

TENNESSEE BOARD OF NURSING
665 Mainstream Drive
Nashville, TN 37243

Guidelines for Requesting
Initial Approval of Professional Nursing Programs

The second stage in the process to establish a professional nursing program is to obtain Board approval for admission of students [Rule 1000-01-.05(2)(b)]. Initial Approval is defined in Rule 1000-01-.05(4)(a). The following guide may be used in the application for Initial Approval.

PHILOSOPHY, PURPOSE, ADMINISTRATION, ORGANIZATION AND FINANCE (1000-01-.06)

- I. Philosophy of the Institution and Nursing School
 - Beliefs about education, nursing education and continuing education
- II. Purpose, goals, objectives, outcomes of Institution/School
 - Identify the outcomes of the graduate
- III. Controlling Institution
 - Name
 - Contact Information
 - Type of Institution
 - Accreditation
 - Responsibilities
 - Organizational Chart
- IV. Advisory Council
 - Composition and members
 - Functions and Responsibilities to faculty and controlling body
- V. Faculty Responsibilities
 - Accountability
 - Duties
 - Competencies
 - Workload
- VI. Office Space & Support
 - Faculty Offices
 - Conference Rooms
 - IT Support
 - Clerical Support - number

- VII. Records and Reports
 - Student Transcript
 - Filing Method
 - School Seal
 - Security

VIII. Written Agreements with Affiliating Agencies – Clinical, other

- IX. Financial Plan – Projected Revenue and Expenditures-A five year plan in table format including revenue and expenses is suggested:
 - Tuition
 - Grants
 - Other revenue
 - Salaries – Director, Faculty and Staff
 - Professional development
 - Travel
 - Insurance
 - Library Resources - Books and Journals, Electronic data-bases, Audiovisual Materials
 - Computers
 - Nursing Laboratory – Equipment including beds, simulator models, and supplies.
 - Copier, Printing, Postage
 - Publications – Handbooks, Other
 - Security

SCHOOLS - FACULTY (1000-01-.07)

- I. Composition and Number of Faculty
 - Number of faculty (FT/PT)
 - Faculty/student ratio (classroom, laboratory, clinical)
 - Composition (RN, APN, other)
- II. Qualifications of Faculty
 - Include Curriculum Vita and a table including the profession, license number, expiration date, national specialty certification, areas of teaching/clinical responsibility. Also, faculty education with degrees granted and graduate clinical specialization should be included.
- III. Faculty Position(s) - Titles and Job Descriptions
- IV. Personnel Policies
 - Faculty
 - Staff

SCHOOLS - STUDENTS (1000-01-.08)

- I. Student Handbook
 - Philosophy and Goals
 - Performance Objectives
 - Policies and Procedures-admission, transfer, progression & graduation
- II. Health Program
- III. Counseling and Guidance Services

CURRICULUM, INSTRUCTION, EVALUTATION (1000-01-.09)

- I. Philosophy, Conceptual Framework
- II. Curriculum Organization - Liberal Arts and Nursing Courses
 - Instructional Methods
 - Evaluation of Instruction
 - Clinical Supervision
 - Faculty: Student Clinical Ratio
 - Clinical Evaluation Methods
- III. Evaluation Methods
 - Grading System
 - Methods for Program Evaluation

EDUCATIONAL FACILITIES (1000-01-.10)

- I. Classrooms, Laboratories, Conference rooms
- II. Library, Learning Resources, Computer Lab
- III. Major Clinical Facilities – Table including
 - Name
 - Accreditation
 - Licensure status
 - Services
 - Number of Beds
 - Daily Patient Average
 - Medical - Specialty _____
 - Surgical - Specialty _____
 - Major Surgical Procedures (6 months) _____
 - Obstetrics _____
 - Number Live Births (Last 6 months) _____
 - Pediatrics _____
 - Number Patients (Last 6 months) _____

Areas available for clinical experience – service(s)

Staffing Pattern – type, level of preparation of staff, staff: patient ratio

Continuing Education Programs

Projected Needs for RNs by preparation

_____ 1 year

_____ 2 years

_____ 3 years

_____ 4 years

_____ 5 years

Contracts with other nursing programs – number of programs, number of students

IV. Additional Clinical Facilities

ADMISSION OF STUDENTS (1000-01-.05)

I. Student Body

The number of students to be admitted in the first class, maximum numbers to be admitted and the projected timeline including admission, progression and graduation should be provided. A table format is suggested.

II Faculty

The number faculty to be employed, dates of appointment, plan for faculty recruitment and qualifications should be provided. A table format is suggested for the faculty timeline.

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