

**Application for Approval of Educational Programs for
Mental Health Technicians**

65-4206, 60-5-102 & 60-6-101

Kansas State Board of Nursing

Checklist & Table of Contents

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	Accreditation and approval
	Each educational institution shall be approved by the appropriate state agency
	Each hospital and agency providing facilities for clinical experience shall be licensed, accredited or approved by the licensing or certifying body
	Administration and organization
	The educational program or the institution of which it is a part shall be a legally constituted body. The controlling body shall be responsible for general policy and shall provide for the financial support of the educational unit.
	Authority and responsibility for administering the program shall be vested in the director of the educational unit.
	Faculty
	Director shall be licensed to practice as a registered professional nurse in Kansas and shall be responsible for the development and implementation of the educational program. The Director shall have a baccalaureate degree, successful experience in administration or teaching, and at least two years of experience in psychiatric or developmental disability nursing.
	Each instructor shall meet at least one of the following requirements: <ul style="list-style-type: none"> • Be licensed to practice as a registered professional nurse in Kansas and have at least two years of experience in psychiatric or developmental disability nursing; or • Be licensed to practice as a licensed mental health technician and have at least five years of experience post licensure. Two years of work experience shall be waived for those licensed mental health technicians possessing an associate degree.
	Each instructor in the behavioral sciences shall have earned an academic degree with appropriate education relative to the area of instruction,
	Curriculum
	The course, at a minimum, shall be of six months duration in which the institution shall provide for 18 weeks of schooling, one-half devoted to classroom instruction and one-half to clinical experience and shall include the study of: (1) basic nursing concepts; (2) psychiatric therapeutic treatment; and (3) human growth, development and behavioral sciences
	Before implementation of the program, the institution shall submit the proposed curriculum in writing to the board for approval. The institution shall submit, in writing, any proposed changes to an approved curriculum to the board for its approval before the changes may be implemented.
	The curriculum shall be organized to cover both theoretical instruction and clinical instruction. The curriculum shall consist of a minimum of 450 hours of

	theoretical instruction and 450 hours of clinical instruction. In academic institutions, one semester hour of credit shall be equal to 15 hours of theoretical instruction or 45 hours of clinical instruction.
	The curriculum shall also include the following two courses, which shall be a theoretical nature. Each course shall consist of 45 hours of instruction. <ul style="list-style-type: none"> • Human growth and development. This course shall include aspects of growth and development from the prenatal period through senescence. • Behavioral science. This course shall include human needs, group processes, family dynamics, and social, economic, and cultural factors of behavior.
	The curriculum shall also include the following two courses, which shall include both theoretical and clinical instruction. <ul style="list-style-type: none"> • Basic nursing concepts. This course shall include bed making, personal hygiene, administration and effect of medications, feeding, asepsis, elimination, recognition of illness, vital signs, basic nutrition, special care of patients, first aid and emergency nursing, assisting with physical examinations, and admission and discharge of patients. • Psychiatric therapeutic treatment. This course shall include interpersonal relationships, psychopathology and classifications, coping mechanisms, communication skills, therapeutic modalities, and special reporting and recording techniques.
	Clinical facilities and resources
	All clinical facilities shall be approved by the board, and appropriate contractual agreements shall be renewed annually with all cooperating agencies.
	Each clinical area used for student learning experiences shall be staffed by nursing service independent of student assignments.
	Each clinical unit used for educational purposes shall be under the direct supervision of a registered nurse.
	Students
	Admission. Each program shall have clearly defined policies for admission.
	Credit for previous study. Each program shall have clearly defined written policies concerning credit for previous study, transfer of credits, and readmission of students. These policies shall conform to the policies of the institution.
	Promotion and graduation policies shall be in writing.
	Evaluation
	A written plan for continuing program evaluation shall be developed and implemented.
Date Completed	Approval Procedure
	Submit a letter of intent to KSBN
	Submit payment of \$200.00 for survey of new program
	Submit name and qualifications of the nursing administrator to the Board of nursing for approval
	Submit name and qualifications of second faculty member
	Submit to KSBN an application for an approved program two months prior to the anticipated opening date with payment of any required fees
	Shall receive in writing the decision of the board.
	Shall be approved prior to the admission of students.

