

**Title 20—DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND  
PROFESSIONAL REGISTRATION  
Division 2200—State Board of Nursing  
Chapter 8—Minimum Standards for Approved Veteran’s Bridge  
Programs of Practical Nursing**

**PROPOSED RULE**

**20 CSR 2200-8.060 Administrator/Faculty**

*PURPOSE: This rule defines the categories, qualifications and competencies, responsibilities, and employment policies of administrator/faculty.*

(1) Program Administrator.

(A) The administrator shall have primary responsibility and the authority for the administration of the program and shall be employed full-time.

(B) Criteria for Appointment—

1. Current active licensure to practice professional nursing in Missouri; the candidate’s license to practice professional nursing has never been disciplined in any jurisdiction;
2. Baccalaureate or graduate degree in nursing that includes a clinical component. Any program administrator appointed to the position prior to December 9, 1993, is exempt from the requirement of having a Bachelor of Science in Nursing;
3. Academically and experientially qualified and maintains expertise in area of responsibility; and
4. Approved by the board prior to appointment. Academic transcript(s) that reflects eligibility for the position shall be submitted to the board for approval prior to appointment.

(C) Program administrators with responsibility for two (2) or more educational programs and/or additional campus and satellite location(s) shall designate full-time faculty as program coordinators at each site. The coordinator’s workload shall allow time for day-to-day management of one (1) nursing program at the home campus, an additional campus or satellite location under the direction of the program administrator. Each program coordinator shall meet faculty requirements for appointment.

(2) Nursing Faculty.

(A) Nurse faculty shall have responsibility for developing, implementing, and evaluating the nursing program.

(B) Criteria for Appointment—

1. Current active licensure to practice professional nursing in Missouri; the candidate’s license to practice professional nursing has never been disciplined in any jurisdiction;
2. Educational requirements—

- A. Nursing faculty teaching in a Veteran’s Bridge Program of Practical Nursing shall have a minimum of a Bachelor of Science in Nursing degree with a clinical component; and
  - B. Nursing faculty appointed prior to January 1, 1999, are exempt from this requirement;
  - 3. Academically and experientially qualified and maintain expertise in areas of responsibility;
  - 4. Contingent faculty approval may be granted if—
    - A. The program meets requirements for full board program approval;
    - B. The program presents sufficient evidence that all options to fill the respective position with a candidate who meets academic requirements have been exhausted;
    - C. The candidate has current licensure to practice professional nursing in Missouri; the candidate’s license to practice professional nursing has never been disciplined;
    - D. The candidate is experientially qualified and maintains expertise in areas of responsibility;
    - E. The candidate is projected to receive the required degree within twelve (12) calendar months of hire; and
    - F. Faculty approved on contingency shall work under the direction of a board-approved faculty; and
  - 5. Academic transcript(s) shall be submitted to the board. Faculty candidates shall be approved by the board prior to appointment.
- (3) Responsibilities. The administrator and faculty of the program shall be responsible for, but not limited to—
- (A) Compliance with minimum standards;
  - (B) Ongoing, systematic development, implementation, and evaluation of the total program in relation to stated philosophy and/or mission and graduate competencies of the program;
  - (C) Instruction and evaluation of students;
  - (D) Providing input on program related policies regarding recruitment, admission, retention, promotion, and graduation of students;
  - (E) Availability of academic advisement and guidance of students;
  - (F) Maintenance of student records in compliance with institutional policy;
  - (G) Ensuring confidentiality of student records;
  - (H) Maintenance of clinical and educational competencies in areas of instructional responsibilities. Professional competence activities may include nursing practice, continuing education, writing for publication, and/or participation in professional associations; evidence of ongoing professional competence related to specialty area instruction shall be maintained;
  - (I) Faculty involved in clinical simulation shall have documented ongoing professional development in clinical simulation;
  - (J) Participation in the development of program and institutional policies and decision

making; and

- (K) Experienced faculty shall serve as assigned mentors for less seasoned and new faculty. Records of assigned mentors shall be maintained.
- (4) Minimum Number of Faculty. One (1) full-time nursing faculty in addition to the program administrator with sufficient faculty to achieve the objectives of the educational program and such number shall be reasonably proportionate to: number of students enrolled; frequency of admissions; education and experience of faculty members; number and location of clinical sites; and total responsibilities of the faculty. Records indicating student to faculty ratios in theory, lab, and clinical instruction shall be maintained.
- (5) Faculty workload shall allow time for class and laboratory preparation, instruction, program evaluation, and professional development.
- (6) Non-nurse faculty shall have professional preparation and qualifications in the specific areas for which they are responsible.
- (7) Employment Policies.
- (A) To the extent required by the law, age, marital status, sex, national origin, race, color, creed, disability, and religion shall not be determining factors in employment.
- (B) Nursing Program.
1. Personnel policies shall be available in writing and consistent with the sponsoring institution.
  2. Position descriptions shall be in writing and shall detail the responsibilities and functions for each position.
  3. A planned orientation shall be in writing and implemented. It shall include a review of the Missouri Nursing Practice Act (NPA). Completed faculty orientation documents shall be maintained.

*AUTHORITY: sections 324.007 and 335.036, RSMo 2016, Original Rule Filed: April 14, 2017.*

*PUBLIC COST: This proposed rule will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST: This proposed rule will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rule with the State Board of Nursing, Lori Scheidt, Executive Director, PO Box 656, Jefferson City, MO 65102, by fax at (573) 751-0075, or via email at nursing@pr.mo.gov. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*