

TO BE RESCINDED

4723-5-09

Organization and administration of the program.

- (A) The program shall have and implement a plan of organization and administration which clearly delineates:
- (1) The relationship of the program to the controlling agency;
 - (2) The lines of authority, responsibility, and channels of communication within the program and which provides for:
 - (a) Faculty and student involvement in determining academic and program policies and procedures, curriculum planning, and evaluation; and
 - (b) Faculty involvement in the implementation of 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 or rule 4723-5-11 of the Administrative Code and who shall have and assume the authority and responsibility for the administration, planning, implementation, and evaluation of the program which shall include at least:
- (1) Providing input into the budget process;
 - (2) Maintaining communication with central administration and other units of the controlling agency, faculty, students, clinical agencies, and the board;
 - (3) Providing for regular meetings of the faculty to facilitate communication and faculty participation in planning, implementing, and evaluating the curriculum;
 - (4) Implementing an orientation process for new faculty;
 - (5) Recommending faculty for appointment, promotion, tenure or retention, and termination;
 - (6) Facilitating faculty development, including enhancing educational competencies;
 - (7) Establishing the faculty/student ratio for laboratory experiences to ensure the

safe delivery of nursing care by students and faculty;

- (8) Ensuring a written policy related to the evaluation of faculty and instructional personnel is in place and implementing the policy as written; and
- (9) Certifying to the board, in a format prescribed by the board, for each student who is an applicant for licensure in Ohio:
 - (a) That each applicant completed all requirements for a certificate, diploma, or degree as set forth by the program only if the applicant has completed these requirements;
 - (b) That each applicant completed all requirements for a certificate, diploma, or degree as set forth by the controlling agency only if the applicant has completed these requirements; and
 - (c) The date that the applicant completed all requirements.

If an administrator submits two erroneous certifications of program completion in a twenty-four month period, the program shall submit to the board an official transcript for each applicant being certified until accurate certification occurs for twenty-four months.

- (C) Continuity with regard to the administrative responsibility for the program shall be provided as follows:
 - (1) When the administrator of the program vacates the position, the chief officer of the controlling agency or designee, or the administrator of the program or designee shall immediately submit to the board in writing the following:
 - (a) The effective date of vacancy;
 - (b) The name of the registered nurse who has been designated to assume the administrative responsibilities for the program and who shall meet the qualifications for the administrator of a program as set forth in rule 4723-5-10 or 4723-5-11 of the Administrative Code; and
 - (c) The resume or vitae of the registered nurse designated to assume administrative responsibilities for the program.
 - (2) If there is to be any absence of the administrator of the program in excess of

thirty consecutive business days, the chief officer of the controlling agency or designee, or the administrator of the program or designee shall immediately report this information in writing to the board including the name and resume or vitae of the registered nurse who shall meet the qualifications of an administrator of a program as set forth in rule 4723-5-10 of the Administrative Code or rule 4723-5-11 of the Administrative Code, who will be responsible for the conduct of the program during the absence of the administrator of the program. The acting administrator of the program shall maintain the continuity of the program with regards to the administrative responsibilities for the program.

Effective:

R.C. 119.032 review dates: 10/11/2006

Certification

Date

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