

**WAC 246-840-563 Criteria for approval of LPN and RN refresher course program located in Washington state.** (1) A program making application to the commission for approval of a refresher course for LPNs and RNs in Washington state shall submit a commission approved application at least three months before expected date of implementation.

(2) For in-state refresher course programs, the refresher program shall have a designated nurse administrator who is responsible for the overall operation and evaluation of the refresher program meeting the following qualifications:

(a) Active, unencumbered Washington state RN license; and

(b) Bachelor's degree in nursing with a graduate degree in nursing from a nursing accredited nursing education program, or bachelor's degree in nursing from a nursing education accredited program and a graduate degree from a health-related field from an accredited university.

(3) The philosophy, purpose and objectives of the refresher course must be clearly stated and available in written form. They must be consistent with the definition of nursing as outlined in chapter 18.79 RCW and WAC 246-840-700 and 246-840-705.

Objectives reflecting the philosophy must be stated in behavioral terms and describe the capabilities and competencies of the graduate.

(4) All nurse faculty shall:

(a) Hold an unencumbered, active license to practice as a registered nurse in the state of Washington;

(b) Be qualified academically and professionally for their respective areas of responsibility.

(i) Faculty in a practical nurse education refresher course program shall hold a minimum of a bachelor's degree in nursing from a nursing accredited nursing program;

(ii) Faculty in a registered nurse refresher course education program shall hold a bachelor's degree in nursing and a graduate degree in nursing from a nursing education accredited program or a bachelor's degree in nursing from a nursing accredited program and a graduate degree in a health-related field from an accredited university.

(c) Be qualified to develop and implement the program of study with at least two years of teaching experience;

(d) Plan, develop, oversee, and evaluate clinical experiences;

(e) Be sufficient in number to achieve the stated program objectives based on patient safety concerns.

The faculty to student ratio in the clinical area and simulation lab must be at least one faculty member to every twelve students. Exceptions shall be justified to and approved by the commission.

(5) The course content, length, methods of instruction and learning experiences shall be consistent with the philosophy and objectives of the course. Outlines and descriptions of all learning experiences shall be available in writing.

(6) The refresher program shall have written policies to include, but are not limited to:

(a) Admission requirements;

(b) Progression requirements and grading criteria;

(c) Dismissal criteria;

(d) Clinical and practice requirements;

(e) Grievance process;

(f) Student expectations and responsibilities; and

(g) Program costs and length of program.

(7) The program shall submit substantive change requests to the commission including changes in:

(a) Program name, mailing address, electronic address, website address, or phone number;

(b) Curriculum;

(c) Clinical, simulation or didactic hours;

(d) Program instruction methods; or

(e) Ownership including adding or deleting an owner.

(8) Evidence-based methods shall be used to measure the student's achievement of the stated theory and clinical objectives.

(9) The refresher course shall be evaluated by faculty and students regularly.

(10) The refresher course shall ensure that prior to clinical practice experiences, the enrolled student holds either a limited education authorization from the commission, or an active nursing license in Washington state.

(11) The refresher course shall ensure all students have clinical practice experiences.

(12) Refresher course faculty or qualified preceptors may be used to teach in the clinical setting.

(a) Preceptors shall be licensed at same level of licensure as the student's refresher course type;

(b) Preceptors shall not be related to, or friends of the student;

(c) Preceptors shall receive the goals and objectives of the clinical practice course from the refresher program prior to the student's clinical experience; and

(d) Preceptors may assist faculty in the evaluation of the student's clinical learning experience.

(13) The refresher course shall not place students in the clinical setting without first validating student skills and knowledge to perform in the clinical setting.

(14) The refresher course shall maintain student records demonstrating the students have successfully completed the course and met the stated objectives for at least five years from date of course completion.

(15) The refresher course shall provide a certificate of successful completion of the course to the student. The certificate shall contain the following:

(a) Name of participant;

(b) Name of program;

(c) Number of didactic and clinical hours successfully completed; and

(d) Date of participant's completion of the program.

(16) The refresher course program shall submit an annual report to the commission on commission designated forms.

(17) The refresher course program shall apply for renewal of approval every five years by submitting a commission approved renewal application no later than three months before expiration of the approval.

[Statutory Authority: RCW 18.79.010, 18.79.110, 18.79.150, 18.79.190, and 18.79.240. WSR 16-17-082, § 246-840-563, filed 8/17/16, effective 9/17/16.]