

20-90-48. Administration

Education Standards – All Programs**20-90-48. Administration**

- (a) School organization
- (1) The authority of and administrative responsibility for the nursing education program shall be vested in the program administrator, who is responsible to the controlling body of the program either directly or indirectly through administrative channels. Each nursing education program shall have its own administrator.
 - (2) There shall be faculty sufficient to meet the educational outcomes of the program, the learning needs of the students, and the safety of the recipients of Health Care Services.
 - (A) The overall faculty/student ratio shall be no less than one (1) clinical faculty member for every ten (10) students engaged in direct client care experiences.
 - (B) The preceptor to student ratio shall be no less than one (1) preceptor for every two (2) students. Preceptors shall work in collaboration with program faculty, who retain responsibility for student evaluation. The ratio of faculty to precepted students shall be no less than one (1) faculty member for every sixteen (16) students.
 - (C) Upon written request from the program director, the board may, within its discretion and after reviewing the merits of the request, provide a temporary exception from the mandated faculty/student ratio.
 - (3) There shall be clerical staff to meet the needs of the administration and instructional personnel.
 - (4) Planning, selecting, directing, and evaluating of student learning experiences shall be the responsibility of the faculty. Planning of the clinical experience, including consideration of the appropriate faculty to student ratio and use of preceptors for the specific settings being utilized, shall be done in cooperation with the administrator of nursing service or the appropriate nursing personnel of cooperating health care entities.
- (b) Contractual agreements
- (1) There shall be signed contractual agreements between the nursing education program and cooperating health care entities when the program and the entities are independent.
 - (2) Contracts shall be developed by the program and shall be reviewed annually by the cooperating health care entity. Contracts shall be renewed at least every third year.
- (c) Philosophy and educational outcomes
- The philosophy and educational outcomes of the nursing education program shall:
- (1) Be developed by the nursing program administrator and faculty;
 - (2) Be consistent with philosophy and objectives of the parent institution;
 - (3) Describe the competencies of the graduate; and
 - (4) Provide the framework for the development, implementation and periodic evaluation of the program.
- (d) Students
- (1) There shall be written policies for admission, promotion and graduation of students which shall appear in at least one official publication of the program and which shall comply with applicable state and federal laws and regulations.
 - (2) The nursing education program shall be responsible for verifying the satisfactory completion of a secondary school educational program, or its equivalent, for each applicant before admission.
 - (3) Previous education shall be established by the program from transcripts obtained and kept on file. Graduation from an accredited or approved prior educational program shall be recorded.

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- (4) Readmission and transfer. The program shall establish and adhere to written policies for transfer and readmission. The program shall determine the remaining educational experiences necessary for the student to meet the educational outcomes of the nursing education program.
- (5) Admission with advanced standing. Applicants with previous experience or courses of study relating to nursing may be admitted to a program preparing for registered nurse licensure or practical nurse licensure with advanced standing after an evaluation has been made by the nursing education program.
- (6) There shall be written policies that are implemented for safeguarding the health and well being of the students which shall include, but not be limited to, provisions for counseling and guidance and admission physical examinations and which shall comply with applicable state and federal laws and regulations.
(Effective November 29, 1983; Amended January 6, 1992; May 4, 2004.)

20-90-49. Records

The nursing education program shall maintain a system of administrative records that shall include current course outlines and evaluation instruments, faculty personnel records, faculty meeting and committee meeting reports, student records, pertinent correspondence, pertinent reports, and official publications of the nursing education program.
(Effective November 29, 1983; Amended May 4, 2004.)

20-90-50. Facilities

- (a) The parent institution responsible for the nursing education program shall provide facilities including: a library offering resources and services, office space, conference rooms, classrooms, and nursing laboratories sufficient to meet the needs of the program.
- (b) Health care entities utilized by a nursing education program must provide the range of clinical nursing experiences appropriate to course objectives.
(Effective November 29, 1983; Amended May 4, 2004.)