN, etc., should be listed in the final section "Change."
 2. Individuals that are utilized on a limited basis, but you expect to use them again, leave them on the list and indicate "inactive" if you may use them again in the future. Be sure to include/enter them on the faculty/instructor listing within the next Annual Report as applicable.