

The Commonwealth of Massachusetts
 Executive Office of Health and Human Services
 Department of Public Health
 Bureau Health Professions Licensure
Board of Registration in Nursing
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Nursing Program Application Prepared in Compliance with 244 CMR 6.05: Procedures for the Establishment and Continuing Operation of Nursing Education Programs

244 CMR 6.05(2): Initial Approval Status. A parent institution which has been granted Prerequisite Approval Status and which seeks Initial Approval Status for a proposed program shall:

- (a) submit an application for Initial Approval Status prepared by the program administrator;
- (b) include in the application a report describing the parent institution's ability to comply with 244 CMR 6.04; and
- (c) secure written Initial Approval Status from the Board before the admission of students.

Guideline for Application for Initial Approval Status

Report Format:

- 1. A table of contents should be included and pages should be numbered sequentially, including the appendices.
- 2. This document should be attached to the report with page numbers and table numbers entered into the spaces provided.
- 3. All sections in the report should be clearly labeled and sequential in relation to the regulation being addressed.
- 4. State the regulation followed by a narrative description of compliance. At a minimum the narrative must address the essential questions for each regulation.
- 5. If the required documentary evidence is not yet available, please provide the anticipated date of availability.
- 6. A hard copy and an electronic version must be submitted.
- 7. Reports that are not submitted in the correct format will be returned to the program for revision.

BORN REGULATIONS 244 CMR 6.04	Narrative Guidelines with Essential Questions to Address in Application	Documentary Evidence/ Exemplars
(1) Program Mission and Governance (a) A program shall have a published mission or philosophy and objectives, or goals which shall be consistent with those of its parent institution, or with differences that are justified by the objectives or goals of the program.	Describe how the program's mission or philosophy and objectives or goals are consistent with those of its parent institution? Justify any differences. Report p. ____ How are the program's mission, philosophy and objectives, or goals internally consistent	Table ____ highlighting congruence between published parent institution mission and core values program goals and student learning outcomes. Report p. ____ Systematic evaluation plan demonstrating that the

<p>The program's mission, philosophy and objectives, or goals shall be internally consistent.</p>	<p>Report p. ____</p>	<p>consistency of the program's mission or philosophy and objectives with those of the parent institution is evaluated on a regular basis. Report p. ____</p>
<p>(b) Program faculty, administrators, and students shall participate in the governance of the parent institution and the program, as appropriate, for the accomplishment of the goals of the parent institution and program.</p>	<p>How does the organizing structure provide for participation in parent institution and program governance for administration, faculty and students? Report p. ____</p> <p>How will administrators, faculty, and students participate in governance of the parent institution and the program? Report p. ____</p> <p>What opportunities will exist for student representation in governance activities and how will students be made aware of them? Report p. ____</p>	<p>Bylaws and or policies which identify the role of faculty, administrator, and students in governance of both the parent institution and the program. Report p. ____</p> <p>Faculty and administrator job descriptions requiring participation in governance is part of the role responsibilities. Report p. ____</p> <p>Parent institution and program organization chart Report p. ____</p> <p>Systematic evaluation plan demonstrating the evaluation of faculty, administrator and student participation in governance on a regular basis Report p. ____</p>
<p>(c) A program administrator, qualified under 244 CMR 6.04(2)(a), shall be appointed to administer the program on a full-time basis.</p>	<p>Do the role responsibilities of the program administrator include:</p> <ul style="list-style-type: none"> • Administration of the program; • Participation in parent institution governance; • Faculty leadership in the development, implementation, and evaluation of program policies; and • Faculty leadership in the development, implementation, and evaluation of policies • Faculty leadership in the development, implementation, and evaluation of a written plan for evaluation of all components of the program? Report p. ____ <p>What is the program administrator's role in the budget process? Report p. ____</p> <p>Is the program administrator position a full-time position? Report p. ____</p>	<p>Program administrator's current curriculum vitae Report p. ____</p> <p>Program administrator's job description Report p. ____</p> <p>Transcript demonstrating that the program administrator possesses an earned masters degree or an entry level doctorate in nursing Report p. ____</p> <p>Program administrator's workload Report p. ____</p> <p>Systematic evaluation plan demonstrating the evaluation of administrator qualifications and job description on a regular basis Report p. ____</p>

	<p>Does the program administrator have duties other than administration of the program assigned to them i.e. teaching? Report p. ____</p> <p>Does the program administrator have authority and responsibility for the development and administration of the program and adequate time and resources to fulfill the role responsibilities? Report p. ____</p>	
<p>(d) Program faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the goals of the program.</p>	<p>How will program faculty be involved in the development, implementation, and evaluation of policies? Report p. ____</p> <p>Will policies for nursing students be the same as those of the parent institution? Report p. ____</p> <p>If policies differ, how are the differences justified by the goals of the program? Report p. ____</p> <p>How will data be used by faculty to evaluate the effectiveness of a policy and the need for revisions? Report p. ____</p>	<p>Faculty job description demonstrating that development, implementation, and evaluation of policies is a component of the role responsibilities. Report p. ____</p> <p>Comparative table _____ identifying congruence of program and parent institution policies and rationale for differences. Report p. ____</p> <p>Systematic evaluation plan demonstrating faculty responsibility in the evaluation of policies on a regular basis. Must at a minimum demonstrate the evaluation of the 11 policies required by the Board [ref. 244 CMR 6.04 (3)(2)] Report p. ____</p>
<p>(e) Faculty shall develop and implement a written plan for the systematic evaluation of all components of the program. This evaluation shall include the measurement of the outcomes of the program. The results of the evaluation shall be used for the development, maintenance and revision of the program.</p>	<p>Did the faculty develop the systematic evaluation plan and how is it used to evaluate all components of the program? Report p. ____</p> <p>Is the evaluation of the 11 Board required policies evident in the written plan? [ref. 244 CMR 6.04 (3)(2)] Report p. ____</p> <p>Is the evaluation of the all components of 244 CMR 6.04 evident in the written plan? Report p. ____</p> <p>How will faculty use aggregated and trended data to demonstrate program effectiveness in meeting program outcomes and guide program decision making? Report p. ____</p> <p>Does the systematic evaluation plan contain the</p>	<p>Systematic evaluation plan including all program components, expected level of achievement, multiple strategies for data collection, established timelines (month/year) and responsible person or group. Report p. ____</p> <p>Faculty job description demonstrating that participation in systematic evaluation of all components of the program is part of the role responsibilities Report p. ____</p> <p>Systematic Evaluation Plan annual calendar Report p. ____</p>

	<p>following elements for identified program outcomes (including but not limited to: program administrator and faculty retention; NCLEX performance; complaints regarding the program; student admission, retention and graduation rates; graduate satisfaction; and employment positions, rates and patterns): expected level of achievement, multiple strategies for data collection, established timelines (month/year), responsible person or group, and analysis of the data to be collected? Report p. ____</p>	
<p>(f) The Board shall be notified immediately in writing of a change in administrative personnel within the program, or a change in the chief executive officer of the parent institution, or both.</p>	N/A	N/A
<p>(g) The program shall have a written policy for the maintenance and retirement of school, faculty, student and graduate records.</p>	<p>Does a written policy or policies identify how school, faculty, student and graduate records will be maintained? Report p. ____</p> <p>Does it include a timeframe, a process for retirement and records custodian? Report p. ____</p>	<p>The written policy that identifies contents and locations for the maintenance and retirement of school, faculty, student and graduate records.</p>
<p>(h) The program shall publish its current approval status in its official publication.</p>	<p>Is the program's current approval status posted on all program publications (electronic and printed)? Report p. ____</p>	<p>Table_____: Name, location and links to published current approval status in official publications Report p. ____</p> <p>Student brochures Website link: _____ Student handbook p. ____ Website link: _____ College catalog p. ____ Website link: _____ Parent Institution and Program Website links: _____</p>
<p>(2) Faculty qualifications. (a) Administrator. The program administrator shall: 1. hold a current MA RN license in good standing;</p>	<p>What are the program administrator's credentials? Report p. ____</p> <p>How often will the MA RN license be verified? Report p. ____</p>	<p>Verification from the MA BORN website indicating that the Program Administrator holds a current MA RN license in good standing Report p. ____</p> <p>Administrator current curriculum vitae</p>

<p>2. possess an earned masters degree in nursing or an earned entry level doctorate in nursing; 3. possess a minimum of five years full-time nursing experience or its equivalent, within the last eight years, with at least three years experience in nursing education; and 4. maintain expertise appropriate to administrative responsibilities.</p>	<p>Does the program administrator hold a current MA unencumbered RN license?</p> <p>Does the program administrator have an earned masters degree in nursing or an earned entry level doctorate in nursing? Report p. ____</p> <p>Does the program administrator possess a minimum of five years full-time nursing experience or its equivalent, within the last eight years, with at least three years experience in nursing education? Report p. ____</p> <p>How does the program administrator maintain expertise appropriate to administrative responsibilities? Report p. ____</p>	<p>Report p. ____</p> <p>Transcript demonstrating that the program administrator possesses an earned masters degree or an entry level doctorate in nursing Report p. ____</p> <p>List of relevant professional development over the past three years. Report p. ____</p>
<p>(b) Instructor. Faculty teaching either the theoretical or clinical component of a nursing course shall: 1. hold a current MA RN license in good standing; 2. possess an earned baccalaureate degree in nursing or an earned masters degree in nursing for appointment to the faculty of a PN program; 3. possess an earned masters degree in nursing, or possess an earned doctorate in nursing, for appointment to the faculty of a RN program; 4. possess a minimum of two years full-time experience in nursing, or its equivalent, within the last five years and evidence of clinical competence in the area of clinical instruction; and 5. maintain expertise appropriate to teaching responsibilities.</p>	<p>How often will the MA RN license be verified? Report p. ____</p> <p>How will the program support professional development? Report p. ____</p> <p>How will faculty be orientated to their role? How are new faculty mentored? Report p. ____</p>	<p>Faculty job description Report p. ____</p> <p>Description of planned budget line item for faculty professional development. Report p. ____</p>
<p>Registered Nurse Programs only:</p>	<p>Registered Nurse Programs only:</p>	<p>Formal mentoring policy for all faculty waived</p>

<p>(c) Waiver of 244 CMR 6.04(2)(b)(3) in accordance with Education Policy 02-02</p> <p>c. an earned baccalaureate 1. After June 9, 2004 program may apply for a waiver of 244 CMR 6.04(2)(b)3 for the appointment of an instructor who possesses:</p> <p>a. an earned baccalaureate degree in nursing and is matriculated in a graduate nursing program with an expected date of graduation within five years of the waiver and is otherwise qualified in accordance with the 244 CMR 6.04(2)(b)4; or</p> <p>b. an earned baccalaureate degree in nursing and a related non-nursing graduate degree and is otherwise qualified in accordance with 244 CMR 6.04(2)(b)4;</p> <p>c. or an earned baccalaureate degree in nursing and possesses a minimum of five years full-time experience or its equivalent within the last eight years, and evidence of competence in the area of clinical instruction.</p>		<p>under option 3 Report p. ____</p>
<p>(3) Students.</p> <p>(a) The program shall:</p> <p>1. require all candidates for admission to provide satisfactory evidence of secondary school graduation, or its equivalent, and compliance with the immunization requirements specified by the Massachusetts Department of Public Health;</p>	<p>Does the admission policy state that all candidates must provide satisfactory evidence of secondary school graduation or its equivalent? Report p. ____</p> <p>Does the program require compliance with the immunization requirements specified by the MA DPH? Report p. ____</p>	<p>Admission policy that states all candidates must provide satisfactory evidence of secondary school graduation or its equivalent Report p. ____</p> <p>Immunization policy that is compliant with the immunization requirements specified by the MA DPH Report p. ____</p>

<p>2. publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances; and</p>	<p>Does the program have policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances? Report p. ____</p> <p>Will rubrics used for any of the above policies? If so, please describe. Report p. ____</p> <p>How will the program ensure that the policies required by the Board are applied to all applicants and students in the same manner? Report p. ____</p> <p>How will the program ensure transparency in the implementation of the policies required by the Board? Report p. ____</p>	<p>Policies which describe the specific nondiscriminatory criteria for:</p> <ul style="list-style-type: none"> Admission Progression Attendance Course Exemption Advanced placement Transfer Educational mobility Withdrawal Re-admission Graduation Student rights and grievances <p>Rubrics if being used Report p. ____</p> <p>Systematic evaluation plan demonstrating that the Board required policies are evaluated on a regular basis. Report p. ____</p>
<p>3. provide opportunities for students to regularly participate in the development and evaluation of the program.</p>	<p>Describe all anticipated opportunities for students to regularly participate in the development and evaluation of the program. Report p. ____</p> <p>How will the program gather student evaluation and feedback? Report p. ____</p> <p>How will the program use student feedback to develop and evaluate the program? Report p. ____</p> <p>How will evaluation findings be shared with faculty and students? Report p. ____</p>	<p>Systematic evaluation plan demonstrating that the opportunities for students to regularly participate in the development and evaluation of the program exist and that data will be used to make program changes on a regular basis. Report p. ____</p>
<p>(b) Program faculty shall evaluate student achievement of nursing competencies.</p>	<p>Will faculty be responsible for evaluating student achievement of nursing competencies in theory and clinical? Report p. ____</p> <p>Are measurable appropriately leveled course objectives established for each nursing course and each clinical rotation? Report p. ____</p>	<p>Faculty job description (clinical and theory) demonstrating that evaluation of student achievement of nursing competencies is a component of the role responsibilities. Report p. ____</p> <p>Table _____ Methods to evaluate student</p>

	<p>Who will be responsible for evaluation of student achievement of nursing competencies in the clinical setting? Report p. ____</p> <p>How will program faculty evaluate student achievement of nursing competencies in theory and clinical? Report p. ____</p> <p>How are course outcomes and evaluation methods linked to the student learning outcomes? Report p. ____</p> <p>How will learning experiences provide the opportunity for students to achieve the identified nursing competencies? Report p. ____</p> <p>How will faculty ensure that evaluation methods are reliable and valid? Report p. ____</p> <p>How will novice nurse educators be mentored (e.g. curriculum, student evaluation of competencies, learning expectations, etc.? Report p. ____</p>	<p>achievement of Program competencies. Report p. ____</p> <p>Examples from course syllabi and outlines demonstrating how faculty evaluate student achievement of nursing competencies Report p. ____</p> <p>Table ____ demonstrating correlation of nursing course and clinical objectives. Report p. ____</p> <p>Chart or table demonstrating how course outcomes and evaluation methods are linked to the student learning outcomes Report p. ____</p> <p>Example of a clinical affiliation agreement demonstrating that faculty is responsible for student evaluation Report p. ____</p> <p>Systematic evaluation plan demonstrating that the student achievement of nursing competencies by faculty is evaluated on a regular basis. Report p. ____</p>
<p>(4) Curriculum. a) Program faculty shall develop a nursing curriculum plan which shall provide a variety of learning experiences consistent with the program's mission or philosophy and objectives or goals. The sciences, arts, humanities, and foundations of the profession, shall be an integral part of the nursing curriculum plan.</p>	<p>How is the curriculum developed by faculty? Report p. ____</p> <p>Does the nursing curriculum plan provide a variety of learning experiences consistent with the program's mission or philosophy and objectives or goals? Describe. Report p. ____</p> <p>Identify how science, arts, humanities and foundations of the profession are included in the curriculum? Provide rationale for placement within the curriculum plan. How do these courses support the nursing courses? Report p. ____</p>	<p>Table or chart ____ that demonstrates consistency between the philosophy, program objectives, curriculum plan, and student learning outcomes. Report p. ____</p> <p>Curriculum plan inclusive of all courses Report p. ____</p> <p>Faculty job description (clinical and theory) demonstrating that development of the nursing curriculum plan is a component of the role responsibilities. Report p. ____</p> <p>Systematic evaluation plan demonstrating that the faculty evaluate the nursing curriculum plan on a</p>

		regular basis. Report p. ____
(b) The curriculum shall: 1. extend over a period of time sufficient to provide essential, sequenced learning experiences which enable a student to develop nursing competence. For Practical Nursing programs, this period of time shall be a minimum of 40 academic weeks	Is the proposed program length sufficient to enable a student to develop nursing competence? Report p. ____ How will courses be sequenced to enable a student to develop nursing competence? Report p. ____ Practical Nursing Programs only: How many academic weeks is the program? Report p. ____	
2. be based on an organized pattern of instruction consistent with principles of learning and educational practice;	How will student learning outcomes be used to organize the curriculum? Report p. ____ How will student learning outcomes guide learning activities and evaluation methods? Report p. ____ How is the curriculum organized? (i.e. from simple to complex, general to specialties) Report p. ____ What is the ratio of classroom to lab and clinical hours? Report p. ____ How will the faculty ensure that the placement of clinical learning experiences corresponds to classroom instruction? Report p. ____	Matrix demonstrating progression of leveled course objectives to program objectives throughout the program. Report p. ____
3. provide instruction in the discipline of nursing, appropriate to the Registered Nurse or Practical Nurse level, across the lifespan and include content relevant to national and local health care needs;	How is the curriculum validated as current, comprehensive, evidence-based, preparing graduates for safe, competent, entry-level practice? Report p. ____ Does the curriculum include nursing care across the lifespan? Report p. ____ Does the curriculum include content relevant to national and local health care needs? How is content selected? Describe content.	Table ____ Correlate the curriculum to current, comprehensive, evidence-based, practice that prepares graduates for safe, competent, entry-level practice Report p. ____ Comparative analysis of curriculum and current NCLEX Detailed Test Plan– both didactic and clinical. Report p. ____ Evidence of congruence of program objectives with the scope of practice of graduate

	<p>Report p. ____</p> <p>Are professional nursing guidelines used to determine evaluation of competencies and development of student learning outcomes? Report p. ____</p>	<p>Report p. ____</p> <p>Systematic evaluation plan includes evaluation of the curriculum including comparison to NCLEX Test Plan, professional nursing guidelines, national and local health care needs on a regular basis Report p. ____</p>
<p>4. be designed in accordance with generally accepted academic standards and credit hours for Registered Nursing programs, and include a minimum of 1080 hours of theory, laboratory and clinical practice for Practical Nursing programs. A minimum of 945 hours shall be allocated to nursing courses in Practical Nursing programs, of which a minimum of 540 hours shall be for clinical experiences; and</p>	<p>How does the nursing program meet generally accepted standards and credit hours for Registered Nursing programs and minimum hours for Practical Nursing Programs? Report p. ____</p>	<p>Curriculum plan Report p. ____</p> <p>Credit breakdown of required courses Report p. ____</p> <p>Systematic evaluation plan includes evaluation of the curriculum including length of time Report p. ____</p> <p>Practical Nursing Programs only: Table____ PN clock hour allocation to theory, lab, and clinical demonstrating total 1080 hours allocated to the program with minimum of 945 hours shall be allocated to nursing courses in Practical Nursing programs, of which a minimum of 540 hours shall be for clinical experiences Report p. ____</p>
<p>5. identify the level of student achievement expected at defined points in the program.</p>	<p>Are there clearly defined student learning outcomes? Report p. ____</p> <p>How does the curriculum incorporate competencies, course objectives, learning and evaluation strategies that support the progression to achievement of identified student learning outcomes? Report p. ____</p> <p>How are course outcomes and evaluation methods linked to the student learning outcomes and program outcomes? Report p. ____</p> <p>Does the program have a testing policy related to cognitive level and types of test questions (i.e.</p>	<p>Table____ demonstrating breakdown of cognitive level of test questions on nursing course exams Report p. ____</p> <p>Evidence of correlation of student learning outcomes and course outcomes provided Report p. ____</p> <p>Systematic evaluation plan includes evaluation of competencies, course objectives, learning and evaluation strategies on a regular basis. Report p. ____</p>

	<p>alternate-format, hot spot, multiple response) at each level of the program? Report p. ____</p> <p>How will the faculty ensure that evaluation methods (e.g. course exams, student assignments, clinical evaluations) are valid and reliable? Report p. ____</p>	
<p>(5) Resources. The allocation of resources shall be appropriate in meeting the goals and outcomes of the program by: (a) utilizing an adequate number of full-time and part-time faculty and support personnel;</p>	<p>Will the program have an adequate number of full- and part-time faculty and support personnel to meet the goals and outcomes? Report p. ____</p> <p>What is the anticipated faculty staff ratio in the classroom, lab, and clinical? Report p. ____</p> <p>How many support personnel will be utilized by the program? Report p. ____</p> <p>How will the support personnel contribute to meeting the goals and outcomes of the program Report p. ____</p>	<p>Systematic evaluation plan includes evaluation of utilization of an adequate number of full-time, part-time faculty and support personnel on a regular basis Report p. ____</p>
<p>(b) determining the student-faculty/ ratio in clinical practice by the complexity of the educational experience, the student s level of knowledge and skill, and patient needs. The ratio shall not exceed ten students to one faculty member (10:1);</p>	<p>What is the anticipated student-faculty ratio in clinical practice for each nursing course? Report p. ____</p> <p>How will the program determine that ratio? Report p. ____</p> <p>What factors will be considered when making decisions about clinical assignments? Report p. ____</p>	<p>Systematic evaluation plan demonstrates that clinical practice areas and student-faculty ratios are evaluated on a regular basis Report p. ____</p>
<p>(c) providing for current and comprehensive learning resources developed with faculty input. These resources shall be available and accessible to students and faculty;</p>	<p>What learning resources will be available to students? Report p.____</p> <p>What learning resources will be available to faculty? Report p.____</p> <p>Will those resources be available to all nursing faculty and students? Report p.____</p> <p>How will learning resources be developed/chosen? Report p.____</p>	<p>Systematic evaluation plan demonstrates that learning resources are evaluated for currency, comprehensiveness and will be developed with faculty input. Report p.____</p>

	How long will library holdings be maintained and retired? Report p. _____	
(d) maintaining appropriately designed and equipped physical facilities;	How will the physical facilities contribute to meeting the goals and outcomes of the program? Report p. ____	Systematic evaluation plan demonstrates that the physical facilities are evaluated on a regular basis Report p. ____
(e) managing fiscal resources to maintain the program's financial health; and	Are fiscal resources appropriate to maintain the program's financial health? Report p. ____ Will the allocation of fiscal resources appropriate to meet the goals and outcomes of the program? Report p. ____	Program operational budget (3 years) Report p. ____ Systematic evaluation plan demonstrates that the fiscal resources are evaluated on a regular basis Report p. ____
(f) developing written agreements with cooperating agencies utilized as clinical learning sites. Agreements shall be developed and reviewed annually by both program and agency personnel. Agreements shall be current and specific in defining parameters of activities and the responsibilities of the program, the student and the cooperating agency.	Will written agreements with cooperating agencies be utilized as clinical learning sites current? Report p. ____ Will written agreements with cooperating agencies state responsibility of instructors for student in clinical? Report p. ____ Will written agreements with cooperating agencies state that the agency is ultimately responsible for patient care? Report p. ____ Will written agreements with cooperating agencies state that the program is ultimately responsible for students' education? Report p. ____ Will written agreements with cooperating agencies provide for review by program and agency personnel? Report p. ____	Example clinical affiliation agreements Report p. ____ Systematic evaluation plan ensures regular review of written agreements with cooperating agencies utilized as clinical learning sites on a regular basis. Report p. ____

As program administrator, I attest that the information I have provided in connection with this report is truthful and accurate.

Name

Title

Signature

Date

Parent Institution CEO

Printed Name of Program Administrator

Title

Signature

Date