

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:

- | | |
|---|--|
| <input type="checkbox"/> Background Information | <input type="checkbox"/> Instructor Qualification |
| <input type="checkbox"/> Policy and Procedure | <input type="checkbox"/> Plan for Supervised Clinical Practice |
| <input type="checkbox"/> Organized Program of Study | <input type="checkbox"/> Plan for Initial and Periodic Demonstrated Competence |

Projected Date of Implementation: _____

Contact person for this application: _____

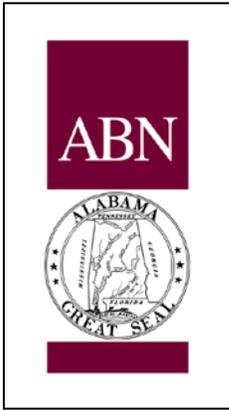
Phone: _____ Email _____

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 _____
Signature: _____
Alabama RN License Number _____

Chief Medical Officer _____ Date _____
Signature: _____
Alabama Medical License Number _____

Name of Chief Executive Officer for Alabama Facility: _____
Date _____
Signature: _____



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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 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**
Signature: _____ **16**
Alabama RN License Number _____ **17**

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

Name of Chief Executive Officer for Alabama Facility _____ **14**
Date _____ **15**
Signature: _____ **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
 - Identify the Unit/Department where procedure will occur
 - Bed Capacity;
 - Number of RNs and LPNs per shift
 - Estimated number of patients to receive procedure in set period of time (month, quarter)
 - Any restrictions or limitations
 - Information regarding the equipment and procedure
 - **Policy and Procedure**
Include
 - Defined nursing discipline(s) to perform the functions and activities requested
 - Include training and selection process
 - Selection of RNs and/or LPNs to be trained
 - Details of any criteria specified in ABN Administrative Code Rule
 - **SPECIFIC details** of the procedure and activities requested
 - Type patients (pediatric, adolescent, adult, geriatric)
 - MD Order/verification
 - Presence of MD if required by rule or standard of care
 - Patient Identification/verification
 - Step by step instructions to perform procedure
 - Any other safety precautions required by standard of care
 - Include procedure(s) to be followed in case of complications
 - 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
- **Actual** 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 : Identity and include 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.

- **Include form to document competency**
- **Include number of times procedure is to be completed (include type and number of medication types if indicated)**
- **Include plan or course of action if the nurse is deemed incompetent to perform the procedure.**

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 with Alabama nursing license, chief medical officer with Alabama medical license and chief executive officer of Alabama facility 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 Alabama nursing license number of the chief nursing officer and the Alabama medical license of 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

832/Z/8/04'Rt ceveg'Dgf qpf 'Dcuke'P wt ulpi 'Gf wecvkqp 'dUcpcf ct f k gf 'Rt qegf wt gu'

- (1) For practice beyond basic education that has not been previously approved by the Board, a standardized procedure is required for the registered nurse or licensed practical nurse in any practice setting.
 - (a) Approval is not required for an acute care hospital prior to implementation except for standardized procedures related to rapid sequence intubation (RSI), and IV push medications by LPNs.
 - (b) Practice beyond basic education in home health, hospice, physician offices, and other locations outside a licensed hospital requires approval by the Board prior to implementation.
- (2) A complete Standardized Procedure Application shall be submitted to the Board for practice beyond basic education preparation required in rule, practice not previously approved by the Board, and shall include:
 - (a) Approval from the submitting facility as evidenced by signatures on the application form of:
 - (i) The chief nursing officer with an unencumbered Alabama RN license.
 - (ii) The chief medical officer with an Alabama license.
 - (iii) The chief executive officer for the Alabama organization.
 - (b) The policy and procedure.
 - (c) The organized program of study by a qualified instructor with the method of evaluation of learning specified.
 - (d) The plan for supervised clinical practice.
 - (e) The plan for demonstration of competence, initially and at periodic intervals during which the nurse demonstrates the knowledge, skills and ability to perform the procedure safely and to manage any complications.
- (3) Any registered nurse or licensed practical nurse providing patient care in a licensed hospital shall comply with the standardized procedure(s) of that licensed hospital.
- (4) 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.
 - (c) Denial of the request.
- (5) 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.
- (6) The chief nursing officer 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. Repealed and Replaced: Filed November 23, 2009. Effective December 28, 2009.

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.)