



# Board of Nursing

*Wes Moore, Governor · Aruna Miller, Lt. Governor · Laura Herrera Scott, M.D., M.P.H., Secretary*

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Dear Refresher Course / Preceptorship Program Coordinator,

Enclosed you will find the Nursing Refresher/Preceptorship Program Initial/Renewal Application. It is important that all instructions within the application are adhered to, and documents are assembled and submitted in the numerical order outlined below.

This application is developed in accordance with the Code of Maryland Regulations (COMAR). More specifically, COMAR 10.27.01.16 Refresher Course and Preceptorship Requirements. It is mandatory that all the requirements, along with the necessary supporting evidence, in this regulation are included in the application packet, for your program to be eligible to be considered for approval/renewal by the Board.

1. Cover letter
2. Completed Application
3. Statement of Maryland Higher Education Commission (MHEC) Approval/  
Waiver
4. Faculty Resumes
5. Copy of Faculty Maryland License(s)
6. Faculty Job Description and Policy Statement regarding Job Responsibilities
7. Preceptor programs only : list all preceptors including specialty, license #  
and expiration date, and resume
8. Description of Education facility and training equipment
9. Written Agreement(s) for Clinical Facility
10. Description of Instructional Materials
11. Curriculum Outline with Pages Numbered
12. Course Schedule noting Number of Hours in Class/Clinical
13. Clinical competencies list
14. Student Evaluation Criteria
15. Final Examination
16. Program Evaluation Plan
17. Certificate of Completion

**Return to:**  
**Education and Examination Division**  
**Maryland Board of Nursing**  
**4140 Patterson Avenue**  
**Baltimore, MD 21215-2254**  
[mbon.educationprograms@maryland.gov](mailto:mbon.educationprograms@maryland.gov)

**MARYLAND BOARD OF NURSING**  
**NURSING REFRESHER/ PRECEPTORSHIP PROGRAM**  
**APPLICATION FOR APPROVAL**

Code of Maryland Regulations  
*(COMAR 10.27.01.16)*

Type of Request <i>(Check all boxes that apply)</i> <div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="width: 25%;">New Program</div> <div style="width: 25%;">Program Renewal</div> <div style="width: 25%;">Change in Existing Program</div> </div> <div style="display: flex; justify-content: space-between; padding: 5px;"> <div style="width: 25%;">PN Refresher</div> <div style="width: 25%;">PN Preceptorship</div> <div style="width: 25%;">RN Preceptorship</div> <div style="width: 25%;">RN Refresher</div> </div>	Date Filed
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**I. PROGRAM INFORMATION**

1. Name of Program Provider

2. Address of Program Provider

Street

City

State

Zip

3. Name of Point of Contact

4. Point of Contact Information

Email

Telephone

Fax

5. Name of Program Coordinator/Director

6. Program Coordinator/Director Contact Information

Email

Telephone

Fax

7. Signature of Program Coordinator/Director

**I.****PROGRAM INFORMATION (continued)**

1. Is this course offered only to students who have a renewed inactive Maryland license, or if the nurse was never licensed in Maryland, a Temporary Maryland license based on a current, active license in another state?
2. Has this Program received approval or waiver by MHEC?  
*A copy of the college catalog or MHEC approval or waiver must accompany this application.*
3. Program Code from MHEC, if applicable:
4. Does the institution offering the training program have appropriate accreditation by Middle States and MHEC, the Office of Health Care Quality, or Joint Commission on Accreditation of Healthcare Organizations?
5. Does this program accept any students who pay their own tuition?

**II.****CURRICULUM 10.27.01.16.B**

1. Does your registered nurse preceptorship curriculum or registered nurse refresher course curriculum include:
  - a. a minimum of 80 theory hours, 60 clinical hours, and 8 hours of a classroom laboratory training before the on-site clinical experience?
  - b. the following content areas (provide the page numbers in the chart below where the content areas are found)?

<i>The nursing process</i>	
<i>Management and delegation of patient care</i>	
<i>Documentation and information management</i>	
<i>Pharmacology, including calculation</i>	
<i>Nursing care of patients with alterations in body systems</i>	
<i>Emergency procedures</i>	
<i>Disaster response</i>	
<i>Professional responsibilities</i>	
<i>Trends in nursing and the health care system</i>	
<i>Legal aspects of nursing</i>	
<i>Development and initiation of patient and community health education</i>	

**II.****CURRICULUM (continued) 10.27.01.16.C**

2. Does your practical nurse preceptorship curriculum or practical nurse refresher course curriculum include:
  - a. a minimum of 60 theory hours, 60 on-site clinical hours, and 8 hours of a classroom laboratory training before the on-site clinical experience?
  - b. the following content areas (provide the page numbers in the chart below where the content areas are found)?

<i>The nursing process with the licensed practical nurse as a contributor</i>	
<i>Provision and delegation of patient care under the supervision of a registered nurse</i>	
<i>Documentation and information management</i>	
<i>Pharmacology, including calculations</i>	
<i>Nursing care of patients with common health problems</i>	
<i>Emergency procedures</i>	
<i>Disaster response</i>	
<i>Professional responsibilities</i>	
<i>Trends in nursing</i>	
<i>Legal aspects of nursing</i>	
<i>Contribution to patient health teaching</i>	

**III.****CURRICULUM MATERIALS 10.27.01.16.D**

1. Is the organization and utilization of curriculum materials based on accepted educational principles?

**IV.****FACULTY QUALIFICATIONS 10.27.01.16.E**

1. Is each faculty member a registered nurse as defined in Health Occupations Article, §8-101, Annotated Code of Maryland?
2. Does each faculty member possess a baccalaureate degree in nursing?
3. Does each faculty member have a minimum of 3 years of clinical and teaching experience?

**V.****FACULTY 10.27.01.16.F**

1. Does your faculty participate in the planning, implementation, evaluation, and revision of the educational program?
2. Does your faculty participate in the selection and evaluation of the clinical facilities used to achieve program objectives?
3. Does your faculty participate in the development and utilization of written examinations to measure achievement of program objectives?
4. Does your faculty participate in the development and utilization of an evaluation tool to measure achievement of clinical competencies?
5. Are the clinical competencies based upon the registered nurse and licensed practical nurse standards of practice?
6. Is there a mechanism for student evaluation of the course?

**List all Nursing Faculty: <sup>1</sup>**

Program Coordinator     Class Instructor     Clinical Instructor  
*(Check all boxes that apply)*

**Name/License Number**

Program Coordinator     Class Instructor     Clinical Instructor  
*Check all boxes that apply)*

**Name/License Number**

Program Coordinator     Class Instructor     Clinical Instructor  
*(Check all boxes that apply)*

**Name/License Number**

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<sup>1</sup> Attach Addenda: If there are more than three faculty members. Include copies of faculty resume(s), Maryland RN license(s), and Job Description and Policy Statement Describing Responsibilities of each faculty member. If applicable, a list of your Adjunct Faculty. List anyone who teaches this Refresher Course for whom you have not attached a Faculty Resume and describe his or her role.

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**VI. THEORETICAL INSTRUCTION 10.27.01.16.G**

1. Did students complete theoretical instruction either before or concurrent with clinical instruction?

**VII. COMPLETION OF PROGRAM REQUIREMENTS 10.27.01.16.H**

1. Did students complete all program requirements, including required clinical hours within 12 months of the starting date of the refresher program or preceptorship program?
2. How many students completed your course in the past year?

**VIII. CLINICAL FACILITY 10.27.01.16.I**

1. Does the clinical facility provide sufficient opportunities to meet the learning objectives of the refresher program or preceptorship program?<sup>2</sup>

Name/Location of Classroom Facility	Name/Location of Clinical Facility:

**IX. FACULTY/STUDENT RATIO 10.27.01.16.J**

1. Does the faculty/student ratio exceed 1:10 in the clinical area?
2. What is the faculty/student ratio?

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<sup>2</sup> Attach Addendum if more than three locations are used.

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## **COMAR 10.27.01.16. Refresher Course and Preceptorship Requirements**

A. Refresher courses and preceptor programs, as defined in Regulation .01B of this chapter, shall be approved by the Board before their implementation and at least every 5 years after that.

B. The registered nurse curriculum shall:

(1) Have a minimum of 80 theory hours, 60 clinical hours, and 8 hours of a classroom laboratory training before the on-site clinical experience;

(2) Include the following content areas:

(a) The nursing process;

(b) Management and delegation of patient care;

(c) Documentation and information management;

(d) Pharmacology, including calculation;

(e) Nursing care of patients with alterations in body systems;

(f) Emergency procedures;

(g) Disaster response; and

(h) Professional responsibilities, which include, but are not limited to, the following:

(i) Trends in nursing and the health care system;

(ii) Legal aspects of nursing; and

(iii) Development and initiation of patient and community health education.

C. The practical nurse curriculum shall:

(1) Have a minimum of 60 theory hours, 60 on-site clinical hours, and 8 hours of a classroom laboratory training before the on-site clinical experience;

(2) Include the following content areas:

(a) The nursing process with the licensed practical nurse as a contributor;



- (b) Provision and delegation of patient care under the supervision of a registered nurse;
- (c) Documentation and information management;
- (d) Pharmacology, including calculations;
- (e) Nursing care of patients with common health problems;
- (f) Emergency procedures;
- (g) Disaster response; and
- (h) Professional responsibilities, which include, but are not limited to, the following:
  - (i) Trends in nursing;
  - (ii) Legal aspects of nursing; and
  - (iii) Contribution to patient health teaching.

D. The organization and utilization of curriculum materials shall be based on accepted educational principles.

E. Faculty Qualifications.

(1) Faculty shall:

(a) Be a registered nurse as defined in Health Occupations Article, §8-101, Annotated Code of Maryland; and

(b) Have a baccalaureate degree in nursing.

(2) A minimum of 3 years of clinical and teaching experience is recommended.

F. Faculty shall:

(1) Plan, implement, evaluate, and revise the educational program.

(2) Select and evaluate clinical facilities used to achieve program objectives.

(3) Develop and utilize:

(a) Written examinations to measure achievement of program objectives.





(b) An evaluation tool to measure achievement of clinical competencies. The clinical competencies shall be based upon the registered nurse and licensed practical nurse standards of practice.

(c) A mechanism for student evaluation of the course.

G. Students shall complete theoretical instruction either before or concurrent with clinical instruction.

H. All program requirements including required clinical hours shall be completed within 12 months of the starting date of the refresher course.

I. Clinical facilities shall provide sufficient opportunities to meet the learning objectives of the refresher course.

J. The faculty/student ratio may not exceed 1:10 in the clinical area.