

## Louisiana Course/Clinical Approval Out of State Undergraduate Program Checklist

SON: \_\_\_\_\_

DATE: \_\_\_\_\_

### **LAC 46:XLVII.3539 Procedure for Approvals for Undergraduate and Graduate Nursing Education Degree Programs whose Administrative Control is Located in Another State Offering Programs, Courses, and/or Clinical Experiences in Louisiana**

**LAC 46:XLVII.3539.A Programs of Study.** To receive approval by the Board for a total **undergraduate** and/or graduate nursing education degree program(s) of study by the **undergraduate** and graduate nursing education degree program with a physical presence in Louisiana, but whose administrative control is located in another state, the following criteria must be met. (*Refer to checklist for New Program Approval, Out of State Program Approval*).

**LAC 46:XLVII.3539.B Course/Clinical Offerings.** Out-of-state **undergraduate** and/or graduate nursing education degree programs (s) offering courses/clinical experiences in Louisiana are expected to maintain the standards required of the Louisiana-based programs. The board reserves the right to withdraw approval, of such offerings if adherence to these standards is not maintained. To receive approval by the Board of Nursing for course/clinical offerings in Louisiana by nursing programs whose administrative control is located in another state, the following criteria shall be met.

*To receive approval by the Board of Nursing for course/clinical offerings in Louisiana by nursing programs whose administrative control is located in another state, the required fee (\$250) and following criteria shall be submitted, at least 4 months in advance of scheduled initiation of offering, in the form of 3 paper copies and 1 electronic copy of the following:*

**Note:** Sections of checklist reflect both undergraduate and graduate nursing education degree program requirements as identified in the Rules and Regulations. For purpose of this checklist, please refer to undergraduate programs only.

**LAC 46:XLVII.3539.B Course/Clinical Offerings.**

| Item                                                                                                                                                                                                                           | Location of Evidence in proposal (include attachment and page number) | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------|
| 1. <b>Approval/Accreditation Requirements.</b> The following evidence of approval/accreditation of the <b>undergraduate</b> and/or graduate nursing education degree program(s) shall be submitted to the board as stipulated. |                                                                       |          |
| a. The nursing program sponsoring the offering shall hold current approval by the Board of Nursing and/or other appropriate approval bodies in the state in which the parent institution is located.                           |                                                                       |          |
| b. Regional accreditation shall be held by the parent institution.                                                                                                                                                             |                                                                       |          |
| c. National accreditation recognized by the board is required.                                                                                                                                                                 |                                                                       |          |
| d. The nursing program sponsoring the course/clinical offering must provide the Board of Nursing with the following materials for review at least six months prior to the scheduled initiation of the offering:                |                                                                       |          |
| i. a letter of request for approval to provide the course/clinical offering which indicates the time-frame during which the offering will be conducted, the clinical agency(ies) and the clinical unit(s) to be utilized;      |                                                                       |          |
| ii. a copy of the mission/philosophy, goals and outcomes;                                                                                                                                                                      |                                                                       |          |
| iii. a curriculum course sequencing, which lists all courses by semester/quarter required within the program of study;                                                                                                         |                                                                       |          |
| iv. a course syllabus for the course/clinical experience(s) to be offered, which specifies the related outcomes of the offering; and                                                                                           |                                                                       |          |
| v. a current electronic copy of school catalog.                                                                                                                                                                                |                                                                       |          |
| e. Request for preceptorship learning experiences shall include evidence of compliance with §3543.                                                                                                                             |                                                                       |          |
| 2. <b>Coordination</b> with other <b>undergraduate</b> and/or graduate nursing education degree program(s) as follows:                                                                                                         |                                                                       |          |
| a. evidence of meetings or communications with representatives of the clinical agency and the out-of-state nursing program;                                                                                                    |                                                                       |          |

|                                                                                                                                                                                                                                                                                                                                  |                                         |                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| b. evidence of meetings or communications with program heads of approved Louisiana <b>undergraduate</b> and/or graduate nursing education degree program(s);                                                                                                                                                                     |                                         |                                         |
| c. meetings or communications of respective representatives from <b>undergraduate</b> and/or graduate nursing education degree program(s) and clinical agency shall occur minimally on an annual basis, or on a semester basis as deemed necessary by any involved party; and                                                    |                                         |                                         |
| d. a “clinical facility survey” form shall be submitted by the <b>undergraduate</b> and/or graduate nursing education degree program(s).                                                                                                                                                                                         |                                         |                                         |
| <b>3. Students</b>                                                                                                                                                                                                                                                                                                               |                                         |                                         |
| a. All students shall be in good academic standing in the <b>undergraduate</b> and/or graduate nursing education degree program(s).                                                                                                                                                                                              |                                         |                                         |
| b. Students shall not be eligible to enroll in a clinical nursing course based on evidence of grounds for denial of licensure in accordance with R.S. 37:921 and LAC 46:XLVII.3331 and 3403.                                                                                                                                     |                                         |                                         |
| c. <b>Undergraduate</b> performance on the licensure examination (NCLEX-RN) shall be maintained at an 80 percent or higher pass rate for each January through December calendar year. Upon initial request for approval, NCLEX-RN performance by undergraduates for the past two calendar years shall be submitted to the board. |                                         |                                         |
| d. Graduate performance on certification examination for the past two calendar years shall be submitted to the board for each role and population requesting approval                                                                                                                                                            | Not applicable to undergraduate request | Not applicable to undergraduate request |
| <b>4. Faculty</b>                                                                                                                                                                                                                                                                                                                |                                         |                                         |
| a. A “faculty qualification” form provided by the board shall be submitted for each faculty member providing instruction within the state of Louisiana.                                                                                                                                                                          |                                         |                                         |
| b. Each faculty member shall hold a current license to practice as a registered nurse and/or advanced practice registered nurse in Louisiana.                                                                                                                                                                                    |                                         |                                         |
| c. Each faculty member shall hold a graduate degree in nursing and a minimum of two years of nursing practice in a clinical setting.                                                                                                                                                                                             |                                         |                                         |
| d. Clinical faculty shall be present for student supervision while students are assigned to clinical areas unless the students are engaged in a board-approved preceptorship experience.                                                                                                                                         |                                         |                                         |

|                                                                                                                                                                                                                                                                                                                                                                                                          |                                         |                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| e. Clinical faculty for <b>undergraduate</b> and graduate precepted clinical experiences are expected to confer with the preceptor and student at least weekly and visit the site at least once in a semester/quarter.                                                                                                                                                                                   |                                         |                                         |
| f. The faculty to student ratio per clinical experience shall not exceed 1 to 10 (1:10) per clinical day for <b>undergraduate</b> clinical instruction unless the students are engaged in a board-approved preceptorship experience which permits a maximum of 1 to 15 (1:15) faculty to undergraduate student ratio per clinical day { and 1 to 9 (1:9) faculty to APRN student ratio per clinical day. |                                         |                                         |
| <b>5. Approval</b>                                                                                                                                                                                                                                                                                                                                                                                       |                                         |                                         |
| a. Course/clinical offerings by out-of-state nursing programs may be approved for a period of three years, at which time program representatives may petition for renewal of approval for each additional three-year period.                                                                                                                                                                             |                                         |                                         |
| b. Request for out-of-state clinical re-approval form, which provides updated and current data relevant to the undergraduate and/or graduate nursing education degree program(s) program, shall be submitted as a component of the petition for renewal as specified in §3539.B.1-5.                                                                                                                     |                                         |                                         |
| c. Failure to comply with the requirements established by the board shall result in the immediate withdrawal of the board's approval of course/clinical offerings.                                                                                                                                                                                                                                       |                                         |                                         |
| <b>6. Post-Approval</b>                                                                                                                                                                                                                                                                                                                                                                                  |                                         |                                         |
| a. A copy of the executed contractual agreement between the academic institution and the clinical facility/agency shall be maintained by the institution.                                                                                                                                                                                                                                                |                                         |                                         |
| b. <b>Undergraduate</b> student approval application shall be submitted 60 days prior to the date of enrollment in the clinical nursing course.                                                                                                                                                                                                                                                          |                                         |                                         |
| c. Graduate student clinical experience spreadsheet provided by the board shall be submitted within two weeks of initiation of experience.                                                                                                                                                                                                                                                               | Not applicable to undergraduate request | Not applicable to undergraduate request |
| d. Faculty qualification forms must be submitted to the board within two weeks of hire.                                                                                                                                                                                                                                                                                                                  |                                         |                                         |
| e. The <b>undergraduate</b> and/or graduate nursing education degree program(s) shall keep the board informed of any changes to approval and accreditation status.                                                                                                                                                                                                                                       |                                         |                                         |

### 3543. Preceptorship Learning Experiences

| Item                                                                                                                                                                                                                                                        | Location of Evidence in proposal (include attachment and page number) | Comments                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------|
| A. Nurse faculty shall retain the responsibility for selecting and guiding student learning experiences and the evaluation of student performance with input from preceptors.                                                                               |                                                                       |                                         |
| B. Preceptors shall be selected according to written criteria jointly developed by faculty and nursing administration in the clinical facility, and in accordance with guidelines established by the board.                                                 |                                                                       |                                         |
| C. A faculty member shall be available to preceptors while students are involved in a preceptorship experience.                                                                                                                                             |                                                                       |                                         |
| D. The faculty member shall confer with each preceptor and student at least weekly during the precepted experience.                                                                                                                                         |                                                                       |                                         |
| <b>E. Preceptor Learning Experiences</b>                                                                                                                                                                                                                    |                                                                       |                                         |
| <b>1. Undergraduate</b><br>a. Preceptor experiences for undergraduate students shall only occur during the last two academic semesters of a baccalaureate degree program and during one of the last two semesters of a diploma or associate degree program. |                                                                       |                                         |
| b. The total preceptorship experience for undergraduate students shall be limited to a maximum of 25 percent of the total clinical weeks in the program of study.                                                                                           |                                                                       |                                         |
| 2. Graduate                                                                                                                                                                                                                                                 | Not applicable to undergraduate request                               | Not applicable to undergraduate request |
| <b>F. Preceptor Ratios</b>                                                                                                                                                                                                                                  |                                                                       |                                         |
| <b>1. Undergraduate</b><br>a. The undergraduate nursing education degree program shall maintain a ratio of not more than 1 faculty to 15 undergraduate students (1:15) for the preceptorship experience.                                                    |                                                                       |                                         |
| b. There shall be one preceptor for each student.                                                                                                                                                                                                           |                                                                       |                                         |

|                                                                                                                                                                                                                                                                                                                                                                        |                                         |                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| 2. Graduate                                                                                                                                                                                                                                                                                                                                                            | Not applicable to undergraduate request | Not applicable to undergraduate request |
| <b>G. Preceptor Qualifications</b>                                                                                                                                                                                                                                                                                                                                     |                                         |                                         |
| 1. All preceptors must have an active unencumbered RN and/or APRN Louisiana license.                                                                                                                                                                                                                                                                                   |                                         |                                         |
| <b>2. Undergraduate</b>                                                                                                                                                                                                                                                                                                                                                |                                         |                                         |
| a. The preceptor shall have at least a minimum of one year as a RN in the clinical area in which the preceptorship experience occurs.                                                                                                                                                                                                                                  |                                         |                                         |
| b. Preceptors shall hold a minimum of a baccalaureate degree in nursing.                                                                                                                                                                                                                                                                                               |                                         |                                         |
| c. An individual RN, who does not possess a BSN, may be utilized as a preceptor provided that the RN has had no less than three years' experience as an RN with a minimum of one year in the clinical area in which the experience occurs and has the requisite skills to guide the student to meet the desired course outcomes for the specific clinical experiences. |                                         |                                         |
| 3. Graduate                                                                                                                                                                                                                                                                                                                                                            | Not applicable to undergraduate request | Not applicable to undergraduate request |