

ADMINISTRATIVE PROCEDURE

TITLE: Nursing Programs

ADMINISTRATIVE PROCEDURE # 4106

RELATED TO POLICY # 4106 NURSING PROGRAMS

- A. The College's Associate Degree of Nursing (ADN) Program shall comply with relevant laws (ORS 678) and rules (OAR 851 Division 21) of the Oregon Nurse Practice Act.
- B. Requirements of the relevant laws and rules include, but are not limited to:
1. Written program policies and procedures, congruent with those of the College, which are reviewed periodically.
 2. Nurse faculty members shall have the authority and responsibility to:
 - a. Design, review, and implement the curriculum.
 - b. Determine student admission and progression in accordance with program policy.
 - c. Determine graduation eligibility in accordance with UCC policy.
 - d. Define expected outcomes for each course and the program overall.
 - e. Provide timely feedback to students on progression within a course and the program overall.
 - f. Provide opportunity for students to evaluate teaching effectiveness, courses, and the program overall.
 - g. Collaborate through defined channels with other nursing programs and nursing practice experience partners to develop appropriate and equitable access to nursing practice experiences.
 - h. Provide clear guidance to nursing practice experience partners, Clinical Nurses, and Clinical Preceptors on learning outcomes, expected competencies, and learning level of students assigned to nursing practice experiences.
 - i. Provide faculty member and Clinical Preceptor orientation.

- j. Provide mechanisms for student input into and/or participation in decisions related to the nursing program.
 - k. Implement a plan for on-going course-specific and comprehensive program evaluation.
 - l. Maintain documentation of professional development activities that demonstrate links between periodic evaluation of competency, professional goals, planned professional development activities, and completion of these activities.
3. The Nurse Administrator shall have institutional authority, control, and administrative responsibility for the program, including:
- a. Leadership within the faculty for the development, implementation, and evaluation of the program, including curriculum and instructional delivery;
 - b. Creation and maintenance of a safe environment conducive to teaching and learning, including coordination and support of faculty assignments;
 - c. Liaison with executive administrators and administrative and student service units of the institution;
 - d. Participation in institutional policy and program decisions that affect teaching and learning within the nursing program, prerequisite, or support courses
 - e. Participation in preparation of the budget;
 - f. Administration of the approved budget;
 - g. Facilitation of faculty member orientation and professional development;
 - h. Participation in faculty member performance reviews and policies;
 - i. Recommendation for faculty member appointment, promotion, tenure and retention; and,
 - j. Liaison with the Board related to the program's continuing compliance with OAR 851-021.
4. Provide written information for students regarding admission, readmission, transfer, progression, retention, dismissal and graduation requirements that are consistent with those of the College along with policies, procedures, and processes specific to nursing students if justified by the nature and purposes of the ADN Program.
5. Biennial review of program policies and procedures to assure compliance with the OSBN Nurse Practice Act, Division 21 Rules.

- C. The UCC Registered Nursing ADN Program Student Policy and Procedures Handbook will be reviewed every year, typically in Spring Term.
- D. The UCC Nursing Program Faculty and Staff Policy Manual will be reviewed biennially, during the Spring Term.

REFERENCES:

ORS 678.010-678.445 Oregon Nurse Practice Act
OAR 851

RESPONSIBILITY:

The Chief Academic Officer, in conjunction with the Director of Nursing, is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2030-2031

DATE OF ADOPTION: 2/18/2020 by CC

DATE(S) OF REVISION: 2/12/2024 by CC

DATE(S) OF PRIOR REVIEW: