

## WAC 246-840-517

### Nurse administrator qualification requirements in nursing education programs located in Washington state.

(1) The nursing education program administrator must be a professionally and academically qualified registered nurse with an active, unencumbered Washington nursing license.

#### Practical or Associate Degree Nursing Education Programs

(2) In a nursing education program offering practical or associate degree nursing education, the nurse administrator must have a minimum of:

- (a) A bachelor of science in nursing (BSN) from a nursing education program accredited by a national nursing education accrediting body recognized by the United States Department of Education and a graduate degree; or
- (b) A graduate degree from a nursing education program accredited by a national nursing education accrediting body recognized by the United States Department of Education; and
- (c) Preparation in education that includes teaching adults, adult learning theory, teaching methods, curriculum development, and curriculum evaluation, or two years of teaching experience in nursing education that demonstrates this type of preparation;
- (d) Curriculum development and administration experience;
- (e) Five years of experience as a registered nurse including two years of experience in nursing education; and
- (f) Current knowledge of nursing practice at the practical nurse or associate degree program level as appropriate.

#### Baccalaureate and Graduate Nursing Education Programs

(3) In a nursing education program offering baccalaureate or graduate degrees in nursing, the nurse administrator must have:

- (a) A minimum of a graduate degree with a major in nursing, from a nursing education program accredited by a national nursing education accreditation body recognized by the United States Department of Education and a doctoral degree either in nursing or a health or related educational field from a college or university accredited by a national accrediting body recognized by the United States Department of Education; or
- (b) A doctoral degree in nursing from a college or university accredited by a national nursing accrediting body recognized by the United States Department of Education; and

(c) Preparation in education that includes teaching adults, adult learning theory, teaching methods, curriculum development, and curriculum evaluation, or two years of teaching experience in nursing education that demonstrates this type of preparation;

(d) Preparation or experience in nursing administration or educational administration; and

(e) At least five years of experience as a registered nurse including two years of experience in nursing education at or above the highest level of the nursing education program the nurse administrator will be administering.

The [commissionboard](#) may grant an exception to the experience in nursing education requirement if the program can demonstrate that two academic years of ongoing educational consultation is provided to the nurse administrator by a person who meets or exceeds nurse administrator qualifications identified in this subsection.

[\(4\) The board may grant an exception to any or all of the requirements in sections \(3\)\(b\), \(c\), \(d\), and \(e\), if the following conditions are met:](#)

[\(a\) The program has a written comprehensive plan to support the nurse administrator's success in the role. This plan shall be submitted to the board for approval within thirty \(30\) days of hire.](#)

[\(b\) The plan must address the nurse administrator's areas of exception as it relates to sections \(3\)\(b\), \(c\), \(d\), or \(e\).](#)

[\(c\) The plan must include strategies such as ongoing mentorship by a qualified nurse administrator who meets or exceeds the qualifications in sections \(3\)\(b\), \(c\), \(d\), \(e\), mentorship at the academic institution, structured professional development, and additional education to address gaps in teaching methods, curriculum development, and nursing administrative experience.](#)

[\(d\) An evaluation of both the comprehensive plan and the performance of the nurse administrator must occur each year for a three-year period. The evaluation should involve input from the nurse administrator, mentors, nursing faculty, and administrative peers.](#)

[\(e\) An actionable development plan must be submitted to the board each year for three years based on the data and analysis of the comprehensive plan and performance review of the nurse administrator.](#)

### [Nurse Administrator Responsibilities](#)

[\(54\)](#) The nurse administrator shall be responsible for creation and maintenance of an environment conducive to teaching and learning through:

(a) Facilitation of the development, implementation, and evaluation of the curriculum.

(b) Communication and decision making regarding program needs, budget preparation and monitoring, and ongoing involvement with central administration and other units of the parent institution.

(c) Facilitation of faculty development and performance review for full-time and part-time faculty consistent with the policies of the institution and standards of professional nursing practice, and

encouragement of faculty to seek ways of improving clinical skills and methods of demonstrating continued educational and clinical competence.

Evaluation of clinical performance of nursing faculty in practice situations must be performed by a qualified licensed nurse as appropriate to the level of practice being taught.

(d) Facilitation of faculty recruitment and appointment. The nurse administrator of the nursing education program shall establish a goal for acquiring faculty with diversity in ethnicity, gender, clinical specialty and experience.

(e) Recommendation of faculty for appointment, promotion, tenure, and retention consistent with the policies of the institution and standards in this chapter.

(f) Facilitation of the development of long-range goals and objectives for the nursing program.

(g) Facilitation of recruitment, selection, and advisement of students.

(h) Assurance that the rules of the [commissionboard](#) are effectively implemented.

(i) Notification to the [commissionboard](#) of events as identified in WAC [246-840-513](#) and [246-840-554](#)(3).

~~(65)~~ The nurse administrator must have sufficient time provided to fulfill relevant administrative duties and responsibilities.

[Statutory Authority: RCW [18.79.010](#), [18.79.110](#), [18.79.150](#), [18.79.190](#), and [18.79.240](#). WSR 16-17-082, § 246-840-517, filed 8/17/16, effective 9/17/16.]