



CNEWS

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# Introductions

## **Preceptorship Grant Team**

Victoria Hayward MSN, RN, Education Nurse Consultant

Helen Budde, Financial Specialist

Kaknika Pisith, Administrative Assistant

## **Education Team**

Gerianne Babbo Ed.D., MN, RN, Nursing Ed Director

Sarah Bear Ed.D., MSN, RN, Education Nurse Consultant

Kathy Bay DNP, MN, RN, Education Nurse Consultant

Judy Soeum, BA, Health Services Consultant

## Nursing Education Panels

### NPAP A

- Dr. Ajay Mendoza, Chair
- Dr. Sharon Fought, PT
- Patty Cochrell, PT
- Dr. Fionnuala Brown, PT
- Dr. Renee Hoeskel, PT
- Julie Benson, PT

### NPAP B

- Dr. Kim Tucker, Chair
- Ella Guilford, BONM
- Dr. Mary Baroni, PT
- Karen Joiner, PT
- Dr. Joan Owens, PT
- Dr. Anne Mulligan, PT

# Topics

Preceptorship Grant Updates

NPAP Timelines and  
Processes

Best Practices related to  
Program Expansions and POC

Education Website Review

Questions

# NPAP Timelines

- Submit approval requests at least three months prior to planned implementation
- Submission content is reviewed by staff additional clarifications may be requested
- Submission placed on NPAP agenda for decision making
- NPAP members may request additional information or clarifications during their review or at panel
- NPAP decisions communicated to nursing programs via email within 30 days of decision

# Program Expansions

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1. Substantive Change  
Request (SCR)

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2. Initial New In-State  
Nursing Education  
Program

# Substantive Change Requests (SCR)

## WAC 246-840-554 (3)(iv)

(3)(iv) Changes in the number of students admitted requiring one or more additional clinical or practice groups, or changing the required faculty to student ratios of 1:10 for prelicensure programs and 1:6 for nursing education programs preparing students for advanced practice registered nurse licensure

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(b) The nurse administrator of the program shall submit the following when requesting approval for substantive changes:

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(i) A letter explaining the substantive change request;

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(ii) **The rationale for the proposed change and anticipated effect on the program including faculty workload, students, resources, clinical or practice experiences, and facilities;**

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(iii) **A summary or grid that explains the difference between the current practice and proposed change;**

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(iv) A timeline for implementation of the change; and

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(v) **The methods of evaluation to be used to determine the effect of the change**



# Substantive Change Request

## WAC 246-840-554 (3)(A)(III)

Changes in curriculum meaning or  
direction of the curriculum such as  
philosophy,  
program goals,  
**program terminal objectives,**  
**course objectives and descriptions**

**WAC 246-840-510**  
**Approval of**  
**initial (new) in-**  
**state nursing**  
**education**  
**programs.**

(3) The commission shall consider the need, size, type, and geographic location when approving a program.

# Approval of Initial(new) In-State Nursing Education Programs

WAC 246-840-510(4) Phase 1

## Phase I: Submission of application and feasibility study

- (4) A postsecondary educational institution wishing to establish a nursing education program or additional program in nursing shall submit an application **and feasibility study as follows:**
  - (a) Submit to the commission a statement of intent to establish a nursing education program or additional program on a form provided by the commission and a **completed feasibility study** that includes the following information:
    - (i) Studies documenting the current and future supply and demand needs for nurses **in the area of the proposed nursing education program;**
    - (ii) Purposes and classification of the proposed nursing education program;
    - (iii) **Availability of qualified candidates for the nurse administrator and faculty positions;**
    - (iv) **Budgeted nurse administrator and faculty positions over the course of five years;**
    - (v) **Source and description of adequate and acceptable clinical or practice facilities for the nursing education program;**

WAC 246-840-510(4)  
Phase 1  
Approval of Initial(new) In-  
State Nursing Education  
Programs

Continued

- (vi) Description of adequate and acceptable academic facilities for the nursing education program;
- (vii) **Potential effect on other nursing programs within a sixty-mile radius of the proposed nursing education program location;**
- (viii) **Evidence of financial resources adequate and acceptable for the planning, implementation, and continuation of the nursing education program for the next five years;**
- (ix) Anticipated student population;
- (x) Tentative time schedule for planning and initiating the nursing education program; and
- (xi) Accreditation status of the parent institution.

# Best Practices for Program Expansion Applications- General Suggestions

Label your submission to match the WAC labels

Use grids/tables with a short narrative whenever possible

Double check to ensure every area of the WAC has been addressed

Suggest a colleague review the document

Submit attachments separately with clear labels and page numbers. Reference labels and page numbers in narrative



## Specific Suggestions

**The rationale for the proposed change and anticipated effect on the program including faculty workload, students, resources, clinical or practice experiences, and facilities;**

- Grid with current faculty workload and proposed faculty workload based on the expansion with a short explanatory narrative. If faculty must be hired explain the faculty recruitment plan.
- Explain impact on students, for example, classroom ratios, more sections of a course offered, impact on existing or new resources available for students (library, tutoring, counseling, advising, skills space, technology)

## Specific Suggestions

**The rationale for the proposed change and anticipated effect on the program including faculty workload, students, resources, clinical or practice experiences, and facilities;**

- Grid of clinical placements, course numbers, course credits, clinical hours, S-F ratios, clinical instructor, times (weekend, evening, day..)
- Narrative on impact on current facilities (e.g., classrooms, skills labs) and resources (e.g., library, admissions)

**A summary or grid that explains the difference between the current practice and proposed change;**

- Whatever that might be.... For example.....




Specific  
Suggestions

## **The methods of evaluation to be used to determine the effect of the change**

- Use your current SEP to answer this
- What areas are important to reference, for example, NCLEX pass rates, faculty satisfaction and workload, EPSLO measurement, facilities surveys, resource surveys, student surveys





Approval of Initial(new) In-  
State Nursing Education  
WAC 246-840-510(4)  
Phase

## General Suggestions

- Organize and label content according to the WAC sections
- Use grids/tables with a short narrative whenever possible
- Double check every area of the WAC has been addressed
- Suggest a colleague review the document
- Submit attachments separately with clear labels and page numbers  
Reference labels and page numbers in narrative

## Specific Suggestions

....**completed feasibility study** that includes the following information (slide 10)

- Organize and label the document following the outline of the WAC

Studies documenting the current and future **supply** and demand needs for nurses **in the area of the proposed nursing education program;**

- Include demand needs in the specific area/region of the nursing program
- Include robust data to support the need from the local area, for example:

surveys of previous graduates, surveys of nurses in the service area, surveys of healthcare employees in the local area



## Specific Suggestions

### **Availability of qualified candidates for the nurse administrator and faculty positions;**

- State what the program has done or is doing in regard to securing a NA and faculty
- What is the plan for attracting candidates?
- Is there currently a faculty shortage in your area, in your program?
- What if you get no response to ads

### **Budgeted nurse administrator and faculty positions over the course of five years;**

- Does the budget account for wage increases?
- Does the budget reflect professional development opportunities?
- Does the budget reflect curriculum development and program evaluation monies?

# Specific Suggestions

## Source

**Source and description of adequate and acceptable clinical or practice facilities for the nursing education program;**

## Submit

Submit letters from clinical sites with specifics # of students they will accept R/T the expansion- not just a general statement of support, do for all clinical courses

## Use

Use a grid or table with brief summary narrative

## Specific Suggestions

- **Potential effect on other nursing programs within a sixty-mile radius of the proposed nursing education program location;**
- Send letter/email asking programs to relay the impact of the proposed program on their nursing programs
- Includes all nursing programs in the 60-mile radius that is a like program (prelicensure, post licensure)
- Submit the responses with a brief narrative



## Specific Suggestions

**Evidence of financial resources adequate and acceptable for the planning, implementation, and continuation of the nursing education program for the next five years;**

- Does the budget account for wage increases?
- Does the budget reflect professional development opportunities?
- Does the budget reflect curriculum development and program evaluation monies?

# Best Practices Plans of Corrections (POC) Things to Keep in Mind

- Opportunity for growth
- **Address the issues that were noted as deficiencies.**
- **POC is a process** and not a one-time submission.
- **Understand that establishing the plan of correction is just the first step** – it also includes implementation of that plan, verification of completion and evaluation of effectiveness.
- Use the template available on the website

# Best Practice Suggestions for POC

- Have someone unfamiliar with your POC review what you have written and see if they understand what you are saying
- Keep in mind that what you have in mind may be completely appropriate but if it isn't presented in a way that the reviewer clearly understands what you have in your mind, there may be questions
- Connect with other programs that have been successful with their POC for tips
- Meet with education staff at the beginning of the process to foster understanding; Asking for guidance doesn't slow things down and may speed things up
- Consider hiring a consultant



## Best Practice Suggestions for POC

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Review the SVR and LOD for specific area of WAC not in alignment

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Include evidence as verification that you have implemented steps to address WAC deficiencies

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Information is presented in an organized and clear manner—following the WAC is a great strategy

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When writing label sections, use page numbers, and reference page numbers in narrative

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Separate and labeled attachments with page numbers that are referenced in the narrative

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# Tracking Tool Revision

Goals

Efficiency and streamlining of processes

Clarity

Communication



# POC Website and Template Review

- <https://nursing.wa.gov/education/nursing-education-programs/information-education-programs/plan-correction>
- [Plan of Correction \(POC\) template](#)
- Use the Plan of Correction (POC) template and email it to [waboneducationunit@doh.wa.gov](mailto:waboneducationunit@doh.wa.gov)



Thank you!

Questions