

NAME OF NURSING PROGRAM HERE

# New Hampshire Board of Nursing Site Visit Report

---

## Nursing Rules Crosswalk

**Program Name Here**

**Enter Date Here**

<b>Sub-Category of Nursing Rule. Nursing Rules available at URL:</b> <a href="http://www.gencourt.state.nh.us/rules/state_agencies/nur100-800.html">http://www.gencourt.state.nh.us/rules/state_agencies/nur100-800.html</a>	<b>Describe how meet requirement and provide location in Accreditation Report AND/OR attached documentation (list as appendices)</b>	<b>BON Reviewer Comments</b>
<p>Nur 602.01 <u>Program Organization</u></p> <p>(a) Institutions seeking approval to offer either an RN or LPN nursing educational program shall:</p> <ol style="list-style-type: none"> <li>(1) Have the legal authority to conduct an educational program;</li> <li>(2) Establish academic policies, ensure financial support and maintain adequate human and material resources;</li> <li>(3) Establish policies that comply with all ethical requirements adopted by the New Hampshire department of education, division of higher education-higher education commission;</li> <li>(4) Satisfy one or both of the following:               <ol style="list-style-type: none"> <li>a. Be part of an existing educational institution accredited by the U.S. Department of Education; or</li> <li>b. Have approval by the New Hampshire department of education, division of higher education higher education commission to operate in the state of New Hampshire;</li> </ol> </li> <li>(5) Present an organizational chart depicting the authoritative, communicative, collaborative and cooperative lines within the institution and between groups and cooperating agencies contributing to the program's educational goals;</li> <li>(6) Appoint a nursing program director who:               <ol style="list-style-type: none"> <li>a. Holds a current and unencumbered New</li> </ol> </li> </ol>		

<p>Hampshire license or a current and unencumbered multi-state license issued by another compact state;</p> <p>b. Meets criteria required by Nur 602.06;</p> <p>c. Reports to the sponsoring official; and</p> <p>d. Has the authority and responsibility for the program’s administration;</p> <p>(7) Authorize the director to prepare and administer the program’s budget, and make recommendations to the sponsoring institution’s officials regarding the program’s fiscal needs; and</p> <p>(8) For programs located within the state of New Hampshire require that the full time director’s primary duty location be in New Hampshire</p>		
<p>(b) The director shall initiate and maintain current contractual agreements with cooperating agencies providing student-learning experiences which shall:</p> <p>(1) Indicate instructional responsibilities, instructional activities, nurse-educator and staff orientations, and patient-care responsibilities;</p> <p>(2) Be developed with the cooperating agency providing the learning resources;</p> <p>(3) Require periodic review according to program policies and provide notice for contract termination sufficient to prevent interruption of the program;</p> <p>(4) Require full control of learning activities by the sponsoring institution including selection, instruction and evaluation of learning activities; and</p> <p>(5) Establish times for nurse-educators and agency members to meet jointly to review the program’s philosophy, objectives, learning experiences, expected outcomes and future directions.</p> <p>(c) The requirements of (b) above shall not apply to observational experiences.</p>		

<p>Nur 602.02 <u>Program Policies</u>.  Each sponsoring institution shall adopt and make publicly available clearly written student and institutional policies and procedures, including but not limited to:</p> <p>(a) Admission;</p>		
<p>(b) Transfer;</p>		
<p>(c) Evaluation;</p>		
<p>(d) Dismissal and termination;</p>		
<p>(e) Withdrawal;</p>		
<p>(f) Grading;</p>		
<p>(g) Successful completion and graduation;</p>		
<p>(h) Grievance and due process;</p>		
<p>(i) Illness;</p>		
<p>(j) Personal leave;</p>		
<p>(k) Confidentiality and access to student records housed within the nursing department;</p>		
<p>(l) Tuition and refund.</p>		
<p>Nur 602.03 <u>Program Fiscal, Human and Physical Resources</u>.  (a) The program shall provide sufficient learning resources for students and staff, including print and non-print materials, to accommodate the needs of all students and nurse educators.</p>		
<p>(b) The program shall develop and make available for review policies that address acquisition and deletion of library materials, including both print and non-print materials.</p>		

<p>(c) The program shall provide and make available to nursing students and nurse-educators sufficient hardware, software, related equipment and electronic resources to support current educational practices.</p>		
<p>: (d) The sponsoring institution shall provide to nurse-educators classroom and office space comparable to that of other sponsoring institution faculty that provides:</p> <ul style="list-style-type: none"> <li>(1) Privacy for individual conferences;</li> <li>(2) Sufficient work area to accomplish assigned tasks;</li> <li>(3) Sufficient office equipment and teaching tools to meet faculty needs;</li> <li>(4) Clean, safe environmental conditions with comfortable temperatures;</li> <li>(5) Adequate lighting; and</li> <li>(6) Audio-visual or simulator equipment necessary for care demonstrations.</li> </ul>		
<p>Nur 602.04 <u>Program Documents</u>.</p> <p>(a) Program documents pertaining to students shall be accurate, complete, confidential, and secure, and contain the following data:</p> <ul style="list-style-type: none"> <li>(1) Admission and re-admission;</li> <li>(2) Dismissal and termination;</li> <li>(3) Grading;</li> <li>(4) Graduation;</li> <li>(5) Evaluation;</li> <li>(6) Failure;</li> <li>(7) Withdrawal;</li> <li>(8) Health; and</li> <li>(9) Personal leave.</li> </ul>		

<p>(b) The institution shall provide for permanent preservation, security and retrievability of student documents including a transcript indicating dates of entrance, progression, completion and courses.</p>		
<p>(c) Faculty records shall include documentation of:          (1) Current and unencumbered New Hampshire registered nurse licensure or multi-state license issued by a compact state; and          (2) Performance evaluations.</p>		
<p>(d) Sponsoring institutions shall retain and make available records regarding administration and nurse-educator evaluative procedures.</p>		
<p>(e) The sponsoring institution shall prepare and file with the board no later than January 1 of the following calendar year an annual report that includes:          (1) State and regional and professional accrediting agency findings;          (2) Current catalogue and program policies that accurately depict the nursing programs actually offered during the program year;          (3) The name and address of the sponsoring institution official, and the director of the nursing program;          (4) The name, nursing specialty and academic preparation of each nurse-educator;          (5) Each nurse-educator's work load in terms of hours and weeks and the program director's responsibilities in terms of teaching, administration and student guidance;          (6) A list of cooperating agencies;</p>		

<p>(7) Current curricular plan and anticipated curricular or program changes;</p> <p>(8) The number of applications, enrollments, transfers, dismissals, failures, and graduates, by year for the previous 5 years;</p> <p>(9) A 3-year summary of the NCLEX-PN or NCLEX-RN scores received by program graduates;</p> <p>(10) Program budget data along with a copy of:</p> <ul style="list-style-type: none"> <li>a. The sponsoring institution’s most recent fiscal audit of receipts and expenditures relating to the program,</li> <li>b. Opinion letters of the auditors; and</li> <li>c. Management’s response to audit findings;</li> </ul> <p>and</p> <p>(11) The dated signature of the program director.</p>		
<p>Nur 602.05 <u>Nurse Educator Approval</u>.</p> <p>(a) Each sponsoring institution shall submit for each proposed nurse educator Form “Application for Faculty Approval Board Approved Education Programs”, as amended 04-06-2015.</p>		
<p>(b) No nurse-educator shall assume responsibilities for which approval under this section is requested until such approval has been granted by the board.</p>		
<p>Nur 602.06 <u>Director’s Qualifications</u>.</p> <p>(a) The program shall complete and submit Form “Application for Faculty Approval Board, Approved Education Programs”, as amended 04-06-2014.</p> <p style="padding-left: 40px;">qualifications</p>		
<p>(b) The director of a nursing program offering a degree leading to a registered nurse license shall possess and document the following minimum</p>		

<p>(c) The director of a nursing program offering an associate degree leading to a registered nurse license shall possess and document the following minimum qualifications:</p> <ul style="list-style-type: none"> <li>(1) A master’s degree in nursing; and</li> <li>(2) At least 5 years of administrative/educational experience in nursing.</li> </ul>		
<p>(e) For programs located within the state of New Hampshire, the program shall require that the full time director’s primary duty location be in New Hampshire.</p>		
<p>Nur 602.07 <u>Nurse-Educator Qualifications.</u></p> <p>(b) Nurse-educators in programs offering the associate degree or the diploma leading to a registered nurse license shall possess and document the following minimum qualifications:</p> <ul style="list-style-type: none"> <li>(1) A master’s degree in nursing or a baccalaureate in nursing with a master’s degree in: <ul style="list-style-type: none"> <li>a. Public health;</li> <li>b. Health care administration/leadership;</li> <li>c. Health promotion; or</li> <li>d. Another field related to health care or education;</li> </ul> </li> <li>(2) Have and document at least 2 years of relevant nursing experience in their specific area of educational responsibility; and</li> <li>(3) Comply with Nur 602.05.</li> </ul>		
<p>Nur 602.08 <u>Temporary Nurse-Educator Approval.</u></p> <p>(a) Each sponsoring institution and program director may seek a temporary nurse-educator approval for an individual who fails to meet criteria as required by Nur 602.07.</p>		
<p>Nur 602.09 <u>Nurse-Educator Responsibilities.</u></p> <p>(a) A nurse-educator shall be responsible for the</p>		

<p>instruction and supervision of no more than 8 students during clinical learning activities at cooperating agencies.</p>		
<p>(b) A nurse educator shall be responsible for the instruction of no more than 12 students when:</p> <ul style="list-style-type: none"> <li>(1) The student is directly supervised by a registered nurse, who is serving as either a clinical teacher or preceptor, in a health care setting; and</li> <li>(2) A method of access to program faculty for purposes of communication of student progress and evaluation is identified for each student at the onset of the clinical experience</li> </ul>		
<p>(c) At the cooperating agency the student to nurse-educator ratio shall be determined after considering the following:</p> <ul style="list-style-type: none"> <li>(1) Level of student’s educational preparation;</li> <li>(2) Quality of nursing care required;</li> <li>(3) Number of care-recipients assigned;</li> <li>(4) Faculty expertise;</li> <li>(5) Cooperating agency policies; and</li> <li>(6) The limitations imposed pursuant to (a) and (b) above.</li> </ul>		
<p>(d) During a clinical learning experience, nurse-educators may seek expertise of other health-care providers for specific learning activities based on written objectives, but the nurse-educator shall be readily available and shall meet with students to assist with integration of learning activities.</p>		
<p>(e) Nurse-educators shall meet periodically, but at least annually, according to sponsoring institution and program policies, to recommend educational and policy revisions based on program review and evaluation.</p>		
<p>Nur 602.11 <u>Program Philosophy and Outcomes.</u></p>		

<p>(a) Each nursing program shall develop and maintain a clearly written statement of the nursing program’s philosophy, reflecting the mission statement of the sponsoring institution, that defines the nurse-educators’ beliefs regarding the concepts identified as foundational to the program.</p>		
<p>(b) The nursing program’s anticipated outcomes shall be grounded in the philosophy and the organizing framework and shall serve to evaluate student performance as well as criteria for selecting learning activities.</p>		
<p>Nur 602.12 <u>Curricular Requirements.</u>  (a) The curriculum shall be derived from the program’s written philosophy and organizing framework and shall demonstrate logical sequencing and internal consistency.</p>		
<p>(b) To promote health and prevent disease, registered nurse programs shall provide a minimum of 1080 hours of nursing classroom instruction and concurrent clinical practice offering students the opportunity to care for individuals, families, groups and communities during various developmental stages who are experiencing physiological, or psychosocial, or environmental disruptions.</p>		
<p>(c) N/A for RN program</p>		
<p>(d) Curricular content related to nursing courses shall include concurrent theoretical and clinical components designed to provide instructional activities benefiting individuals, families, and groups across the life span.</p>		
<p>(e) Curriculum components shall include:  (1) Experiences that promote clinical judgment, clinical management, and commitment to improving quality and safety of the health care system; and</p>		

<p>(2) Evidence-based learning experiences and methods of instruction, including distance education methods, which are consistent with the curriculum, provided that:</p> <ul style="list-style-type: none"> <li>a. Faculty supervised clinical practice shall provide clinical hours consistent with Nur 602.12 (b), (c) and (d);</li> <li>b. Simulation may be utilized as a teaching strategy in laboratory and clinical settings to meet objectives for purpose of calculating the hours in the curriculum;</li> <li>c. Simulation will not be in lieu of an entire clinical experience; and</li> </ul> <p>d. Clinical experiences, including those with preceptors, shall be directed by readily available nurse-educator faculty members;</p>		
<p>Nur 602.14 <u>Course Content, Practical Nursing.</u></p> <p>(a) Nursing as an applied science, shall, at a minimum, include choices from the natural, physical and behavioral sciences and the humanities including but not limited to the following:</p> <ul style="list-style-type: none"> <li>(1) Anatomy &amp; physiology</li> <li>(2) Microbiology;</li> <li>(3) Nutrition;</li> <li>(4) Pathophysiology;</li> <li>(5) Chemistry;</li> <li>(6) Pharmacology;</li> </ul>		

<p>(7) Mathematics;</p> <p>(8) Communications;</p> <p>(9) Sociology;</p> <p>(10) Psychology;</p> <p>(11) Human development throughout the life span;</p> <p>(12) Literature; and</p> <p>(13) Ethics, or Bioethics.</p>		
<p>(b) The curriculum of the nursing education program shall coursework that addresses knowledge, skills, and abilities necessary for the scope and guidelines of competent nursing practice expected at the level of licensure with coursework in:</p> <p>(1) Biological, physical, social and behavioral sciences to promote safe and effective nursing practice;</p> <p>(2) Professional responsibilities, legal and ethical issues, history and trends in nursing and health care;</p> <p>(3) Didactic content and supervised clinical experiences in the prevention of illness, the promotion, restoration and maintenance of health in patients across the lifespan, including end of life, and from diverse backgrounds;</p> <p>(4) Faculty supervised clinical practice, which shall provide clinical hours consistent with Nur 602.12 (b), (c) and (d);</p> <p>(5) Didactic content and supervised clinical experience which integrates the Quality and Safety Education for Nurses (QSEN),</p>		

<p>(2012), as referenced in Appendix II, to include patient safety, patient-centered care, evidence-based practice, teamwork and collaboration, quality improvement and informatics, reflect contemporary practice, and nationally established patient health &amp; safety goals.</p>		
<p>(c) All clinical experiences/assignments shall be required to have the following:</p> <ul style="list-style-type: none"> <li>(1) A contractual arrangement between the program and cooperating agency;</li> <li>(2) Evidence of organized student orientation to the cooperating agency;</li> <li>(3) Orientation of program faculty and / nursing staff to the educational program's philosophy, objectives and purposes;</li> <li>(4) Regularly scheduled discussion regarding learning experiences that include, but are not limited to, clinical conferences, formal meetings, and phone conferences;</li> <li>(5) Awareness of and adherence to policies that address role and responsibilities of student and faculty; and</li> <li>(6) An evaluation process of the learning experience that addresses student learning at the conclusion of each experience.</li> </ul> <p style="text-align: right;"><u>Source.</u> #9096, eff 2-23-08; ss by #10301, eff 3-22-13; ss by #11024, eff 1-</p>		

23-16		
<p>Nur 602.17 <u>Accreditation Required.</u>  (a) Each nursing program that has not been approved by the board prior to October 1, 2007, shall obtain accreditation from a regional or national nursing accreditation entity approved as such by the U. S. Department of Education for programs of nursing education and submit proof of such accreditation as part of its application for full approval by the board.</p>		
<p>(b) Unaccredited nursing programs that do not show student outcomes that meet or exceed minimum state or national NCLEX scores for licensure shall not be recognized in New Hampshire prior to completion of the full accreditation process.</p>		
<p>Nur 603.03 <u>Program Annual Report and Self-Study.</u>  (a) The sponsoring institution shall annually complete and submit form, “New Hampshire Board of Nursing Program Annual Report”; as amended 2015.</p>		
<p>(b) Approved programs that have received national nursing accreditation shall submit a self- study report that correlates with the required timeframe for the national accreditation report. For approved programs not accredited, a self -study report shall be required every 5 years.</p>		
<p>(c) self- study report shall address the following criteria:  (1) A systematic evaluation of:  a. Student learning outcomes;  b. Graduate competencies;  c. Program outcomes; and  d. Results of trended and aggregated data used for program improvement; and  (2) Sources of evidence used to measure achievement of program outcomes, to include, but</p>		

<p>not be limited to:</p> <ul style="list-style-type: none"> <li>a. Student retention, attrition, and on-time program completion rates;</li> <li>b. Type and number of faculty, faculty competence and faculty retention/turnover;</li> <li>c. Laboratory and clinical learning experiences;</li> <li>d. NCLEX examination pass rates for graduates taking the examination for the first time;</li> <li>e. Proposed future curriculum adjustments related to NCLEX performance;</li> <li>f. Proposed future curriculum adjustments related to employer and graduate satisfaction;</li> <li>g. Proposed performance improvement initiatives related to program outcomes; and</li> <li>h. Review and resolution of program complaints and review of grievances.</li> </ul>		
<p>(d) The board’s review of the program’s evaluation shall include a site visit by board representatives which:</p> <ul style="list-style-type: none"> <li>(1) Shall be conducted in conjunction with the national nursing accreditation body survey visit;</li> <li>(2) Is intended to assess, clarify, verify and evaluate the material submitted in the self-study; and</li> <li>(3) Shall provide the basis for determining compliance with these rules and RSA 326-B: 32.</li> </ul>		
<p>(e) Programs accredited by a national nursing organization authorized by the federal agency authorized to accredit nursing programs may submit that organization’s accreditation report to the board if it is:</p> <ul style="list-style-type: none"> <li>(1) Within 3 years of the board’s date of review; and</li> <li>(2) Cross referenced and revised to demonstrate compliance with these rules.</li> </ul>		
<p>(f) Following review of the institution’s self-study, the</p>		

<p>board representatives' site visit, and other materials submitted by the sponsoring institution, the board shall take action as noted in Nur 603.01(f) based upon the degree of compliance with these rules and RSA 326-B: 32.</p>		
<p><b>Additional information program would like to emphasize/share</b></p>		