

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

ORGANIZATIONS THAT ARE ELIGIBLE TO PROVIDE NURSING PROGRAMS

Types of programs that are eligible to prepare RN and/or LPN graduates for licensure by examination must be one of the specified organizations identified in the Nursing Education Programs and Licensure Requirements.

Prior to applying to the Board of Examiners for Nursing for approval and/or to present a Feasibility Study, you must be established as one type of organization as specified.

- A. Programs that are eligible to prepare a graduate for licensure by examination as a registered nurse must be in one of the following types of organizations. See Section 20-90-46(a)(1)(2)(3)
- B. All Programs that prepare graduates for licensure as a Licensed Practical Nurse must be in one of the following types of organizations. See Section 20-90-46(b)(1)(2)(3)(4)
- C. Please note that private entities must have prior approval by the Department of Higher Education as a private occupational school, and they must also have a national accreditation prior to applying to the Board and presenting a Feasibility Study.

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FEASIBILITY STUDY

Because the development of a nursing program requires expertise in curriculum development, it is recommended that the person writing the feasibility study and ultimately the curriculum, be familiar with nursing education.

For possible information re: nurse consultants the following organizations may be of help:

CHA	Connecticut Hospital Association	1-203-294-7205
CLN	Connecticut League for Nursing	1-203-265-4248
CNA	Connecticut Nurses Association	1-203-238-1207
CAHC	Connecticut Association for Home Care	1-203-265-9931

PROGRAM APPROVAL Section 20-90-47

1. To be granted initial approval, the parent institution shall provide to the board:

A. Written Notice of Intent to Establish a Program

- 1) A letter should be sent to the Board Chairperson identifying the type of program to be started, the projected timeframe for start up, and whether or not this is a day and/or evening program; the number of students to be accepted per class, and the projected enrollment for the next 3 years.
- 2) This letter should be submitted approximately 12 months prior to the planned date of entry of the first class of students. Movement through the approval process may be faster than 12 months depending on the specificity and accurateness of the submission.

B. Feasibility Study for the Planned Program

The Board of Examination for Nursing expects that the study will clearly substantiate the need for the program in the specific geographic area chosen, while identifying the applicant pool (consumer) and how they will be reached, graduate employment opportunities, educational and clinical facilities to be used, potential overlapping with other programs in the use of clinical facilities, the impact on both the proposed and existing programs and the times available for student clinical experiences.

C. Information that Substantiates the Need for the Nursing Program in the Geographic Area Chosen

- 1) Specify the geographic area chosen and the rationale for this selection

- 2) List hospitals, Skilled Nursing Facility (SNF), assisted living entities, outpatient departments, surgical centers and/or other health-related departments where graduate nurses could be hired.

- 3) List the facilities queried. The survey form used should include:
 - How many RNs and/or LPNs are employed;
 - What is the attrition rate each year and why does this attrition occur;
 - How many openings for RNs and/or LPNs are available at the time of the survey;
 - How many positions for RNs and LPNs are budgeted for the next 3 years;
 - Is the facility expecting to increase the number of beds in the next 3 to 5 years;
 - Does the facility expect to decrease beds in the next 3 to 5 years;
 - Include all survey forms received;
 - It is recommended that calls be made to those facilities that did not respond to your survey to increase data;
 - Document the aggregate information obtained by telephone on a survey form;
 - List the names of RN and LPN schools now presently surrounding the geographic area chosen;
 - What will be the impact of the proposed program on existing nursing educated programs including utilization of clinical sites;
 - What has been the usual wait list for these schools for the last 3 years;
 - Can/will they refer these students to your program;
 - A listing of the existing programs in the community preparing people for employment in related health care fields (other than

licensed level of nursing) such as nursing assistants, etc. This group could/or should be surveyed as well;

- A description of the characteristics of the population in the community to include, current and emerging health needs based on statistical studies to include age groups, socioeconomic status and other related information;
- Summarize your findings and demonstrate how the market in this area supports the need for an RN and/or LPN program;
- This summary should include an analysis of data and percentages.

EDUCATIONAL AND CLINICAL FACILITIES TO BE UTILIZED

1) Educational Facilities:

- What educational facility will be used;
- Location;
- Number of rooms in the facility for the program;
- Library (capacity);
- Laboratory (capacity);
- Classroom (capacity);
- Conference room space;
- Computer room capacity;
- Staff – secretary, custodian;
- Cafeteria availability;
- Public Transportation

2) Clinical Facilities:

- Verification from health care agencies in the community, documenting their willingness to accept students for a learning experience;
- Include shifts and days students will work;
- Number of students each entity can accept;
- What experiences will be available in each entity;
- Students from existing nursing programs should not be displaced;
- Community support for the new program from health care facilities must be documented;
- What other nursing programs utilize this facility.

3) Applicant Pool:

- What population are you targeting and why;
- How will you reach this population;
- Present surveys and/or statistics that validate that your target population is appropriate and reachable;
- What plans are in place to retain students so as to maintain a low attrition rate;
- Describe your plans for articulation.

4) Timeline for Employment of Administrator and Nursing Faculty:

- Initial hiring of faculty shall be completed at least two (2) months prior to the proposed program starting date;
- The administrator shall be actively employed at least six (6) months prior to the proposed starting date; and must meet regulatory qualifications. Submit resume of administrator as soon as one is selected;

- The timeline shall also identify projected staffing needs to start up, and the future target date for admitting students and the projected enrollment for the next five (5) years;
- What is the availability of qualified staff;
- Will there be faculty sharing;
- Do you foresee a problem recruiting faculty. If yes why, if no, please explain why.

5) Budget:

Provide evidence of financial resources for the planning, implementation, and continuation of the program with budget projections for the next 5 years.

(12-01-06)