

Education Program Review Policies

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Introduction

The [*Health Professions Act*](#) (HPA) is the provincial statute that guides the work of the British Columbia College of Nurses and Midwives (BCCNM or the college). The HPA requires that BCCNM serve and protect the public at all times and carry out its responsibilities in the public interest. BCCNM reviews education programs¹ in furtherance of one of the objects of an *HPA* college, as set out in *HPA* section 16 (2) (c): “to establish the conditions or requirements for registration of a person as a member of the college”. *HPA* section 19 (1) (m) authorizes the Board to establish in bylaws the conditions or requirements for registration including standards of academic or technical achievement. *HPA* section 19 (1) (m.1) authorizes the Board to specify in bylaws the academic or technical programs that are recognized by the college as meeting a standard established under 19 (1) (m) (i).

Decisions about program recognition are made by the Board following a review and recommendation to the Board by the Education Program Review Committee or Deputy Registrar. Graduates of BCCNM-recognized programs are eligible to proceed in the registration process with BCCNM.

BCCNM-recognized programs are listed in Schedules B-F of the BCCNM Bylaws:

- Schedule B – Recognized Practical Nursing Education Programs
- Schedule C – Recognized Psychiatric Nursing Education Programs
- Schedule D – Recognized Registered Nursing Education Programs
- Schedule E – Recognized Nurse Practitioner Education Programs
- Schedule F – Recognized Midwifery Education Programs

Further information about BCCNM education program review is available at epr@bccnm.ca.

¹ All references to education programs include entry-level education programs including refresher, re-entry, and bridging programs and qualifying courses recognized by BCCNM

1. Definitions

BCCNM Standards of Practice means standards, limits or conditions for the practice of a designated health profession by registrants, established in accordance with section 19(1)(k) or (1.1) of the Health Professions Act. They apply across all settings and domains of practice. For all nursing designations, the Standards of Practice are comprised of: (1) Professional Standards (and Code of Ethics for RPNs only), (2) Practice Standards, and (3) Scope of Practice Standards. For midwives, the Standards of Practice are comprised of (1) Standards of Practice, (2) Code of Ethics, and (3) Midwifery Scope and Model of Practice.

Board means the BCCNM Board, BCCNM's governing body.

Chair and **vice-chair** mean the members of the EPRC designated by the Board from among the EPRC members to serve as chair and vice-chairs as provided for in the BCCNM Bylaws.

Competencies means entry-level competencies applicable to the program being reviewed.

Course² means a qualifying course that prepares graduates for registration when the entry-level education program they completed outside B.C. is not equivalent to a recognized entry-level education program in B.C.

Curriculum means the foundational values, beliefs and concepts; program or 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 competencies and the BCCNM Standards of Practice for the applicable designation.

Deputy Registrar means the Executive Director and Deputy Registrar of Education, Policy & Practice or another member of the BCCNM senior staff holding responsibility for education program review, or a person acting in such a position.

Discontinuing education program means an education program in which the last class of students has been admitted or the date for the last student intake has been established.

Education program or **program** means programs or courses of academic or technical education offered as qualifying their graduates to meet a condition or requirement established in BCCNM Bylaws Part 5 [Registration] for (a) registration with the college to practice one or more of the designated health professions of practical nursing, psychiatric nursing, nursing, or midwifery.

Education programs include:

- a. an entry-level education program that prepares graduates for initial registration with BCCNM as a licensed practical nurse, nurse practitioner, registered midwife, registered nurse, or registered psychiatric nurse; or
- b. a re-entry, bridging or refresher program that prepares graduates who do not have practicing registration in Canada (Internationally Educated Nurse or Midwife or Canadian Educated Nurse or Midwife) to become eligible to proceed in the BCCNM registration process.

² Certified Practices education course approval policies and guidelines can be found on the [BCCNM website](#).

Education program review guidelines are provided by BCCNM for programs/courses preparing for review. The guidelines supplement the Education Program Review Policies by describing required processes, formatting and use of required templates for the purpose of facilitating the program review.

Education Program Review Committee or **EPRC** or **committee** means the committee established by the Board in the BCCNM Bylaws that conducts reviews of new and established education programs and courses. The EPRC makes recommendations to the Board about education program recognition. The BCCNM Bylaws set out the powers and duties of the EPRC.

Education Standards or **Standards** means the Education Standards that are the minimum requirements that programs must meet for recognition. They are set by the BCCNM Board. The Indicators of each Education Standard provide specific criteria for meeting the Education Standards. The EPRC reviews programs based on the evidence submitted for each Indicator of the Education Standards.

Established program is a BCCNM-recognized education program that has completed its phase-three program review per section 6.6.

Interim report means a report created by a program to provide evidence of progress in meeting specific indicators of the Standards. If required, the need for an interim report is noted in the program recognition letter as a condition of recognition.

New program means a program that is new to the educational institution offering the program and is not currently recognized by BCCNM.

Notice of Intent or **NOI** means a request submitted to the EPRC by an educational institution that is proposing to offer a new education program, or by an existing recognized education program that is proposing to make a substantial change.

Panel means a Panel of the EPRC established in accordance with the BCCNM Bylaws. Members of the EPRC are appointed to Panels and exercise any power or perform any duty of the EPRC as set out in BCCNM Bylaws. All references to the EPRC in this Policy includes Panels that carry out the work of the EPRC.

Practical Nursing Program Provincial Curriculum means the standard provincial curriculum set out by the Ministry of Advanced Education, Skills and Training which all practical nursing education programs must use and follow. There are two types of practical nursing programs in BC – an [Access](#) program and a [Generic](#) program; each has its own curriculum.

Preliminary recognition means the recognition status granted by the Board to a new education program that shows evidence of ability to meet the Education Standards before students have been admitted to the program.

Recognition means the status granted by the Board to an education program that meets the standards of academic or technical achievement and the qualifications required for graduates to

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proceed in the BCCNM registration process for a licensed practical nurse, nurse practitioner, registered midwife, registered nurse, or registered psychiatric nurse.

Schedules B-F means the schedules in the BCCNM Bylaws that list all education programs that BCCNM currently recognizes.

Self-Evaluation Report means a report of the evidence and findings of an educational institution's comprehensive assessment of its education program against the BCCNM Education Standards and Indicators. The Self-Evaluation Report is submitted following initiation of the education program review process and presents evidence demonstrating achievement of the BCCNM Education Standards and Indicators.

Site visit means an on-site or virtual visit that may be required as part of a program review. The purpose of a site visit is to collect evidence to augment the self-evaluation report and/or verify evidence.

Site visitors means subject matter experts with education and experience in curriculum development and implementation, or program evaluation, in nursing/midwifery education; and/or nursing/midwifery practice experience with graduates from the kind of program being reviewed. Site visitors may include individuals contracted by BCCNM and/or BCCNM staff.

Site Visit Report means a report written by the site visitors and conveys the findings of the site visit.

Supplementary evidence means information requested by the EPRC or BCCNM staff when the evidence provided by an education program is not sufficient to complete the assessment of the Education Standards and Indicators.

Warning of withdrawal of program recognition means a warning issued by the Board to an educational institution that its program recognition may be withdrawn if certain terms and conditions of program recognition are not met within a specific timeframe.

Withdrawal of program recognition means the process followed by the Board to amend the BCCNM Bylaws by removing a program from a Schedule of recognized education programs.

2. Education Program Review Committee

- 2.1 Per the BCCNM Bylaws, all members of the EPRC are appointed by the Board, and the EPRC consists of not fewer than nine members, of whom not less than one-third must be public representatives.³
- 2.2 The BCCNM Bylaws set out the powers and duties of the EPRC including but not limited to: 1) conducting reviews of education programs not yet recognized by the college for the purposes of registration; and 2) conducting reviews of education programs recognized by the college for the purposes of registration.
- 2.3 The EPRC reports to the Board and makes recommendations regarding new and established programs including preliminary recognition, recognition length, any terms and conditions of recognition, and amendments to Schedules B-F.

3. Conflict of Interest

- 3.1 The EPRC and staff shall examine on a case-by-case basis any conflicts of interest at the outset and throughout the process of each program review. Each individual shall disclose, for examination and decision before a program review commences and at any time during the review, any actual or perceived conflict of interest arising for an individual who is to be involved in that program review.
- 3.2 Representatives of programs being reviewed shall have the opportunity to bring to the attention of the EPRC or BCCNM staff any alleged conflicts of interest arising for site visitors, committee members, BCCNM staff or subject matter experts who are, or are to be, involved in the program review. The EPRC or BCCNM staff shall examine and decide on a case-by-case basis any such alleged conflicts of interest as they arise.

4. Confidentiality and Disclosure of Education Program Information

- 4.1 *HPA* section 53 requires that a person must preserve confidentiality with respect to all matters or things that come to the person's knowledge while exercising a power or performing a duty under the *HPA* unless disclosure is (a) necessary to exercise the power or to perform the duty, or (b) authorized as being in the public interest by the Board. Under section 21 of the *Freedom of Information and Protection of Privacy Act*, BCCNM must withhold certain third-party information from FOI requests (unless the third-party consents to disclosure). Pursuant to these provisions, all information, documents and correspondence about program reviews shall be kept confidential by BCCNM and shall not be disclosed to third parties except as follows:

³ Further information about the composition of the Education Program Review Committee is available on the BCCNM website.

- a. Under section 75 of the BCCNM Bylaws, the Registrar/Chief Executive Officer may disclose any information obtained about education programs through education program review-related activities to the provincial government.
- b. A list of currently recognized programs/courses is made public by BCCNM through the BCCNM Bylaws. Program recognition information regarding recognition length shall be publicly available on the BCCNM website.
- c. BCCNM provides the outcome of psychiatric nursing education program reviews and an executive summary to other RPN regulators in Canada.
- d. Information collected from or about educational institutions and education programs may be disclosed by BCCNM to its site visitors, subject matter experts and other contractors who are legally bound to meet the same confidentiality requirements as apply to BCCNM.
- e. Information may be disclosed as otherwise required or authorized by law, including without limitation under the *HPA* and the *Freedom of Information and Protection of Privacy Act*.

5. Assessment of the BCCNM Education Standards and Indicators

- 5.1 To be recognized by BCCNM and maintain recognition status, education programs must meet the minimum Education Standards and Indicators approved by the Board, as applicable to the program being reviewed⁴.

Practical Nurse Education Standards and Indicators	3 Standards – 22 Indicators
Registered Nurse/Nurse Practitioner Education Standards and Indicators	3 Standards – 21 Indicators
Psychiatric Nurse Education Standards and Indicators	6 Standards – 55 Indicators 7 th Standard – new programs
Midwifery Education Standards and Indicators	4 Standards – 23 Indicators

- 5.2 Education programs are assessed against the BCCNM Education Standards and Indicators. Evidence is provided in a self-evaluation report that is reviewed and evaluated against those

⁴ Education Standards and Indicators for each designation are available on the [BCCNM website](#) or by contacting epr@bccnm.ca.

Standards and Indicators. Additional guidelines for education programs providing evidence of the Standards and Indicators are provided by BCCNM staff.

- 5.3 The minimum expectations for recognition are that the education program:
- a. Provides evidence of meeting the Standards and Indicators that BCCNM has set out for their respective nurse or midwifery education program; and
 - b. Prepares graduates that meet entry-level competencies and BCCNM Standards of Practice required for registration in their respective nurse or midwifery fields.
- 5.4 BCCNM only reviews practical nursing education programs that follow the Practical Nursing Program Provincial Curriculum set out by the B.C. Ministry of Advanced Education, Skills and Training.
- 5.5 Recommendations to the Board regarding recognition length and conditions, if any, are made based on the outcome of assessment of the Education Standards and Indicators.
- 5.6 An Education Standard is assessed as *met* when all Indicators of the Standard are complete. An Education Standard is assessed as *partially met* or *unmet* when any Indicators of the Standard are incomplete.
- 5.7 When a Standard is assessed as partially met or unmet, the evidence shows that deficiencies exist in indicators of the Standard, or when the evidence available is uncertain or ambiguous, an assessment of the risk to the public is conducted in accordance with section 12.0.
- 5.8 When the deficiencies identified present an imminent and/or future risk to the public, a recommendation with a warning attached may be made, as provided for in section 14.0.

6. New Education Programs

- 6.1 An educational institution proposing to offer a new education program must obtain Board recognition of the program prior to admitting students.
- 6.2 If an educational institution admits students to a new program before it is reviewed by BCCNM and recognized by the Board, the educational institution cannot assume that the graduates of the program will be eligible for registration with BCCNM.
- 6.3 An educational institution must use the BCCNM template to submit a Notice of Intent to the EPRC.
- 6.4 Upon receipt of an NOI about a new education program, the EPRC:
- a. determines the appropriate form of review and the extent to which the Education Standards can be applied to the program;
 - b. determines if the review should be conducted in phases over a period of years with reports and recommendations to the Board after each phase;
 - c. determines if any phase in the review process is unnecessary or may be modified to suit the circumstances; and

- d. conducts the review as so determined and sends to the Board its report and recommendations with respect to the recognition of the new program.
- 6.5 Board recognition of a new program may take up to one year due to process requirements.
- 6.6 A new program review is normally conducted in three phases:
 - a. A Phase One review is conducted before the new program begins.
 - b. A Phase Two review focuses on evidence of student progress toward achievement of the competencies and Standards of Practice after students are enrolled and have completed part of the program.
 - c. A Phase Three review is a comprehensive review and focuses on all BCCNM Education Standards and Indicators.
- 6.7 An established out-of-province midwifery programs applying for initial recognition with BCCNM may request a Phase Three review.
- 6.8 The length of recognition recommended as a result of a phased-in review (set in section 6.6) will be less than the maximum provided for in section 13.0. The maximum length of recognition may be recommended only after a Phase Three comprehensive review.
- 6.9 If the Phase One Self-Evaluation Report does not provide sufficient evidence to complete the assessment of Education Standards and Indicators or if any Standard is assessed as partially met or unmet, a program may be provided the opportunity to submit 1) supplementary evidence or 2) a revised Self-Evaluation Report. If the supplementary evidence or revised Self-Evaluation Report again does not provide sufficient evidence to complete the assessment of Education Standards and Indicators or if any Standard is again assessed as partially met or unmet, the EPRC may recommend the Board deny the education program's application for recognition.
- 6.10 If the EPRC recommends that the Board deny the education program's application for recognition and the Board declines to recognize the new program, the educational institution may not submit, and BCCNM will not accept or consider, another NOI for the proposed new program until at least one year after the date of the Board's decision.

7. Substantially Changed Education Programs

- 7.1 An educational institution proposing to make a substantial change to a recognized program is responsible for notifying BCCNM in writing of any proposed substantial change to the program. An educational institution is expected to obtain Board recognition of the substantial change prior to implementing the substantial change.
- 7.2 If an educational institution makes a substantial change before it is reviewed by BCCNM and recognized by the Board, the educational institution cannot assume that the graduates of the program will be eligible for registration with BCCNM.

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- 7.3 An educational institution must use the BCCNM template to submit a Notice of Intent for a substantial change.
- 7.4 Upon receipt of an NOI about a substantial change, BCCNM staff conduct a preliminary review and determines what additional evidence the EPRC may required to assess the change. The EPRC determines whether any further review is required before the next scheduled review.
- 7.5 Substantial change means the revision of a recognized education program which includes a major change, rather than a formative modification, in one or more of the following:
 - a. how the curriculum addresses the competencies and the BCCNM Standards of Practice, including changes in the nature and extent of learning opportunities in the curriculum;
 - b. learning resources and infrastructure to support student achievement of the competencies and the BCCNM Standards of Practice, including laboratory, simulation or faculty resources and program learning experiences with clients;
 - c. expectations about overall student academic performance, including evaluation of student practice and policies about safe student performance;
 - d. campus location including moving the campus within or outside of the current municipality;
 - e. development of a partnership to offer the program collaboratively with another educational institution;
 - f. change (increase or decrease) in the number of students beyond 10 percent of what BCCNM has currently recognized for a program;
 - g. changes to admission requirements or program completion requirements;
 - h. any other significant change that will or may impact on the ability of the students to achieve the requirements to proceed in the registration process with BCCNM following graduation from the program.

8. Discontinuing an Education Program

- 8.1 An educational institution must submit in writing its intent to discontinue a BCCNM recognized education program.
- 8.2 A modified Self-Evaluation Report may be required for a program being discontinued. A discontinuing program review may be required to extend the length of recognition needed to enable students currently enrolled and/or the last intake of students to graduate from a recognized program.
- 8.3 The purpose of the discontinuing program review is to ascertain that plans are in place to maintain the integrity of the existing curriculum and to support students to achieve the competencies and BCCNM Standards of Practice until the program is phased out.

- 8.4 A recommendation from the EPRC to the Board is required to remove a discontinued program from the relevant schedule in the BCCNM Bylaws.

9. Program Review Process – Self-Evaluation Report

- 9.1 The review of an education program may be initiated at the request of the educational institution or, in the case of a recognized education program, by the EPRC.
- 9.2 Each program is reviewed and recognized as an individual entity. If an educational institution has multiple programs or program locations, each program or program location will be reviewed and recognized independently.
- 9.3 Program reviews shall be timed with the intent that they will be completed prior to expiration of current recognition to ensure there is not an unjustifiable break in recognition.
- 9.4 Following initiation of the review process, the educational institution shall comprehensively assess its education program against the Education Standards and Indicators relevant to the designation and submit its findings in a Self-Evaluation Report to BCCNM on or before the due date established by BCCNM. The self-evaluation report shall adhere to the guidelines developed by BCCNM.
- 9.5 If the Self-Evaluation Report does not provide sufficient evidence to complete the assessment of Education Standards and Indicators, a program may be provided the opportunity to submit either 1) supplementary evidence; or 2) a revised Self-Evaluation Report.
- 9.6 The chair, in consultation with the Deputy Registrar, may direct that BCCNM staff and/or subject matter experts contracted by BCCNM conduct the assessment of the Self-Evaluation Report, the Supplementary Evidence Report, the Site Visitor's Report, Interim Reports or other program review documents and prepare a report on the findings of the assessment for the EPRC.

10. Program Review Process – Site Visit

- 10.1 An on-site or virtual site visit may be made to any location at which the educational institution is offering the program that is under review.
- 10.2 The need for a site visit may be determined based on: 1) the previous review and stipulation in the last Board decision about recognition of the program and the next scheduled review, or 2) assessment of the Self-Evaluation Report submitted during the current program review.
- 10.3 The purpose of a site visit is to collect evidence to augment the Self-Evaluation Report and/or verify evidence based on the Education Standards and Indicators.
- 10.4 During a site visit, site visitors do not assess whether the Education Standards are met or Indicators are complete and they do not make recommendations to the EPRC about recognition status.

- 10.5 For program reviews requiring a site visit as determined under this Policy, BCCNM staff shall meet with and instruct the site visit team retained by BCCNM as part of the preliminary review of the Self-Evaluation Report.
- 10.6 The EPRC or BCCNM staff may discuss the site visit team report with one or more of the site visitors.
- 10.7 Despite anything else in section 10.0, effective on and after April 24, 2020 and at the discretion of the EPRC, a site visit may be conducted virtually, deferred to a later date, or may not be required to complete the review. This temporary site visit policy is in response to the COVID-19 pandemic and will be in effect until such time as the B.C. Provincial Health Officer's notice under the *Public Health Act* of the COVID-19 emergency is rescinded or until the BCCNM Board rescinds this temporary site visit policy, whichever occurs first.
- 10.7.1 If the assessment of the evidence submitted in an established BCCNM-recognized education program's Self-Evaluation Report indicates that all the Education Standards are met, the EPRC may:
- a. direct that a site visit be conducted virtually;
 - b. recommend to the Board an extension of program recognition or program recognition with conditions until such time as a site visit can be conducted; or
 - c. conclude a site visit is not required to complete the program review and recommend to the Board recognition up to the maximum length otherwise provided for in this Policy.
- 10.7.2 If the assessment of evidence submitted in an established BCCNM-recognized education program's Self-Evaluation Report indicates that any of the Education Standards are partially met or unmet, the EPRC may:
- a. direct that a site visit be conducted virtually; or
 - b. recommend to the Board an extension of program recognition or program recognition with conditions until such time as a site visit can be conducted.

11. Modified Review Process for Programs with External Accreditation

- 11.1 BCCNM may modify the education review process for education programs that have undergone an external accreditation with either: 1) Canadian Association of Schools of Nursing; or 2) Canadian Association for Midwifery Education.
- 11.2 Educational institutions may request to participate in a modified review process if they have been awarded external accreditation within the last two years or are currently undergoing external accreditation.

- 11.3 Subject to section 11.4, if assessed as eligible by BCCNM staff to participate in the modified review process, education programs are not required to submit evidence of meeting indicators of the Education Standards that have been determined as fully assessed during the external accreditation.
- 11.4 All education programs shall submit evidence of certain Indicators of the Education Standards. These required Indicators are determined by EPRC and provided in program review guidelines that are reviewed regularly by EPRC.
- 11.5 When requested by an educational institution, the EPRC may recommend to the Board an extension to recognition of a program for up to two years to harmonize the timing of the BCCNM review and accreditation.
- 11.6 Educational institutions offering a program previously awarded external accreditation may submit a request to participate in a modified review process and such request shall include official written evidence of the external accreditation status including the accreditation body's decision and recommendations⁵.
- 11.7 The EPRC shall decide whether an externally accredited program is eligible to participate in a modified review on a case-by-case basis upon assessment of the accreditation decision including rationale and the relevance of any recommendations to the Education Standards.
- 11.7.1 The EPRC shall decide whether the program is eligible to participate in a modified review on a case-by-case basis upon assessment of the evidence presented about specific plans underway with the external accreditation agency to undergo accreditation.
- 11.7.2 The EPRC shall decide upon its final recommendation to the Board after it has assessed official evidence of the outcome of external accreditation agency submitted by the education program.
- 11.8 The EPRC shall decide on a case-by-case basis whether a site visit is required for a program participating in a modified review process.

12. Assessment of Risk to the Public

- 12.1 When deficiencies in the Education Standards and Indicators are identified, an assessment of the risk to the public posed by the deficiencies is conducted.
- 12.2 When assessing risk to the public, consideration is given to the nature and extent of the deficiencies assessed in the indicators of the Education Standards.
- 12.3 In assessing whether the deficiencies present an imminent or future risk to the public, consideration will be given to the following factors:

⁵ In this context the term *recommendations* is equivalent to the BCCNM use of the phrase, *terms and conditions*, i.e., they are a condition of accreditation.

- a. specific, realistic plans presented by the program to correct the deficiencies;
- b. the strengths of the program that mitigate any risks to the public;
- c. evidence that the educational institution is acting in an accountable manner regarding the deficiencies and planning for satisfactory improvements;
- d. evidence of any pattern over time that deficiencies identified during previous reviews are not being addressed satisfactorily; and
- e. the nature, impact and likelihood of any harm to the public that may result from these deficiencies.

13. Recommendations to the Board

- 13.0.1 Decisions about program recognition are made by the Board following a review and recommendation to the Board by the EPRC.
- 13.0.2 The EPRC or the Deputy Registrar may discuss its or their assessment and tentative recommendation with representatives of the affected educational institution prior to finalizing its or their recommendation to the Board.
- 13.0.3 Recommendations to the Board may include, but are not limited to, recognition length, extensions to program recognition, preliminary recognition, substantial changes, conditions on recognition (if any), requirements for interim reports, warning of withdrawal of recognition, or withdrawal of recognition, as set out in section 13.0.

13.1 RECOGNITION LENGTH FOR ESTABLISHED PROGRAMS

- 13.1.1 Recommendations on recognition lengths shall not exceed the following maximums:
- a. for Practical Nursing Education Programs, up to 5 years;
 - b. for Psychiatric Nursing Education Programs, up to 5 years;
 - c. for Registered Nursing Education Programs/Qualifying Courses, up to 7 years;
 - d. for Nurse Practitioner Education Programs, up to 7 years; and
 - e. for Midwifery Education Programs, up to 7 years.
- 13.1.2 The maximum length of preliminary recognition shall not be recommended for a new program. Maximum recognition length may be recommended only after a subsequent comprehensive review and may be subject to any conditions determined by the Board.

13.2 EXTENSIONS TO PROGRAM RECOGNITION

- 13.2.1 When requested by an educational institution due to extenuating circumstances, the EPRC may recommend to the Board a short-term temporary extension to recognition of the educational institution's program.

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13.2.2 If the program review process cannot be completed prior to expiry of program recognition due to extenuating circumstances, the EPRC may recommend to the Board a short-term temporary extension to recognition of the program.

13.3 NEW PROGRAM PRELIMINARY RECOGNITION

13.3.1 In respect of a new program, the EPRC may recommend to the Board that the Board:

- a. give preliminary recognition subject to any terms and conditions;
- b. where the EPRC determines that there is a deficiency in the Standards or Indicators, give preliminary recognition to the program on terms and conditions designed to correct the deficiency and may warn the educational institution that preliminary recognition of its education program may be withdrawn if the next review does not indicate satisfactory improvement; or
- c. decline to recognize the program or withdraw a preliminary recognition if the terms and conditions of that preliminary recognition have not been met.

13.4 SUBSTANTIAL CHANGE

13.4.1 In the case of a review of a recognized program with a substantial change, the EPRC may recommend to the Board that the Board:

- a. accept the substantial change and continue or modify current recognition terms and conditions; or
- b. decline the substantial change and continue or modify current recognition terms and conditions.

13.5 CONDITIONS OF RECOGNITION FOR NEW AND ESTABLISHED PROGRAMS

13.5.1 Where deficiencies are assessed in the Education Standards and Indicators, the EPRC recommend the Board give recognition to the program on terms and conditions designed to correct the deficiencies and may warn the educational institution that recognition of its education program may be withdrawn if the next review does not indicate satisfactory improvement.

13.6 INTERIM REPORTS

13.6.1 As a condition of recognition, interim reports may be required from the educational institution reporting on progress to address deficiencies in the BCCNM Education Standards and Indicators. Multiple interim reports may be required during a period of recognition, depending on the circumstances.

13.6.2 Following the assessment of an interim report, the EPRC may recommend to the Board acceptance of the interim report as having met a condition of recognition; or before rejecting an interim report, the EPRC may:

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- a. give the program the opportunity to submit supplementary evidence to address any deficiencies identified by BCCNM staff or the EPRC in relation to the interim report; or
- b. recommend the Board i) reject the interim report because it does not meet the terms and conditions of recognition, and ii) warn the educational institution that recognition of its education program may be withdrawn if the next review does not indicate satisfactory improvement.

13.7 WARNING OF WITHDRAWAL OF RECOGNITION TO NEW OR ESTABLISHED PROGRAMS

- 13.7.1 Any EPRC recommendation to give a warning of withdrawal of recognition of an education program places the recognition status of the program in jeopardy and shall be presented to the Board for decision before any actions are taken on behalf of the Board in furtherance of such withdrawal.
- 13.7.2 The EPRC may recommend that the Board warn the educational institution that its program recognition may be withdrawn when:
- a. terms and conditions of program recognition are not being met; or
 - b. deficiencies identified in the program are assessed as posing risk to the public.
- 13.7.3 The length of the warning period recommended to the Board shall be determined in accordance with the policy set out in section 14.0.

13.8 WITHDRAWAL OF RECOGNITION FOR NEW OR ESTABLISHED PROGRAMS

- 13.8.1 The EPRC may recommend that the Board withdraw recognition of a program if the terms and conditions of recognition have not been met and a warning described in section 14.0 was given following the most recent review or interim report and is still in effect.

14. Warning of Withdrawal of Recognition

- 14.1 When the EPRC has assessed that there is risk to the public, the EPRC considers recommending that a warning of withdrawal of program recognition be attached to the program's recognition. In such cases, the length of any warning period recommended to the Board shall be determined in accordance with the policy set out in section 12.2. The length of warning period the EPRC recommends may vary because each recommendation will be based on a thorough review by the EPRC of the facts and circumstances or context of the particular education program.
- 14.2 When determining the recommended length of the warning period, the EPRC considers:
- a. fairness to students enrolled in the program in terms of the impact that recognition withdrawal would have on their ability to complete the program and proceed with BCCNM registration; whenever reasonable, the recommended length of the warning will take into consideration the impact on the students enrolled in the program; and

- b. a reasonable amount of time and opportunity for the program to demonstrate satisfactory resolution of the deficiencies identified by the EPRC.
- 14.3 If a warning of withdrawal of program recognition is given to an educational institution, BCCNM shall encourage the educational institution to give accurate written information to its current and prospective students about the status of BCCNM's recognition of the program, including the fact of the warning and the terms and conditions attached to the program recognition.
- 14.4 The methods for informing current and prospective students about the warning of withdrawal of program recognition are the responsibility of the educational institution.

15. Withdrawal of Recognition

- 15.1 If a recommendation to withdraw program recognition is to be considered by the Board, the affected educational institution shall be provided with
 - a. a copy of the recognition report/risk assessment that is to be presented to the Board in support of the recommendation to withdraw recognition, and
 - b. a reasonable opportunity to deliver a written response for the Board's consideration before the Board decides whether to withdraw program recognition.
- 15.2 If requested by the affected educational institution, representatives of the educational institution shall be provided with a reasonable opportunity to make a supplementary oral presentation at a Board meeting before the Board decides whether to withdraw program recognition.
- 15.3 When determining whether to withdraw program recognition, the Board considers: 1) the assessed risks to the public; 2) the program's progress in addressing the conditions of recognition approved by the Board at the time of the previous program review; 3) the period of time for which the warning of withdrawal has attached to the program's recognition; and 4) any written or oral submissions made by the educational institution in response to the recognition report/risk assessment.
- 15.4 When considering a withdrawal of program recognition, the Board considers fairness to students enrolled in the program in terms of the impact that withdrawal would have on their ability to complete the program and proceed with BCCNM registration.
- 15.5 If the Board decides to withdraw a program's recognition, an amendment to the BCCNM Bylaws is required to remove the program from the list in the relevant Schedule of recognized education programs. The process for a bylaw amendment is set out in the *HPA*⁶ and includes a notice period. During the notice period, the affected educational institution has a further opportunity to deliver to BCCNM additional written submissions for the Board's consideration before the Board decides whether to finally approve the bylaw amendment and file it with the Minister of Health. Unless the affected educational institution can demonstrate there are

⁶ More information about bylaws and bylaw amendments is available [here](#).

special circumstances, no further opportunity for the affected educational institution to make oral presentations to the Board will be available during the notice period. Program recognition continues until the bylaw amendment removing the program comes into force.

16. New Education Program Review Process – Pilot

For the purposes of pilot testing the proposed new BCCNM education program review process, the following policies will apply:

- 16.1 A BCCNM-recognized program that agrees to participate in the pilot of the new BCCNM education program review process will be required to meet the board-approved Education Standards and Indicators (pilot version) and pilot program recognition criteria.
- 16.2 The EPRC recommendations to the Board for program recognition are based on two (2) pilot program recognition criteria:
 - a. Programs must meet without deficiencies the two critical indicators⁷ in the Education Standards and Indicators (pilot version): Indicator 1.2 (Client and Student Safety); and Indicator 2.1 (Curriculum incorporates the entry-level competencies and BCCNM Standards of Practice); and
 - b. Programs must meet or exceed a total score for all Indicators of 86 out of 100.
- 16.3 A program may request a modified review process in accordance with Policy 11. Modified Review Process for Programs with External Accreditation.
- 16.4 Evidence requirements for each Indicator are specified in the BCCNM Program Review Report template provided to the program. Programs are required to describe how they are meeting each Indicator and demonstrate this by providing required documentation.
- 16.5 BCCNM staff assess the evidence submitted by the program in the BCCNM Program Review Report⁸. Evidence—both the description and the demonstrative documentation—is assessed and scored as Met (2), Partially Met (1), or Unmet (0).
- 16.6 If the program does not provide sufficient evidence to complete the assessment of Education Standards and Indicators (pilot version), a program may be provided the opportunity to submit either 1) supplementary evidence; or 2) a revised Program Review Report in accordance with Policy 9.5.
- 16.7 A site visit may be conducted in accordance with Policy 10. Program Review Process - Site Visit.
- 16.8 When pilot program recognition criteria are not met, BCCNM staff conduct an assessment of risk to the public in accordance with Policy 12. Assessment of Risk to the Public.

⁷ Critical indicators are those Indicators that programs will be expected to fully meet as a condition of program recognition.

⁸ Program Review Report is a report submitted by the program in the pilot that includes evidence of how they are addressing the Education Standards and Indicators.

- 16.9 BCCNM staff prepare a report on the findings of the assessment of the Program Review Report, Site Visit (if conducted), and Assessment of Risk to the Public, if required, for the EPRC.
- 16.10 The EPRC makes recommendations to the Board regarding program recognition in accordance with Policy 13. Recommendations to the Board.
- 16.11 Despite any other provision of these policies, the Registrar/Chief Executive Officer may, on behalf of the Board, vary the process for a program review of a participating program as the Registrar/Chief Executive Officer considers necessary or appropriate for the purpose of pilot testing the new education program review process, including without limitation directing that the Deputy Registrar, other BCCNM staff, and/or external subject matter experts conduct or oversee the review or parts of the review and authorizing the Deputy Registrar or other BCCNM staff to make recommendations directly to the Board, without reference to the EPRC. The Registrar/Chief Executive Officer shall report to the Board at the earliest opportunity on the actions taken on its behalf under this section.

17. Decisions of the Board

- 17.1 The Registrar/Chief Executive Officer may, on behalf of the Board, act upon recommendations from the EPRC respecting an educational institution's program recognition and communicate about them to the educational institution, if the recognition status of the program is not jeopardized by the action taken. The Registrar/Chief Executive Officer shall report to the Board at the earliest opportunity on the actions taken on its behalf.
- 17.2 The Board, after considering the report and recommendations of the EPRC respecting a program, may:
- a. recognize the education program for a period of time no longer than the maximum recognition period permitted under this Policy, subject to any terms and conditions;
 - b. where a deficiency in the Standards or Indicators is identified in the report, give recognition to the program on terms and conditions designed to correct the deficiency and may warn the educational institution that recognition of its education program may be withdrawn if the next review does not indicate satisfactory improvement; or
 - c. withdraw recognition of the program if the terms and conditions have not been met and a warning of withdrawal of program recognition was given following the most recent review or interim report respecting the program and is still in effect.
- 17.3 Despite any other provision of these policies, the Board may vary the process for a program review as the Board considers necessary or appropriate, including without limitation, authorizing or directing that BCCNM staff and/or external subject matter experts conduct or oversee the review and authorizing BCCNM staff to make recommendations directly to the Board without reference to the EPRC.
- 17.4 The Board may vary a decision previously made.

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