

Welcome to Nuts & Bolts For Program Administrators



Overview of Kansas State Board of Nursing



Kansas State Board of Nursing

- 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 Members

- Board Member information is located on KSBN website:
 - <http://www.ksbn.org/bm.htm>



Committee & Board Meetings

- Meet quarterly
- Meeting dates are found on KSBN website
 - <http://www.ksbn.org/bmadates.htm>



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:
 - LPN
 - ADN
 - BSN
 - APRN



Education Committee

- Purpose

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



Education Committee

- Responsible to do the following:
 - Approves Programs which prepare licensees
 - Conducts on-site visits to schools of nursing
 - Reviews educational policies for all basic programs
 - Reviews and recommends approval of petitions to retake licensure examinations
 - Reviews and recommends approval of curriculum change requests



Committee & Board Meetings

- Agendas, minutes, and upcoming meeting packets are found on KSBN website:
 - <http://www.ksbn.org/boardmeetings.htm>



Contacts at KSBN

- LPN NCLEX Examination Questions:
 - Ashley Ruddy, 785-296-2967 or ashley.ruddy@ksbn.state.ks.us
- RN NCLEX Examination Questions:
 - Karen McGill, 785-296-2453 or karen.mcgill@ksbn.state.ks.us
- Legal/Practice Questions:
 - Diane Glynn, JD, RN 785-296-8401 or diane.glynn@ksbn.state.ks.us
- Nursing Program Questions:
 - Carol Moreland, MSN, RN 785-296-5036 or carol.moreland@ksbn.state.ks.us



Contacts at KSBN

- Student Fingerprinting Questions:
 - Karen Smith 785-296-3375 or karen.smith@ksbn.state.ks.us
- Executive Administrator Questions:
 - Mary Blubaugh, MSN, RN 785-296-5752 or mary.blubaugh@ksbn.state.ks.us



Kansas Nurse Practice Act

- Can be found on KSBN website
 - <http://www.ksbn.org/npa/npa.htm>
- Rules and Regulations pertaining to approval of 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
 - 60-17-110 Discontinuing an APRN program



Education Forms

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



Faculty Qualification Report

- Faculty Qualification Report (FQR)
 - Should be submitted when a new faculty member is hired or current faculty member's change in status
 - 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
 - http://www.ksbn.org/education/Forms/Faculty_Clinical_Instructor_Record.pdf



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 the appropriate degree, a faculty degree plan should be submitted
 - Should reflect planned completion of degree within six years of appointment date
 - Upon completion of the degree, a copy of the transcript showing completion of the program should be submitted
 - Notification and rationale for each faculty member who is not following the submitted degree plan should be sent to KSBN
 - Submit faculty degree plan with FQR
 - [http://www.ksbn.org/education/Forms/Faculty Degree Plan.pdf](http://www.ksbn.org/education/Forms/Faculty_Degree_Plan.pdf)



Faculty Hire Exception Form

- Faculty Hire Exception Form

- Should be submitted when 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 Specialist and approved/not approved/deferred to board
- If approved, hire exception expires one year after approval date
- When hire exception expires another hire exception can be submitted, if still faculty
- No limit to the number of times a hire exception can be renewed
- Submit form with FQR
- http://www.ksbn.org/education/Forms/Faculty_Hire_Exception_Form.pdf



Major Curriculum Change Request

- Should be submitted for the following:
 - Any change in the plan of nursing curriculum organization that involves philosophy, number of semesters of study, or delivery method of nursing courses
 - Any change in content requiring a change of 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

http://www.ksbn.org/education/Forms/Major_Curriculum_Changes.pdf



Minor Curriculum Change Request

- Should be submitted for minor curriculum changes that involve:
 - Content
 - Title
 - Objectives or outcomes
- Education Specialist reviews and approves/not approves/defers to board
- http://www.ksbn.org/education/Forms/Minor_Curriculum_Change.pdf



Test Before Transcript (Approval to Test)

- Should be filled out by Dean or Director of Nursing School 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
- http://www.ksbn.org/education/Forms/Test_Before_Transcript.pdf



Initial Licensure

- Student submits completed application
- KSBN received complete application, waiver and fingerprint card
- Student registers with Pearson Vue and pays fee
- KSBN receives approval to test early form or official transcript with degree posted
- KSBN verifies eligibility to test to Pearson Vue



Initial Licensure

- Student will receive email with authorization to test from Pearson Vue
- Applicant calls/goes online to schedule exam
- Applicant takes NLCEX



Initial Licensure

- If applicant passes exam but no official transcript received by KSBN NO license will be issued
- If applicant passes exam and application is complete, KSBN will issue license



Accommodations for NCLEX Testing



NCLEX Accommodations

- Information included on KSBN website:
 - <http://www.ksbn.org/licensing/nclextestingguidelines.htm>
- Documentation must be submitted to KSBN **within 15 calendar days** of the initial license application being submitted



NCLEX Accommodations

- A candidate requesting accommodations should NOT schedule an appointment to take the NCLEX until after they have received written confirmation from KSBN of their accommodations and their ATT email indicating “Accommodations Granted”



NCLEX Accommodations

- Candidates approved for testing with accommodations **MUST** schedule their testing appointment through the NCLEX Accommodations Coordinator by calling Pearson Vue NCLEX Candidate Services at the telephone number listed on their Authorization to Test (ATT) email
- Candidates with accommodations cannot 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 section
- Graduates can retest every 45 days until it has been more than two years after graduation



Petitioning for Permission to Retest

- When it has been more than two years and less than five years after graduation a graduate must petition the board for permission to take/retake the NCLEX
- Petition information is available on our website:
 - <http://www.ksbn.org/cne/PETITION%20FOR%20EXAMINATION%20TEST%20OR%20RETEST.pdf>



Petitioning for Permission to Retest

Some conditions that can be applied to the petition include:

- Additional hours on the submitted study plan
- Clinical observation hours that must be completed
- Successful completion of a formal NCLEX review course with a predictability score
- Audit nursing courses



Annual Report



Annual Report

- Discussed in 60-2-108 and 60-17-109
- To be submitted on or before June 30 of each year
- Submitted electronically with a secure log-in
- Information sessions are held in the spring of each year to 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
 - The name, license number, academic credentials, employment date, and full-or part-time status of each member of the faculty



Annual Report

- For each preceptor, the name, license number, academic credentials, current clinical area of practice, and place where currently employed
- The nurse administrator's teaching responsibilities
- For each affiliating agency, the following information:
 - Name
 - Location
 - Student-faculty clinical ratio for the reporting period



Annual Report

- Statistics for generic, articulation, and transfer students, including the following:
 - Admissions, readmissions, withdrawals, and graduations
 - First-time pass rate for each of the last five years
- Faculty statistics, including name, number and credentials
- The 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
- Any complaints involving educational statutes and regulations
- A response to the recommendations and requirements from the last annual report or last survey visit



Annual Report

- Plans for the future of your program
- A description of the practices used to safeguard the health and well-being of students
- A copy of the school's current catalog



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 being given an opportunity to be heard



Other KSBN Education Resources



Other Education Resources

- The following can be found within the Education Division link:
 - <http://www.ksbn.org/education/Resources/administratorresources.html>
 - ADN Nursing Program Alignment
 - Contains information about the ADN Program Alignment



Other Education Resources

- Annual Report FY 2015
 - Contains KSBN annual report that includes information about each nursing program that was submitted in the annual report
- Kansas Nursing Program Survey Dates & Accrediting Agencies & Dates
 - Contains survey dates for the nursing programs



Other Education Resources

- **Kansas PN Core Curriculum**
 - PN alignment information from the Kansas Board of Regents
- **Legal Issues Reference Packet** – contains information for applicants who have legal issues in their background and the documentation required at the time of licensure



Other Education Resources

- Multi-Year Pass Rates
 - Lists multi-year pass rates for each of the pre-licensure nursing programs in Kansas
- Council for Nursing Articulation in Kansas (CNAK) Report
 - Contains information about the statewide nursing articulation plan for academic progression



Other Education Resources

- Simulation Scenario Library
 - Simulation Scenarios
 - Contains many simulation scenarios that are utilized in programs and submitted for posting on website
 - May be utilized in your program



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:
 - Linda Adams-Wendling, PhD, MSN
 - Chair & Professor, Department of Nursing, Emporia State University
 - (620) 341-4441
 - ladamswe@emporia.edu

KCADNE

- Council of Associate Degree Nursing Programs
- President of KCADNE:
 - Bill Rhoads, MSN, RN
 - Director of Nursing and Allied Health
 - Fort Scott Community College
 - (620) 768-2908 ext 11
 - billr@fortscott.edu

KCPNE

- Council for Practical Nursing Programs
- President of KCPNE:
 - Patricia Plank, MSN,RN
 - Director of Nursing
 - Wichita Area Technical College
 - (316) 677- 1854
 - pplank@watc.edu

KSBN Contacts

- Carol Moreland, MSN, RN
 - Education Specialist
 - 785-296-5036
 - carol.moreland@ksbn.state.ks.us
- Jill Simons
 - Senior Administrative Assistant
 - 785-296-3782
 - jill.simons@ksbn.state.ks.us

Wrap-up

Any questions ???