



**Request for Applications
Nurse Expansion Appropriation
Fiscal Year 2023 Application
Guidance & Template**

Pursuant to Laws 2022, Chapter 54 of the 55th Legislative Session, General Appropriations Act – HB2 Section 5, the New Mexico Higher Education Department (NMHED) is requesting applications for funding activities expanding enrollment in and graduation from nursing programs at public higher education institutions.

Complete applications are due to the Department on or before June 15, 2022. Please note, applications for funding to support endowed faculty positions in nursing are to be submitted separately. Please refer to the “Endowed Positions in Educator Preparation, Social Work, and Nursing” request for applications.

The Department requests that applicant public higher education institutions complete the following template and remit to NMHED via email to the following contact:

New Mexico Higher Education Department
C/O Dr. Harrison Rommel, Director, Institutional Finance Division
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
Harrison.Rommel@state.nm.us
and
Brittany.Gutierrez@state.nm.us

The Department’s award process involves the review and ranking of proposals submitted by public higher education institutions in New Mexico. The NMHED Institutional Finance Division is tasked with ensuring all distributions are expended for allowable activities.

This cycle is for expenditures and activities in Fiscal Year 2023 (FY23). Any funding requests for FY24 should be submitted to NMHED by September 15, 2022, and incorporated into Research and Public Service Project (RPSP) submissions for nurse expansion funding.

The total amount available for FY23 is \$15 million. Institutional requests may not exceed \$1.5 million per program, per campus. Consortium requests (e.g., multiple higher education

institutions or branch campuses) may submit a single application with amounts not to exceed \$1.5 million per participating higher education institution.

It is important to note that funding appropriated in FY23 is *non-recurring*. While projects should differentiate between recurring and non-recurring requests, there is no guarantee of support in future fiscal years. However, the Department is dedicated to working with higher education institutions to incorporate awarded recurring requests into the FY24 Department, Executive and Legislative budget requests.

Applications should describe how the activities supported by state funds will address one or more of the following:

- Increase the number of nursing students admitted to the program for the academic year.
- Enhance recruitment and/or retention of nursing faculty through competitive salaries, stipends, and other incentives. Note that the “Endowed Positions in Educator Preparation, Social Work, and Nursing” request for applications may be more appropriate for this activity.
- Expand clinical sites beyond urban area hospitals to include nursing homes, clinics, rehabilitation centers, birthing centers, etc.
- Utilize new or existing funds to assist faculty and students with transportation and lodging when partaking in clinical placements outside their home residence.
- Develop appropriate tutoring, mentoring and other support programs to retain students and ensure successful graduation and passage of the National Council Licensure Examination, most commonly known as the NCLEX exam.
- Recruit students with a focus on ethnic, gender and geographic diversity as well as expand opportunities for all qualified applicants.
- Work in collaboration with local education agencies (LEAs) or high schools to recruit qualified applicants.
- In border area schools, require at least some clinical rotations to occur in New Mexico facilities to increase the chances of students staying in their home areas upon graduation.
- Retain at-risk students with measurable impact on retention and graduation.
- Expansion of infrastructure to support enrollment growth (e.g. additional staff, software/IT, and other support).

This list is not intended to be comprehensive or limiting in scope. Other activities that can demonstrably increase the number of nursing graduates from a public higher education institution will be considered. Applicants should clearly identify new versus expanded or continuing activities.

For any questions, please contact Brittany Gutierrez, Data Analyst, NMHED Institutional Finance Division, at Brittany.Gutierrez@state.nm.us or (505) 476-8439.

Section I: Applicant Summary

Please complete the following sections. Use additional space and/or attach supplemental documentation as required.

- A. Higher Education Institution name and primary contact information and title for person(s) regarding activities supported by this funding cycle:

Higher Education Institution: New Mexico Highlands University

Full Name: Jeanie Flood, PhD, RN

Title: Director Department of Nursing

Telephone: 505-454-3210

Email: jflood@nmhu.edu

- B. Project Abstract:

The Department of Nursing at New Mexico Highlands University (NMHU) is requesting expansion funds that will specifically meet activities outlined below, including an interim MSN/FNP program coordinator and an associate graduate program administrator. Communities in Northeast New Mexico and surrounding areas experience the lack of qualified health care providers every day. The recent wildfires have intensified the needs of these communities for health care services as families evacuated their homes, health care centers closed and businesses shut down. The devastation which followed resulted in disruption of generations of families and fragmentation of health care services as individuals were forced to leave their communities. NMHU has a unique opportunity to create a sustainable health care provider cadre that will provide services in rural areas of northeast NM and beyond. This request for funds is built on the newly proposed (currently submitted to the LFC for approval) Masters of Science in Nursing with a Family Nurse Practitioner Specialty (MSN/FNP). This graduate nursing program will provide a minimum of 10 new family nurse practitioners (FNPs) annually beginning in 2023. In addition, the curriculum was designed with a stackable format to recruit RNs into the fast-track RN to MSN/FNP thereby increasing the number of RNs into the BSN or RN to MSN/FNP programs. The program has been approved by the HED and is scheduled to be approved by the Board of Finance on June 21st, 2022. These additional funds will allow us to accelerate the launch of the program, putting full time faculty in place starting July 1st for a successful launch in Spring 2023.

The performance targets in Section III provide the successful outcomes the program will achieve during in its early development and once the program is established.

- Increase the number of nursing students admitted to the program for the academic year: Admit 10 MSN/FNP graduate students annually beginning in Spring 2023
- Expand clinical sites beyond urban area hospitals to include nursing homes, clinics, rehabilitation centers, birthing centers, etc.: Establish partnerships with clinical agencies in rural Northeast NM for placement of MSN/FNP students in women's health,

elder care, pediatrics and adult health specialties such as cardiology, endocrinology, behavioral health and dermatology.

- Develop appropriate tutoring, mentoring and other support programs to retain students and ensure successful graduation: Students will have individualized attention through a mentoring program to optimize success.
 - Recruit students with a focus on ethnic, gender and geographic diversity as well as expand opportunities for all qualified applicants: Our intent is to establish a diverse student body with special attention to those who reside in rural northeast NM communities.
 - Work in collaboration with local education agencies (LEAs) or high schools to recruit qualified applicants: Career development programs for middle and high school students will be established as part of the leadership courses in the MSN/FNP curriculum.
 - Retain at-risk students with measurable impact on retention and graduation: As above, a focus on retention and graduation will occur through an individualized advising and mentoring program.
- C. Please describe in detail proposed activities that will be accomplished with non-recurring funds from the Nurse Expansion appropriation (see [APPENDIX](#) for allowable costs):

Funding for specific activities addressed in the RFA are in bold type.

Request 1. Hire full time interim graduate program coordinator for implementation of a MSN/FNP program and continued development of a DNP program; the interim hire could be made as early as July 1st, if the funding is available.

Salary: \$100,000 + fringe (38.25%), total \$138,250

Job responsibilities:

- Develop curriculum with faculty
- Implement curriculum with approval of faculty
- **Negotiate clinical practice sites for MSN/FNP students**
- Work collaboratively with Wily for student recruitment
- **Establish programs with middle school and high school administrators to implement a health care career program for students in the geographic area**
- Lead annual Orientation and Institute sessions
- Develop and administer graduate academic policies, procedures and program guidelines
- **Chair admission process for graduate students**
- **Monitor curriculum, certification and employment outcomes for success**
- **Lead faculty committees for student success**
- Serve on search committees for new faculty
- Mentor incoming Graduate Program Coordinator
- Prepare accreditation self-study and prepare *for site visit*
- *Teach 3 credits/semester (graduate level)*

Request 2: Hire full time associate graduate program administrator; the position could begin as early as July 1st, if the funding is available

Salary: \$72,000 + fringe (38.25%), total \$99,540

Job responsibilities:

- Develop curriculum with Graduate program coordinator and faculty
- Implement curriculum with approval of faculty
- Work in conjunction with Wiley and NMHU admissions to recruit & retain students
- Coordinate Orientation and Institute sessions
- Assist with area middle school and high school health care career workshops
- Assist with implementation of new courses in Bright space
- Serve as graduate student advisor
- Organize remediation programs
- Serve as liaison for administration of contracts including MOUs with clinical agencies, Clinical tracking systems, student health care requirements
- Manage outcome data related to student clinical requirements, preceptor & student evaluations of courses, accreditation outcomes (graduation, certifications, employment)
- Document data and decisions through faculty minutes
- Continue to assist in development of DNP Program
- Assist with accreditation
- Support and conduct administrative and/or operational matters for the Department of Nursing

D. Please describe in detail proposed activities that will require recurring funding in future years:

1. A full time Graduate Program Coordinator will be hired for continued success of the MSN/FNP program and further development of the Doctor of Nursing Practice (DNP) program. This position will require an individual who is doctorally prepared and has a MSN/FNP certification. NMHU is committed to providing this position through a mix of internal funding and RPSP requests.

2. The full time Associate Graduate Program Administrator will be retained. NMHU is committed to providing this position through future years, through a mix of internal funding and RPSP requests.

Section II: Budget Summary

Please complete the following budget activity table. The Department may request supplemental documentation at any time prior to or after award disbursement. Details of expenditures by category should be noted in the proposed activities above. Awardees will submit additional budget detail in the format outlined by Research and Public Service Project (RPSP) submissions.

A. Requested Amount of funds from the FY23 Appropriation Cycle:	\$237,790
B. Proposed amount of non-recurring funding:	\$237,790
C. Proposed amount of recurring funding:	0
D. Budget Detail (as applicable) by Category ---	
Expenses From (Date):	July 1, 2022
To (Date):	June 30, 2022
1.) Salary and Benefits:	\$237,790
2.) Contractual Services:	
3.) Equipment:	
4.) Supplies:	
5.) Travel:	
6.) Administrative and Other Costs:	
7.) Other (Please describe in detail):	
8.) TOTAL:	\$237,790

If necessary, please add additional comments on the budget proposal below:

Section III: Performance Targets

Please identify two or more measurable performance targets to measure the success of the proposed activities in the template below.

Goal based on benefit to students, especially at-risk students, generation of nursing degrees		Actuals for FY22 (if applicable)	Targets for FY23	Targets for FY24	Targets for FY25	Comments: Demonstrate consistent improvement as a result of the awarded funds, trends, etc.
1	Admit 10 MSN/FNP Students annually	10	10	10	10	Monitor admission and admission criteria annually
2	Graduate 10 students from MSN/FNP program annually		10	10	10	Develop individualized curriculum plan to assure student success. Monitor graduation data for student success and struggles within curriculum. Implement retention plan based on course review, aggregate and individual student educational strategies if graduation rate is <90%.
3	Admit minimum 50% Hispanic or Native American students annually	5	5	5	5	Develop active recruitment plan for Hispanic and Native American students. Review admission data annually for shortfalls and revise recruitment plan. Develop individualized curriculum plan to assure success
4	Achieve a 90% Pass rate on NP Certification annually		9	9	9	Monitor pass rates from National Certification NP agencies either ANCC or AANP Implement educational strategies if certification pass rate is <90%
5	Achieve a 90% employment rate as NP		9	9	9	Use post graduate employment surveys to determine shortfalls

Section IV: Certification

I certify that to the best of my knowledge and belief all of the information on this form is correct. I understand that NMHED may at any time request any additional documentation required regarding activities supported by the appropriation. I also understand that failure to report completely and accurately may result in sanctions including but not limited to voidance of any award made by NMHED.

Signature of Authorized Representative

6/15/22
Date

Ian Williamson
Printed Name

Associate VP for Academic Affairs, Grants, and Contracts
Title and Department

New Mexico Highlands University
Higher Education Institution

APPENDIX

I. Allowable Costs: Regular appropriation and carryover

To frame the policy of allowable costs we consider the question: What constitutes nursing expansion activities? The Department defines **Nurse Expansion** as: *activities or expenditures designed to quantitatively increase the number of nursing graduates from the higher education institutions, as measured by an increase in the number of nursing degrees conveyed from year to year.*

As such, the allowable costs and activities can include, but are not limited to:

- Hiring of additional nursing faculty. Note that available funding under faculty endowment appropriations should be prioritized and that funding for faculty shall “supplement, and not supplant” other funds.
- Hiring of student support staff. Student support staff paid through nurse expansion funds (e.g., advisors, tutors, etc.) should dedicate the majority of time to support of nursing students and not be part of the general support staff for the higher education institution. Reasonable accommodations can be made for support staff that work within the general health sciences departments or divisions of the higher education institutions.
- Addition of instructional space specifically intended for nursing students (e.g., simulation labs, clinical practice spaces, etc.). Expenses may include construction or renovation costs, equipment purchases, and furnishing of the instructional space. This does *not* include regular classroom instructional space that may be used for other courses, nor should it include addition or renovation of faculty or staff office space, furniture, computers, supplies, and other expenses associated with the day-to-day operations of faculty and staff. These expenses should be supported through a higher education institution’s Instruction and General (I&G) budget. If funded, approval may be subject to review of the NMHED Capital Project Division.
- Any equipment, instructional materials, and consumables that are required to *increase* the number of nursing students that can be trained in an academic period are allowable. The guideline is that the funds expended shall “supplement, and not supplant” other funds.
- Miscellaneous expenses related to the maintenance of program accreditation that result from an increase in instructional capacity are allowed.
- Activities and expenses related to recruitment, retention, and professional development of nursing faculty, as long as these funds do not supplant other sources.

II. Carryover Funds (funds not expended within the fiscal year of the original appropriation):

In addition to the activities listed above, use of carryover funds may be used to support student scholarships. Again, the principle of “supplement, not supplant” shall be used. The Department recommends that scholarships supported by **Nurse Expansion** funds should supplement and not supplant other aid; and preference be given to students that declare intent to practice as a nurse educator. The following are proposed guidelines for the distribution of nurse expansion funds as scholarships for future nurse educators:

- A. Every award shall be evidenced by a contract between the higher education institution and the student. The contract shall provide for the payment by the state of a stated sum to the student and shall state the obligations of the nurse educator under the program, including a specified minimum period of service as a nurse educator.
- B. Nurse educators who serve a complete year shall receive credit for one year for the purpose of calculating any loan repayment award amounts. The minimum loan repayment award amount to be paid for each year completed shall be subject to approval by the Department.
- C. The contract between the nurse educator and the college or department shall provide that, if the recipient does not comply with the terms of the contract, they shall reimburse the college or department for all payments made on the student's behalf, unless the higher education institution finds acceptable extenuating circumstances for why the nurse educator cannot serve or comply with the terms of the contract.
- D. The higher education institution shall report to NMHED on: the amount of funds used for tuition scholarships; the number of scholarships awarded; and the degree or credential sought for each student supported by the tuition scholarship.

This list is not intended to be comprehensive or limiting, as there may be other activities or expenses that would constitute a reasonable use of **Nurse Expansion** funds. Other proposed expenses that do not fall within the categories described above should be submitted to the Department for approval by the Higher Education Cabinet Secretary.