

CHAPTER 2  
NURSING EDUCATION PROGRAMS  
[Prior to 8/26/87, Nursing Board[590] Ch 2]

**655—2.1(152) Definitions.**

*Approval.* Recognition status given nursing education programs based on their compliance with the criteria specified in this chapter.

*Clinical facilities.* Those resources that provide experiences with or related to patients/clients for application and reinforcement of didactic content.

*Clinical nurse preceptor.* A registered nurse or licensed practical nurse practicing in a clinical setting who serves as a role model and clinical resource person for a specified period of time to an individual enrolled in an approved nursing education program.

*Controlling institution.* The institution which has authority and administrative accountability for the program(s).

*Faculty.* The teaching staff in nursing. This includes anyone who provides didactic or clinical instruction in nursing when the person is assigned by the program to provide this instruction for courses in the curriculum. The definition of faculty applies to any teaching staff in nursing regardless of the amount of time spent teaching, the level of payment, type of contract, or temporary nature of the position.

*Head of the program.* The dean, chairperson, director, or coordinator of the nursing education program(s) who is responsible for the administration of the program(s).

*Program.* Course of study which leads to a nursing diploma, degree, or certificate. Multiple site programs offered by one controlling agency shall be considered as one program if the philosophy and curriculum are the same. Programs may include the following:

1. *Practical nursing education.* A vocational course of study which leads to a diploma in practical nursing and eligibility for the practical nurse examination, as described in 655—Chapter 3.

2. *Basic nursing education.* A course of study which leads to initial eligibility for the registered nurse licensing examination as described in 655—Chapter 3. These include:

Associate degree.

Diploma.

Baccalaureate degree.

3. *Advanced formal education.*

*Baccalaureate for registered nurses.* A course of study designed for registered nurses which leads to a baccalaureate degree with a major in nursing.

*Postbasic.* A course of study in nursing which provides advanced knowledge and experiences which facilitate development of competencies in a specialized clinical area. This leads to eligibility for certification in the specialty and registration as an advanced registered nurse practitioner.

*Master's degree.* A postbaccalaureate course of study which offers postgraduate study in nursing.

*Doctorate degree.* A postmaster's course of study which offers postgraduate study in nursing.

**655—2.2(152) Approval of programs.**

**2.2(1)** Approval status for each program shall be determined by the board. The board shall review all programs within a controlling institution at the same time, when feasible. A report shall be sent to the head(s) of the program(s) and controlling institution.

**2.2(2)** Interim approval shall be granted to a newly established program which meets the requirements of the board as specified in this subrule.

a. A controlling institution which proposes to establish or reopen a program shall:

(1) Submit a written statement of intent to the board at least nine months prior to expected opening date.

(2) Utilize an advisory committee composed of representatives from the community and nursing. Minutes of meetings shall be on file.

(3) Submit the following information to the board at least six months prior to expected opening date:

Program philosophy, objectives, and purpose which reflect the level of education to be taught.

Organizational chart.

A budget which demonstrates financial resources adequate for the planning, implementation, and continuation of the program.

Curriculum plan which demonstrates compliance with rule 2.5(152).

Availability of academic facilities adequate to meet program needs and learning needs of the student.

See rule 2.4(152).

Availability of clinical facilities adequate to meet curriculum objectives.

Availability of qualified faculty as defined in rule 2.6(152).

Tentative time schedule for planning and initiation of the program.

*b.* The board may conduct a site visit to the controlling institution prior to acting upon interim approval. The submitted information will be discussed and the program's resources and clinical facilities visited.

*c.* The board shall review the statement of intent, submitted information, and written report of the site visit, if done, and take action. The board may seek further information, deny or grant interim approval to the program.

*d.* Faculty requirements.

(1) The faculty shall meet the qualifications outlined in subrule 2.6(2).

(2) The head of the program shall be employed for six months prior to the expected opening date.

(3) The other faculty of the program shall be employed prior to the beginning of teaching assignments. Sufficient time shall be allowed for orientation and preparation for teaching assignments.

*e.* Progress reports. The head of the program shall submit eight copies of the progress report three weeks prior to each regularly scheduled board meeting until full approval is granted by the board as defined in subrule 2.2(3).

*f.* Publicity. Publicity shall accurately reflect the approval status of the new program.

*g.* Interim approval shall continue until the board reviews the program following the graduation of the first class. Practical nursing or basic nursing programs shall be reviewed after results from the licensure examination of the first graduating class are available.

**2.2(3) Approval procedure.**

*a. Site visits of the program.* A representative of the board shall make a site visit to a program prior to the expiration of the approval status or if there is evidence that the program is no longer able to meet the criteria for approval.

(1) The purpose of the site visit is to examine educational objectives, review courses, programs, administrative practices, services, and facilities; and to determine if the program continues to meet the criteria for approval.

(2) A written report of the site visit shall be submitted to the head of the program who shall be provided an opportunity to respond.

(3) The report shall be submitted to the board for review and action.

*b. Site visit of clinical facilities.* A representative of the board may visit any clinical facility used by nursing students.

(1) The purpose of the visit is to ascertain appropriateness for student learning. Administrative practices, client care program, census, personnel, and physical facilities may be reviewed.

(2) A written report shall be submitted to the board for review and action.

(3) The written report of board action shall be sent to the chief administrative officer of the clinical facility, director of nursing service, and the head of the educational program.

*c. Action of the board regarding approval status.*

(1) Full approval may be granted for up to six years.

(2) Provisional approval is granted to a program that has had interim or full approval and is found not to meet the criteria for approval. The board shall:

1. Meet with representatives from the program prior to placement on provisional approval.

2. Determine the length of provisional approval, indicate areas of improvement and specify time limits for improvements. The board may request progress reports and a site visit.

3. Meet with representatives from the program to review materials and activities requested. This shall be done prior to expiration of provisional approval.

4. Deny or withdraw approval if it is determined that a program failed to meet the stipulations of provisional approval.

**2.2(4) Closing of an approved program.** The controlling institution must submit a written plan to be approved by the board prior to closing. The plan shall include reasons for closure; date of closure, which is the date when the last student graduates; and provisions for graduation of enrolled students, retention of adequate numbers of qualified faculty, retention of approved curricular plan, maintenance of educational resources, students services, and provision for student and graduate transcripts. When a program plans to close prior to the graduation of enrolled students, i.e., those actively taking nursing courses, the plan must be submitted to the board at least one year prior to closure. A waiver of the time period may be granted by the board based on adequate provisions for enrolled students. Closing procedures are as follows:

*a. Voluntary closing.*

(1) The program shall continue until the last class enrolled is graduated. The program shall continue to meet the standards for approval until all of the enrolled students have graduated.

(2) Any changes or alternate plans to the above procedure shall be submitted to the board for review or approval.

*b. Closing as a result of denial or withdrawal of approval.* When the board denies or withdraws approval of a program, the controlling institution shall comply with the following procedures:

(1) Closure shall take place after the transfer of students to approved programs within a time frame established by the board.

(2) Names of transferred students and the dates on which they were transferred shall be submitted to the board by the controlling institution.

(3) The closing date of the program shall be the date on which the last student was transferred.

*c. Record storage.* The board shall be informed about the location and maintenance of the student and graduate records.

### **655—2.3(152) Organization and administration of the program.**

**2.3(1)** The program shall meet the following criteria:

*a. Authorization.* Authorization for conducting a program is granted:

(1) By the charter or articles of incorporation of the controlling institution, or by resolution of its board of control, or

(2) By the program's own charter or articles of incorporation.

*b. Administrative responsibility.* The authority and administrative responsibility of the program are vested in the head of the program who is responsible to the controlling institution.

*c. Organizational chart.* This chart shall clearly indicate lines of authority and communication within the program with the central administration and other units within the controlling institution, cooperating agencies and advisory committees.

*d. Finances.*

(1) The controlling institution shall allocate adequate funds to carry out the purposes of the program.

(2) The head of the program with the assistance of the faculty will prepare the budget.

*e. Ethical practice.* Ethical practices and standards including recruitment and advertising shall be established by each program and made available to students and prospective students.

*f. Contractual agreements.* Written contractual agreements shall exist between the program and the clinical facilities if clinical facilities are located outside the framework of the controlling institution. The agreement shall include:

(1) Identification of responsibilities of both parties related to patient or client services.

(2) Faculty control, selection, and guidance of student learning experiences.

(3) Provision for termination of the agreement.

(4) Provision for annual review.

*g. Accrediting agencies of controlling institutions.* Accreditation by one or more of the following is required:

(1) Practical nursing programs: Iowa Department of Public Health, Iowa Department of Education, Joint Commission on Accreditation of Healthcare Organizations, American Osteopathic Association, or North Central Association of Colleges and Schools.

(2) Associate degree programs: Iowa Department of Education or North Central Association of Colleges and Schools.

(3) Diploma programs: Iowa Department of Public Health, Joint Commission on Accreditation of Healthcare Organizations, or American Osteopathic Association.

(4) Baccalaureate programs: North Central Association of Colleges and Schools.

(5) Postbasic programs: Iowa Department of Public Health, Joint Commission on Accreditation of Healthcare Organizations, American Osteopathic Association, or North Central Association of Colleges and Schools.

(6) Graduate programs: North Central Association of Colleges and Schools.

*h. Philosophy and objectives.* The faculty shall develop and implement a philosophy and objectives which shall be:

(1) Consistent with the philosophy of the controlling institution.

(2) Reflective of faculty beliefs about nursing, education, and societal standards.

(3) A guide in the development, implementation, and evaluation of the program.

(4) Available to students and prospective students.

*i. Program evaluation.* A written plan including methodology, tools, and time frame outlining the evaluation process for all aspects of the program. There shall be evidence of implementation.

**2.3(2) Requirements of the heads of the programs:**

*a.* Current licensure as a registered nurse in Iowa.

*b.* Two years of experience in clinical nursing.

*c.* Two years of experience in nursing education.

*d.* The applicable academic qualifications:

(1) Heads of programs who are employed on July 1, 1992, shall be considered adequately prepared as long as they remain in that position.

(2) Heads of programs who are hired after July 1, 1992, shall have a master's or doctoral degree with a major in nursing at either level at the time of hire. The date of hire is the first day employed with compensation at a particular nursing education program.

*e.* Preparation in education or administration.

*f.* In addition to the above:

(1) Programs offering the baccalaureate and higher degrees in nursing.

1. A doctoral degree with a nursing major at the baccalaureate, master's, or doctoral level.

2. Two years of experience in nursing education at the baccalaureate level or higher.

(2) Postbasic program.

1. Education equal to this program offering.

2. Two years of clinical experience in the specialty area.

*g.* Submission of a detailed description of qualifications to the board office. A program head appointed after July 1, 1992, shall submit a detailed description of qualifications by which the individual's compliance with this subrule can be determined. This information shall be submitted within one month of appointment.

*h.* The nursing education programs in the community colleges shall have one designated head of the program per community college district.

*i.* The head of a program shall be responsible for the administration of the program.

#### **655—2.4(152) Resources of the controlling institution.**

**2.4(1)** The controlling institution is responsible for provision of resources adequate to meet program needs.

*a. Human resources.*

- (1) Head of program.
  - (2) Faculty.
  - (3) Secretarial and other support and staff services to ensure appropriate use of faculty time and expertise.
    - b. Physical resources.*
      - (1) Classrooms, conference rooms, laboratories, offices, and equipment.
      - (2) Student facilities.
    - c. Library resources.* Adequate and accessible holdings and space.
- 2.4(2)** The agencies and services utilized for learning experiences are adequate in number and kind to meet program objectives.

### **655—2.5(152) Curriculum.**

- 2.5(1)** The curriculum, a program of study developed by the faculty, shall:
- a.* Reflect the philosophy, organizing framework, purpose, and objectives of the program.
  - b.* Identify the terminal behavioral outcomes.
  - c.* Be in accordance with current educational, societal, and nursing standards.
  - d.* Be consistent with the laws governing the practice of nursing.
  - e.* Ensure sufficient preparation for the safe and effective practice of nursing.
  - f.* Include teaching/learning experiences and learning strategies selected to meet curriculum objectives.
  - g.* When offered within a college or university:
    - (1) Be comparable to the quality and requirements of other degree programs within that institution.
    - (2) Be planned within the college calendar.
    - (3) Assign credit hours for lecture and clinical or laboratory experience comparable with the college pattern.
- 2.5(2)** Curricula for practical nursing programs shall include didactic content and practice in nursing with a focus on supportive and restorative health care for individuals through the life span.
- a.* Didactic content shall include life sciences, behavioral sciences, legal and ethical aspects as related to the role of the practical nurse, medical nursing, surgical nursing, maternity nursing, nursing of children, and gerontological nursing.
  - b.* Learning experiences shall include care during acute, episodic, and chronic illnesses; observation; communication; technical skills; equipment use; and problem solving.
- 2.5(3)** Curricula for basic nursing education programs shall include didactic content and practice in nursing which focuses on attaining, maintaining, and regaining health for individuals and groups throughout the life span.
- a.* Didactic content shall include content in nursing of clients with medical-surgical therapies, nursing of childbearing and childrearing families, mental health nursing, and nursing through the aging process. Baccalaureate programs shall include nursing research and nursing in the community.
  - b.* Learning experiences shall include care during acute, episodic, and chronic illnesses with emphasis given to health promotion, illness prevention, and rehabilitative intervention.
  - c.* Content in history and trends as related to nursing and professional, legal, and ethical aspects of nursing.
  - d.* Content in the principles of leadership, management, and patient education.
  - e.* Supporting content from the biological-physical, behavioral/social sciences.
- 2.5(4)** Curricula for programs granting a baccalaureate degree to registered nurses shall include didactic content and practice in nursing which will enable the student to achieve competencies comparable to outcomes of baccalaureate education.
- 2.5(5)** Curricula of postbasic programs shall:
- a.* Provide advanced didactic content and practice in a specialty area of nursing.
  - b.* Address the role of advanced registered nurse practitioners.
- 2.5(6)** Curricula of master's and doctoral nursing degree programs shall:

- a. Provide for the in-depth study of nursing science including theory, clinical, and research components.
- b. Provide for the study in role areas such as nursing education, administration, or clinical practice.

**655—2.6(152) Faculty.**

**2.6(1)** Faculty requirements for programs are as follows:

- a. There shall be a sufficient number of adequately prepared faculty to meet program objectives. Adequately prepared shall mean:

- (1) A head of the program who is hired after July 1, 1992, shall have a master's or doctoral degree with a major in nursing at either level at the time of hire.

- (2) A faculty member who is hired after July 1, 1992, shall meet the requirements set forth in subrule 2.6(2).

- (3) Faculty members and heads of programs employed on July 1, 1992, shall be considered adequately prepared as long as they remain in that position.

- b. Written personnel policies and position descriptions shall be provided.

- c. A faculty development program shall be designed to further the competence of individual faculty members and the faculty as a whole.

- d. There shall be a written teaching load policy.

- e. There shall be a nursing faculty organization which shall operate according to written bylaws and meet on a regular basis. Minutes shall be recorded and available for reference.

- f. In practical and basic nursing programs a ratio of one faculty to a maximum of ten students shall be required in those practice situations involving direct patient care.

**2.6(2)** Requirements of faculty members who teach nursing are as follows:

- a. Current licensure as a registered nurse in Iowa.

- b. Two years of experience in clinical nursing.

- c. The applicable academic qualifications:

- (1) A faculty member who is hired to teach in a basic RN program after July 1, 1992, shall have at least a baccalaureate degree with a major in nursing or an applicable field at the time of hire. This person shall make annual progress toward the attainment of a master's or doctoral degree with a major in nursing or an applicable field. One degree shall be in nursing.

1. Applicable fields include but are not limited to education, counseling, psychology, sociology, health education, health administration, public health. One who wishes to fulfill this requirement with education in an applicable field not listed may petition the board for a determination of applicability.

2. The date of hire is the first day employed with compensation at a particular nursing education program.

3. Annual progress shall mean a minimum of one course per year taken as part of an organized plan of study.

- (2) A faculty member who is hired to teach after July 1, 1992, in a practical nursing program or the first level of an associate degree nursing program with a ladder concept shall have a baccalaureate degree in nursing or an applicable field at the time of hire. The date of hire is the first day employed with compensation at a particular nursing education program.

- (3) A faculty member who is hired after September 1, 1993, to teach a master's program shall have a doctoral degree with a major in nursing at the master's or doctoral level.

- (4) Those faculty hired only to teach in the clinical setting shall be exempted from subparagraphs (1) and (2) if the faculty member is closely supervised to ensure proper integration of didactic content into the clinical setting. If hired after July 1, 1992, those hired to teach only in the clinical setting shall have a baccalaureate degree in nursing or an applicable field, or shall make annual progress toward the attainment of such a degree. Annual progress shall mean a minimum of one course per year taken as part of an organized plan of study. The date of hire is the first day employed with compensation at a particular nursing education program.

- (5) The head of a program may petition the board for a waiver from the requirements in subrules 2.3(2), 2.6(1), paragraph "a," and 2.6(2). The board shall require the program to demonstrate its efforts

and progress in meeting these requirements. The board, if it determines a waiver is warranted because of unusual or unforeseen circumstances, shall issue a waiver for a limited period of time and may indicate conditions which must be met.

*d.* Submission of a detailed description of qualifications to the board office.

(1) Each program head shall submit a list of all faculty teaching on July 1, 1992, along with a detailed description of qualifications by which each faculty member's compliance with this subrule can be determined. The list shall be submitted within one month of notification by the board of this requirement. The detailed description of each faculty member's qualifications shall be submitted within another month.

(2) The board shall monitor each program's progress in meeting this subrule at least annually in the annual reports.

**2.6(3) Functions of faculty.**

*a.* Develop, implement, and evaluate the purpose, philosophy, and objectives of the program.

*b.* Design, implement, evaluate, and revise the curriculum.

*c.* Provide students with the written policies as specified in subrule 2.7(1).

*d.* Participate in academic advising and guidance of students.

*e.* Provide for admission, promotion, and graduation of students.

*f.* Provide for student, self, and peer evaluation of teaching effectiveness.

*g.* Participate in activities to improve competency in area of responsibility.

**655—2.7(152) Program responsibilities.**

**2.7(1) Policies affecting students.** Programs shall include provisions for the development, implementation, and communication of the following student policies:

*a.* Admission/enrollment. Licensure if applicable according to 655—subrule 3.2(1).

*b.* Transfer or readmission.

*c.* Withdrawal.

*d.* Progression.

*e.* Grading system.

*f.* Suspension or dismissal.

*g.* Graduation.

*h.* Holiday and leave of absence.

*i.* Health.

*j.* Counseling.

*k.* Grievance procedure.

**2.7(2) School information.** Information about the program and the controlling institution shall be published at least every two years and shall include:

*a.* Philosophy and objectives of the program.

*b.* A general description of the program.

*c.* Curriculum plan.

*d.* Course descriptions.

*e.* Resources.

*f.* Faculty.

*g.* Tuition, fees, and refund policies.

*h.* Ethical practices, including recruitment and advertising.

*i.* Official dates.

**2.7(3) Program records.**

*a.* Records shall be dated and include:

(1) Course outlines.

(2) Minutes.

(3) Faculty personnel records.

(4) Correspondence.

(5) Reports.

- (6) Catalogs and program bulletins.
- b. If a program closes the board shall be informed about the location and maintenance of these records.

**2.7(4) Students records.**

- a. Policies for records shall specify method for permanent protection and maintenance of individual records against loss, destruction, and unauthorized use.
- b. The final record shall include the transcript and a summative performance statement.
  - (1) The final transcript includes:
    - 1. Legal name of student.
    - 2. Dates of admission, completion of the program, and graduation.
    - 3. Courses which were accepted for transfer.
    - 4. Signature of the proper program official.
    - 5. Seal of the program or controlling institution or notarized signature of proper program official.
  - (2) The summative performance statement is a profile of the student at the time of graduation.
- c. If a program closes, the board shall be informed about the location and maintenance of the student and graduate records.

**655—2.8(152) Clinical facilities.**

**2.8(1)** The clinical facilities shall provide adequate learning experiences to meet curriculum objectives.

**2.8(2)** The program shall inform the board of clinical facilities used for learning experiences.

- a. The clinical facilities shall be accredited/approved by the appropriate agencies.
- b. The board may conduct a site visit of the clinical facilities.
- c. There shall be joint planning when more than one program uses the same facility for student experiences.

**655—2.9(152) Preceptors.**

**2.9(1)** Clinical nurse preceptors shall be selected by the nursing program in collaboration with a clinical facility to provide supportive clinical experiences consistent with curriculum objectives.

**2.9(2)** The qualifications of clinical nurse preceptors shall be appropriate to support the philosophy and goals of the nursing program.

- a. The clinical nurse preceptor shall be employed by or maintain a current written agreement with the clinical facility in which a preceptored experience occurs.
- b. The clinical nurse preceptor shall be currently licensed as a registered nurse/licensed practical nurse according to the laws of the state in which the preceptor practices.
- c. The clinical nurse preceptor shall function according to written policies developed by the nursing education program for selection, evaluation, and reappointment. Written qualifications shall address educational preparation, experience, and clinical competence.
- d. The program shall be responsible for informing the clinical nurse preceptor of the responsibilities of the preceptor, faculty, and students. The program shall retain ultimate responsibility for student learning and evaluation.

**2.9(3)** The program shall inform the board of clinical nurse preceptorship learning experiences.

- a. Written preceptorship agreements shall be reviewed annually by the nursing program.
- b. The board may conduct a site visit to clinical settings in which preceptorship experiences occur.
- c. The rationale for the ratio of students to preceptors shall be documented by the program.

**2.9(4)** An individual who is not a nurse or a licensed practical nurse may serve as a preceptor when appropriate to the philosophy and goals of the nursing program.

**655—2.10(152) Reports to the board.**

**2.10(1) Annual reports.** The head of the nursing program shall submit an annual report to the board on forms provided and shall include:

- a. Progress toward achievement of stated program goals of the past academic year.

- b. Qualifications and major responsibilities of the head of the program and each faculty member.
- c. Policies for admission, progression, and graduation of students.
- d. Policies for student health and welfare.
- e. Current enrollment by class.
- f. Number of admissions and graduations per year for past five years.
- g. Passing percentages of graduates on licensure examinations for past five years.
- h. Employment data for graduates.
- i. Curriculum plan.
- j. Descriptions of resources, clinical facilities, preceptorship experiences, and contractual arrangements.
- k. Copy of audited fiscal reports, including a statement of income and expenditures.
- l. Goals for present academic year.
- m. Program catalog.

**2.10(2) *Special reports.*** The program shall notify the board of the following:

- a. Change of controlling institution. Information shall include official names of the programs and controlling institution, organizational chart of the controlling institution, and names of administrative officials.

- b. Changes in administrative personnel in the program or the controlling institution.

- c. Opening of a new site or campus.

**2.10(3) *Changes requiring board approval.***

- a. These changes require the submission of eight copies of the proposed change at least three weeks prior to the next regularly scheduled board meeting and include but need not be limited to the following:

- (1) Changes in the curriculum which lengthen or shorten the program.

- (2) Addition or deletion of clinical or didactic credit hours in a course.

- (3) Changes in course requirements for graduation.

- b. Changes requiring the submission of one copy of the proposed change. A board representative shall review the proposed change for approval. If the change is not approved, seven additional copies shall be requested and the matter shall be submitted for board approval. These changes include but need not be limited to the following:

- (1) Changes in the philosophy, objectives, or organizing framework used to define the curriculum.

- (2) Change in the predominant method of instruction (e.g., where a course taught by faculty is shifted to computer, programmed self-study, or correspondence).

- (3) Rearrangement of the sequence of required courses.

These rules are intended to implement Iowa Code section 152.5.

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