

EDUCATION PROGRAM REVIEW

Guidelines for Preparing a Notice of Intent:

New or Substantially Changed Psychiatric Nursing Education Program

Educational institutions planning to offer a new psychiatric nursing education program, or to implement substantial changes to an existing recognized program, are expected to submit a notice of intent to the EPRC, in accordance with the Psychiatric Nursing Education Program Review Policies.

A new nursing education program is one that is new to the institution offering the program; i.e., it is not currently being offered at the institution and is not listed in Schedule C of the BCCNP Bylaws.

A substantially changed nursing education program is a program undergoing a substantial change as defined in the Psychiatric Nursing Education Program Review Policies. Programs should contact the BCCNP Education Consultant to determine submission timelines and a planned implementation date, so they can be coordinated with EPRC meetings. Please submit your Notice of Intent to educationprogramreview@bccnp.ca as a one-pdf document.

Notice of Intent to the BCCNP Education Program Review Committee

New Program

The notice of intent for a new program should not exceed 1-2 pages, and should include:

- A statement of the type and length of the program to be offered.
- The intended start date.
- In the case of a new program where an existing program is being phased out, the date when the last students will graduate and whether an extension of recognition is required to enable them to graduate from a recognized program.
- A statement about when the educational institution will be ready to submit their self-assessment report.
- A bulleted list of the planning process with time lines and key outcomes achieved.
- The status of any other internal or external review/approval processes required.

The BCCNP review may proceed at the same time as other review processes, e.g., by the Ministry of Advanced Education. EPRC recommendations may be conditional pending official notification that other required reviews have been completed successfully without substantial changes to the program reviewed by EPRC.

Substantially Changed Program

The notice of intent for a substantially changed program should not exceed 3-4 pages, plus the completed Appendix A (at the end of this document), and include:

- The current BCCNP recognition status of the program, including when the next program review is due.
- An executive summary (1 page or less) describing the reasons for the change.
- The proposed implementation date.
- A bulleted list of what will remain the same in the program.
- A brief description of the transition plan for students currently enrolled in the program, including how they will be accommodated, as well as how any potential challenges will be managed; e.g., students who may need more time to complete courses (suggestion: a year by year table of student cohorts may be helpful).
- A brief description of the plan to evaluate the proposed changes in relation to student achievement of the BCCNP Registered Psychiatric Nurse Entry-Level Competencies, and the standards of practice.

The EPRC will determine whether the established program review schedule will stand or determine if a modified process will be required. If needed, the EPRC may request more information related to specific indicators of the BCCNP Standards and Indicators for the Recognition of Psychiatric Nursing Education Programs.

Appendix A

Complete this Appendix and include with Notice of Intent for all Substantially Changed Programs

1. There are changes to how the curriculum addresses the entry-level competencies and standards of practice, including changes in the nature and extent of learning opportunities in the curriculum.

Yes No

If yes, provide a brief summary and, where applicable, attach the following 1-2 page appendices:

- Table(s) or curriculum map(s) that compare, at a macro level, the current and proposed curricula, sequence of courses, new courses, etc.;
- A table comparing the current and proposed practice hours in both the laboratory and practice learning experience hours with clients.

2. There are changes to the learning resources to support student achievement of the entry-level competencies and standards of practice, including laboratory and program learning experiences with clients.

Yes No

If yes, provide a bulleted list of the key resources and/or supports available to implement the changes.

3. There are changes to expectations about overall student academic performance, including evaluation of student practice and policies about safe student performance.

Yes No

If yes, provide a brief summary.

4. There are other significant changes that will impact students' ability to achieve the requirements to register with BCCNP, following graduation from the program, that may include but are not limited to, a change in delivery method, program sites, program partnerships.

Yes No

If yes, provide a brief summary.