

To: Applicants for NCLEX-RN Exam
Students of Non-traditional Nursing Programs

From: Nursing Care Quality Assurance Commission
Department of Health
P.O. Box 47864
Olympia, WA 98504-7864

Subject: Non-Traditional Nursing Education Program Requirements

Date: January 20, 2009

In compliance with Washington State requirements for students securing their nursing education from non-traditional nursing education program, the following documents and forms must be completed and submitted to the above address to qualify to sit for the NCLEX-RN examination.

- 1) Written Agreement from the **preceptor, facility and you** (the applicant) that preceptor supervision will occur at an acceptable clinical site. [see WAC 246-840-035(3)(a)(d)]
- 2) Verification of preceptor qualifications: Washington State RN License, in practice for two years with no disciplinary action. [see WAC 246-840-035(3)(b)(c)]
- 3) Transcripts must be provided to Nursing Commission directly from the Nursing program. (Completion of preceptor experience must be within six months after completion of the approved non-traditional nursing program)
- 4) Schedule documenting 200 hours of preceptorship. This schedule should reflect the working hours of the applicant.
- 5) The original “Skills checklist” and “Preceptor Evaluation” completed by the preceptor verifying satisfactory completion of the stated required elements. Experiences must include: delegation and supervision, decision making and critical thinking, patient assessment and evaluation of care and communication with health team members. [see WAC 246-840-035(3)(f)]
- 6) Application for RN license by Examination with application fee. (fee link below)
<http://www.doh.wa.gov/hsqa/professions/Nursing/fees.htm>

If you have any questions or need any other information, please contact us at (360) 236-4706.

Attachments:

- State requirements checklist (below pg. 2)
- Rules relating to non-traditional nursing programs (page 3)
- Selecting a preceptor (pages 4-5)
- Preceptor experience guideline (page 5-6)
- Example of preceptor agreement (page 7)
- Example of facility agreement (page 7)
- Skills checklist and preceptor evaluation form (page 8-11)

NAME _____

Washington State Requirements for Excelsior Graduates:

___ Current LPN license

___ Facility agreement

___ Preceptor agreement

___ Schedule documenting 200 hours

___ Verification of preceptor credential (printed copy from DOH websites “provider credential search”)

___ Evaluation of RN role

___ Excelsior certificate of completion

___ Official transcripts sent from Excelsior

WAC 246-840-035

Agency filings affecting this section

Initial licensure for registered nurses — Out-of-state nontraditional nursing education program approved by another United States nursing board as defined by WAC 246-840-010(16).

Registered nursing applicants educated in a nontraditional nursing education program approved by a United States board of nursing and applying for initial licensure must:

(1) Successfully complete the board or commission approved practical nurse program which included multiple clinical experiences supervised by nursing faculty and possess a current Washington state practical nurse license which is in good standing. The commission may verify that this requirement is met through review of documents previously submitted to the commission.

(2) Successfully complete a board approved nontraditional registered nursing program.

(3) Complete at least two hundred hours of supervised clinical experience (preceptorship) in the role of a registered nurse. The preceptorship must be accomplished within six months following completion of the applicant's nursing education program. The required elements of a preceptorship are:

(a) Clinical sites may include acute care or sub acute care settings or skilled nursing facilities. Other sites must be approved by the commission.

(b) The preceptor must be a licensed registered nurse with at least two years experience in a clinical practice setting that is the same type of practice setting where the preceptorship will occur.

(c) The preceptor shall not have a history of disciplinary actions.

(d) There must be a written agreement between the applicant and the preceptor (or facility) that preceptorship supervision will occur. The written agreement shall state that the registered nurse agrees to act as preceptor and understands that the practical nurse is practicing under the preceptor's registered nurse license. The written agreement must be signed before the preceptorship begins.

(e) A checklist, on a form provided by the commission, must be completed by the preceptor indicating satisfactory completion by the applicant of identified skills.

(f) Skills performed by the applicant within the role of a registered nurse, under the immediate supervision of the RN preceptor, must include: Delegation and supervision, decision making and critical thinking, patient assessment and evaluation of care and communication with health team members.

(4) Complete seven clock hours of AIDS education as required in chapter 246-12 WAC, Part 8.

(5) Successfully pass the commission approved registered nurse licensure examination.

(6) Submit the following documents:

(a) A completed licensure application with the required fee as described in WAC 246-840-990.

(b) An official transcript sent directly from the applicant's nursing education program to the commission. The transcript must contain adequate documentation to demonstrate that the applicant has graduated from an approved nursing program.

The transcripts shall include course names and credits accepted from other programs.

(c) Documentation of two hundred hours of supervised clinical experience that meet the requirements of subsection (3) of this section.

(d) Additional documentation as requested by the commission if the commission cannot verify the applicant's successful completion of a board or commission approved practical nurse program which included multiple clinical experiences supervised by nursing faculty.

[Statutory Authority: RCW 18.79.110. 08-11-019, § 246-840-035, filed 5/12/08, effective 6/12/08.]

Selecting a Preceptor

For purposes of this experience, a preceptor is defined as: A registered nurse who acts as a mentor or tutor for an individual who is seeking experience in the RN role. The definition infers a very close relationship in the clinical role. The preceptor needs to be available for advice, teaching, and critiquing of the applicant's performance.

It takes a special person to be a good preceptor. The preceptorship for the Excelsior students must be in the role of a registered nurse, and it is necessary that the applicant be supervised one on one during the learning process. Close supervision will provide ample opportunity to offer guidance and teaching for the applicant.

The minimum number of hours for the preceptorship is 200; however, it may be necessary to extend the experience in order to complete the objectives or to allow the applicant to gain more confidence in the role of a registered nurse.

Required Qualifications-Preceptor

1. Must be licensed as a registered nurse in Washington State
2. Must have a minimum of two (2) years experience in a practice setting (acute care, sub acute care, or skilled nursing home facility)
3. No history of disciplinary actions

Desired Qualifications-Preceptor

1. Viewed as a "good nurse" by employer and peers
2. Participates in continuing education
3. Has a sense of humor
4. Shows compassion and patience toward others
5. Maintains a good attendance record
6. Has served as a preceptor previously and/or has completed a class on how to be an effective preceptor

Preceptor Role

1. Complete a written letter of agreement between preceptor and applicant
2. Provide a copy of work schedule for individual being supervised (200 hours required)
3. Review learning objectives (goals) with applicant
4. Guide applicant through critical thinking and problem solving situations
5. Give applicant responsibility as abilities expand
6. When appropriate, refer staff members to the applicant for direction, assistance, and/or consultation
7. Provide an evaluation of the performance of the applicant to the Nursing Commission on forms provided

Caution

Be certain that the experience by the applicant is in the registered nurse role. This must be emphasized as a requirement with the facility and the preceptor. For the best learning experience, it is not advisable for the preceptor and applicant to be close friends. In situations of supervision by friends, it is difficult to be objective in providing feedback and completing and evaluation.

**Preceptor Experience for Non-Traditional Nursing Program Graduates
Suggested Objectives**

These objectives are provided to assist you in identifying experiences that you will need in order to complete the skills checklist that has been developed by the Nursing Commission. You may have additional objectives that you want to include and those should be shared with your preceptor so that appropriate experiences can be selected for you.

Nursing Process Skills:**Assessment**

1. Perform and accurately document complete physical assessments of patients
2. Accurately assess psychological and cognitive status of patients
3. Utilize data from multiple sources to formulate nursing diagnoses or identify patient needs

Planning

1. Determine priorities and organize patient care based on assessments
2. Provide rationale for nursing interventions
3. Collaborate with patient and family in development of nursing care plan
4. Conduct patient care conferences to assure input from other health care providers

Intervention and Patient Teaching

1. Provide or assign patient care according to facility policy and with consideration for safety and standards of competence
2. State rationale to support appropriate assignments
3. Provide patient education appropriate to patient's level of understanding, educational needs and readiness for instruction
4. Discuss patient status and needs with the physician
5. Initiate and complete discharge plans

Evaluation

1. Evaluate outcomes of nursing interventions
2. Revise nursing care plan appropriately, consulting with other health care providers as necessary

Leadership Skills:

Delegation and Supervision

1. Assess education, credentials and competence of individuals to whom nursing tasks are to be delegated
2. Provide appropriate instruction and demonstration to the person to whom tasks are delegated
3. Evaluate performance of individuals completing the delegated tasks
4. Provide continuing supervision of patient care being provided by delegation
5. Evaluate patient status as an ongoing responsibility

Critical Thinking

1. Use data from a variety of sources to identify real or potential problems
2. Identify possible solutions to identified problems
3. Select an appropriate solution and implement
4. Evaluate results of implemented solution

Letter of Agreement “Examples”

Complete a written agreement (Examples on this page) between the preceptor, the applicant, and the facility administration. You must have approval from the facility where you will be obtaining your preceptor experience. Signed agreements or similar contracts should be sent to the Nursing Commission with your application for licensure.

Preceptor Agreement

Effective _____, _____, has agreed to precept
(date) (Preceptors name/title)
_____ in the role of Registered Nurse at the
(Applicant's Name)
Acceptable clinical site _____.
(Name of facility)

The preceptorship shall entail no less than 200 hours of supervised learning and implementation of the suggested objectives as outlined by the Washington State Nursing Commission. At the end of the preceptorship, the preceptor shall provide a written evaluation of the applicant's performance using the forms provided by the Nursing Commission.

_____, _____
Supervisor's Signature Date

_____, _____
Applicants Signature Date

Facility Agreement

As _____ of _____, I _____
(Clinical director or other title) (Name of facility) (Name)
approve the precepting of _____ by _____
(Applicant's name) (Staff preceptor)
Acceptable clinical site _____.
(Name of facility)

_____, _____
Director/Administrator Signature Date

_____, _____
Applicants Signature Date

Skills Checklist and Preceptor Evaluation

Applicant _____ Dates of experience _____ to _____

Preceptor _____ # of experience hours completed _____

Day phone for preceptor _____ Type of facility _____

Title/position _____

Name of facility

Address of facility

Note: the minimum number of hours required is **200**. It may take some individuals a longer period of time to complete the experience at a satisfactory level.

Codes: **S** = Satisfactory
 U = Unsatisfactory

Place a check (✓) in the appropriate column for each item. Make appropriate comments in the fourth column to provide examples of behaviors that support the satisfactory or unsatisfactory evaluation of all the numbered items. Safety of the patient is the primary consideration throughout the experience.

Experience	S	U	Describe specific examples of demonstrated competence or lack of success in the experience.
I. Nursing Process:			
<p>A. Assessment:</p> <p>Collect data from a variety of sources in order to identify nursing diagnosis.</p>			
<p>B. Planning:</p> <p>In collaboration with patient & family, develop a plan of care to include: nursing intervention, setting of priorities, needed services from other health care providers, and outcome criteria. State appropriate rationale for interventions.</p>			
<p>C. Intervention:</p> <p>Provide nursing interventions safely and competently according to plan and established priorities.</p> <ol style="list-style-type: none"> 1. Administer medications safely 2. Document care accurately 			
<p>D. Evaluation:</p> <p>Evaluate effectiveness of nursing interventions. Revise plan as necessary.</p>			

Experience	S	U	Describe specific examples of demonstrated competence or lack of success in the experience.
II. Patient Teaching:			
1. Identify educational needs of the patient and/or family.			
2. Develop a plan for teaching that will answer the needs.			
3. Use effective teaching methods for patient learning levels.			
4. Evaluate effectiveness of the teaching activity.			
III. Delegation/ Supervision			
1. Make appropriate assignments after making an assessment of the abilities of the staff.			
2. Provide instructions to auxiliary staff as necessary.			
3. Supervise & evaluate performance of person to whom the tasks were delegated.			
IV. Critical Thinking			
1. Identify patient care problem.			
2. Identify a number of possible solutions to the problem.			
3. Select an approach to solve the problem and provide rationale for the selection.			
4. Evaluate the effectiveness of the selected solution and revise the approach if necessary.			

Experience	S	U	Describe specific examples of demonstrated competence or lack of success in the experience.
V. Professionalism			
1. Exhibit ethical standards that are compatible with the nursing profession.			

Summary evaluation of the applicants experience: (attach additional paper if needed)

Signature of preceptor _____

Date _____

Please mail to: **Washington State Nursing Commission**
P.O. Box 47864
Olympia, WA 98504-7864