



Psychiatric Nursing Education Program Review Policies

Effective June 19, 2019

BCCNP

British Columbia
College of Nursing
Professionals



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Introduction

Purpose of this Policy

This policy sets out the British Columbia College of Nursing Professionals (BCCNP) requirements for the recognition of psychiatric nursing education programs in British Columbia (BC).

Authority

The [Health Professions Act](#) (HPA) requires that BCCNP serve and protect the public at all times and carry out its responsibilities in the public interest.

BCCNP reviews psychiatric nursing education programs in accordance with its duties and objects under the Health Professions Act (HPA), the powers of the Board under the HPA, and the authority delegated to the Education Program Review Committee (EPRC) under BCCNP's bylaws.

The Board has authority under section 19 (1) (m) of the HPA to establish conditions or requirements for registration of a person as a member of the college, including standards of academic or technical achievement and section 19 (1) (m.1) empowers the Board to specify academic or technical programs that are recognized by BCCNP as meeting those standards. The EPRC makes recommendations to the Board regarding its exercise of this authority, in accordance with BCCNP Bylaw 102 and this policy.

Board and Education Program Review Committee

BCCNP's Board has established through Bylaws, an Education Program Review Committee (EPRC), who is responsible for establishing, implementing, enforcing and evaluating the standards of education and recognizing psychiatric nursing education programs (Bylaw 102).

Following a psychiatric nursing education program review, the BCCNP Board makes a decision about program recognition based on a recommendation from the Education Program Review Committee (EPRC).

BCCNP lists recognized psychiatric nursing education programs in Schedule C of its Bylaws. Graduates of recognized programs will meet the conditions and requirements for registration established in Bylaw 248 (2) (a).

BCCNP Staff

Staff are available to provide psychiatric nursing education programs with interpretation of EPRC requirements, the BCCNP Recognition Process for Psychiatric Nursing Education Programs, the BCCNP Standards & Indicators for the Recognition of Entry-Level or Refresher Psychiatric Nursing Education Programs and the Registered Psychiatric Nurse Entry-Level Competencies.

Evaluators

BCCNP contracts a team of two evaluators that is comprised of Registered Psychiatric Nurses (RPNs) or Registered Nurses (RNs) with current and relevant expertise in psychiatric nursing education and practice. The evaluators establish a program review plan that is consistent with the timelines and activities found in the BCCNP Recognition Process for Psychiatric Nursing Education Programs. The evaluators collect information regarding the BCCNP Standards and Indicators for Recognition of Entry-Level or Refresher Nursing Education Programs and report their findings to the psychiatric nursing education program and to the EPRC.

1. Policy Definitions/Descriptions

Annual Letter is created by a psychiatric nursing education program to provide evidence of progress in meeting specific indicators of the BCCNP Standards and Indicators for the Recognition of Entry-Level or Refresher Psychiatric Nursing Education Programs that have been assessed as partially met or not met. If an annual letter is required, it will be noted in the recognition letter as a condition of recognition.

Board means the BCCNP Board.

BCCNP Recognition Process for Psychiatric Nursing Education Programs outline the steps in the recognition process including possible recognition outcomes for the psychiatric nursing education program.

BCCNP Standards of Practice are the requirements for Registered Psychiatric Nurses in all settings and domains of practice. The standards include: (1) Practice Standards, (2) Scope of Practice Standards, and (3) Professional Standards.

Chair and vice-chair mean the members of the committee or panel designated by the Board from among the committee members to act as chair and vice-chair as provided for in section 100 (2) of the Bylaws.

Curriculum means the foundational values, beliefs and concepts; program/course outcomes/goals/objectives; and overall structure, including how learning is sequenced and built upon progressively to provide the learning experiences necessary for students to achieve the Registered Psychiatric Nurse Entry-Level Competencies

Education Program Review Committee (EPRC) or “Committee” is a statutory committee of BCCNP’s Board that oversees the establishment, implementation, and evaluation of the BC Psychiatric Nursing Education Program Recognition process. EPRC makes recommendations to the Board about psychiatric nursing education program recognition. Section 102 of the BCCNP Bylaw set out the powers and duties of the EPRC.

Notice of intent (NOI) is a report submitted to EPRC by an educational institution that is proposing to offer a new psychiatric nursing education program, or an existing recognized psychiatric nursing education program that is proposing to make a substantial change

Panel means the Education Program Review Committee (EPRC) Panel provided for in Sections 107 and 108 of the BCCNP Bylaws. Members of the EPRC are appointed to Panels and exercise any power or perform any duty of the EPRC as set out in BCCNP Bylaws. All references to EPRC in policies includes Panels that carry-out the work of EPRC.

Psychiatric Nursing Education Programs includes entry-level psychiatric nursing education programs and psychiatric nursing refresher programs.

Psychiatric Nursing Education Indicators provide evidence of how well a psychiatric nursing program meets the Psychiatric Nursing Education Standards.

Psychiatric Nursing Education Standards include six (6) standards for established program reviews: (1) Administration, (2) Curriculum (3) Students, (4) Faculty, (5) Practicums, (6) Evaluation, Quality Assurance and Improvement; and applicable to new programs only (7) Establishment of New Educational Program. During a psychiatric nursing education program review, the evaluators review and evaluate these minimum requirements for recognition.

Preliminary recognition is the recognition status granted by the Board to a new or substantially changed psychiatric nursing education program that shows evidence of ability to meet the BCCNP nursing education standards before students have been admitted to and/or graduated from the program/course.

Program review is the process of evaluating a psychiatric nursing education program against the BCCNP Standards & Indicators for the Recognition of Entry-Level or Refresher Psychiatric Nursing Education Programs

Recognition is the status the Board may grant to a psychiatric nursing education program following a program review.

Recognition Decisions are set utilizing the following guidelines:

Five-Year Recognition: Programs that have met or exceeded 85% of Indicators for each of the standards 1 through 6 will be recognized for five years. Re-evaluation will take place within the fifth year.

Four-Year Recognition: Programs that have met between 75-84% of Indicators for each of the standards 1 through 6 will be recognized for four years with terms and conditions. Re-evaluation will take place within the fourth year.

Three-Year Recognition: Programs that have met between 65-74% of Indicators for each of the standards 1 through 6 will be recognized for three years with terms and conditions. Re-evaluation will take place within the third year.

Conditional Recognition (One or Two-Year Recognition): Programs that have met less than 65% of indicators for each of the standards 1 through 6 but are close to achieving each standard may be granted conditional program recognition with terms and conditions.

Non-Recognition: Programs that have met substantially less than 65% of indicators for each of the standards 1 through 6 will not be recognized.

Registered Psychiatric Nurse Entry-Level Competencies are the expected competencies for RPN practice across Canada.

Schedule C is a document attached to BCCNP's Bylaws, which lists all psychiatric nursing education programs that BCCNP currently recognizes.

Self-assessment report is created by a psychiatric nursing education program applying for recognition. The report is a document that presents evidence demonstrating the achievement of the BCCNP Standards and Indicators for the Recognition of Entry-Level or Refresher Psychiatric Nursing Education Programs. The nursing education program completes the self-assessment report and delivers it to the college no later than 30 days prior to the site visit date.

Site visit is an on-site evaluation carried out by a team of two evaluators and is a required part of all Psychiatric Nursing Education Program reviews. After reviewing the program's self-assessment report, evaluators collect and verify evidence by observing and speaking directly with those involved in the psychiatric nursing education program. The date/dates for the site visit is negotiated between the psychiatric nursing education program and BCCNP staff at least 6 months prior to the expiry of the programs recognition date.

Evaluators are Registered Psychiatric Nurses or Registered Nurses who have current and relevant expertise in psychiatric nursing education and practice. In addition, evaluators must hold practicing registration as RPNs in one of the four western provinces, have a minimum of a Masters level

preparation in education or a health related discipline and have no perceived or actual conflict of interest with the psychiatric nursing education program being reviewed.

The final report is written by the Evaluators.

Substantial change is a major change to a recognized psychiatric nursing program in one or more of the following:

- a) Campus location including moving the campus within or outside of the current municipality.
- b) An increase in the number of students beyond 10 percent of what BCCNP has currently recognized for a psychiatric nursing program at a specific campus.
- c) How the curriculum addresses the Registered Psychiatric Nurse Entry-Level Competencies and the BCCNP Standards of Practice, including changes in the nature and extent of learning opportunities in the curriculum.
- d) Learning resources and infrastructure available to support student achievement of the Registered Psychiatric Nurse Entry-Level Competencies and BCCNP Standards of Practice, including simulation resources, faculty resources and psychiatric nursing education program learning experiences with clients.
- e) Discontinuation of a psychiatric nursing education program may require a review to ascertain what plans are in place to maintain the integrity of the existing curriculum and to support students to meet the Registered Psychiatric Nurse Entry-Level Competencies and BCCNP Standards of Practice.

Supplementary evidence is information requested by the site evaluators or by BCCNP staff when sufficient evidence is not provided by the psychiatric nursing education program.

Warning to withdraw program recognition is a decision made by the Board that program recognition may be withdrawn.

2. Conflict of Interest and Confidentiality

At the beginning of every EPRC meeting, each member discloses any conflict of interest related to the psychiatric nursing education programs under review.

- 2.1 Before being offered a site evaluator position, each site evaluator is required to disclose any conflict of interest related to the psychiatric nursing education program under review. If a conflict does exist then a contract would not be offered to a potential candidate.
- 2.2 Staff give the psychiatric nursing education programs under review the opportunity to identify any conflict of interest related to site evaluators or EPRC members.
- 2.3 Staff, site evaluators and EPRC members sign confidentiality agreements. They keep all information, documents and correspondence about program reviews and decisions confidential.
- 2.4 BCCNP maintains a list of recognized psychiatric nursing education programs on its website. All other details of the review and decision remain confidential, subject to the obligations of BCCNP under the *Freedom of Information and Protection of Privacy Act*.
- 2.5 BCCNP provides the outcome of the review and executive summary to other RPN regulators in Canada.
- 2.6 If EPRC determines it is necessary in the public interest, it may disclose information, documents or

correspondence about a program to another body responsible for granting accreditation to the RPN program consistent with BCCNP Bylaws.

3. Program Reviews

- 3.1 EPRC reviews every recognized psychiatric nursing education program at least once every five years.
- 3.2 An additional psychiatric nursing education program review may be initiated by EPRC or at the request of the psychiatric nursing education program.
- 3.3 The psychiatric nursing education program review process begin a minimum of six months in advance of the psychiatric nursing education program's recognition expiry.
- 3.4 If a psychiatric nursing education program cannot meet its report submission timelines due to extenuating circumstances, it can apply to EPRC for an extension.
- 3.5 If a psychiatric nursing education program cannot complete the psychiatric nursing education program review process in time due to extenuating circumstances, the psychiatric nursing education program can apply to EPRC to recommend an extension of its recognition to the Board.
- 3.6 Psychiatric nursing education programs must use BCCNP's Registered Psychiatric Nursing Document Submission Guidelines for all self-assessment reports and annual letters submitted.

4. Psychiatric Nursing Education Standards

The following are the standards against which psychiatric nursing education programs/courses shall be reviewed and evaluated:

- a) Administration
- b) Curriculum
- c) Students
- d) Faculty
- e) Practicums
- f) Evaluation and quality assurance
- g) Establishment of a new program (applicable only to new programs only)

***Note:** For additional information please refer to the document: BCCNP Standards and Indicators for the Recognition of Entry-Level or Refresher Psychiatric Nursing Education Programs.

5. Evaluator Assessment of Psychiatric Nursing Education Standards

- 5.1 The evaluators assess each standard as being met, partially met or not met and provide a report to BCCNP staff and the EPRC.
- 5.2 A standard may be assessed as partially met or not met when deficiencies are identified in evidence regarding indicators of the standards.

- 5.3 When the evidence shows that deficiencies exist in a psychiatric nursing program or when the evidence available is uncertain, the EPRC assesses the risk to the public.
- 5.4 Annual letters are requested to monitor progress and identify deficiencies when a standard is partially met or not met.
- 5.5 When the EPRC assesses that the deficiencies identified present an imminent or future risk to the public, a recommendation with a warning attached may be made.

6. New Psychiatric Nursing Programs

- 6.1 An educational institution proposing to offer a new psychiatric nursing education program submits a notice of intent (NOI) to EPRC. Board recognition is required before the educational institution implements the new psychiatric nursing education program.
- 6.2 Psychiatric nursing education programs are to provide clear evidence of adequate clinical placements in their notice of intent.
- 6.3 The EPRC reviews the NOI and if accepted, instructs the institution to submit a self-assessment report.
- 6.4 The EPRC determines if the review should be conducted in steps over a period of years with reports and recommendations to the Board after each step.
- 6.5 If the EPRC recommends that the Board deny the psychiatric nursing education program's application for recognition and the Board declines to recognize the program, the educational institution may not submit another NOI until at least one year after the date of the EPRC's recommendation.
- 6.6 If an educational institution implements a psychiatric nursing education program before the Board recognizes it, its graduates may not meet the education requirement for registration with BCCNP.

7. Substantially Changed Psychiatric Nursing Education Programs

- 7.1 An educational institution proposing to make a substantial change to a recognized psychiatric nursing education program, submits a NOI to EPRC.
- 7.2 Board recognition is required before the psychiatric nursing education program implements the change.
- 7.3 If an educational institution implements a substantial change to their psychiatric nursing education program before the Board recognizes the program, its graduates may not meet the education requirements for registration with BCCNP.
- 7.4 Psychiatric nursing education programs must provide clear evidence of adequate clinical placements for each level in their notice of intent.
- 7.5 Upon receipt of a notice of intent about a substantial change, EPRC determines the following:
 - 7.5.1 The evidence it requires to assess the change, and

- 7.5.2 Whether it requires another psychiatric nursing education program review before the next scheduled review.
- 7.6 EPRC may require the transitioning/discontinuing psychiatric nursing education program to:
 - 7.6.1 Submit a modified self-assessment report, and/or
 - 7.6.2 Undergo a psychiatric nursing education program review to extend the length of recognition needed to enable students currently enrolled and/or for the last intake of students to graduate. The purpose of the transitioning/discontinuing psychiatric nursing education program review is to confirm that plans are in place to maintain the integrity of the existing curriculum and to support students to achieve Registered Psychiatric Nurse Entry-Level Competencies and to meet BCCNP Standards of Practice for Registered Psychiatric Nurses.

8. Psychiatric Nursing Education Program Review Process

- 8.1 The review of a psychiatric nursing education program may be initiated at the request of the educational institution or by the committee.
- 8.2 Program reviews shall be timed to prevent expiration of current recognition.
- 8.3 Following initiation of the review process, the educational institution shall comprehensively assess its psychiatric nursing education program against the BCCNP Standards and Indicators for the Recognition of Entry-Level Psychiatric Nursing Education Program and submit its findings in a self-assessment report to the College on or before the due date which is set as 30 days prior to the scheduled site visit.

9. Self-Assessment Reports & Site Visits

The review process includes submission of a self-assessment report and a site visit.

9A Self-Assessment Reports

- 9A.1 Psychiatric nursing education program submits their self-assessment report at least 30 days prior to the scheduled site visit.
- 9A.2 If the self-assessment report does not provide sufficient evidence for the Evaluators to complete their assessment of the BCCNP Standards and Indicators for the Recognition of Entry-Level Psychiatric Nursing Education Programs, BCCNP staff may give the RPN program the opportunity to submit supplementary evidence or a revised self-assessment report.
- 9A.3 In cases such as the above, BCCNP staff may reschedule the site visit, and give the psychiatric nursing education program a due date for the supplementary evidence or revised self-assessment report.
- 9A.4 If the evidence submitted in a recognized psychiatric nursing education program's revised (second) self-assessment report is not satisfactory, the EPRC:
 - a) Rejects the report;
 - b) Assesses the current and future risks the psychiatric nursing education program poses to the

- public as outlined in Section 11 of this policy; and requests a third self-assessment report; and
- c) Recommends the Board warn the psychiatric nursing education program that its recognition may be withdrawn if the revised (third) self-evaluation report does not indicate satisfactory improvement in accordance with Sections 12-14 of this policy.
- 9A.5 If the third self-assessment report of a recognized psychiatric nursing education program does not indicate satisfactory improvement, EPRC recommends the Board withdraw recognition in accordance with Sections 13 & 14 of this policy.
- 9A.6 If the evidence submitted in an unrecognized psychiatric nursing education program's second report is not satisfactory, EPRC:
- a) Rejects the second report; and
 - b) Recommends the Board deny the psychiatric nursing education program's application for recognition in accordance with Section 13 & 14 of this policy.

9B Site Visit

- 9B.1 The purpose of a site visit is to collect evidence to augment the Self-Assessment Report and/or verify evidence submitted in the program's Self-Assessment Report. Evaluators assess whether the nursing education standards and indicators are met and they make recommendations to the EPRC about recognition status.
- 9B.2 BCCNP staff provides all relevant documents to the site evaluators.
- 9B.3 Site evaluators are formally introduced to the Psychiatric Nursing Education Program Lead by BCCNP staff.
- 9B.4 Site evaluators and Program lead plan the site visit (independent of BCCNP)
- 9B.5 Program delivers self-assessment to BCCNP and site evaluators at least 30 days prior to the scheduled site visit.
- 9B.6 Following the site visit, the evaluators prepare their written report and send a draft to the Psychiatric Nursing Education Program to review for any errors or omissions and then deliver their final report to BCCNP using the Evaluator Report Template, 30 days following the site visit. BCCNP staff review the evaluators report for completeness and consistency with process and identify any issues that may need addressing prior to the EPRC meeting.
- 9B.7 The Education Program Review Committee will meet to review the report and attend a presentation and QA session by the site evaluators. The EPRC determines length of recognition and any conditions and makes the recommendation to the Board regarding program recognition.
- 9B.8 The BCCNP Board will review the recommendation and determine the recognition status of the psychiatric nursing education program.
- 9B.9 The final report of BCCNP will then be sent to the psychiatric nursing education program noting the awarded program recognition status, dates for annual reports (if required) and notice of the next review date.
- 9B.10 The outcome of the review and an executive summary will be provided to the other RPN regulators in Canada.

10. Annual Letter

- 10.1 Psychiatric nursing education programs submit an annual letter, if requested, on the date specified in the recognition letter. The annual letter only addresses the specific indicators that the evaluators assessed as incomplete or partially met.
- 10.2 As a result of the assessment of an annual letter the EPRC may:
 - 10.2.1 recommend to the board acceptance of the annual letter as having met the terms and conditions of recognition; or
- 10.3 Before rejecting an annual letter the committee may:
 - 10.3.1 Give the psychiatric nursing education program the opportunity to submit supplementary evidence of progress; or
 - 10.3.2 Negotiate a remedy and timelines for compliance that the committee recommends to the Board as sufficient for acceptance of the annual letter as having met the terms and conditions of recognition; or
 - 10.3.3 Reject the annual letter because it does not meet the terms and conditions of recognition and warning the educational institution that recognition of its psychiatric nursing education program may be withdrawn if the next review does not indicate satisfactory improvement.

11. Assessment of Risk to the Public

- 11.1 When assessing risk to the public, EPRC considers the nature and extent of the incomplete or ambiguous information submitted by the psychiatric nursing education program.
- 11.2 EPRC assesses both the imminent risk to the public and the future risk to the public.
- 11.3 EPRC considers the following factors when assessing the risk to the public:
 - 11.3.1 Specific, realistic plans presented by the program to resolve incomplete or ambiguous information;
 - 11.3.2 Psychiatric nursing education program/institution strengths that may mitigate risk to the public;
 - 11.3.3 Evidence that the educational institution understands the information required, and is planning for satisfactory improvements; and
 - 11.3.4 Evidence of a pattern that incomplete or ambiguous information identified during previous psychiatric nursing education program reviews is still not being addressed satisfactorily.

12. Warning to Withdraw Psychiatric Nursing Education Program Recognition

- 12.1 When EPRC has assessed that there is a risk to the public, it may recommend the Board issues a warning to withdraw psychiatric nursing education program recognition. In such cases, the length of the warning period will be determined in accordance with the guidelines set out below.

- 12.2 When recommending a warning, EPRC considers:
 - 12.2.1 Fairness to students enrolled in the psychiatric nursing education program.
 - 12.2.2 The impact on students' ability to complete the psychiatric nursing education program and become eligible for registration.
 - 12.2.3 The time needed for students enrolled in the psychiatric nursing education program to graduate.
 - 12.2.4 The time needed to allow the psychiatric nursing education program a reasonable opportunity to demonstrate satisfactory resolution of the incomplete or ambiguous information, without risking the students' success or ability to meet the RPN Entry Level Competencies.

13. Action on EPRC Recommendations

- 13.1 When no change to Schedule C is required, the Chief Executive Officer/Registrar may act on recommendations from EPRC on behalf of the Board. The Chief Executive Officer/Registrar reports to the Board the actions taken on its behalf.
- 13.2 When a change to Schedule C is required, the Board must approve EPRC recommendations.
- 13.3 An EPRC recommendation to warn withdrawal of recognition places a psychiatric nursing education program's recognition status in jeopardy and requires Board approval.
- 13.4 Staff communicate EPRC recommendations and Board decisions to the president of the educational institution.

14. Board Decisions

- 14.1 After considering EPRC recommendations about a new or substantially changed psychiatric nursing education program, the Board may:
 - 14.1.1 Give recognition for up to five years subject to any conditions the Board may determine;
 - 14.1.2 Give recognition on conditions designed to correct incomplete or ambiguous information and warn the educational institution that recognition of its psychiatric nursing education program may be withdrawn if the next review does not indicate satisfactory improvement; or
 - 14.1.3 Decline to recognize, or withdraw recognition, if the recognition requirements have not been met.
- 14.2 If a dispute arises as to whether a change to a psychiatric nursing education program is considered a substantial change or a new psychiatric nursing education program review, the question is referred to the Board whose decision is final.
- 14.3 After considering EPRC recommendations about a recognized psychiatric nursing education program, the Board may:
 - 14.3.1 Give recognition of no longer than five years, subject to any conditions the Board may determine;

- 14.3.2 Give recognition to the psychiatric nursing education program on conditions designed to correct the incomplete or ambiguous information and warn the psychiatric nursing education program that recognition may be withdrawn if the next review does not indicate satisfactory improvement; or
- 14.3.3 Withdraw recognition if the conditions of recognition have not been met and a warning was given at the time of the last review or interim report.
- 14.4 Where both EPRC and the psychiatric nursing education program consent, the Board may vary a decision previously made.

References

- BCCNP Bylaws
(current)
| 235 pages | 1.5 MB |
- BCCNP Recognition Process for Psychiatric Nursing Education Programs
| 2 pages | 131 KB |
- BCCNP Standards & Indicators for the Recognition of Entry-Level Psychiatric Nursing Education Programs
| 13 pages | 246 KB |
- Freedom of Information and Protection of Privacy Act.
- Guidelines for Education Requirements
| 1 page | 1 MB |
- Health Professions Act (RSBC 1996) Chapter 183
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96183_01