

Division 21

Standards for the Approval of Educational Programs in Nursing Preparing Candidates for Licensure As Practical or Registered Nurses

Purpose of Standards

851-021-0000

To foster the safe and effective practice of nursing by graduates of nursing education programs by setting standards that promote adequate preparation of students for nursing practice. These standards will:

- (1) Serve as a guide for the development of new nursing education programs.
- (2) Enable innovative responses of established nursing education programs to a changing health care environment.
- (3) Provide criteria for the approval of new and established nursing education programs.
- (4) Facilitate interstate endorsement of graduates from Board approved nursing programs.
- (5) Provide for sanctions for nursing education programs that do not maintain compliance with Board established standards.

Stat. Auth: ORS 678.150, 678.340, 678.360

Stats. Implemented: ORS 678.150, 678.360

Definitions

851-021-0005

As used in these rules:

- (1) "Accreditation" is a voluntary, non-governmental peer review process by the higher education community. For the purpose of these rules, institutional accreditation applies to the entire institution, whereas nursing program accreditation applies to program accreditation by the Commission on Collegiate Nursing Education (CCNE) or the National League for Nursing Accrediting Commission (NLNAC).
- (2) "Accrediting agency" means a regional accrediting association or national accrediting agency approved by the U.S. Department of Education (US DOE) and/or the Council on Higher Education Accreditation (CHEA).
- (3) "Approval" is synonymous with accreditation as authorized in ORS 678.150, and means the process by which the Board evaluates and grants official recognition and status to nursing education programs that meet Board established uniform and reasonable standards. The status assigned may be Developmental Approval, Initial Approval or Approval.
- (4) "Approval by the office of Degree Authorization" means the approval, under ORS 348.606, to provide any part of a program leading to the award of college credit or to an academic degree.
- (5) "Articulation" refers to the process of comparing or matching the coursework completed in one educational institution with the courses or requirements of another institution. For the purpose of these rules, articulation specifically relates to courses completed or required within a nursing education program.
- (6) "Basic Master's Program" - A graduate program in nursing leading to initial licensure.
- (7) "Board" refers to the Oregon State Board of Nursing.
- (8) "Clinical Lab Teaching Assistant" refers to a member of the nursing faculty whose primary responsibility is to assist with the clinical lab teaching under the direction of the nurse educator.
- (9) "Clinical Teaching Associate" refers to a nurse who has undergone specific education/training to serve as a role model, resource and coach for nursing students. The clinical teaching associate functions under the direction of the nurse educator or nurse educator associate.
- (10) "Community-based nursing" is nursing practice that takes place in the context of family

and the community.

- (11) "Competencies" mean the knowledge, values, attitudes, and interpersonal, clinical reasoning, and psychomotor skills expected for safe and effective nursing practice.
- (12) "Controlling Body" is an accredited educational agency planning to conduct or conducting a program in nursing. For purposes of these rules, "institution," "Educational institution," or "governing institution" is synonymous with "controlling body."
- (13) "Developmental approval" means approval of an application for establishing a new program and authorization to proceed with its development.
- (14) "Distance nursing education" means the provision of nursing course(s) to students in settings physically separate from the faculty and the campus-based setting. Distance nursing education includes on-line and web-based portals, video-streaming, interactive television, and use of other electronic course delivery methods.
- (15) "Extended campus site" means any location of an institution, other than the main campus, at which the institution offers at least 50 percent of a nursing education curriculum.
- (16) "Faculty" means the nursing faculty as a whole, functioning as a collective body.
- (17) "Faculty member" means an individual nurse educator, nurse educator associate, or clinical lab teaching assistant.
- (18) "Home Board" means the approval or accrediting authority by which a particular nursing program is approved and to which it is accountable.
- (19) "Initial Approval" means authorization by the Board to accept students for admission in a new nursing program, or in an extended campus site, when the Board deems the extended campus site to be the equivalent of a new program. Initial approval status continues until the first class has graduated and the Board has taken final action on the application for approval.
- (20) "Major curriculum change" means a change that results in a refocus of purpose and objectives, a substantive change in program structure or method of instructional delivery, or a change that modifies 10% or more of the credit hours in the curriculum.
- (21) "May" indicates permission.
- (22) "National accreditation" means accreditation granted by the National League for Nursing Accrediting Commission (NLNAC) or Commission on Collegiate Nursing Education (CCNE).
- (23) "Nurse Administrator" refers to the registered nurse who is responsible and accountable for the nursing educational department, division or program, regardless of the official title assigned by any specific institution.
- (24) "Nurse Educator" refers to a registered nurse who, as a member of the nursing faculty, is responsible for the development and/or implementation of the nursing program including curriculum, policies, student advising, and evaluation, mentoring and collaborating with nurse educator associates and clinical teaching associates. For the purpose of these rules, the term "nurse educator" includes all nurse faculty members regardless of rank who have responsibility for development and implementation of the program.
- (25) "Nurse Educator Associate" refers to a registered nurse who may contribute to classroom and clinical instruction in collaboration with and under the direction of the nurse educator.
- (26) "Nursing experience" means practice as a registered nurse. Specified years of nursing experience mean full time equivalence (FTE).
- (27) "Organizing framework" means the mission, philosophy, and/or underlying assumptions upon which the curriculum is based.
- (28) "Outcomes" are statements of the expected knowledge, skills, attitudes, values and abilities to be gained by students through completion of the nursing education program or a segment thereof.
- (29) "Out-of-State Nursing Program" means a program in the United States that is approved or accredited by the licensing board for nurses in the particular state or U.S. territory, or the appropriate accrediting agency for that state or U.S. territory.
- (30) "Population-focused nursing" is nursing practice that merges the body of knowledge from the public health sciences with nursing theories for the purpose of safeguarding and improving the health of populations.
- (31) "Post-master's certificate" means a certificate from an accredited graduate nursing education program that prepares licensed nurses who hold a master's degree for an

advanced nursing role.

- (32) "Practice Site" is a location or situation in which nursing experience with actual patient/client individuals or groups is obtained.
- (33) "Practicum" is a course or session in which a student obtains experience in nursing in either a laboratory or practice site.
- (34) "Program" means a nursing education program that prepares graduates for licensure as registered or licensed practical nurses. The terms "nursing program," or "nursing education program" as used in these rules, are synonymous with "Program."
- (35) "Representative of the Board" means the Education Consultant or Board designee qualified to perform the necessary responsibilities.
- (36) "Shall" indicates a requirement.
- (37) "Site Visit" means that representative(s) of the Board go to the location of a program for specified purpose(s) which may include a survey for approval.
- (38) "Standards for Approval" - Authoritative statements that set expectations for a program to achieve and maintain for approval status. (OAR 851-021-0040 through 0070).
- (39) "Statewide Need" - Assessment and documentation of the need for the nursing program in relation to plans for total state resources and the need for entry-level nurses in the state.
- (40) "Survey visit" means that representative(s) of the Board go to the location of a program to review the program for compliance with Standards for Approval, and to prepare a report and recommendation regarding approval status.
- (41) "Units or Credits" - For programs on academic quarters, one unit or credit is defined as one academic clock hour per week for ten to 12 weeks or three academic clock hours of practicum per week for ten to 12 weeks. For programs on academic semesters, one unit or credit is defined as one academic clock hour per week for 14-16 weeks or three academic clock hours of practicum per week for 14-16 weeks.

Stat. Auth: ORS 678.150

Stats. Implemented: ORS 678.150

Approval of Nursing Education Programs 851-021-0010

- (1) Application and Developmental Approval:
 - (a) An institution or consortium of accredited institutions wishing to establish a new program in nursing shall make application to develop the program to the Board in advance of anticipated opening date;
 - (b) The application shall include a statement of intent and a feasibility study with at least the following information:
 - (A) Evidence of accreditation of the institution, or of all member institutions in a consortium, by an appropriate regional or national accrediting association or agency; institutions seeking to establish a registered nursing program shall show evidence of:
 - (i) Approval as a degree-granting institution of higher education in Oregon; and
 - (ii) Accreditation by a regional association or national agency recognized by the Council on Higher Education Accreditation (CHEA).
 - (B) Studies documenting the statewide need for the program. The study should also specifically address the need for the program in relation to the nursing needs of the geographical area to be served;
 - (C) Evidence that written notice of intent to establish a nursing education program has been provided to the nurse administrator and academic administrator of all Oregon-approved nursing education programs a minimum of 30 days prior to submission of the application;
 - (D) Purpose, size and type of program;
 - (E) Administration and organizational plan delineating lines of authority and decision-making;
 - (F) Availability of and ability to recruit and retain qualified faculty members;
 - (G) Projected number of faculty positions;

- (H) Description of proposed instructional modalities, available and proposed facilities and resources with dates of availability;
 - (I) Availability of adequate practice sites for the program;
 - (J) Availability of adequate educational facilities, services, and resources for the program;
 - (K) Evidence of financial resources adequate for planning, implementation and continuation of the program, including proposed operating costs;
 - (L) Evidence of support for the program and intended program outcomes by the institution, administration, and academic officers;
 - (M) Anticipated student enrollment and proposed date of enrollment;
 - (N) Tentative time schedule for planning and initiating the program;
 - (O) Current institution and program catalog(s).
 - (P) For consortium applicants, any charters, contracts and other documents that show:
 - (i) Relationships among member institutions;
 - (ii) Member institution commitment to the consortium and the proposed nursing program; and
 - (iii) Mechanisms within the consortium for attainment and maintenance of Board standards for nursing education programs.
- (c) The applicant shall respond to the Board's request(s) for additional information;
 - (d) A site visit may be conducted by a representative(s) of the Board;
 - (e) A school or program concerned about potential adverse impact of the proposed program shall respond to the proposer with a copy to the Board within 15 days of receiving the notice of intent to establish a new program or location.
 - (f) The Board, after timely review and consideration of the information contained in the application and any supplementary information, including statements of potential adverse impact by other programs, shall either approve or deny the application and notify the applicant, including rationale for the decision;
 - (g) If developmental approval is denied, the applicant may request a hearing before the Board and the provisions of the Administrative Procedures Act shall apply;
 - (h) If the applicant does not submit an application for initial approval within 12 months after the date designated for initiating the program in the approved plan, the developmental approval shall expire.
- (2) Initial Approval:
- (a) Initial approval status may be applied for when the following conditions have been met:
 - (A) Application as described in OAR 851-021-0010(1) has received Board approval;
 - (B) Evidence of approval for the new program has been obtained from the appropriate agencies or bodies that review and approve new programs for public and private educational institutions.
 - (i) An institution shall provide one copy of the report that was submitted to each agency and a copy of the letter(s) indicating that approval for the program have been granted;
 - (ii) A consortium shall provide documentation that each member institution has approved the program, as well as documentation of agency approval as above;
 - (iii) An institution licensed by the Oregon Department of Education, Private Career Schools section shall provide documentation of current licensure.
 - (C) A qualified nurse administrator has been appointed and provided with necessary administrative supports a minimum of nine months prior to the beginning of courses;
 - (D) There are sufficient qualified nurse educators and administrative support services to initiate the program a minimum of six months prior to the beginning of the courses;

- (E) A tentative written proposed program plan, including curriculum developed in accordance with the Standards for Approval, has been submitted a minimum of three months prior to the offering of the first course to nursing students;
 - (F) There is evidence of readiness for admission of students in educational and clinical facilities and policies for admission and progression;
 - (G) There is a signed agreement(s) for the articulation of program graduates into the next level of nursing education:
 - (i) Programs leading to a certificate or degree in practical nursing shall have an agreement with an Oregon-approved program preparing candidates for licensure as a registered nurse;
 - (ii) Programs leading to an associate degree in nursing shall have an agreement with an Oregon-approved program leading to a baccalaureate or higher degree in nursing.
 - (b) Following Board receipt and review of the information required in OAR 851-021-0010(2)(a), the Board may grant or deny initial approval;
 - (c) A site visit may be conducted by a representative(s) of the Board;
 - (d) Initial approval must be received by a program prior to accepting students for admission to the first class of nursing students;
 - (e) If initial approval is denied, the applicant may request a hearing before the Board and the provisions of the Administrative Procedures Act shall apply;
 - (f) Interim visits and/or progress reports may be requested by the Board at any time during the initial approval phase and/or following initial approval as deemed necessary by the Board.
 - (g) If the institution or consortium does not admit a class within 12 months after the date designated for initiating the program in the initial approval application, the initial approval shall expire.
- (3) Approval:
- (a) Eligibility for approval occurs after the graduation of the first class of students;
 - (b) Within six months following graduation of the first class, the program shall submit a self-study report of compliance with the Standards for Approval and a survey visit shall be made for consideration of approval of the program;
 - (c) The decision of the Board to grant or deny approval shall be based upon review of a self-evaluation report submitted by the program addressing compliance with Board standards, of the success rate of graduates on the national licensure examination, and of a survey report by a representative(s) of the Board;
 - (d) If approval is denied, the applicant may request a hearing before the Board and the provisions of the Administrative Procedures Act shall apply.

Stat. Auth: ORS 678.150, 678.340, 678.360

Stats. Implemented: ORS 678.150, 678.360

Periodic Evaluation of Nursing Education Programs

851-021-0015

- (1) Procedures for Periodic Evaluation:
- (a) All nursing education programs shall be required to demonstrate continuing compliance with the Standards for Approval at least every eight years for continued approval; except that continued approval may be granted for up to ten years when the program has received national accreditation for ten years.
 - (b) The Board shall require a survey visit for consideration of continued approval, and may require survey visits or interim progress reports at any time. The following situations may be cause for a survey visit to determine if the minimum standards for nursing programs are being met:
 - (A) Reports relating to violations of OAR 851-021-0040 through 851-021-0070;
 - (B) Denial, withdrawal or change of program or institution accreditation status by an accrediting agency recognized by the U.S. Department of Education;
 - (C) Providing false or misleading information to students or the public

- concerning the nursing program;
 - (D) Violation of Board rules;
 - (E) Inability to secure or retain a qualified director or faculty, resulting in substandard supervision and instruction of students; or
 - (F) Failure to achieve NCLEX pass rate standards:
 - (i) A first attempt pass rate of 60% or higher on the licensing examination over a one-year period;
 - (ii) A first attempt pass rate of 70% or higher over two consecutive one-year periods, or
 - (iii) A two-year pass rate of 85% or higher over three consecutive years.
 - (c) The nursing program may request a survey or site visit. Such request shall be in writing and include the purpose(s) for the visit;
 - (d) A program shall submit a narrative self-evaluation report(s) that provides evidence of compliance with the Standards for Approval at least one month prior to the scheduled survey visit:
 - (A) The self-evaluation report prepared for the national nursing education accreditation body may be substituted in lieu of the Board's survey report if a national accreditation survey is scheduled for that year;
 - (B) If the national self-evaluation report is submitted in lieu of the Board's survey report, the program shall submit an addendum to the self-evaluation report that addresses the Standards for Approval and that provides a guideline as to where the Standards are discussed in the self-evaluation report.
 - (e) The survey visit shall be made by a representative(s) of the Board on dates mutually acceptable to the Board and the program. A Board survey visit may be conducted in conjunction with the national nursing accreditation body survey visit. The Board representative shall write a separate survey report;
 - (f) The program shall be asked to participate in scheduling survey visit activities;
 - (g) A draft of the survey visit report shall be made available to the program for review and corrections in factual data;
 - (h) The administrator of the program and/or designee(s) shall be invited to be present during the presentation of the survey report to the Board;
 - (i) Following the Board's review and decision, written notification regarding approval of the program, commendations, recommendations or notice of deficiencies with a specified time frame within which the deficiencies must be corrected, shall be sent to the administrator of the institution and the administrator of the nursing education program.
- (2) An approved nursing program that becomes accredited by a national nursing accreditation body between OSBN survey visits, may have the next scheduled survey visit adjusted to provide for a review schedule not to exceed a ten-year time period.

Stat. Auth: ORS 678.340, 678.360

Stats. Implemented: ORS 678.360

Denial or Withdrawal of Approval

851-021-0020

- (1) If, in the opinion of the Board, the standards established for approval of new or existing nursing education programs are not being met, notice thereof shall be given in writing to the controlling body, specifying the deficiency(ies) and prescribing the time within which the deficiency(ies) must be corrected.
- (2) Approval may be withdrawn if a program fails to correct the deficiency(ies) or achieve specified NCLEX pass rate standards within the time specified after a hearing in which such facts are established.

Stat. Auth: ORS 678.340, 678.360

Stats. Implemented: ORS 678.360

Reports

851-021-0025

- (1) Program Changes Requiring Notification to the Board. The program shall notify the Board in writing within 30 days of development of the following circumstances:
 - (a) Change in the nurse administrator of the program;
 - (b) A significant increase or decrease in planned enrollment that may affect the overall faculty-student ratio or the capacity of institutional facilities or regional practice sites;
 - (c) Major changes in availability of adequate practice sites for the program that results in reduction in student enrollment or faculty positions;
 - (d) Change in accreditation status of the controlling body;
 - (e) Major reductions in the financial support for the program;
 - (f) Appointment of new faculty members.
- (2) Program Changes Requiring Board of Nursing Approval:
 - (a) Change of Administrative Control:
 - (A) When control of an educational program is transferred from one institution to another, a report must be submitted to the Board by the receiving institution containing the following information:
 - (i) Rationale for change;
 - (ii) Anticipated effects on students, faculty and resources;
 - (iii) Administrative and organizational plans, including a sound operational budget;
 - (iv) Plans for the orderly transition of the program;
 - (v) Application for new program as delineated in OAR 851-021-0010, unless this requirement is waived by the Board of Nursing.
 - (B) The institution relinquishing the program shall notify the Board of Nursing in writing of the intent to transfer the program, and shall submit to the Board the information requested of programs undergoing voluntary termination (OAR 851-021-0035(1)).
 - (b) Major Curriculum Change:
 - (A) When a nursing education program anticipates a major curriculum change, such change shall be submitted to the Board for approval at least three months prior to implementation.
 - (B) The following materials shall be submitted with the request for curriculum changes:
 - (i) Rationale for proposed changes including the anticipated effect on faculty, students, resources and facilities;
 - (ii) Presentation of the differences between the current curriculum and the proposed curriculum;
 - (iii) A timetable for implementation of change;
 - (iv) Methods of evaluation that will be used to determine the effects of the change.
 - (c) Exceptions to qualified faculty members under OAR 851-021-0045(6);
 - (d) Addition of an extended campus site or distance nursing education option:
 - (A) The program shall submit a letter of intention to expand offerings to an extended campus site or using distance education technology at least six months prior to planned implementation;
 - (B) The letter of intent shall include at least the following information:
 - (i) Plan for qualified faculty for the program at the extended site or with addition of distance education technology;
 - (ii) Description of available and proposed education facilities and delivery modalities, services and resources with dates of availability;
 - (iii) Availability of adequate practice sites and provisions for faculty supervision of clinical experiences;
 - (iv) Tentative time schedule for planning, initiating, and evaluating the program.

- (C) The Board may deem the addition of an extended campus site or distance nursing education option as the equivalent of a new program, and require application under OAR 851-021-0010. Notice to the applicant shall include the rationale for the Board decision.
- (e) Proposed demonstration project(s) that significantly alter the approved curriculum, model of clinical practice or faculty-to-student ratio.
 - (A) The program shall submit a letter of intention to implement such a project at least three months prior to the planned implementation.
 - (B) The letter of intention shall include at least the following information:
 - (i) Description of the proposed project, including purpose;
 - (ii) Description of mechanisms and procedures for and student safety and learning effectiveness;
 - (iii) Plan for evaluation of the project and reporting findings back to the Board; and
 - (iv) Tentative time schedule for planning, initiating, and evaluating the program.
- (3) NCLEX first attempt pass rate standards and reports.
 - (a) The pass rate will be calculated annually on the basis of a program's pass rate for the total number of first attempt candidates examined over a one-year period and a revolving two-year period of time.
 - (b) A program shall present a written plan, in conformance with Board policy, to evaluate and improve graduate performance on the licensing examination in the event that the program fails to maintain an average of
 - (A) An 85% pass rate or higher over a two-year period, or
 - (B) A 70% pass rate or higher over a one-year period.
- (4) Annual Reports:
 - (a) Statistical data and qualitative program information shall be required to be submitted to the Board annually on a form supplied by the Board;
 - (b) The annual report shall include information to enable monitoring of continued compliance with the Board's rules. Required reports may include data for aggregate and trend analysis.
- (5) General Guidelines for Reports:
 - (a) The Board shall review reports for approval, or continued approval of nursing education programs or proposals for major curriculum change only at times when the Board is in formal session;
 - (b) A copy of the report(s) shall be in the Board Office at least six weeks prior to the Board meeting.

Stat. Auth: ORS 678.150

Stats. Implemented: ORS 678.150

Consultative Services

851-021-0030

Consultative services shall be provided by the Board at the request of a program or institution offering or planning to offer a program.

Stat. Auth: ORS 678.150

Stats. Implemented: ORS 678.150

Closing of an Approved Nursing Education Program

851-021-0035

- (1) Voluntary closing. When the governing institution anticipates the closing of a nursing education program, it shall notify the Board in writing, stating the reason, plan and date of the intended closing. Notice of intent to discontinue a nursing program shall be transmitted to the Board at least 30 days prior to public announcement. The governing institution shall choose one of the following closing procedures:
 - (a) The program shall continue until the last class enrolled is graduated:
 - (A) The program shall continue to meet the standards for approval until all of

- the enrolled students have graduated;
 - (B) The date of closure is the date on the degree, diploma or certificate of the last graduate;
 - (C) The governing institution shall notify the Board of the closing date.
 - (b) The program shall close after the governing institution has assisted in the transfer of students to other approved programs:
 - (A) The program shall continue to meet the standards required for approval until all students are transferred;
 - (B) A list of the names of students who have been transferred to approved programs and the date on which the last student was transferred shall be submitted to the Board by the governing institution;
 - (C) The date on which the last student was transferred shall be the closing date of the program.
- (2) Closing as a result of denial or withdrawal of approval. When the Board denies or withdraws approval of a program, the governing institution shall comply with the following procedures:
 - (a) The program shall close after the institution has made a reasonable effort to assist in the transfer of students to other approved programs. A timeframe for the transfer process shall be established by the Board;
 - (b) A list of the names of students who have transferred to approved programs and the date on which the last student was transferred shall be submitted to the Board by the governing institution;
 - (c) The date on which the last student was transferred shall be the closing date of the program unless otherwise designated by the Board.
- (3) Provision shall be made for custody of records as follows:
 - (a) Safe storage of vital records, including permanent records of all graduates of the program;
 - (b) Notification to the Board in writing as to where the records will be stored and how they may be accessed by appropriate request.

Stat. Auth: ORS 678.150

Stats. Implemented: ORS 678.150

Standards for Approval: Organization and Administration

851-021-0040

- (1) The controlling body shall be accredited by an appropriate regional or national accrediting association or agency and meet all current standards of the accreditor.
 - (a) Institutions offering registered nurse programs shall be approved as a degree-granting institution of higher education in Oregon, and
 - (b) Accredited by a regional association or national agency recognized by the Council on Higher Education Accreditation (CHEA).
- (2) There shall be a description or organizational chart that clearly illustrates communication and decision making processes within the nursing program, and accountability and communication of the nursing program to the controlling body.
- (3) There shall be adequate financial support for the development, implementation, stability and continuation of the program, including required prerequisite and support courses if applicable.
- (4) The authority and responsibility for the direction of the program shall be vested in a qualified nurse administrator as specified in OAR 851-021-0045.
- (5) The nurse administrator shall have institutional authority and administrative responsibility for the program, including:
 - (a) Leadership within the faculty for the development, implementation, and evaluation of the program, including curriculum and instructional delivery;
 - (b) Creation and maintenance of an environment conducive to teaching and learning, including coordination and support of faculty assignments;
 - (c) Liaison with executive administrators and administrative and student service units of the institution;

- (d) Participation in institutional policy and program decisions that affect teaching and learning within the nursing program;
 - (e) Participation in preparation of the budget;
 - (f) Administration of the budget;
 - (g) Facilitation of faculty and faculty member development;
 - (h) Participation in faculty member performance review;
 - (i) Recommendation for faculty member appointment, promotion, tenure and retention;
 - (j) Liaison with the Board related to the program's continuing compliance with the required elements of these rules.
- (6) The nurse administrator shall have sufficient time provided for carrying out administrative responsibilities. Instructional responsibilities and responsibilities for administration of other programs shall be consistent with the scope of the administrative responsibility for the nursing program.
- (7) Nursing education program policies and procedures shall be in written form, congruent with those of the institution, and shall be reviewed periodically.

Stat. Auth: ORS 678.150, 678.340

Stats. Implemented: ORS 678.150, 678.360

**Standards for Approval: Nursing Faculty
851-021-0045**

- (1) The faculty shall include a sufficient number of qualified nurse educators and nurse educator associates to meet the identified learning outcomes of the nursing education program.
- (2) The nurse administrator and each nurse faculty member shall hold a current, unencumbered license to practice as a registered nurse in Oregon and be academically and experientially qualified for the position to which she/he is appointed.
- (3) Faculty teaching in clinical settings shall also hold a registered nurse license to practice and meet requirements in the state in which the clinical experience is occurring.
- (4) Each non-nurse faculty member shall be academically and experientially qualified for his/her responsibilities.
- (5) The nurse administrator and each faculty member shall demonstrate professional competence and continued development in nursing, nursing education, and assigned teaching responsibilities.
 - (a) The nurse administrator and each faculty member shall periodically review assigned teaching responsibilities, evaluating and revising professional development plans as indicated.
 - (b) The institution and nurse administrator shall support faculty in developing and maintaining competence in assigned teaching responsibilities.
- (6) Qualifications for practical nurse programs:
 - (a) The nurse administrator shall:
 - (A) Hold at least a master's degree in nursing with documentation of preparation and/or experience in curriculum and teaching;
 - (B) Have at least four years of nursing experience, of which two years shall have been in a teaching or administrative position in a nursing education program.
 - (b) Each nurse educator shall:
 - (A) Hold at least a baccalaureate degree in nursing;
 - (B) Have at least three years of nursing experience.
 - (c) Each nurse educator associate shall:
 - (A) Hold at least a baccalaureate degree in nursing; and
 - (B) Have at least two years of nursing experience.
 - (d) Each clinical lab teaching assistant shall:
 - (A) Hold a degree or certificate that is, at a minimum, equivalent to that for which students are being prepared; and
 - (B) Have at least two years of nursing experience.

- (e) If the institutional program in practical nursing is embedded within a program in registered nursing, all faculty member appointments shall meet the qualifications required for registered nurse programs.
- (7) Qualifications for registered nurse programs:
 - (a) The nurse administrator shall:
 - (A) Hold at least a master's degree in nursing with documentation of preparation and/or experience in curriculum and teaching. In addition, for baccalaureate degree nursing programs, the nurse administrator shall hold an earned doctorate degree;
 - (B) Have at least five years of nursing experience, of which three years shall have been in a nurse educator or administrative position in a nursing education program.
 - (b) Each nurse educator shall:
 - (A) Hold at least a master's degree in nursing or a baccalaureate degree in nursing, and master's in a related field with a post-master's certificate in nursing from a program that is at least two semesters or three quarters in length;
 - (B) Have at least three years of nursing experience.
 - (c) Each nurse educator associate shall hold at least a bachelor's degree in nursing with no less than two years of nursing experience.
 - (d) Each clinical lab teaching assistant shall:
 - (A) Hold at least the educational level of preparation for which students are being taught; and
 - (B) Have at least two years of nursing experience.
- (8) Any exceptions to subsections (6)(a), (b), (c), (d), (e) and (7)(a), (b), (c), (d) of this rule shall be submitted in writing to the Board and shall include rationale for the request. The Board may grant exceptions for any of the following circumstances:
 - (a) The education and experience qualifications are deemed equivalent to the requirements; or
 - (b) The individual has a baccalaureate in nursing, a masters or doctorate in a related field, and relevant nursing experience. The background of the individual is related to the teaching assignment and is complementary to the faculty mix, or
 - (c) Substantial effort has been made to recruit a qualified faculty member, and the appointed individual is pursuing the needed qualifications; or
 - (d) Substantial effort has been made to recruit a qualified faculty member, and the individual without full qualification is appointed for one year. The exception may be extended for one year with documentation of either continued and unsuccessful recruitment for a qualified replacement, or a plan to establish eligibility under exception (c) above.
- (9) Special Provision for Nursing Faculty. Nurse administrators and faculty members employed as such in Oregon during the 1984-85 academic year may be appointed after September 1, 1985 without meeting new requirements under paragraphs 6(a)(A), (6)(b)(A), (7)(a)(A) and (7)(b)(A) of this rule.
- (10) Faculty Member/Student Ratio:
 - (a) The number of faculty members appointed shall be not less than one faculty member to every nine students having experience in one or more practice sites at any given time. Effective July 1, 2010, the ratio shall be one faculty member to eight students. A lower ratio shall apply when nursing faculty determine that student/client safety and learning effectiveness warrant.
 - (b) Factors to be considered in determining the faculty member/student ratio shall be:
 - (A) Objectives to be achieved;
 - (B) Preparation and expertise of faculty member;
 - (C) Use of clinical teaching associates;
 - (D) Level of students;
 - (E) Number, type and condition of clients;
 - (F) Number, type, and location of practice sites; and

- (G) Adequacy of the ratio for nurse faculty to:
 - (i) Assess students' capability to function safely within the practice situation;
 - (ii) Select and guide student experience; and
 - (iii) Evaluate student performance.
- (c) Clinical teaching associates may be used within the following guidelines:
 - (A) There shall be a written plan for the clinical learning experience consistent with these rules;
 - (B) Clinical teaching associates shall be selected according to written criteria developed by faculty, and agreed to by responsible person(s) in the practice site;
 - (C) A faculty member shall be available to the clinical teaching associate(s) while students are involved in a the clinical learning experience;
 - (D) The faculty member shall confer with each clinical teaching associate and student (individually or in groups) regularly during the clinical learning experience;
 - (E) Use of clinical teaching associates does not modify the requirement for faculty member/student ratio, except that the ratio may be modified for final practica.
- (11) Principal responsibilities of the faculty shall be to:
 - (a) Develop, implement and evaluate the organizing framework and learning outcomes of the program;
 - (b) Construct, implement, evaluate and revise the curriculum;
 - (c) Develop, implement and evaluate policies and standards for the advising, selection, admission, advanced placement, progression and graduation of nursing students within the framework of the policies of the educational institution;
 - (d) Develop, integrate and evaluate student learning experiences including selection of learning activities, appropriate use of emerging teaching and learning methodologies, assessment and guidance of the student and evaluation of client and student safety;
 - (e) Mentor/guide nurse educator associates and clinical teaching associates;
 - (f) Develop, implement and evaluate policies for assessing student achievement in terms of course and program learning outcomes;
 - (g) Evaluate student learning and performance, assign grades for courses according to policies, determine student progression within the program, and recommend successful candidates for the degree or certificate;
 - (h) Develop, implement and evaluate policies and procedures necessary for the operation of the program;
 - (i) Provide for student evaluation of teaching effectiveness;
 - (j) Provide for evaluation of faculty members within the framework of the educational institution;
 - (k) Orient nurse educator associates, clinical teaching associates, and nursing staff in practice sites to the program goals, learning outcomes and expected competencies of the students;
 - (l) Participate in review of the total nursing program;
 - (m) Participate in determining academic policies and procedures of the institution;
 - (n) Participate cooperatively with other nursing programs and agencies to develop appropriate and equitable access to practice sites; and
 - (o) Provide mechanisms for student input into and/or participation in decisions related to the nursing program.
- (12) Faculty Organization:
 - (a) The nursing faculty shall participate through faculty meetings or other methods in developing, implementing and evaluating the program and curriculum and other responsibilities of the faculty;
 - (b) Minutes of faculty and committee meetings, including actions taken, shall be recorded and available for reference;

- (c) Faculty participation in decisions related to developing, implementing, and evaluating the curriculum, and to establishing or modifying nursing program policies shall be documented.

Stat. Auth: ORS 678.150, 678.340, 678.360

Stats. Implemented: ORS 678.150, 678.360

Standards for Approval: Curriculum

851-021-0050

- (1) Curriculum shall:
 - (a) Prepare the student to achieve the nursing competencies necessary for safe practice based on current standards of care;
 - (b) Reflect the identified mission, goals, and learning outcomes of the nursing education program; and
 - (c) Be consistent with the law governing the practice of nursing.
- (2) Curriculum plan shall identify:
 - (a) Competencies or learning outcomes at the course and program level;
 - (b) Learning activities to develop identified competencies. Courses, learning activities and clinical practicum shall be organized in such a manner to have sufficient proximity in time to allow the student to form necessary links of theoretical knowledge, clinical reasoning, and deliberate practice;
 - (A) Clinical practica shall include sufficient direct patient care hours to achieve identified competencies, course and program outcomes.
 - (B) All clinical practica shall be directed and supervised by a nurse educator or nurse educator associate.
 - (C) All programs shall include no less than six (6) contact hours of learning activities related to pain management.
 - (c) Requirements of the educational institution for graduation; and
 - (d) Total units required for graduation.
- (3) Practical Nurse Programs:
 - (a) In practical nursing programs, the course content and clinical experience required shall be a minimum of 42 quarter units or 28 semester units including:
 - (A) Biological, applied, social, and behavioral sciences and humanities: minimum of 18 quarter units or 12 semester units; and
 - (B) Practical Nursing: minimum of 24 quarter units or 16 semester units of which no less than 12 quarter or eight semester units shall be clinical practicum.
 - (b) The Practical Nurse program shall provide theory and faculty-supervised clinical practice in nursing to achieve competencies within the practical nurse scope of practice, including those related to:
 - (A) Creating and maintaining a safe environment of care;
 - (B) Demonstrating professional, legal, and ethical behavior in nursing practice;
 - (C) Applying knowledge and problem-solving skills;
 - (D) Providing safe, clinically competent, culturally sensitive, and client-centered care for the promotion, restoration and maintenance of wellness or for palliation across the lifespan and settings of care;
 - (E) Functioning as a member of the interdisciplinary healthcare team;
 - (F) Applying leadership and management skills to assign, direct and supervise care provided by nursing assistive personnel;
 - (G) Using technology to facilitate communication, manage information, and document care; and
 - (H) Providing cost-effective nursing care and participating in quality improvement strategies.
- (4) Registered Nurse Program:
 - (a) Registered nurse curricula shall meet all institutional requirements for and culminate in the award of an associate, baccalaureate, masters, or doctoral degree.
 - (b) In registered nurse programs, the course content and clinical experience required

shall be a minimum of 84 quarter units or 56 semester units including:

- (A) Physical, biological, social and behavioral sciences and humanities: minimum of 36 quarter units or 24 semester units; and
 - (B) Nursing: minimum of 48 quarter units or 32 semester units of which no less than 24 quarter units or 16 semester units shall be clinical experience.
- (c) The Registered Nurse program shall provide theory and faculty-supervised clinical practice in nursing to develop competencies at the registered nursing scope of practice related to:
- (A) Creating and maintaining a safe environment of care;
 - (B) Demonstrating professional, ethical and legal behavior in nursing practice;
 - (C) Using problem-solving skills, reflection, and clinical judgment in nursing practice;
 - (D) Prescribing/directing, managing, delegating and supervising nursing care for individuals, families, or groups;
 - (E) Providing safe, clinically competent, culturally sensitive, client-centered and evidence-based care to promote, restore and maintain wellness or for a palliation across the lifespan and settings of care;
 - (F) Providing culturally sensitive and evidence-based teaching, counseling, and advocacy for individuals, families and groups;
 - (G) Participating within and providing leadership for an interdisciplinary team;
 - (H) Applying leadership skills to identify the need for and to promote change;
 - (I) Using communication and information technology effectively and appropriately;
 - (J) Applying and integrating principles of community health and community-based care into practice; and
 - (K) Integrating concepts of resource utilization, quality improvement and systems to enhance care delivery.
 - (L) Baccalaureate and basic masters or doctoral programs shall also include competencies related to:
 - (i) Applying epidemiological, social, and environmental data and principles to identify and implement health promotion goals and strategies for communities and populations;
 - (ii) Assuming leadership and effecting change through participation in teams and beginning application of management knowledge;
 - (iii) Identifying and implementing measures to improve access to healthcare for individuals and underserved groups;
 - (iv) Using the principles and practice of research to validate and improve nursing care for individuals, families, and groups; and
 - (v) Using teaching-learning principles to assist colleagues and healthcare providers to improve nursing care quality.
- (5) Programs providing distance nursing education shall:
- (a) Deliver the approved curriculum through learning activities designed to allow students to achieve stated learning outcomes or competencies;
 - (b) Provide learning activities that are sufficiently comprehensive to achieve stated program outcomes and competencies; and
 - (c) Support instructor-student interaction and meaningful student interaction.
- (6) Programs that provide for advanced placement of students shall develop and use policies designed to assure that such students meet the equivalent of the program's current curriculum and competencies.

Stat. Auth: ORS 678.150, 678.340, 678.360

Stats. Implemented: ORS 678.150, 678.360

**Standards for Approval: Students
851-021-0055**

The program in nursing is accountable to students by providing that:

- (1) Admission, readmission, transfer, progression, retention, dismissal and graduation

requirements are available to the students in written form and are consistent with those of the sponsoring institution. Where necessary, policies specific to nursing students may be adopted if justified by the nature and purposes of the nursing program.

- (2) Students are admitted without discrimination as to age, race, religion, gender, sexual preference, national origin or marital status.
- (3) Facilities and services of the program and its sponsoring institution are documented and available to students.
- (4) Distance Nursing education programs are effectively supported through accessible modes of delivery, resources, and student support.
- (5) Student rights and responsibilities are available in written form.
- (6) Students are required to submit to a criminal background check to identify criminal convictions that may:
 - (a) Pose a risk to public safety;
 - (b) Preclude the ability to complete required clinical practicum; or
 - (c) Result in Notice to Deny Licensure on application for initial licensure in Oregon.
- (7) By July 1, 2010, there is a signed agreement for the articulation or program graduates into the next level of nursing education:
 - (a) Programs leading to a certificate or degree in practical nursing shall have an agreement with an Oregon-approved program preparing candidates for licensure as a registered nurse;
 - (b) Programs leading to an associate degree in nursing shall have an agreement with an Oregon-approved program leading to a baccalaureate or higher degree in nursing.

Stat. Auth: ORS 678.150, 678.340, 678.360

Stats. Implemented: ORS 678.150, 360

Standards for Approval: Records

851-021-0060

- (1) Program records - A system of records shall be maintained and be made available to the Board representative and shall include:
 - (a) Data relating to accreditation by any agency or body;
 - (b) Course outlines;
 - (c) Minutes of faculty and committee meetings;
 - (d) Reports of standardized tests; and
 - (e) Survey reports.
- (2) Record(s) shall be maintained for each student, available to the Board representative, and shall include:
 - (a) Student application;
 - (b) Student transcript, which must be maintained indefinitely;
 - (c) Current record of achievement; and
 - (d) Other records in accordance with state or federal guidelines, program or institution policy, record retention schedule or statute of limitations.
- (3) The program shall make provisions for the protection of student and graduate records against loss, destruction and unauthorized use.
- (4) Information describing the curriculum shall be published in the college catalog, maintained in archives, and made available upon request.

Stat. Auth: ORS 678.150, 678.340, 678.360

Stats. Implemented: ORS 678.150, 678.360

Standards for Approval: Facilities and Services

851-021-0065

- (1) Educational facilities shall include:
 - (a) Classrooms, laboratories and conference rooms adequate in number, size and type according to the number of students and educational purposes for which the rooms are used;
 - (b) Offices and conference rooms available and adequate in number and size to meet

- faculty needs for individual student counseling and faculty meetings;
 - (c) Space provided for secretarial staff, files, storage and equipment; and
 - (d) Telephones, computers, equipment and support adequate in number and capacity to conduct program business.
- (2) Educational services and resources shall include:
- (a) Adequate secretarial services;
 - (b) Adequate library services, holdings, and electronic learning resources;
 - (c) Adequate student support services such as academic advising, financial aid advising, and academic bookstore services;
 - (d) Adequate technology to support teaching and learning.
- (3) Institutions offering distance nursing education programs shall provide ongoing and appropriate technical, design, and production support for faculty members and technical support services for students.
- (4) Selection of practice sites shall be based on written criteria established by faculty including a requirement that the practice sites shall be fully approved by the appropriate accreditation, evaluation or licensing bodies, if such exist.
- (5) There is a written agreement that is in effect between the authorities responsible for the educational program and the nursing service or other relevant service of the practice site. The agreement shall include but not be limited to provisions that:
- (a) Ensure that faculty members have authority and responsibility to select appropriate learning experiences in collaboration with practice site; and
 - (b) Clearly specify whether or not clinical teaching associates will be provided by the site, and how they will be selected and function.

Stat. Auth: ORS 678.150, 678.360

Stats. Implemented: ORS 678.150, 678.340, 678.360

Standards for Approval: Evaluation

851-021-0070

- (1) There is a comprehensive plan for evaluation of the nursing education program that includes systematic assessment and analysis of:
- (a) Compliance with the OSBN Standards for Approval for nursing education programs;
 - (b) Internal and external measures of Graduate achievement of identified program competencies and learning outcomes;
 - (c) NCLEX pass rate data, trends, and contributing factors;
 - (d) Curriculum design, including nursing and other required courses, course sequencing and scheduling;
 - (e) Effectiveness of instructional strategies and methodologies;
 - (f) Faculty sufficient in number, preparation, experience and diversity to effectively achieve course and program outcomes and maintain client and student safety; and
 - (g) Resources, including human, physical, and financial resources to support the number of enrolled students, instructional delivery and achievement of program learning outcomes.
- (2) There is evidence that the comprehensive plan for evaluation is being implemented and that evaluative data is used for ongoing program improvement.

Stat. Auth: ORS 678.150, 678.340, 678.360

Stats. Implemented: ORS 678.150, 678.360

Standards for Out-of-State Student Clinical Experience in Oregon

851-021-0090

- (1) Out-of-State Nursing Programs who seek to routinely send groups of students for clinical experience in Oregon
- (a) The program shall petition the Board for approval to provide clinical experience in Oregon. The petition shall include:
 - (A) Justification or rationale for use of Oregon facilities including description of clinical sites and experiences and the provisions that will be used for client/student safety;

- (B) Documentation of home board approval including time frame and any recommendations that are outstanding;
- (C) Regional and/or national accreditation status of school;
- (D) List of all faculty members with academic and licensure credentials;
- (E) Evidence that faculty providing direct clinical supervision meet standards as established in OAR 851-021-0045(2, 6, 7);
- (F) NCLEX pass rate, number of candidates and number passing for the past two years ending on the most recent September 30;
- (G) Proof of approval by the Oregon Office of Degree Authorization; and
- (b) The program shall provide an annual report on a form supplied by the Board to include at least the following information:
 - (A) Curriculum change that affects the use of Oregon facilities for clinical experience;
 - (B) Any change in provisions for client/student safety;
 - (C) List of all faculty members with academic and licensure credentials;
 - (D) Any change in approval/ accreditation status during the annum;
 - (E) Copy of progress reports (if any) to the home board during the annum;
 - (F) NCLEX pass rate, number of candidates and number passing for the year ending September 30.
- (c) The OSBN may conduct a complete visit to the program of nursing to determine its eligibility for approval at any time, or may accept all or part of the survey and findings on approval from the home state.
- (2) Nursing programs with faculty and facilities located in Oregon and approved by another state as of April 1, 1998
 - (a) The program shall meet the reporting requirements established in OAR 851-021-0025 for Oregon approved nursing programs.
 - (b) In addition, the program shall:
 - (A) Report any change in approval/accreditation status within 30 days of such change;
 - (B) Submit a copy of progress reports (if any) to the home board; and
 - (C) annually submit the NCLEX pass rate, number of candidates and number passing for the year ending September 30; and
 - (D) Demonstrate attainment of OSBN standards for approval through OSBN participation in the regular survey visit conducted by the home board;
 - (E) Report any change in Office of Degree Authorization approval status of the program.
 - (c) The OSBN may conduct a complete visit to the program to determine its eligibility for approval at any time, or may accept all or part of the survey and findings on approval from the home state.
- (3) Nursing programs that do not regularly send clinical sections to Oregon sites, and that seek to place an individual student for precepted experience
 - (a) The program shall petition the Board for approval to provide clinical experience in Oregon. The petition shall include:
 - (A) Justification or rationale for use of Oregon facilities including description of clinical sites and experiences and the provisions that will be used for client/student safety;
 - (B) Documentation of home board approval including time frame and any currently outstanding recommendations;
 - (C) Regional and/or national accreditation status of school;
 - (D) Name and credentials of the contact faculty member;
 - (E) Name and credentials of a contact person within the Oregon clinical facility;
 - (F) Evidence that faculty providing clinical supervision meet standards as established in OAR 851-021-0045(2, 6, 7);
 - (G) Proof of approval by the Office of Degree Authorization; and
 - (b) The program shall have a written contract with the Oregon clinical facility including but not limited to:

- (A) Learning objectives to guide the student experience;
- (B) Provisions for client/student safety;
- (C) Faculty member of record with provision for availability;
- (D) Qualifications for selection of preceptor(s);
- (E) Provision that the agency may unilaterally nullify the contract in the event of issues with client safety.

Nursing-Critical Shortage Area Defined for the Purpose of the Oregon Nursing Services Program

851-021-0120

- (1) For the purposes of the Oregon Nursing Services Program, a student loan repayment program administered by the Oregon Student Assistance Commission, a "nursing-critical shortage area" means:
 - (a) A locality or practice setting defined by the Office of Rural Health as "frontier" or "rural";
 - (b) A practice specialty determined to be "critical" by the Board of Nursing, in consultation with the Office of Rural Health.
- (2) A complete list of practice settings and/or practice specialties considered to be "critical" will be identified annually in Board policy.

Stat. Auth: ORS 678.031, 678.150

Stats. Implemented: ORS 678.031

851-021-0005, 0010, 0015, 0020, 0025, 0040, 0045, 0050, 0055, 0060, 0065, 0070, 0090, 0120 amended 6/12/08

851-021-0010 amended 11/20/03

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