

Nuts & Bolts for Program Administrators



Overview of Kansas State Board of Nursing



KSBN Mission

- The mission of the Board of Nursing is to assure the citizens of Kansas safe and competent practice by nurses and mental health technicians.



Board & Committee Meetings

- K.S.A. 74-1106 (authorizing statute)
 - 11-member Board – appointed by the Governor

<https://governor.kansas.gov/serving-kansans/office-of-appointments/>
- Board meets quarterly with committee meetings (committee members appointed by Executive Administrator)
 - *Investigative Committee* meets Monday
 - *Education, Continuing Education, Practice/IV Therapy and APRN* committees meet on Tuesday
 - *Finance* and full Board meeting on Wednesday



Board & Committee Meetings

- Meeting dates are found on KSBN website: <https://ksbn.kansas.gov/board-meetings/>
- Meeting schedule
- Will also find Agendas, minutes and upcoming meeting packets at same location the week prior to the meetings



Board Members

- Board Member information is located on KSBN website: <https://ksbn.kansas.gov/> and click on the Board tab at top right
 - Member list
 - Board meeting schedule
 - Board packets posted week before meeting



Education Committee

- Membership

- A minimum of three Board members including at least two Education RNs and four non-Board members
- Representing the four types of education programs:
 - PN
 - ADN
 - BSN
 - APRN



Education Committee

- Purpose

- To review and recommend revisions in educational statutes and regulations for nursing, APRN, RNA and MHT programs
- To review educational policies for nursing and MHT programs
- To review all reports, evaluations, and site visit reports for schools of nursing, APRN, RNA and MHT programs



Education Committee

- Responsible to do the following:
 - Approve programs which prepare licensees
 - Conduct on-site visits to schools of nursing and MHT programs
 - Review educational policies for all basic programs
 - Review and recommend approval of petitions to take / retake licensure examinations
 - Review and recommend approval of major curriculum change requests from programs



Contacts at KSBN

- Nursing Program Questions:

- ✓ Janelle Martin, MHSA, RN – 785-296-5036 or Janelle.martin@ks.gov
- ✓ Chelsey Stephenson, 785-296-3782 or Chelsey.Stephenson@ks.gov

- Executive Administrator Questions:

- ✓ Carol Moreland, MSN, RN – 785-296-5752 or carol.moreland@ks.gov

- Investigative / Practice Questions:

- ✓ Linda Davies, BSN, RN – 785-296-8401 or linda.davies@ks.gov



Contacts at KSBN

- LPN and RN NCLEX Exam questions:
 - ✓ Karen McGill, 785-296-2453 or karen.mcgill@ks.gov
- Licensing Supervisor Questions:
 - ✓ Rae Ann Byrd, 785-296-6573 or raeannbyrd@ks.gov



Kansas Nurse Practice Act

- Can be found on KSBN website:
 - ✓ <https://ksbn.kansas.gov/npa/>
- Rules and regulations pertaining to approval / reapproval for schools of nursing
 - ✓ 60-1-102 Approval procedures
 - ✓ 60-1-103 Discontinuing a school of nursing
 - ✓ 60-1-104 Definitions



Kansas Nurse Practice Act

- Rules and regulations pertaining to requirements for approved nursing programs:
 - ✓ 60-2-101 Requirements for initial approval
 - ✓ **60-2-102 Re-approval requirements**
 - ✓ **60-2-103 Faculty and preceptor qualifications**
 - ✓ **60-2-104 Curriculum requirements**
 - ✓ **60-2-105 Clinical resources**
 - ✓ 60-2-106 Educational facilities
 - ✓ 60-2-107 Student policies
 - ✓ 60-2-108 Reports



Kansas Nurse Practice Act

- Rules and regulations pertaining to advanced nursing education:
 - ✓ 60-17-101 Definitions
 - ✓ 60-17-102 Requirements of initial approval
 - ✓ 60-17-103 Re-approval requirements
 - ✓ 60-17-104 Faculty and preceptor qualifications
 - ✓ 60-17-105 Curriculum requirements
 - ✓ 60-17-106 Clinical resources
 - ✓ 60-17-107 Educational facilities
 - ✓ 60-17-108 Student policies
 - ✓ 60-17-109 Reports



Program Administrator Responsibilities



General Responsibilities

- The director and faculty of the program are accountable for complying with the Board rules and the Nursing Practice Act (NPA). One of the responsibilities of the director is to be knowledgeable about the rules and NPA **and** to ensure that the faculty members are also knowledgeable about the rules and NPA.



Program Approval

- K.A.R. 60-2-102 – Program Requirements
- Key Program Administrator Responsibilities:
 - Orientation plan for new faculty (all)
 - Mentoring plan for new faculty – administrative and teaching responsibilities
 - Curriculum is current is being evaluated continuously
 - Testing process in place with testing analysis
 - Current policies per K.A.R. 60-2-107



Program Approval

- Key Program Administrator Responsibilities: (cont'd)
 - Nursing Faculty Handbook and Nursing Student Handbook are current
 - Clinical resources K.A.R. 60-2-105
 - Clinical contracts are current and signed
 - Observational experiences – no more than 15% of hours for the course
 - Precepted experiences – no more than 20% of clinical hours of the nursing program (excludes capstone)



Program Approval

- Key Program Administrator Responsibilities: (cont'd)
 - K.A.R. 60-2-103 (2) & (3) Preceptors
 - Preceptors meet requirements (documented)
 - Written plan for how preceptors selected
 - Documented completion of a preceptor orientation
 - K.A.R. 60-2-104 Curriculum
 - Direct clinical instruction as an integral part of the program
 - Didactic content and clinical experience to meet objectives
 - Oversee development and implementation of a written plan that:
 - provides evidence of program evaluation and effectiveness, and
 - is used for ongoing program improvement



Program Evaluation Plan

What should be included:

- Evaluation criteria – what components will be evaluated;
- Methodology – how the data will be collected;
- Frequency of evaluation – when the data will be collected;
- Assignment of responsibility – who will be responsible for data collection; and
- Indicators of program and instructional effectiveness – benchmarks to be achieved.



Program Evaluation Plan

THE STEPS OF THE EVALUATION PROCESS SHOULD INCLUDE:

- What – select an area to be evaluated. Criteria for evaluation must be measurable and include benchmarks or indicators of success/effectiveness
- When – decide on a timeframe for evaluation – Every year? Every semester? Every three years?
- Who – appoint an individual or committee to be responsible for the evaluation
- How – decide how the evaluation will occur: questionnaires, evaluation forms, committee decision
- Benchmark – set a benchmark or goal for success – for example, 90% express satisfaction
- Findings – collect the data, collate and analyze it
- Outcome – make changes in the evaluation for the next time or continue with same plan. Make revisions to program based upon analysis of data. Document decision-making in the faculty minutes and rationale for decisions



Education Forms

- The following education forms can be found on the KSBN website:
 - ✓ Faculty Qualification Report (FQR)
 - ✓ Faculty Degree Plan
 - ✓ Faculty Hire Exception
 - ✓ Major Curriculum Change Request
 - ✓ Minor Curriculum Change Request
 - ✓ Test Before Transcript

https://ksbn.kansas.gov/wp-content/uploads/Forms/Test_Before_Transcript.pdf



Faculty Qualification Report

Faculty Qualification Report or FQR 60-2-103 (c)

- Should be submitted when a new faculty member is hired or current faculty member has a change in status
 - Change in employment status
 - Completion of degree plan or advanced degree
- Submit within 30 days of appointment (date hired as faculty)
- Include copies of transcripts for original RN licensure degree and any further education
- Copy of approved FQR will be returned to you for your records (in faculty file)
- <https://ksbn.kansas.gov/administrator-resources/>



Faculty Hire Exception

Faculty Hire Exception form

- Should be submitted when a faculty member does not meet criteria as stated in 60-2-103 and is NOT completing education to meet criteria
- Hire exception will be reviewed by Education Compliance Officer and approved/ not approved/ deferred to Board
- If approved, hire exception **expires one year after approval date**
- When hire exception expires, another hire exception should be submitted if person is retained as faculty (update FQR also required)
- No limit to the number of times a hire exception can be renewed



Faculty Degree Plan

Faculty Degree Plan

- If the faculty member does not have the appropriate degree as defined in 60-2-103 and is enrolled in a program to obtain appropriate degree, a faculty degree plan should be submitted
- Need an enrollment date and name of program attending
- Should reflect planned degree completion within six (6) years of appointment date
- Upon completion of the degree, a copy of the transcript showing completion degree and date of completion should be submitted
- Notification and rationale for each faculty member not following the submitted degree plan should be sent to KSBN
- Should be submitted with an FQR

[https://ksbn.kansas.gov/wp-content/uploads/Education/Faculty Degree Plan.pdf](https://ksbn.kansas.gov/wp-content/uploads/Education/Faculty_Degree_Plan.pdf)



Major Curriculum Change

Should be submitted for the following changes:

- Any change in the plan of nursing curriculum organization that involves philosophy, number of semesters of study, or delivery method of a nursing course
- Any change in content requiring a change in clock-hours or credit hours in nursing courses
- Any change in the number of students to be admitted to the nursing education program
- Must be submitted at least 30 days before a scheduled board meeting with supporting documentation as per directions

https://ksbn.kansas.gov/wp-content/uploads/Education/Major_Curriculum_Changes.pdf



Minor Curriculum Change

Should be submitted for minor curriculum changes that involve:

- Content
- Course title
- Objectives or outcomes
- Submitted to Education Compliance Officer for review and approval, denial or deferral to the Board

[https://ksbn.kansas.gov/wp-content/uploads/Education/Minor Curriculum Change.pdf](https://ksbn.kansas.gov/wp-content/uploads/Education/Minor_Curriculum_Change.pdf)



Test Before Transcript (Approval to Test)

- Form should be completed only by the Dean or Director of the Nursing program and done for each student that they authorize to complete NCLEX before transcript is received by KSBN
- Student will NOT be licensed before transcript is received by KSBN (can take 2-3 weeks from school to KSBN!)
- [https://ksbn.kansas.gov/wp-content/uploads/Forms/Test Before Transcript.pdf](https://ksbn.kansas.gov/wp-content/uploads/Forms/Test%20Before%20Transcript.pdf)



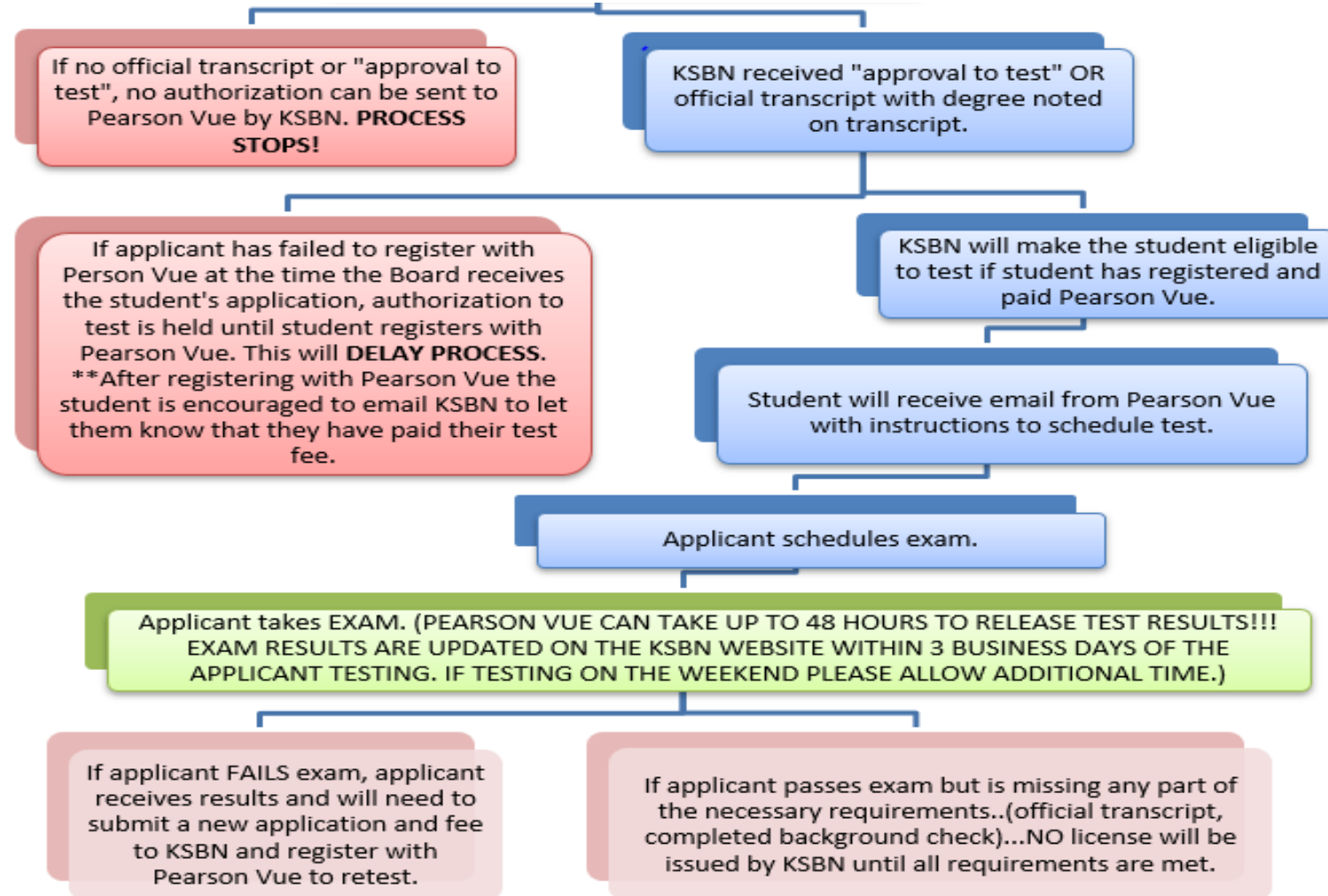
Initial Application Process

- Student completes online application/fee through My Portal on our website at ksbn.Kansas.gov
- Student submits fingerprint card, completed waivers, and background check to KSBN (Fingerprint info can be found on the website by clicking forms- fingerprint/background check information)
- Student needs to register with Pearson Vue at Pearsonvue.com
- Allow 7-10 business days for application to be processed before the student logs in to My Portal to check status of Application!





Initial Application Process



Reminder to Graduates – Many Factors Determine Licensure

- All required materials, including background check results and official transcripts need to be received before licensure.
- Please remember that you are one of many applying for licensure! Documents are worked in the order they are received. Students are encouraged to check status of licensure before reaching out to KSBN.
- **If you answer yes to any legal question on the application, this can delay licensure!** You are encouraged to look at the **legal issues reference packet** located on the website as to whether something should be reported on the application and what will be need to be sent in.



Helpful Hints for Graduates

- Submit **KSBN Application + Fingerprints** at same time (fingerprints need to be tied to an application)
- Pay all **Fees**
- If there is a **KNOWN** legal history – address sooner, not later



Accommodations for NCLEX Testing

- Information is on KSBN website:
<https://ksbn.kansas.gov/nclex-accommodations/>
- Documentation must be submitted to KSBN **within 15 calendar days** of the initial license application being submitted



Accommodations for NCLEX Testing

- A candidate requesting accommodations should NOT schedule an appointment to take the NCLEX until after they have received written confirmation from KSBN of their accommodation and their ATT email indicating “Accommodations Granted”
- Candidates approved for testing with accommodation MUST schedule their testing appointment through the NCLEX Accommodations Coordinator by calling Pearson Vue NCLEX Candidate Services at the phone number listed on their Authorization to Test (ATT) email
- Candidates with accommodation may NOT schedule their appointments through the NCLEX candidate website



Failing NCLEX

- Graduates who fail the NCLEX will be notified by KSBN along with a copy of the candidate performance report, which lists the areas of the NCLEX and whether they were below, near or above the passing standard for each of the eight (8) sections
- Graduates may retest every 45 days until it has been 24 months from their graduation date (petition)



Petitioning for Permission to Retest

- When it has been more than two (24 months) years and less than five (5) years after graduation, a graduate must petition the Board for permission to take /retake the NCLEX
- After five (5) years from graduation, must retake a nursing program to retest
- Petition information available on KSBN website:
<https://ksbn.kansas.gov/wp-content/uploads/Forms/PETITION-FOR-EXAMINATION-TEST-OR-RETEST.pdf>



Petitioning for Permission to Retest

- Conditions can be applied to the petition at time of Board approval:
 - ✓ Additional study plan hours
 - ✓ Clinical observation hours that must be completed and verified by RN mentor
 - ✓ Successful completion of a formal NCLEX review course with a predictability score (certificate must have date of completion)
 - must be within 6 months of petition completion
 - ✓ Auditing nursing courses (pertaining to areas not passed)



Annual Reports



Annual Report

- Discussed in 60-2-108 and 60-17-109
- To be submitted on or before JUNE 30th each year
- Submitted electronically with a secure log-in
- Information sessions are held in the spring of each year to review and discuss report and completion guidelines



Annual Report

- Contains the following information:
 - ✓ Changes in program policies, organizing curriculum framework, objectives or outcomes, and major and minor curriculum changes
 - ✓ Faculty responsibilities for required and elective nursing courses
 - ✓ Name, license number, academic credentials, employment date, and full or part-time status of each faculty member
 - ✓ The nursing administrator's assigned teaching responsibilities



Annual Report

- Contains the following information:
 - ✓ For each preceptor, the name, license number, academic credentials, current clinical area of practice, and place where currently employed
 - ✓ For each affiliating agency, the following information:
 - Name
 - Location
 - Student-faculty clinical ratio for the reporting period (what do they allow at the facility)



Annual Report

- Statistics for generic, articulation, and transfer students, including the following:
 - ✓ Admissions, readmissions, withdrawals and graduates
 - ✓ First time pass rate for each of the last five years
- Faculty statistics, including name, number, credentials, and degree plans and hire exceptions
- Budget spent for library and audiovisual acquisitions to support the nursing program for the most recent year



Annual Report

- An audited fiscal report covering the previous two years, including a statement of income and expenditures (USB)
- A copy of the school's current catalog (USB)
- Update section:
 - Any complaints involving educational statutes and regulations



Annual Report

- Update section: cont'd
 - A response to the recommendations and requirements from the last annual report or last survey visit
 - Plans for the future of your program
 - A description of the practices used to safeguard the health and well-being of students
 - Comments related to NCLEX testing



Annual Report

- If the nursing education program fails to meet the requirements of the Board or to submit required reports within a designated period of time, the program shall be removed from the list of approved nursing education programs after receiving notice and given an opportunity to be heard



Other KSBN Education Resources

- Link to Resources for Administrators under the Education tab: <https://ksbn.kansas.gov/administrator-resources/>
 - ✓ ADN Nursing Program Alignment – contains information about the ADN program alignment
 - ✓ PN Core Curriculum – last update 2018
 - ✓ Legal Issues Reference Packet



Other KSBN Education Resources

- Council for Nursing Articulation in Kansas (CNAK) report
 - ✓ Contains information about the statewide nursing articulation plan for academic progression
- Simulation Scenario Library
 - ✓ Simulation scenarios utilized in programs and submitted for posting on KSBN website
 - ✓ May be utilized in your program



Other Education Resources:

- Education > Programs
 - ✓ Multi-Year Pass Rates: <https://ksbn.kansas.gov/programs/>
 - Lists multi-year pass rates for each of the pre-licensure nursing programs in Kansas – updated every March
- Resources > Administrative Resources
 - ✓ Annual Report from KSBN – information about each nursing program: <https://ksbn.kansas.gov/annual-report/>
 - ✓ KSBN Strategic Plan
 - ✓ KSBN Articles



Nursing Education Councils



Kansas Council for Collaboration in Nursing (KCCN)

- Nursing directors that meet to ensure quality education and collaboration around the state of Kansas
 - ✓ Kansas Association of Colleges of Nursing (KACN)
 - ✓ Kansas Council of Associate Degree Nursing Educators (KCADNE)
 - ✓ Kansas Council of Practical Nursing Educators (KCPNE)



KACN

- Council for Bachelor's and Graduate/Post-Graduate Nursing Programs
 - ✓ Chair of KACN:
 - Geri Tyrell, DNP, RN
 - Nursing Program Administrator, Bethel College
 - (316) 284-5286
 - gtyrell@bethelks.edu



KCADNE

- Council of Associate Degree Nursing Programs

- ✓ President of KCADNE:

- Karen LaMartina, PhD, RN

- Director of ADN Program, Johnson County Community College

- (913) 469-8500 X3175

- lamartin@jccc.edu



KCPNE

- Council of Practical Nursing Programs
 - ✓ President of KCPNE:
 - Christina Rudacille, MSN, RN
 - Director of PN Program, Johnson County Community College
 - (913) 469-8500 X4767
 - crudacil@jccc.edu



KSBN Contacts

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WRAP UP

QUESTIONS????

