

4723-5-09

Organization and administration of the program.

(A) The program shall have and implement a plan of organization and administration that clearly shows:

- (1) The relationship between the program and the controlling agency;
- (2) How faculty and students are involved in determining academic and program policies and procedures, planning curriculum, and program evaluation;
- (3) How faculty are involved in implementing academic and program policies and procedures.

(B) The program shall be administered by a registered nurse administrator who meets the qualifications set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education program. The program administrator shall have the authority, accountability, and responsibility for all aspects of the program including but not limited to:

- (1) Providing input into the budget process;
- (2) Maintaining communication with central administration and other units of the controlling agency, faculty, teaching assistants, students, clinical agencies, and the board;
- (3) Ensuring regular meetings of the faculty and teaching assistants to facilitate communication and faculty participation in planning, implementing, and evaluating the curriculum;
- (4) Implementing an orientation process for new faculty and teaching assistants;
- (5) Recommending faculty and teaching assistants for appointment, promotion, tenure or retention, and termination as applicable;
- (6) Facilitating faculty and teaching assistant development, including enhancing educational competencies;
- (7) Establishing the faculty or teaching assistant to student ratio for direct patient care experiences at no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care by students, faculty, and teaching assistants;
- (8) Ensuring a written policy related to the evaluation of faculty, teaching assistants and preceptors is implemented;

- (9) Certifying to the board, in a format prescribed by the board, for each student who is an applicant for licensure in Ohio that each applicant successfully completed the requirements of a program and the date the applicant completed the program requirements;
 - (10) Submitting to the board a corrective action plan any time the program administrator submits one or more erroneous certifications of program completion to the board;
 - (11) Verifying that each nurse teaching a course in the program holds a current, valid license; and
 - (12) Maintaining resources, including but not limited to classroom and skills laboratory equipment and supplies necessary for students to successfully complete the program.
- (C) If a program has more than one location and all locations share the same philosophy, conceptual framework or organizing theme, program objectives or outcomes, curriculum and admission, progression and completion policies, the program shall be administered by a registered nurse administrator who meets the qualifications set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education program. The program administrator shall have the authority, accountability, and responsibility for all aspects of the entire program at all locations.
- (1) If the program has more than one location, each location that is more than sixty miles from the program shall be administered by a registered nurse associate administrator who meets the qualifications set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education program. The associate administrator, acting at the direction of the program administrator, shall have the authority, accountability, and responsibility for the program at the given location.
 - (2) The board may require a program that is not otherwise subject to paragraph (C) (1) of this rule to designate an associate administrator for a program location based upon consideration of the following:
 - (a) Average student census at program locations;
 - (b) Total number of program locations;
 - (c) Geographic proximity of locations to one another; and

- (d) Approval status of the program.
 - (3) The program shall develop and implement a plan of organization and administration that clearly delineates the lines of authority, accountability, and responsibility among all program locations and associate administrators.
 - (4) If a program or any of its locations fail to meet or maintain the requirements of this chapter, the approved program and all of its locations shall be subject to board review and possible board action.
 - (5) The program and all of its location must use the program's name on all signage, advertising and written materials.
- (D) The controlling agency shall ensure continuity of the administrative responsibilities for the program as follows:
- (1) If the program administrator vacates the position the controlling agency shall:
 - (a) Notify the board, in writing, no later than forty-five days following the date of the vacancy; and
 - (b) Within forty-five days of the date of vacancy, ensure that a qualified registered nurse assumes the position of program administrator or interim program administrator.
 - (2) If the program administrator is absent for more than thirty consecutive business days, the controlling agency shall:
 - (a) Notify the board, in writing, of the absence, no later than forty-five days after the thirtieth consecutive business date of absence; and
 - (b) Within forty-five days, following the thirtieth consecutive business date of absence, ~~designate~~appoint a registered nurse to replace the program administrator or designate a registered nurse to serve as an interim program administrator.
 - (3) For purposes of this rule an interim program administrator must be a registered nurse, who assumes the administrative responsibilities of the program administrator on a temporary basis, and meets all of the following requirements:
 - (a) Meets the requirements of an associate administrator as set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program, except that an individual with a master's degree in nursing may

serve as an interim program administrator for a baccalaureate program for a period not to exceed one year;

- (b) Meets the requirements of an associate administrator as set forth in rule 4723-5-11 of the Administrative Code for a practical nursing education program, except that, an individual with a bachelor of science in nursing degree may serve as an interim program administrator for a period not to exceed one year;
 - (c) Provide official transcripts to the board verifying academic preparation that satisfies the requirements of rule 4723-5-10 of the Administrative Code for a registered nursing education program or rule 4723-5-11 of the Administrative Code for a practical nursing education program; and
 - (d) Have been a faculty member with the program for a minimum of one year.
- (4) When the controlling agency appoints a new program administrator or designates an interim program administrator, the controlling agency shall notify the board, in writing, within forty-five days of the effective date of the appointment or designation and provide the name and resume of the new program administrator or interim program administrator. The controlling agency shall attest in its written notification to the board that the new program administrator or interim program administrator:
- (a) Meets the requirements for a program administrator set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program or rule 4723-5-11 of the Administrative Code for a practical nursing education program, or that the interim program administrator meets the requirements of an associate administrator of a program set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program or rule 4723-5-11 of the Administrative Code for a practical nursing education program.;
 - (b) Has provided the controlling agency official transcripts verifying academic preparation that satisfies the requirements of rule 4723-5-10 of the Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education program.

Effective:

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Certification

Date

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