

21 NCAC 36 .0317 ADMINISTRATION

- (a) The program shall ensure that a full-time registered nurse, qualified pursuant to Paragraph (d) of this Rule, has the authority to direct the nursing program. Full-time registered nurse is a registered nurse employed by the institution who is regularly assigned to work at least 40 hours each week in the position of program director.
- (b) The program shall ensure that the program director has the authority and responsibility for maintaining compliance with the Rules in this Chapter and other legal requirements in all areas of the program.
- (c) The program shall ensure that the program director has non-teaching time sufficient to allow for program organization, administration, continuous review, planning, and development.
- (d) The program director shall:
- (1) hold an active unencumbered license or multistate licensure privilege to practice as a registered nurse in North Carolina;
 - (2) have two years of full-time experience as a faculty member in a Board-approved program;
 - (3) have experience in clinical nursing as a faculty member in a program, and academic or nursing leadership experience to lead the program to accomplish the mission, goals, and expected program outcomes;
 - (4) hold a graduate degree in nursing from an accredited institution;
 - (5) prior to or within the first three years of employment, have education in teaching and learning principles for adult education, including curriculum development, implementation, and evaluation, appropriate to the program director role. Once completed, this education need not be repeated if employing organization is changed. Proof of this education is one of the following:
 - (A) completion of 45 contact hours of Board-approved continuing education courses pursuant to Rule .0223 of this Chapter. A list of Board-approved continuing education courses is posted at www.ncbon.com;
 - (B) completion of a certificate program in nursing education;
 - (C) nine semester hours of graduate course work in adult learning and learning principles;
 - (D) national certification in nursing education;
 - (E) documentation of completion of structured, individualized development activities of at least 45 contact hours approved by the Board. Criteria for approval shall include content in the faculty role in curriculum implementation, curricular objectives to be met and evaluated, review of strategies for identified student population, and expectations of student and faculty performance; or
 - (F) A letter from the controlling institution attesting that the program director has been approved by the controlling institution following the submission of a portfolio. Individuals with prior teaching experience in an academic setting seeking the program director position shall submit to the controlling institution for approval a portfolio detailing the individual's formal education in teaching and learning principles for adult education, which includes curriculum development, implementation, and evaluation, appropriate to the program director role. A copy of this submission shall be provided to the Board upon request.
 - (6) maintain competence pursuant to Rule .0232 of this Chapter in the areas of assigned responsibility.
- (e) A nursing education program shall implement, for quality improvement, a comprehensive program evaluation in writing that shall include the following:
- (1) students' achievement of program outcomes;
 - (2) description of program resources, including fiscal, physical, human, clinical, and technical learning resources; student support services; and the availability of clinical sites and the viability of those sites adequate to meet the objectives of the program;
 - (3) measures of program outcomes for graduates;
 - (4) the public's access to accurate program information;
 - (5) how the program and the controlling institution achieve concurrent outcomes;
 - (6) an attestation from the program director that all program faculty meet Board qualifications and are sufficient in number to achieve program outcomes;
 - (7) reporting of collected evaluative data used in implementing quality improvement activities; and
 - (8) description of student participation in program planning, implementation, evaluation, and continuous improvement.

(f) The program shall communicate information describing the nursing education program that is accurate, complete, consistent across mediums, and accessible by the public. The following shall be accessible to all applicants and students:

- (1) admission policies and practices;
- (2) policy on advanced placement and transfer of credits;
- (3) the number of credits required for completion of the program;
- (4) tuition, fees, and other program costs;
- (5) policies and procedures for withdrawal, including refund of tuition or fees;
- (6) the grievance procedure;
- (7) criteria for successful progression in the program, including graduation requirements; and
- (8) policies for clinical performance.

*History Note: Authority G.S. 90-171.23(b)(8); 90-171.38;
Eff. June 1, 1992;
Amended Eff. December 1, 2016; January 1, 2015; April 1, 2008; March 1, 2006;
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