

**LOUISIANA STATE BOARD OF NURSING
ADDENDUM TO THE ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN) OR
THE COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE) SELF-STUDY REPORT**

LAC 46: XLVII. 3511 STANDARDS AND REQUIREMENTS FOR GRADUATE NURSING EDUCATION DEGREE PROGRAMS: MISSION/PHILOSOPHY AND GOALS

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
<p>A. The undergraduate and graduate nursing education degree program shall have a clear statement of mission/philosophy, consistent with the mission of the parent institution and congruent with current concepts in nursing education.</p>		
<p>B. The graduate nursing education degree program shall use an identified set of professional standards congruent with the mission/philosophy and from which the goals are developed. The standards shall be consistent with the Legal Standards of Nursing Practice, LAC 46:XLVII.Chapter 39.</p>		
<p>C. Expected competencies of the graduate nursing education degree program shall be clearly delineated.</p>		
<p>D. Distance education is consistent with the mission and goals of the graduate nursing education degree program and the parent institution.</p>		

LAC 46: XLVII. 3513 ADMINISTRATION, ORGANIZATION, CONTROL

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
<p>A. There shall be a governing body which has legal authority to conduct graduate nursing education degree program(s), determine general policy and provide financial support.</p>		
<p>B. The graduate nursing education degree programs shall be in a regionally accredited college or university which offers a graduate degree with a concentration in the advanced practice registered nurse role and population as defined in R.S. 37:913(1).</p>		
<p>C. The parent institution shall hold active regional accreditation from an accrediting body approved by the U.S. Department of Education.</p>		
<p>D. The graduate nursing education degree programs shall be accredited by a national nursing accrediting body approved by the U.S. Department of Education.</p> <ol style="list-style-type: none"> 1. A graduate nursing education degree program shall be accredited by a national nursing accrediting body within one year post-full approval. 2. A graduate nurse education degree program not accredited by a national nursing accrediting body within one year post-full approval may petition the board for a one year extension. 3. Following the one year extension, a graduate nurse education degree program failing to achieve national accreditation shall immediately cease admission of students and begin termination of the program (refer to §3531). 4. An undergraduate and graduate nurse education degree program that loses national nursing accreditation shall immediately be placed on probation with the Louisiana State Board of Nursing. 		
<p>E. The parent institution shall have an organizational chart which delineates the lines of responsibility and authority.</p>		

<p>F. The graduate nursing education degree programs shall notify the board in writing, immediately and provide written communication within five business days when there has been a change in the control of the institution, chief nurse administrator of the program, or the accreditation status of the parent institution and/or the nursing education degree program (s).</p>		
<p>G. The chief nurse administrator shall have the authority and responsibility to administer the graduate nursing education degree program(s) in respect to:</p> <ol style="list-style-type: none">1. the instructional program;2. budget planning and management; and3. faculty, staff, and students.		

LAC 46: XLVII. 3515 FACULTY AND FACULTY ORGANIZATION

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
<p>A. Faculty Body. There shall be qualified faculty adequate in numbers to provide a safe, effective faculty/student/client ratio as defined in (§3533, §3543, §3545) and to implement the graduate nurse education degree program in nursing in relation to its stated mission, goals, and expected program outcomes.</p>		
<p>B. Qualifications</p> <p>1. The chief nurse administrator and each nurse faculty member shall hold an active license to practice as a registered nurse in Louisiana and shall be appointed in compliance with state and federal laws.</p>		
<p>2. Chief Nurse administrator BSN</p>	<p align="center">NA</p>	<p align="center">NA</p>
<p>3. Chief Nurse Administrator ASN or Diploma</p>	<p align="center">NA</p>	<p align="center">NA</p>
<p>4. The nurse faculty shall hold a graduate degree in nursing as follows.</p> <p>a. The APRN faculty member shall hold a minimum of a graduate degree in nursing. APRN nursing faculty teaching advanced practice role and population content must be licensed in advanced practice in that advanced practice or related role and population.</p> <p>b. Other credentialed providers may be utilized to provide content relevant to the advanced practice role and population in support courses.</p> <p>c. The educational component of the APRN program shall be coordinated by a lead faculty member who is educated and nationally certified in the same role and population area and licensed as an APRN in the state of Louisiana.</p>		
<p>5. Nurse faculty shall have a minimum of two years of nursing practice as a registered nurse in a clinical setting prior to their appointment.</p>		

<p>6. Nurse faculty shall be sufficient in number to accomplish the mission, goals and program outcomes.</p>		
<p>7. Undergraduate nurse faculty shall maintain current knowledge and skills in areas of responsibility and provide documentation of same.</p>		
<p>8. APRN faculty must demonstrate competence in clinical practice and teaching, which includes continued national certification or continuing education requirements.</p>		
<p>9. Exceptions to the academic qualifications for undergraduate nurse faculty shall be justified and approved under board established guidelines. The number of active faculty exceptions shall not exceed 20 percent of the number of full-time nurse faculty employed (not FTE) in the undergraduate nursing education degree program at any given time. Exceptions, if granted by the board shall be:</p> <ul style="list-style-type: none"> a. baccalaureate in nursing-prepared individuals who are not enrolled in a graduate program in nursing are limited to a maximum two calendar years after which they must be enrolled in a graduate nursing program; and b. baccalaureate in nursing-prepared individuals who are enrolled in a graduate program in nursing at the master's and/or doctoral level shall be initially approved for two years in accordance with current board guidelines. Exceptions may be granted to each individual for a maximum of four years. 		
<p>C. A faculty turn-over rate that exceeds 25 percent of the full-time nurse faculty employed (not FTE) at any given time by each graduate nursing education degree program(s) shall be reported to the board in writing within five business days and justified in the annual school report.</p>		
<p>D. Nurse faculty shall function under the same policies established for other faculty in the parent institution.</p>		
<p>E. Policies for nurse faculty shall include but not be limited to:</p> <ul style="list-style-type: none"> 1. qualifications for the position; and 2. contract or letter of appointment to delineate terms of appointment, functions and responsibilities of the position. 		

<p>F. A written plan for performance evaluation of faculty shall be established and utilized on a continuing basis.</p>		
<p>G. A nurse faculty organization shall be established consistent with the parent institution and shall have clearly delineated bylaws/governance documents.</p>		
<p>H. Faculty workloads shall allow time for class and laboratory preparation, teaching, program revision, improvement in teaching methods, guidance of students, participation in faculty organizations and committees, research and scholarly endeavors, attendance at professional meetings and participation in continuing education programs.</p>		
<p>I. Nurse faculty shall select, teach, guide and evaluate all learning experiences in the classroom, labs, simulation, and clinical facilities.</p>		
<p>J. Nurse faculty shall be within the clinical facility during the learning experiences of students unless the students are observing only or engaged in a community-based or a preceptorship experience (refer to §3543 and §3545).</p>		

LAC 46: XLVII. 3517. STUDENT POLICIES AND SERVICES

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
A. Admission standards for entry into the graduate nursing education degree programs shall be established and published and shall reflect ongoing involvement by appropriate faculty.		
B. Qualified applicants shall be considered for admission without discrimination and in compliance with applicable state and federal laws and regulations.		
C. Placement and advisement in the graduate nursing education degree programs, by examinations, previous education, or both, shall be consistent with the parent institution.		
D. Progression, transfer, termination, dismissal and graduation policies shall be established and published and shall reflect ongoing involvement by the appropriate faculty.		
E. Information on the approval and accreditation status of the graduate nursing education degree programs, policies on tuition/fees and financial assistance, health care and counseling services shall be in writing and published on the website.		
F. Accurate information about the graduate nursing education degree programs, including current approval and accreditation status, shall be presented in recruitment and related activities.		
G. Students shall be provided opportunity for input into the graduate nursing education degree programs.		
H. Students' records shall be safeguarded and their confidentiality shall be maintained according to state and federal regulations.		
I. 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, LAC 46:XLVII.3324, 3331 and 3403.		

LAC 46: XLVII. 3519. FACILITIES, RESOURCES, SERVICES

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
A. An identifiable physical facility for nursing shall be provided by the parent institution.		
B. Classrooms, conference rooms, multipurpose rooms, learning laboratories and library resources shall be provided.		
C. Offices for administrative personnel, faculty and support staff shall be provided.		
D. Storage space for safeguarding student and faculty records, for equipment and instructional materials shall be provided to meet the needs of the undergraduate and graduate nursing education degree programs.		
E. Nursing library resources shall be comprehensive, current and accessible.		
F. Administrative and support services shall be provided to meet the needs of the undergraduate and graduate nursing education degree programs.		
G. Clinical facilities shall be available in sufficient numbers and variety to meet the needs of the undergraduate and graduate nursing education degree programs (refer to §3529).		

LAC 46: XLVII. 3521. CURRICULUM

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
<p>A. The faculty shall periodically review, evaluate and revise as appropriate the mission/philosophy, and goals of the undergraduate and/or graduate nursing education degree program(s); the goals and program outcomes shall be consistent with the mission of the nursing education degree program and flow from the mission of the institution.</p>		
<p>B. The mission/philosophy, goals and program outcomes shall be used by the faculty in planning, implementing and evaluating the total undergraduate and/or graduate nursing education degree program(s).</p>		
<p>C. Graduate Curriculum Content 2. Graduate Curriculum a. The curriculum shall include, but not be limited to separate courses in advanced pathophysiology, advanced pharmacology, advanced assessment and diagnostic reasoning, and management of health care status courses and shall evidence appropriate course sequencing.</p>		
<p>b. The APRN role and population shall have supervised experiences in accordance with accreditation, certification, and education requirements and standards. i. Specialty roles and populations that provide care to multiple age groups and care settings will require additional hours as distributed in a way that represents the populations served. ii. Dual role and population APRN programs shall include and address content and clinical experiences for both roles and populations. Each role and population shall have documented clinical hours in accordance with certification agency requirements. The population foci of the dual roles and populations will determine the extent to which overlap may occur. Overlapping clinical hours between roles and populations must be documented and addressed as to the preparation for the two areas of practice.</p>		

<p>c. Simulated laboratory experiences may also be utilized as a teaching strategy in classroom and clinical settings to meet outcomes and may be counted as either classroom or clinical hours for the purpose of calculating the hours in the curriculum.</p>		
<p>d. There shall be provisions for the recognition of prior learning and advanced placement in the curriculum for those individuals who hold a master's or practice doctorate (APRN) in nursing and are seeking to qualify for recognition in a different APRN role and population. Post-graduate nursing students must complete the requirements of a master's or practice doctorate (APRN) program through a formal graduate level certificate or master's or practice doctorate level APRN role and population in the desired functional role. Post-graduate students must master the same outcome criteria as master's or practice doctorate level students. Post-graduate APRN students shall have supervised experiences in the role and population in accordance with accreditation, certification, and education requirements and standards.</p>		
<p>D. Graduate distant nursing education degree programs leading to licensure must meet the standards and requirements of Louisiana undergraduate and graduate education degree programs contained in LAC 46:XLVII.Chapter 35.</p>		
<p>E. Graduate distance nursing education degree programs leading to licensure and utilizing Louisiana agencies must be approved by the board at a regularly scheduled meeting (refer to §3539).</p>		
<p>F. Graduate student learning outcomes of the course and content shall reflect society's concern with the bioethical and legal parameters of health care and professional practice.</p>		
<p>G. The graduate nursing courses shall provide for classroom and clinical laboratory instruction that shall be under the supervision of a faculty member of the nursing program. 1. The faculty to student ratio per clinical experience shall not exceed 1 to 9 (1:9) faculty to APRN student ratio per clinical day.</p>		
<p>H. Provision shall be made for the development of other knowledge and skills as deemed necessary by the faculty and as appropriate to the role expectations of the graduate.</p>		

I. The curriculum shall be arranged to provide opportunities for upward career mobility for students who have completed other nursing programs and have met appropriate requirements for licensure.

1. Mechanisms for the recognition of prior learning and advanced placement in the curriculum shall be in place.

2. Any formalized agreements between programs to facilitate the transfer of credit between nursing programs shall be identified and described.

--	--

LAC 46: XLVII. 3525. CONTINUOUS QUALITY IMPROVEMENT

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
<p>A. The graduate nursing education degree program(s) has a systematic plan for continuous program improvement and assessment and documents the use of (evidence) in decision making for program development, improvement, and revision which includes the following but not be limited to:</p> <ol style="list-style-type: none"> 1. mission/philosophy, program outcomes of the curriculum; 2. teaching/learning experiences; 3. expected competencies of the graduate; 4. student(s) evaluations of courses; 5. faculty evaluations of students; 6. performance of graduates on the National Council licensure examinations (NCLEX-RN) and/or appropriate graduate certifications; 7. follow-up studies of the graduate surveys; 8. employer satisfaction of the graduates; and 9. evaluation of faculty performance. <p align="center">a.</p>		
<p>B. The continuous program improvement plan shall document that the curriculum prepares graduates to meet the standards for practice and licensure as a registered nurse and advanced practice registered nurse.</p>		

LAC 46: XLVII. 3523. MAJOR CURRICULUM CHANGE

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
<p>A. Graduate nursing education degree program(s) shall notify the board of major/substantive changes (refer to §3503).</p>		
<p>B. The graduate nursing education degree program(s) shall submit to the board two paper copies and one electronic copy of the following:</p> <ol style="list-style-type: none"> 1. alteration, other than editorial, in graduate nursing education degree program(s) mission/philosophy and outcomes as follows: <ol style="list-style-type: none"> a. letter of intent with timeline for proposed change; b. rationale for proposed change; c. evidence of approval by institution and/or accreditation agencies; d. concise presentation of current mission/philosophy, and outcomes to proposed change; e. planned method for evaluation for proposed change; f. discussion of potential impact of proposed change on current students; g. copy of reports submitted to the accreditation agencies; and h. copy of action by accreditation agencies; 		
<ol style="list-style-type: none"> 2. change in legal status of the graduate nursing education degree program(s) as follows: <ol style="list-style-type: none"> a. letter of notification with timeline for change; b. discussion of potential impact of change of legal status on program and students; c. copy of reports submitted to the accreditation agencies; and d. copy of action by accreditation agencies; 		
<ol style="list-style-type: none"> 3. change in status with regulatory, governmental or institutional accreditation on the undergraduate and/or graduate nursing education degree program(s) as follows: <ol style="list-style-type: none"> a. letter of notification with timeline for change in regulation, government or institutional accreditation; b. discussion of potential impact of change in regulation, governmental or institution accreditation on program and current students; c. copy of reports submitted to the accreditation agencies; and d. copy, if action by accreditation agencies; 		

<p>4. reduction in resources impacting the sustainability of the undergraduate and/or graduate program(s) as follows:</p> <ol style="list-style-type: none"> a. letter of notification and identification of resources reduced; b. discussion of potential impact of reduction of resources on sustainability of program and current students; c. action plan to address impact of reduction in resources impacting sustainability of the program; d. copy of reports submitted to the accreditation agencies; and e. copy of action by accreditation agencies; 		
<p>5. reduction in faculty size exceeding 25 percent and in faculty exceptions exceeding 20 percent of full-time faculty employed as follows:</p> <ol style="list-style-type: none"> a. letter of notification of faculty turnover greater than 25 percent or faculty exceptions greater than 20 percent of full time faculty; b. of contributing factors for excessive turn over and requirement for exceptions to faculty qualification; c. discussion of potential impact on program and current students; d. plan for improvement; e. copy of reports submitted to the accreditation agencies; and f. copy of action by accreditation agencies; 		
<p>6. addition or deletion of clinical role/population preparing APRNs in an approved graduate nursing education degree program as follows:</p> <ol style="list-style-type: none"> a. addition of clinical role/population preparing APRNs in an approved graduate nursing education degree program as follows: <ol style="list-style-type: none"> i. letter of request for approval of addition of APRN role/population; ii. copy of the mission/philosophy, goals and outcomes; iii. curriculum course sequencing, lists all courses required within the program of study; iv. course syllabus for the course/clinical experience(s) to be offered, which specifies the related outcomes of the offering; v. current electronic copy of school catalog; vi. evidence of meetings or communications with chief nurse administrators of approved Louisiana graduate nurse education degree programs; vii. timeline for implementation of a clinical role/population preparing APRN's; viii. copy of reports submitted to the accreditation agencies; and ix. copy of action by accreditation agencies; 		

<p>b. deletion of clinical role/population preparing APRNs in an approved graduate nursing education degree program as follows:</p> <ol style="list-style-type: none"> i. a letter of intent for deletion of APRN role/population; ii. rationale for deletion of APRN role/population; iii. timeline for phase out of APRN role/population; iv. method of notification of student; v. discussion of potential impact on nursing education degree program and current students; vi. copy of reports submitted to the accreditation agencies; and vii. copy of action by accreditation agencies; 		
<p>7. implementation of innovative strategies in graduate nursing education degree program(s) with a focus to include but not limited to student enrollment, retention, and graduation rates; test previous models of nursing education and develop and test new models of nursing education as follows:</p> <ol style="list-style-type: none"> a. pilot study of innovative strategy as follows: <ol style="list-style-type: none"> i. letter of request to pilot innovative strategy; ii. rational for planned innovative strategy; iii. outline of plan for innovative strategies to include timeframe, goals, expected outcomes and method of evaluation; iv. discussion of potential impact on program and current students; v. copy of reports submitted to the accreditation agencies; and vi. copy of action by accreditation agencies; 		
<p>b. post-completion of pilot as follows:</p> <ol style="list-style-type: none"> i. evaluation report of pilot; ii. request for full implementation to include timeline and impact on program and current students; or iii. notification of intent to not initiate and rationale; 		

<p>8. addition or deletion of more than 10 percent of the semester credit hours from the undergraduate and/or graduate nursing education degree program(s) of studies as follows:</p> <ol style="list-style-type: none"> a. letter of intent for proposed change in credit hours; b. rationale proposed change in credit hours; c. mission/philosophy, program goals and student learning outcomes; d. course outcomes and course outlines; e. concise presentation of current and proposed curriculum; f. time table for implementation of the change in curriculum; g. explanation of the anticipated effect on currently enrolled students; to include a phase out plan and transition to new curriculum; h. planned method for evaluating the results of the change; i. method of notification of current students affected by the changes; j. copy of reports submitted to the accreditation agencies; and k. copy of action by accreditation agencies; 		
<p>9. change in student enrollment, achievement, completion rates, graduation rates, pass rates for NCLEX-RN and certification as follows:</p> <ol style="list-style-type: none"> a. letter of notification of changes in student enrollment, achievement, completion rates, graduation rates, pass rates for NCLEX-RN and certification; b. evaluation of contributing factors; c. action plan for improvement to include timeline; d. copy of reports submitted to the accreditation agencies; and e. copy of action by accreditation agencies; and 		
<p>10. addition or deletion of a major clinical facility providing students' clinical experiences in undergraduate and/or graduate nursing education degree program(s) as follows:</p> <ol style="list-style-type: none"> a. letter of notification to include impact on the program; b. action plan for additional clinical placement; c. copy of reports submitted to the accreditation agencies; and d. copy of action by accreditation agencies. 		

LAC 46: XLVII. 3527. RECORDS AND REPORTS

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
<p>A. The graduate nursing education degree programs and the parent institution shall develop and implement a systematic plan for maintaining student records in accordance with the retention policy of the institution.</p> <ol style="list-style-type: none"> 1. Student Records <ol style="list-style-type: none"> a. Each student's records include an application, terminal clinical evaluations from each course, and graduation forms, which are kept on file for a minimum of one year after graduation or three years after termination from the program if the student does not graduate. b. The application and final transcript are kept on file permanently. c. Graduate clinical transcripts shall be maintained permanently. 		
<ol style="list-style-type: none"> 2. Faculty Records. Faculty records shall be on file in the nursing education degree program and/or in the parent institution and shall be in compliance with existing federal, state and institutional requirements. 		
<ol style="list-style-type: none"> 3. Other records shall be kept on file and shall include: <ol style="list-style-type: none"> a. a current program bulletin; b. current budget and fiscal reports; c. current contracts with clinical affiliations; d. minutes from nurse faculty committee meetings; e. graduates' performance on NCLEX-RN; f. follow-up studies of the graduates; and g. program self-evaluation studies. 		
<p>B. The nursing education degree program submits to the board the following reports:</p> <ol style="list-style-type: none"> 1. annual report on the form provided by the board; 2. interim reports on the form provided by the board; 3. self-study report as provided to the accrediting body; and 4. other reports as deemed necessary by the board. 		

LAC 46: XLVII. 3543. PRECEPTORSHIP LEARNING EXPERIENCES

	SELF-STUDY PAGE REFERENCE(S)	ADDITIONAL LSBN EXPLANATION IF NECESSARY
<p>A. Nurse faculty shall retain the responsibility for selecting and guiding all undergraduate and/or graduate student learning experiences and the evaluation of student performances with input from preceptors.</p>		
<p>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.</p>		
<p>C. A faculty member shall be available to preceptors while students are involved in a preceptorship experience.</p>		
<p>D. The faculty member shall confer with each preceptor and student at least weekly during the precepted experience.</p>		
<p>E. Preceptor Learning Experiences 2. Graduate a. The APRN role and population shall have supervised experiences in accordance with accreditation, certification, and education requirements and standards.</p>		
<p>b. Faculty are responsible for all advanced practice registered nurse students in the clinical area whether supervision is direct or indirect. i. Direct supervision occurs when advanced practice registered nurse program faculty function as on-site clinical preceptors. ii. Indirect supervision has three components: (a). to supplement the clinical preceptor’s teaching; (b). to act as a liaison to a community agency; and (c). to evaluate the student’s progress.</p>		

<p>F. Preceptor Ratios</p> <p>2. Graduate</p> <p>a. The graduate nursing education degree program shall maintain a ratio of not more than 1 faculty to 9 APRN students (1:9) for the preceptorship experience.</p> <p>b. A preceptor shall not supervise more than two graduate APRN students during any given clinical experience.</p>		
<p>G. Preceptor Qualifications</p> <p>1. All preceptors must have an active unencumbered RN and/or APRN Louisiana license.</p>		
<p>3. Graduate</p> <p>a. The majority of clinical experiences shall be under a preceptor with an active unencumbered APRN license and certification in the population focused area of practice of primary and/or acute care as appropriate.</p> <p>b. A mix of clinicians may be used to provide direct clinical teaching to students appropriate to the range of clinical experiences required to meet the program outcomes and enhance their inter-professional experiences.</p> <p>c. The majority of the clinical experiences must occur with preceptors from the same population focused area in primary and/or acute care as appropriate.</p>		