

OKLAHOMA BOARD OF NURSING  
2915 North Classen Boulevard, Suite 524  
Oklahoma City, OK 73106  
(405) 962-1800

Special Reports from Nursing Education  
Programs to the Board Guidelines

I. Special reports to the Board

- 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 two weeks 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;
    - 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:
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.

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

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- 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. Guidelines for the submission of special reports:

- A. All special reports shall 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. One copy of the report should be submitted by mail or hand-delivered to the Board office on 8 ½ x 11" paper, single-sided, double-spaced, with each page consecutively numbered, and secured with a staple or binder clip. The total length of the proposal should be no more than 10 pages, including all attachments, [OAC 485:10-3-5(6)].

III. 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.

IV. Regulatory Authority: OAC §485:10-3-5

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