

Oklahoma Board of Nursing
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Special Reports from Nursing Education
Programs to the Board Guidelines

- I. Special reports to the Board for nursing education programs leading to registered nurse and practical nurse licensure.
- A. According to the *Rules of the Oklahoma Board of Nursing*, special reports to the Board shall include but not be limited to: [OAC 485:10-3-5 (3)]
1. Notification in writing of administrative changes to and affecting the program, within thirty days of the change, to include a change in Nurse Administrator;
 2. Requests in writing to obtain approval prior to implementation for:
 - a. Major curriculum changes that alter the length of the program, substantially change the objectives, or reflect a significant philosophical or conceptual shift. Board staff may approve minor changes including but not limited to such matters as reorganizing existing course offerings, transferring existing objectives or content from one course to another, or alterations in the leveling of course objectives.
 - b. Extended, distance learning, or off-campus offerings, when any nursing course is offered;
 - c. a significant change in instructional format;
 - d. a pilot or experimental program.
- B. The Board should be notified of administrative changes that include, but are not limited to:
1. Changes in administrative staff within the direct line of supervision for the nursing education program, to include name, title and credentials for the new administrative personnel;
 2. Changes in the organizational structure of the educational institution that impact the nursing education program; and
 3. Substantial changes in resources (for example, clinical, financial, or staff resources). If there is evidence that such changes may impact the nursing education program's ability to meet the Board's standards, the Board may order a focus survey visit or follow-up report to determine whether minimum standards are being met.
- C. Examples of major curriculum changes for which prior approval of the Board must be obtained include, but are not limited to:

Board Approved: 1/30/02

OBN Policy/Guideline #E-06

Board Reviewed w/o Revision: 9/27/05; 1/29/08; 11/6/12

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Board Revised: 11/10/09; 7/30/13; 9/20/16; 1/30/18; 4/2/19; 3/23/21; 3/29/22

P:/Administration/Executive/Policies/Education/E-06 Special Reports from Nursing Education Programs to the Board Guidelines

1. A change in the number of credit or contact hours required to earn the degree or certificate, including all prerequisite hours;
 2. A change in the program philosophy, organizational framework, or objectives that substantially impacts the curricular structure and expected outcomes; and
 3. Significant reorganization of course structure.
- D. Extended, distance learning, or off-campus offerings are further defined in the Board's *Nursing Education Programs with Extended and Multiple Campuses Policy*, #E-03.
- E. Examples of significant changes in instructional format or of pilot or experimental programs for which prior approval of the Board must be obtained include, but are not limited to:
1. A shift to an individually-paced instructional format;
 2. Development of a workplace-based instructional format;
 3. Significant shifts in the relative percentages of theory, skills laboratory, or clinical hours provided in the program; and
 4. Offering a part-time program in a different format that is designed to meet the needs of a different student population.

II. Special reports for advanced practice registered nursing (APRN) education programs

- A. According to the *Rules of the Oklahoma Board of Nursing* [OAC 485:10-6-4(1)(2)], for APRN education programs:
1. A Board-approved APRN education program shall submit notification to the Board of changes in accreditation status, nurse administrator for the program, or institutional ownership within 30 days of the change.
 2. Additions to or changes to the APRN education program that change the advanced practice role, population focus, or degree require approval of the Board prior to implementation.
- B. Examples of additions to or changes in the APRN education program for which prior approval of the Board must be obtained include, but are not limited to:
1. A change in the advanced practice role from CNP to CNS.
 2. A change in the population focus from primary care to acute care
 3. A change to the degree offered from a post-masters certificate to a doctorate in nursing practice.
 4. The addition of a new role/population focus/post-masters certificate or degree
- C. Guidelines for submission of request for an additional APRN education role/population focus/ post masters certificate or degree include submission of Form S111-P, Application For An Additional APRN Role/Population Focus Offering.

III. Guidelines for the submission of special reports:

- A. All special reports should be submitted at least two months before the next scheduled Board meeting to ensure that the report can be included on the agenda.
- B. **Approval for program changes shall be received prior to the change being advertised or initiated.**
- C. Adequate planning time is essential to implementation of the change or new offering, in order to avoid a negative impact on students enrolled in the current program.
- D. All reports shall be limited to ten (10), single-sided pages, with at least a one inch margin, no less than 1.5 line spacing and no less than an 11 point font [OAC 485:10-3-5(6)].

IV. The following should be addressed in a request for approval for changes:

- A. Summary of current program structure, student population, full-time and part-time faculty numbers and educational qualifications, total program expenditures for the previous fiscal year, and program/institution approval/accreditation status;
- B. Summary and rationale for the proposed change;
- C. Description of changes proposed, including the following information when applicable;
 - 1. Current and proposed mission, philosophy, organizational framework, and program outcomes/objective;
 - 2. Current and proposed degree plan;
 - 3. Current and proposed course descriptions and objectives;
 - 4. Current and proposed instructional format;
- D. A thoughtful and realistic plan for development and implementation of the proposal, including provisions for adequate financial support during all phases of the plan;
- E. Impact on currently enrolled students; and
- F. Evidence of financial, faculty, support staff, physical and clinical resources, to include budget to implement the program change.

V. Regulatory Authority: OAC 485:10-3-5; OAC 485:10-6-4