

# **NURSES ASSOCIATION OF NEW BRUNSWICK**

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## **APPROVAL OF THE NURSE REFRESHER PROGRAM IN NEW BRUNSWICK**

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**2006**

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## INTRODUCTION

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The Nurses Association of New Brunswick is a self-regulated profession. As such, the Association is responsible for the approval of nursing education programs, which prepare nurses for registration.

The approval authority is described in the *Nurses Act* and in the Association's *ByLaws*. Through the approval process, NANB promotes good practice by ensuring that nurse refresher education programs prepare nurses to practice in a safe, competent and ethical manner.

The NANB Standards for Nursing Education serves as the framework for the NANB Nurse Refresher Program approval process.

The Tool for Approval of Nurse Refresher Program in New Brunswick describes the standards, indicators, policies and process for the approval of a nurse refresher education program leading to registration as a nurse in New Brunswick. Supporting documents include: *NANB Standards for Nursing Education*; *NANB Standards for Nursing Practice*; *CNA's Code of Ethics for Registered Nurses*; and *NANB Entry level Competencies*.

## **BELIEFS ABOUT THE NURSE REFRESHER PROGRAM**

- : principles of adult education apply to students in the refresher programs.
- : individual needs regarding the pace and method of learning are taken into consideration.
- : prepare non-practising nurses for entry into nursing by updating knowledge and skills to the level of the beginning practitioner in nursing.
- : nurses should have access to the refresher program regardless of where they live in NB, which official language they use and their employment opportunities.

## **PURPOSE OF THE NURSE REFRESHER PROGRAM**

The nurse refresher program is designed to:

- 1) assist non-practicing nurses to meet the requirements for registration; and
- 2) assist practicing nurses to refresh their knowledge and skills.

For non-practicing nurses, the requirements for registration are set out in the NANB ByLaws as stated below:

- 1.03 D Unless otherwise provided by the rules no person shall be eligible for renewal of registration unless: [May, 1985]
1. she presents evidence, satisfactory to the Registrar, of hours of active practice of nursing as defined in the rules while registered with the Association or with the jurisdiction in which such practice occurred, as follows:
    - (1) 1125 hours during the five (5) calendar years preceding such application, or
    - (2) until December 31, 2002, 450 hours during the three (3) calendar years preceding such application,and such active practice meets the criteria and requirements set out in the rules; or [May 2, 2001]
  2. she has completed a nursing education program in accordance with the rules within the five (5) calendar years preceding such application; or [May 2, 2001]

3. she has completed such refresher course as may be required by the rules within the five (5) calendar years preceding such application; or [May 2, 2001]
4. she meets the requirements for renewal of registration set out in the rules in respect of persons who are enrolled in or have completed health related post-secondary education programs. [May, 1985]

NANB ByLaws [September 17, 2001]

### **ELIGIBILITY FOR ENROLMENT**

To be eligible for a nurse refresher program, the applicant must fit into one of the following categories and have this status verified in writing by the Nurses Association of New Brunswick:

1. applicants must hold a practicing or non-practicing membership;
2. applicants for registration who have obtained their nursing education outside of Canada, who are required to complete a refresher course to be eligible for registration and whose names are entered in the temporary register;
3. members or former members who have been the subject of disciplinary action by the Association and who have been required to or choose to take a refresher course in order to be eligible for reinstatement of registration, membership or the right to practice; and
4. such other persons as may be required or permitted to take a refresher course pursuant to the ByLaws and Rules.

## **APPROVAL PROCESS**

The approval of the nurse refresher program offered in New Brunswick is a legislated responsibility of the Nurses Association of New Brunswick (*Nurses Act, 1984*, Part II, Section 5 (1) (e) and specified in the *ByLaws* (2001) in article 1.03.1 E and in the Rules.

The NANB Nursing Education Advisory Committee has the responsibility to act in an advisory capacity to the NANB board of directors in relation to the *Standards for Nursing Education in New Brunswick*. The final responsibility for approval rests with the board of directors.

### **Frequency of School Approval**

The New Brunswick Nurse Refresher Program must be approved every five years.

### **Pre submission of a program to be reviewed**

1. A letter of intent to submit the nurse refresher program for approval will be sent to the sponsoring agency and to the in province coordinator.
2. The Board, on the recommendation of the Nursing Education Advisory Committee, appoints the members of the approval team.
3. The schedule of the visit will be arranged by an NANB staff resource person in cooperation with the participants.
4. NANB will request information on the nurse refresher program 6 weeks prior to the approval visit.
5. Persons responsible for the nurse refresher program in NB will forward the requested information, which will be shared with the team, to NANB 5 weeks prior to the visit.

### **Review of program submission**

1. Each approval team member will receive the program information 4 weeks prior to the visit.
2. Members will review the program submission by using the NANB Tool for Approval of Nurse Refresher Program in New Brunswick.
3. If possible, the approval team will meet via teleconference one week prior to the scheduled visit to discuss the program's submission; identify additional documents that may be required; formulate interview questions for the visit; finalize the visit schedule; and address concerns and questions concerning the visit.

## **The visit**

The purpose of the visit is to validate the extent to which the program meets the *Standards for Nursing Education* as they apply to the nurse refresher program.

1. The approval visit will normally take place over a two-three day period.
2. The sources of data includes: a coordinator/tutor interview, practice setting visits, interviews of students, graduates and relevant stakeholders groups and review of documents.
3. The focus of the visit is to verify that the program provides learning experiences in theory and in clinical settings, which prepares students to practice as beginning nurses.
4. The following activities will be included in the visit:
  - : meet with dean/director, assistant dean/director, faculty and student representatives;
  - : observe learning activities;
  - : interview students in practice settings;
  - : meet with staff and preceptors from practice settings; and
  - : meet with graduates and employers of the nurse refresher program.

## **Report of the Approval Team**

Following the visit, the team will prepare a written report. This report will contain the collected data presented in a format based on the *NANB Standards for Nursing Education*. Indication will be given as to whether each indicator is being met satisfactorily, partially met or not met. The report will list strengths and weaknesses of the program as well as areas in need of improvement. The report will also contain a recommendation regarding approval. The team leader will present the report to the NANB Nursing Education Advisory Committee one month following the visit. Upon review, the committee will submit their approval status recommendation to the NANB board of directors. Following the board of director=s decision, the report is sent to the sponsoring agency and to the NB program coordinator.

## APPROVAL STATUS

As per the NANB approval process, the Nursing Education Advisory Committee will make recommendations to the NANB board of directors to grant the nurse refresher program one of the following:

**Approval granted:** The nurse refresher program is functioning at a satisfactory level in keeping the *Standards for Nursing Education* in New Brunswick. The approval status may be granted for a period of up to five years.

Notwithstanding the above, a school may be directed to implement minimal recommendations and report on same within one year from the time the report is received.

Graduates from a program, which has received this rating, will be considered graduates of an approved nurse refresher program for the purpose of registration as a nurse with the Nurses Association of New Brunswick.

**Approval deferred:** Approval is withheld for the time being; recommendations are made aimed at the deficiencies of the program in meeting the standards.

Action to address the recommendations must be initiated within 12 months after the date the report is received.

Graduates from a program, which has received this rating, will be considered graduates of an approved nurse refresher program for the purpose of registration as a nurse with the Nurses Association of New Brunswick.

**Approval denied:** When a program that has been given deferred approval status fails to present sufficient evidence that the standards are being addressed twelve months after the time when approval was deferred, approval is denied.

Graduates from a program that has received this rating will not be eligible for registration as a nurse with the Nurses Association of New Brunswick.

NANB reserves the right to reassess the program at any time during the five-year period and may withdraw approval if the Board finds the criteria is not being met.

If the approval is not granted by the NANB Board of Directors, the sponsors of the program may take the following action:

- 1) re-apply by submitting new information
- 2) appeal the decision to the NANB Board

## **NANB STAFF RESOURCE PERSON**

In relation to the Nurse Refresher Program Approval Process, the NANB staff resource person is responsible for:

1. Informing, advising and supporting the nurse refresher program preparing for the approval visit. The NANB staff resource person is available to discuss the approval process and also to do a follow-up as required following the approval visit.
2. Consulting with the approval team members prior to, during, and following the visit, and responding to general inquiries and correspondence related to the approval process. The NANB staff resource person does not participate in decision making about the approval status of a program.
3. The NANB staff resource person serves as an ex-officio member of the approval team. This role is comprised of secretariat responsibilities, such as preparing the visit agenda in consultation with members of the approval team and the nurse refresher program, facilitating the visit and facilitating the work of members of the approval team.

## **THE APPROVAL TEAM**

The approval team will consist of two nurses. The selection of the team members will be based on the following criteria:

- 1-  a nurse educator;  
 recent or current teaching experience;  
 recent or current clinical practice;  
 experience in nursing education program evaluation would be an asset;  
 fluent in French and/or English.
- 2-  a nurse;  
 current clinical practice;  
 experience in program evaluation would be an asset;  
 fluent in French and/or English.

## **RESPONSIBILITIES OF THE APPROVAL TEAM**

1. Prior to the approval visit, review all documents submitted. Attend all briefing and orientation sessions.
2. During the approval visit, meet with appropriate representatives from the program and clinical agencies; visit educational and clinical facilities; verify and clarify additional documents.
3. At the end of the approval visit, present a verbal report to the program representatives of general findings and recommended approval status.
4. Submit to the NANB Nursing Education Advisory Committee a final written report within three weeks of the visit. This report will address each indicator and rated as being met satisfactorily, partially met or not met. The report will also list strengths and weaknesses of the program as well as areas in need of improvement. The report will also contain a recommendation regarding approval.

## **RESPONSIBILITIES OF THE NURSE REFRESHER PROGRAM**

The program must:

1. submit to NANB the required documents as per the *Tool for Approval of Nurse Refresher Program in New Brunswick*;
2. suggest dates for the visit which will permit the approval team to observe various activities;
3. schedule meetings with the program administrators, students, coordinators, clinical agencies, preceptors, graduates and others as appropriate; and
4. collaborate with requests from team members for additional documents and/or meetings with key players.

## **THE VISIT**

The visit will be planned for a period, which will accommodate the program. The schedule of the visit will include additional days to allow time for preparation, travel, record keeping and follow-up. The activities of the visit may change according to the team and particular situations.

Administrative process, records, the report of the last approval visit, and other relevant matters and structures will be reviewed. The visit will include observation of students in clinical situations. The team, individually or together, will meet with the preceptors, students, administrators of major clinical facility(ies). The meetings will be arranged in advance of the visit.

The team will meet with the program administrators on the last day of the visit to give a brief verbal report. This will include comments on the indicators being met, partially met or not being met and may also include discussion of the strengths of the program(s) and suggestions for improvement if appropriate. Clarification or additional information may be provided during this meeting.

## **APPEAL PROCESS**

A program may appeal an approval decision. The notice of intent to appeal must be submitted to the NANB board of directors within 30 days of receipt of the approval decision and the final report.

When a decision is appealed, the previous approval status is maintained until the disposition of the appeal.

Upon receipt of appeal notice, the NANB board of directors' names an appeal panel within two weeks.

The appeal panel will be composed of three individuals: two nurse educators, one of these being from administration; the third member will be an educator with a specialty in evaluation. This individual may be a nurse or a non-nurse. The members of the appeal panel may not be a member of the Nursing Education Advisory Committee, a person responsible for the program, or a member of the NANB board of directors. All members must be acceptable to the program requesting the appeal.

Representatives for the program shall present a written rationale for the appeal and may meet with the appeal panel to answer questions and provide additional information.

The panel rules within three months either to uphold the original decision or to request the NANB board of directors to reconsider its decision.

## **CONFIDENTIALITY**

All communications about the approval of a nurse refresher program are confidential. When the procedure is complete, the approval status of the program given by the NANB board of directors will be considered public information.

## **THE DATA COLLECTION TOOL**

The tool:

1. serves as a means to prepare for the approval visit;
2. serves as a guide for self-evaluation by indicating if each indicator is met/partially met/not met; and
3. lists additional information as requested for each standard.

For the approval team, the tool:

1. serves as a means to prepare for the onsite approval visit.
2. gives direction for data gathering during the visit.
3. guides the approval team in writing the approval visit report.

## **EVALUATION OF THE APPROVAL PROCESS**

Once the approval process is completed, the NANB staff resource person shall initiate an evaluation of the approval process. The approval team members as well as the people responsible for the program shall provide evaluative feedback.

## **GLOSSARY OF TERMS**

- Accreditation:** a voluntary process of assessment and recognition by a national body.
- Approval:** a compulsory process of assessment and recognition by a provincial body. The process is based on standards and competencies required for registration with the provincial regulatory body.
- Classroom hours:** time that students spend in theory acquisition and in lectures and seminars.
- Clinical hours:** time that students spend in clinical nursing practice.
- Entry-level competencies:** the integrated knowledge, skills, attitudes and judgment demonstrated by the entry-level practitioner.
- Lab hours :** time that students spend in acquiring nursing skills and competencies using simulation in a laboratory setting.

**TOOL FOR APPROVAL OF THE NURSE REFRESHER  
PROGRAM IN NEW BRUNSWICK**

**STANDARD I: CURRICULUM**

**The curriculum provides learning experiences across the life span necessary for students to achieve the competencies required for the entry-level nurse as defined by NANB.**

Indicators	3	2	1	Documents Received	Follow up during visit
<p>1.1 The philosophy; curriculum and goals of the program reflect the requirements for the professional practice in New Brunswick.</p> <p><b><u>The Program Objectives</u></b></p> <p>1.2 are compatible with the philosophy;</p> <p>1.3 state the abilities that students will be able to demonstrate;</p> <p>1.4 state the setting in which students are prepared to practice;</p> <p>1.5 are attainable within the length of the program;</p> <p>1.6 the program is based on a nursing conceptual framework.</p>					

3 = met

2 = partially met

1 = not met

STANDARD I: CURRICULUM					
Indicators	3	2	1	Documents Received	Follow up during visit
<b><u>The Curriculum</u></b>					
1.7 The curriculum is based on the philosophy, objectives and the conceptual framework;					
1.8 Student objectives state the cognitive, affective, and psychomotor skills and abilities that will be demonstrated;					
1.9 Teaching/learning methods in theory and clinical experience are varied and appropriate to meeting the student objectives;					
1.10 The curriculum content takes into consideration expected standards of nursing practice;					
1.11 The curriculum reflects the change in the present health care environment;					
1.12 The curriculum provides for self directed mastery learning modules requiring more than 100 hours to complete the theory component;					

3 = met

2 = partially met

1 = not met

STANDARD I: CURRICULUM					
Indicators	3	2	1	Documents Received	Follow up during visit
<p>1.13 The curriculum provides for a minimum of 150 hours and a maximum of 300 hours of <u>supervised</u> clinical practice.</p> <p>A. The supervised clinical experience in basic nursing practice could occur in two medical/surgical settings to give a variety of experiences.</p> <p>B. Two thirds of the clinical experience must take place in an accredited acute care hospital and the remaining one third may be taken in an approved non-acute care setting.</p> <p>1.14 The curriculum allows for completion of the program in a minimum of eight (8) weeks and a maximum of fifty-two (52) weeks.</p> <p>1.15 Opportunities to challenge the theoretical component are available.</p>					

3 = met

2 = partially met

1 = not met

### **Additional Information**

A copy of each of the following:

- 1) Statement of philosophy
- 2) Program objectives
- 3) Conceptual framework
- 4) Overview of the program
- 5) The program's brochure
- 6) General guidelines for preceptorship
- 7) Description of the clinical component
- 8) Terminal objectives of the clinical experience

**STANDARD II: PROGRAM**

**The program has sufficient fiscal, human, physical, clinical resources, facilities, services and policies to support students to achieve the competencies required for the entry-level nurse as defined by NANB.**

Indicators	3	2	1	Discussion	Recommendation
<p><b><u>Purpose of Program</u></b></p> <p>2.1 The statement of purpose describes:</p> <p style="padding-left: 40px;">(1) the target population of students, and</p> <p style="padding-left: 40px;">(2) the general competencies of the graduates.</p> <p>2.2 Organization chart demonstrates the:</p> <p style="padding-left: 40px;">(1) lines of authority within the program, and</p> <p style="padding-left: 40px;">(2) communication between the program and cooperative agencies.</p> <p>2.3 Job descriptions of program personnel (coordinator/tutor, preceptors, and others) are available.</p>					

3 = met

2 = partially met

1 = not met

STANDARD II: PROGRAM					
Indicators	3	2	1	Discussion	Recommendation
2.4 The program is delivered by a nursing education institution, and is able to provide the resources necessary to implement the program.					
2.5 Written agreements protecting the rights of patients, students, tutors and the involved organization are established between the program and the health care agencies providing clinical practice experiences.					
<b><u>Human Resources</u></b>					
2.6 The qualifications and responsibilities of the program coordinator/the tutor and the preceptors are outlined.					
2.7 Program coordinator/tutor and preceptors are provided with an adequate orientation to responsibilities which includes the opportunity to become familiar with the course outline and materials.					

3 = met

2 = partially met

1 = not met

STANDARD II: PROGRAM					
Indicators	3	2	1	Discussion	Recommendation
<p>2.8 Follow up orientation sessions are offered in a timely fashion.</p> <p><b><u>Clinical Resources</u></b></p> <p>2.9 The agencies used to provide learning experiences are accredited by the appropriate body.</p> <p><b><u>Learning Resources</u></b></p> <p>2.10 Appropriate library resources in both English and French, including written and audio-visual materials are available.</p> <p>2.11 Documents (module, exams etc.) are translated into French in a timely manner.</p>					

3 = met

2 = partially met

1 = not met

### **Additional Information**

A copy of each of the following:

- (1) the organizational chart for the program illustrating the relationship between the sponsoring agency and the NB delivery of the program.
- (2) the list of the education institution/hospital educational departments where the program is offered.
- (3) job descriptions for: coordinator/tutor, preceptor, including qualifications.
- (4) contracts used: agency, coordinator/tutor.
- (5) list of agencies used for providing clinical experience.

**STANDARD III: STUDENTS**

**Students meet admission criteria and during their participation in the nursing education program, demonstrate progress towards achieving the competencies required for the entry-level nurse as defined by NANB.**

Indicators	3	2	1	Discussion	Recommendation
<p><b><u>The Student Evaluation</u></b></p> <p>3.1 is based on the stated student learning objectives;</p> <p>3.2 includes academic assessment and a written evaluation in each clinical rotation which is discussed with the student.</p> <p>3.3 records are accessible to students.</p> <p><b><u>Appeal Process</u></b></p> <p>3.4 an appeal process is written and communicated to students.</p>					

3 = met

2 = partially met

1 = not met

**Additional Information**

A copy of each of the following:

- 1) student evaluation form
- 2) student appeal process

STANDARD IV: GRADUATES					
Graduates of the program are prepared to practice according to professional practice and ethical standards and have achieved the competencies required for the entry-level nurse as defined by NANB.					
Indicators	3	2	1	Discussion	Recommendation
<b><u>Program Evaluation</u></b>					
4.1 There is a planned, ongoing evaluation on all aspects of the program directed towards the improvement of the program. The evaluation will include the participation of the tutors and students of the program and the nursing administration and preceptors of the clinical facilities.					

- 3 = met
- 2 = partially met
- 1 = not met

**Additional Information**

A copy of each of the following:

- a) student feedback questionnaire
- b) tutor feedback questionnaire
- c) clinical component evaluation from agency representatives
- d) clinical component evaluation from the preceptor
- e) the exam policies
- f) other evaluations, ex. record of student testing; clinical skills list; anecdotal record; final evaluation