



Alabama Board of Nursing

**Application for Approval
Standardized Procedure for Practice
Beyond Basic Nursing Educational Preparation**

Location

**770 Washington Ave, Suite 250, Montgomery, AL 36104
P.O. Box 303900, Montgomery, AL 36130-3900
1-800-656-5318 <http://www.abn.alabama.gov>**

Note: Refer to pages 2 through 5 for instructions

TITLE of Standardized Procedure _____

Agency: _____

Address: _____

City, State, ZIP _____ Phone Number _____

Procedure Applies to RN LPN Other
(Specify) _____

Restrictions or Limitations: _____

Attached to the Application:

- Background Information
- Policy and Procedure
- Organized Program of Study
- Instructor Qualification
- Plan for Supervised Clinical Practice
- Plan for Initial and Periodic Demonstrated Competence

Projected Date of Implementation: _____

Contact person for this application: _____

Phone: _____ Email _____

The signature of each individual below attests to knowledge and approval of the request for standardized procedure involving patients care beyond the basic nursing education of licensed nurses in your facility as listed in the request.

Chief Nursing Officer: _____ Date _____
Name: _____ RN License Number _____

Chief Medical Officer _____ Date _____
Name: _____ Medical License Number _____

Chief Executive Officer: _____ Date _____
Name: _____



Alabama Board of Nursing

Application for Approval Standardized Procedure for Practice Beyond Basic Nursing Educational Preparation

Location

770 Washington Ave, Suite 250, Montgomery, AL 36104
P.O. Box 303900, Montgomery, AL 36130-3900
1-800-656-5318 <http://www.abn.alabama.gov>

Note: Refer to pages 3 through 5 for instructions

TITLE of Standardized Procedure _____
1

Agency: _____ **2**

Address: _____ **3**

City, State, ZIP _____ **4** Phone Number _____ **5**

Procedure Applies to **6** RN LPN Other
(Specify) _____ **7**

Restrictions or Limitations: _____ **8**

Attached to the Application: **9**

- Background Information
- Policy and Procedure
- Organized Program of Study
- Instructor Qualification
- Plan for Supervised Clinical Practice
- Plan for Initial and Periodic Demonstrated Competence

Projected Date of
Implementation: _____ **10**

Contact person for this application: _____ **11**

Phone: _____ **12** Email _____ **13**

The signature of each individual below attests to knowledge and approval of the request for standardized procedure involving patients care beyond the basic nursing education of licensed nurses in your facility as listed in the request.

Chief Nursing Officer: _____ **14** Date _____ **15**
Name: _____ **16** RN License Number _____ **17**

Chief Medical Officer _____ **14** Date _____ **15**
Name: _____ **16** Medical License Number _____ **17**

Chief Executive Officer: _____ **14** Date _____ **15**
Name: _____ **16**

INSTRUCTIONS for Application for Approval of Standardized (Beyond Basic Education) Procedure

1. Enter the title of the proposed standardized procedure.
2. Enter the name of Agency/Facility requesting approval.
3. Enter the physical and mailing addresses of the agency/facility.
4. Enter the City, State and Zip code for agency/facility.
5. Enter the phone number of agency/facility with area code.
6. Check to which discipline the procedure applies.
7. If the procedure applies to an advanced practice nurse, such as CRNA or CRNP, check "other" and specify the discipline.
8. List any restrictions or limitations to the procedure such as the procedure will apply only to trained nurses in one particular area of the agency/facility such as the medical intensive care unit, emergency department, labor and delivery, etc. If there are no restrictions or limitations, enter "NONE".
9. Check the required information that will be attached to the application upon submission to the Alabama Board of Nursing.
 - **Background Information**
Includes
 - Information regarding the facility/agency/practice requesting approval
 - Information regarding the equipment and procedure
 - **Policy and Procedure**
Includes
 - Specific details of the functions and activities requested
 - Defined nursing discipline(s) to perform the functions and activities requested
 - Level(s) of supervision available to nurses performing the requested Standardized Procedure
 - **Organized Program of Study** – An organized program of study is an organized sequence of learning activities which provides the instructional foundation (didactic and clinical) for participants to achieve the desired learning outcomes in a given subject matter. Participants completing the program should receive validation of have demonstrated competency thru behaviors, knowledge, skills and ability.
Includes
 - Intended learning outcomes in measurable behavioral/performance objectives. The objectives may be defined in terms which include but are not limited to:
 - Define
 - List
 - Recall
 - Describe
 - Discuss
 - Identify
 - Outline of content
 - Instructional methodology
 - Didactic lecture
 - Independent study
 - Combination
 - Content to be presented
 - Text
 - Power point slides
 - Handouts

- Evaluation tool (copy of test and answers) for determining degree to which learner objectives were met
 - **Instructor Qualification(s)**
 Instructor qualification should be determined by verifying if the instructor has the knowledge, skills, ability, experience, and expertise to present the topic. The agency or organization should have a process for verifying qualification / credentials of the instructor.
 - **Plan for Supervised Clinical Practice**
 Supervised clinical practice is a systematic plan for practicing the behavior/skill related to the Standardized Procedure under the supervision of a qualified instructor for the purpose of mastering the procedure.
 Includes
 - Methodology of Practice
 - Manikin
 - Patient
 - Combination
 - **Plan for Demonstration of Competency, Initially and at Periodic Intervals**
 The plan for demonstration of competency is a systematic plan for assessing and reassessing the nurse's ability to perform the procedure/treatment related to the Standardized Procedure with appropriate skills and knowledge to the acceptable level of performance.
10. Enter the projected date of implementation, including month, day and year.
 11. Enter the name of the contact person for the application or the person who will be available to answer questions.
 12. Enter the phone number of the contact person.
 13. Enter the email address of the contact person.
 14. Have the chief nursing officer, chief medical officer and chief executive officer sign on the designated line indicating their knowledge and approval of the request for the standardized (beyond basic education) procedure.
 15. Enter the date that the application is signed by the chief nursing officer, chief medical officer and chief executive officer.
 16. PRINT or type the name of the chief nursing officer, the chief medical officer and the chief executive officer on the designated line.
 17. Enter the license number of the chief nursing officer and the chief medical officer on the designated line.
 18. Mail the completed application with the required attachments (listed in number 8) to the Alabama Board of Nursing. (address on the top of the application form)

BACKGROUND INFORMATION for the Application for Approval of Standardized (Beyond Basic Education) Procedure

Alabama Board of Nursing Administrative Code § 610-X-6 Standards of Nursing Practice

610-X-6-.05 Standardized Procedures

(1) For purposes of Chapter 610-X-6, a hospital is defined as a facility described in **Ala. Code 1975 §22-21-20(1)**, other than a health maintenance organization, which has an organized medical staff or which employs the services of a medical director who is a physician licensed to practice medicine in Alabama. The term hospital, for purposes of Chapter 610-X-6, shall not include the private offices of physicians or dentists, whether in individual, group, professional corporation or professional association practice.

(2) For purposes of Chapter 610-X-6, a standardized procedure is a written policy or protocol establishing the permissible functions, activities, and level of supervision of registered nurses and licensed practical nurses within a licensed hospital setting that is beyond basic nursing education preparation. Standardized procedure(s) require(s) approval by the chief nursing administrator, chief medical officer, and chief executive officer as evidenced by each signature on the written policy(ies) and protocol(s).

(3) The registered nurse or licensed practical nurse may perform standardized procedures beyond basic educational preparation in licensed hospitals as defined in Rule 610-X-6-.05, if the following requirements are met:

- (a) completion of an organized program of study;
- (b) supervised clinical practice;
- (c) demonstrated competence; and
- (d) submission of the standardized procedure to the Board prior to

implementation.

(4) Use of standardized procedures in providing patient care in licensed hospitals as defined in Rule 610-X-6-.05 requires written policies and protocols. The written policies and protocols shall:

- (a) Be developed through collaboration among the chiefs of nursing, medicine, and administration.
- (b) Include planned periodic intervals of clinical competence evaluation.

(5) The RN or LPN shall not administer medications for anesthetic purposes or to render an individual unconscious without meeting the requirements of Chapter 610-X-9-.02.

(6) Administration of medications by routes beyond basic educational preparation, including but not limited to intrathecal, intracavitary, intraosseus, require a standardized procedure.

(7) Practice beyond educational preparation in settings other than licensed hospitals require approval by the Board prior to implementation, in a format specified by the Board.

(8) Any RN or LPN providing patient care in a licensed hospital shall comply with the standardized procedure(s) of that hospital.

(9) Board action on a proposed standardized procedure may include, but is not limited to:

- (a) Approval;
 - (b) Approval as a pilot project for a period of time not to exceed twelve months with reports to the Board at intervals specified by the Board; or
 - (c) Denial of the request.
- (10) The Board may decline to consider a proposed standardized procedure if the subject of the proposed standardized procedure is the same or similar to the proposed standardized procedure presented in another request that has been considered by the Board within the previous twelve months.
- (11) The chief nurse of a licensed hospital that uses standardized procedures shall submit an annual report to the Board in a format specified by the Board.

Author: Alabama Board of Nursing.

Statutory Authority: Code of Alabama, 1975, §§ 34-21-1(3)(a), 34-21-1(3)(b), 34-21-2(c)(21).

History: September 29, 1982. **Repealed and Replaced:** Filed October 29, 2001. Effective December 3, 2001.

Definition of “hospital” stated in Alabama law which is applicable to the reference to “hospital” in the ABN Administrative Code § 610-X-6, Standards of Nursing Practice.

§22-21-20 Definitions

- (1) HOSPITALS: General and specialized hospital, including ancillary services; independent clinical laboratories; rehabilitation center; ambulatory surgical treatment facilities for patients not requiring hospitalization: end stage renal disease treatment and transplant centers including hospices; health maintenance organizations; and other related health care institutions when the institution is primarily engaged in offering to the public generally, facilities and services for the diagnosis and/or treatment of injury, deformity, disease, surgical or obstetrical care. Also included with the term are long term care facilities such as, but not limited to, skilled nursing facilities, intermediate care facilities, home for the aged, domiciliary care facilities and related health care institutions when such institution is primarily engaged in offering room, board, laundry and personal assistance with activities of daily living and incidentals thereto. The term “hospital” relates to health care institutions and shall not include the private offices of physicians or dentist whether individual, group, professional corporation or professional association practice. This section shall not apply to county or district health departments.

(Code of Alabama 1975: Licensing of Hospital, Nursing Homes and Other Health Care Institutions.)