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| Virginia Board of Nursing  Continued Approval Survey Visit Report  ***Completed by Nursing Education Programs***  Insert Program Name  Insert Program Code |

A Board of Nursing representative will contact the program director to establish a date for the survey visit. The visit may be completed in one or two days; this will be discussed with the program director when scheduling the visit.

A letter will be mailed to the program director to confirm the date of the visit and provide instruction regarding the submission of the required fees. If payment is not received prior to the visit, the visit will be rescheduled.

For the initial review, the self-assessment and supporting documents can be submitted to the Board by hard copy or electronically. The self-assessment and the supporting documents will need to be provided to the Board 4 weeks prior to the date of the visit.

A hardcopy of the completed self-assessment shall be provided to the Board as directed. Additionally, a hard copy of supporting documents shall be provided to the Board as requested by the On-Site Reviewer.

The program will set the agenda to include the following**:**

**Board of Nursing Survey Visit Agenda**

|  |  |
| --- | --- |
| **Agenda Item** | **Time allotted\*** |
| Meeting with program director | 45 minutes |
| Tour of facility | 45 minutes |
| Meeting with students- representation from each cohort | 45 minutes |
| Meeting with faculty- full time, part time, adjunct | 45 minutes |
| Time to review student records/files | 1 hour |
| Time to review supporting documents | 2 hours |
| Meeting with program administration | 30 minutes |
| Clinical sites tour | varies |

\*Agenda items and allotted times may differ. The Board representative completing the survey will discuss the specifics with the program director. You will need to provide a copy of the agenda when the self-study is submitted for initial review.

**COMMONWEALTH OF VIRGINIA**

**DEPARTMENT OF HEALTH PROFESSIONS**

**BOARD OF NURSING**

**PERIMETER CENTER**

**9960 MAYLAND DRIVE, SUITE 300**

**HENRICO, VIRGINIA 23233-1463**

**SURVEY VISIT REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Board Representative |  | Date of Visit |  | Date of Last Visit |  |
| Program Name |  | | Program Code |  | |
| Program Address | Street, City, State, Zip Code | | | | |
| Controlling Institution | Name of Institution | | | | |
| Address: street, City, State, Zip Code | | | | |
|  | | | | | |
| Program Director | Name | | Title | | Phone Number |

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| --- | --- | --- |
| Public School Programs Only | | |
| Superintendent | Name/Credentials | Address: Street, City, State, Zip Code |
| Vocational Director | Name/Credentials | Address: Street, City, State, Zip Code |
| Principal | Name/Credentials | Address: Street, City, State, Zip Code |
| Department of Education | Name/Credentials | Address: Street, City, State, Zip Code |

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| --- | --- |
| **PN Program** | |
| **Total Enrollment** |  |
| **Length of Program** |  |
| **Months** |  |
| **Years** |  |
| **Semesters** |  |
| **Number of High School Seniors** |  |
| **Number of Adults** |  |

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| --- | --- |
| **RN Program** | |
| **Total Enrollment**  **(including PN to RN)** |  |
| **Length of Program** |  |
| **Months** |  |
| **Years** |  |
| **Semesters** |  |

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| **NCLEX Pass Rates (first time test takers)** | | | | |
| **Year** (enter the data for the past 3 years) | **Pass rate** | **Number of tests administered** | **Number of graduates passing** | **Number of graduates failing** |
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| --- | --- | --- | --- |
| **Composition of current program faculty, include classroom and clinical** | | | |
| **Highest degree of education** | **Full time** | **Part time or adjunct** | **Total** |
| Doctoral |  |  |  |
| Masters |  |  |  |
| Baccalaureate |  |  |  |
| Associate degree |  |  |  |
| Diploma |  |  |  |
| **Total** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Additional Essential Personnel** | | |
| **Title**  (Add titles and rows as needed) | **Required Credentials** | **Total number in role** |
| Administrative Assistance |  |  |
| Librarian |  |  |
| Graduate assistants |  |  |
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**Table 1 Clinical Agencies Roster**

| Clinical agency name and address  Unit name  Miles from Campus | Accrediting body; date and results of most recent accreditation visit | Agency representative name,  phone number and email | Date of contract/Expiration Date | Date last used for student experiences | Nursing course name and course number | Type of clinical experiences obtained | Number of students/hours per clinical unit per day | Total Students/Hours in direct client care per term  \*Indicate preceptor experiences with \* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Example:  The Best Hospital,  1010 Wonder Way, Richmond, VA  4 South  4 miles | TJC 2014/good standing met all standards | Mary Lou Who  (331) 111-1111  mlw@Bestplace.com | 3/10/2010- 3/10/2015 | 3/9/2015 | Medical Surgical I, NURS 122 | Medical surgical nursing care | 6 students per day/8 hrs each | 12 students per term/80 clinical hours direct care per student |
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## **18VAC 90-27-30 Application for initial approval**

**Section 3a & 3b**

*3. Submit the following information on the organization and operation of a nursing education program:*

a*. A copy of a business license and zoning permit to operate a school in a Virginia location, a certificate of operation from the State Corporation Commission, evidence of approval from the Virginia Department of Education or SCHEV, and documentation of accreditation, if applicable;*

*b. The organizational structure of the institution and its relationship to the nursing education program therein;*

**Examples of supporting evidence may include:**

Copy of business license, Certificate To Operate (CTO) from SCHEV, zoning permits,

Organization chart

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| **Program’s Self-Evaluation:** |

## **18VAC 90-27-30. Application for initial approval**

**Sections 4e & 4f**

*4. Submit to the board evidence documenting adequate resources for the projected number of students and the ability to provide a program that can meet the requirements of this part to include the following information:*

*e. Documentation that at least 80% of all clinical experiences are to be conducted in Virginia, unless an exception is granted by the board. There shall be documentation of written approval for any clinical experience conducted outside of Virginia by the agency that has authority to approve clinical placement of students in that state. The use of any clinical site in Virginia located 50 miles or more from the school shall require board approval;*

**Examples of supporting evidence may include:**

Evidence that 80% of total clinical hours are completed in VA

Written board approval for sites outside of VA or 50 miles or more from school

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| **Program’s Self-Evaluation:** |
| *f. A diagram or blueprint showing the availability of academic facilities for the program, including classrooms, skills laboratory, and learning resource center. This information shall include the number of restrooms for the student and faculty population, classroom and skills laboratory space large enough to accommodate the number of the student body, and sufficient faculty office space;*  **Examples of supporting evidence may include:**  Facility blueprint- (including, classroom, skills lab, learning resource center)  Faculty offices  Can be verified during site visit tour   |  | | --- | | **Program’s Self-Evaluation:** | |

## **18VAC 90-27-40 Organization and Administration**

1. *The governing or parent institution offering Virginia nursing education programs shall be approved by the Virginia Department of Education or SCHEV or accredited by an accrediting agency recognized by the U.S. Department of Education.*

**Examples of supporting evidence may include:**

Certificate To Operate (CTO) from SCHEV

Affirmation of current accreditation from regional or national accreditors

Recent nursing accreditation self-study, survey report, decision letter

State education agreement

State Authorization Reciprocity Agreement (SARA)

**Program’s Self-Evaluation:**

## **18VAC 90-27-40. Organization and Administration**

1. *Any agency or institution used for clinical experience by a nursing education program shall be in good standing with its licensing body.*

**Examples of supporting evidence may include:**

Clinical agencies roster

Link to website of clinical agency and their accreditors

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-40 Organization and Administration**

1. *The director of the nursing education program shall:*
2. *Hold a current license or multistate licensure privilege to practice as a registered nurse in the Commonwealth without any disciplinary action that currently restricts practice;*
3. *Have additional education and experience necessary to administer, plan, implement, and evaluate the nursing education program;*
4. *Ensure that faculty are qualified by education and experience to teach in the program or to supervise the clinical practice of students in the program;*
5. *Maintain a current faculty roster, a current clinical agency form, and current clinical contracts available for board review and subject to an audit; and*
6. *Only serve as program director at one location or campus.*

**Examples of supporting evidence may include:**

|  |  |
| --- | --- |
| Position descriptions for program director  Licensure verification for the program director  Resume or Curriculum Vitae (C.V) | CEU’s  Current faculty roster  Current clinical agencies roster  Current clinical agency contracts |

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-40 Organization and Administration**

1. *The program shall provide evidence that the director has authority to:*
2. *Implement the program and curriculum;*
3. *Oversee the admission, academic progression and graduation of students;*
4. *Hire and evaluate faculty; and*
5. *Recommend and administer the program budget, consistent with established policies of the controlling agency.*

**Examples of supporting evidence may include:**

Organizational chart of nursing program and controlling agency

Position descriptions for program director outlining roles and responsibilities

Organizations policy regarding budget process

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-40 Organization and Administration**

1. *An organizational plan shall indicate the lines of authority and communication of the nursing education Program to the controlling body; to other departments within the controlling institution; to the cooperating agencies, and to the advisory committee for the nursing education program.*

**Examples of supporting evidence may include:**

Organization chart of nursing program and controlling agency

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-40 Organization and Administration**

F**.** *There shall be evidence of financial support and resources sufficient to meet the goals of the nursing education program as evidenced by a copy of the current annual budget or a signed statement from administration specifically detailing its financial support and resources.*

**Examples of supporting evidence may include:**

Operational budget

Capital budget

List of annual expenditures for instructional equipment and supplies

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| **Program’s Self-Evaluation:** |
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## **18 VAC90-27-50 Philosophy and Objectives**

*Written statements of philosophy and objectives shall be the foundation of the curriculum and shall be:*

1. *Formulated and accepted by the faculty and the program director;*
2. *Descriptive of the practitioner to be prepared; and*
3. *The basis for planning, implementing, and evaluating the total program through the implementation of a systematic plan of evaluation that is documented in faculty or committee meeting minutes.*

**Examples of supporting evidence may include:**

Systematic plan of evaluation

Current philosophy, mission statement

Faculty meeting minutes

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-60 Faculty**

1. *Qualifications for all faculty.*
2. *Every member of the nursing faculty, including the program director, shall* (i) *hold a current license or multistate licensure privilege to practice nursing in Virginia as a registered nurse without any disciplinary action that currently restricts practice and* (ii) *have had at least two years of direct client care experience as a registered nurse prior to employment by the program. Persons providing instruction in topics other than nursing shall not be required to hold a license as a registered nurse.*

**Examples of supporting evidence may include:**

Licensure verification for the program director and all faculty members

Faculty roster

Faculty resume or CV

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-60. Faculty**

1. *Every member of a nursing faculty supervising the clinical practice of students shall meet the licensure requirements of the jurisdiction in which that practice occurs. Faculty shall provide evidence of education or experience in the specialty area in which they supervise students’ clinical experience for quality and safety. Prior to supervision of students, the faculty providing supervision shall have completed a clinical orientation to the site in which supervision is being provided.*

**Examples of supporting evidence may include:**

Licensure verification for the program director and all faculty members

Faculty roster

Documentation of orientation to the clinical unit

Documentation of completion of agency’s required training

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-60. Faculty**

1. *The program director and each member of the nursing faculty shall maintain documentation of professional competence through such activities as nursing practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing. Documentation of annual professional development shall be maintained in employee files for the director and each faculty member until the next survey visit and shall be available for board review.*

**\*\* this is required for all faculty, full time, part time, adjunct, clinical or classroom**

**Examples of supporting evidence may include:**

Certificates of completion of continuing education and professional development (conferences, workshops, seminars, and Nursing Practice focus)

Academic Transcripts

Publication/Poster Presentations

Certification

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-60. Faculty**

1. *For baccalaureate degree programs and prelicensure graduate degree programs:*
2. *The program director shall hold a doctoral degree with a graduate degree in nursing.*
3. *Every member of the nursing faculty shall hold a graduate degree; the majority of the faculty shall have a graduate degree in nursing. Faculty members with a graduate degree with a major other than in nursing shall have a baccalaureate degree with a major in nursing.*

**Examples of supporting evidence may include:**

Academic transcripts

Resume or CV

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-60 Faculty**

1. *For associate degree and diploma programs:*
2. *The program director shall hold a graduate degree with a major in nursing.*
3. *The majority of the members of the nursing faculty shall hold a graduate degree, preferably with a major in nursing.*
4. *All members of the nursing faculty shall hold a baccalaureate degree or a graduate degree with a major in nursing.*

**Examples of supporting evidence may include:**

Academic transcripts

Resume or CV

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-60. Faculty**

1. *For practical nursing programs:*
2. *The program director shall hold a baccalaureate degree with a major in nursing.*
3. *The majority of the members of the nursing faculty shall hold a baccalaureate degree, preferably with a major in nursing.*

**Examples of supporting evidence may include:**

Academic transcripts

Resume or CV

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-60. Faculty**

1. *Number of Faculty.*
2. *The number of faculty shall be sufficient to prepare the students to achieve the objectives of the educational program and to ensure safety for patients to whom students provide care.*

**Examples of supporting evidence may include:**

|  |  |
| --- | --- |
| Faculty roster  Clinical availability (# of students per unit)  Number of students (each cohort and total for program)  Faculty: Student Ratio  Master clinical schedule |  |

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-60. Faculty**

1. *When students are giving direct care to patients, the ratio of students to faculty shall not exceed 10 students to one faculty member, and the faculty shall be on site solely to supervise students.*

**Examples of supporting evidence may include:**

Clinical hours tracking form

Clinical agency contracts

Clinical agencies roster

Faculty, student, and/ or clinical agency representative interviews

Master clinical schedule

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-60. Faculty**

1. *When preceptors are utilized for specified learning experiences in clinical settings, the faculty member may supervise up to 15 students.*

**Examples of supporting evidence may include:**

Clinical hours tracking form

Clinical agency contracts

Clinical agencies roster

Preceptorship Packet **18VAC 90-27-60. Faculty**

1. *Functions.*

*The principal functions of the faculty shall be to:*

1. *Develop, implement, and evaluate the philosophy and objectives of the nursing education program;*
2. *Design, implement, teach, evaluate, and revise the curriculum. Faculty shall provide evidence of education and experience necessary to indicate that they are competent to teach a given course;*
3. *Develop and evaluate student admission, progression, retention, and graduation policies within the framework of the controlling institution;*
4. *Participate in academic advisement and counseling of students in accordance with requirements of the Financial Educational Rights and Privacy Act (20 USC § 1232g);*
5. *Provide opportunities for and evidence of student and graduate evaluation of curriculum and teaching and program effectiveness; and*
6. *Document actions taken in faculty and committee meetings using a systematic plan of evaluation for total program review.*

**Examples of supporting evidence may include:**

|  |  |
| --- | --- |
| Faculty interviews  Student interviews  Student admission process/policies  Position descriptions for faculty  Student evaluation forms (course and clinical)  Meetings minutes  Systematic plan of evaluation |  |

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-70 Admission of students**

1. *Requirements for admission to a registered nursing education program shall not be less than the requirements of §54.1-3017 A 1 of the Code of Virginia that will permit the graduate to be admitted to the appropriate licensing examination. The equivalent of a four-year high school course of study as required pursuant to §54.1-3017 shall be considered to be:*
2. *General Educational Development (GED) certificate for high school equivalence; or*
3. *Satisfactory completion of the college courses required by the nursing education program.*

**Examples of supporting evidence may include:**

|  |  |
| --- | --- |
| Current school catalog  Current student handbook  Student files  Storage of files  Admission policy/ criteria |  |

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-70 Admission of students**

1. *Requirements for admission to a practical nursing education program shall not be less than the requirements of §54.1-3020 A 1 of the Code of Virginia that will permit the graduate to be admitted to the appropriate licensing examination.*

**Examples of supporting evidence may include:**

|  |  |  |
| --- | --- | --- |
| Current school catalog  Current student handbook  Student files  Graduate files  Policy regarding storage of files |  | |
| **Program’s Self-Evaluation:** | |
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## **18VAC 90-27-70. Admission of students**

1. *Requirements for admission, readmission, advanced standing, progression, retention, dismissal, and graduation shall be available to the students in written form.*

**Examples of supporting evidence may include:**

Current school catalog

Current student handbook

Student files

Policy regarding storage of files

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-70. Admission of students**

*D. Except for high school students, all applicants to a nursing education program shall be required to submit to a criminal background check prior to admission.*

***Examples of supporting evidence may include:***

|  |  |  |
| --- | --- | --- |
| *Current school catalog*  *Current student handbook*  *Student files*  *Storage of files*  *Admission policy/ criteria* |  | |
| **Program’s Self-Evaluation:** | |
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## **18VAC 90-27-70. Admission of students**

*E. Transfer students may not be admitted until a nursing education program has received full approval from the board.*

**Examples of supporting evidence may include:**

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| --- | --- | --- |
| Current school catalog  Current student handbook  Student files  Storage of files  Admission policy/ criteria |  | |
| **Program’s Self-Evaluation:** | |
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## **18VAC 90-27-80. Resources, facilities, publications, and services**

1. *Classrooms, conference rooms, laboratories, clinical facilities, and offices shall be sufficient to meet the objectives of the nursing education program and the needs of the students, faculty, administration, and staff and shall include private areas for faculty-student conferences. The nursing education program shall provide facilities that meet federal and state requirements including:*
2. *Comfortable temperatures;*
3. *Clean and safe conditions;*
4. *Adequate lighting;*
5. *Adequate space to accommodate all students; and*
6. *Instructional technology and equipment needed for simulating client care.*

**Examples of supporting evidence may include:**

On site visit of classrooms, conference rooms, labs, clinical facilities and faculty offices.

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-80. Resources, facilities, publications, and services**

*B. The program shall have learning resources and technology that are current, pertinent, and accessible to students and faculty, and sufficient to meet the needs of the students and faculty.*

***Examples of supporting evidence may include:***

*Library, books holdings and periodicals*

*eBooks*

*EHR*

*Online learning platform*

*Access to current technology*

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| **Program’s Self-Evaluation:** |
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**18VAC 90-27-80. Resources, facilities, publications, and services.**

C. *Current information about the nursing education program shall be published periodically and distributed to applicants for admission and shall be available to the board. Such information shall include:*

1. *Description of the program to include whether the program is accredited by a nursing education accrediting body;*
2. *Philosophy and objectives of the controlling institution and of the nursing program;*
3. *Admission and graduation requirement, including the policy on the use of a final comprehensive exam;*
4. *Fees and expenses;*
5. *Availability of financial aid;*
6. *Tuition refund policy*
7. *Education facilities;*
8. *Availability of Student activities and services;*
9. *Curriculum plan, to include course progression from admission to graduation, the name of each course, theory hours, skills lab hours, simulation hours (if used in lieu of direct client care hours), and clinical hours.*
10. *Course descriptions, to include a complete overview of what is taught in each course;*
11. *Faculty –staff roster;*
12. *School calendar;*
13. *Student grievance policy; and*
14. *Information about implication of criminal convictions.*

**Examples of supporting evidence may include:**

|  |  |  |
| --- | --- | --- |
| Current school catalog  Current student handbook  School website  Recruitment and admissions documents |  | |
| **Program’s Self-Evaluation:** | |
|  | |

## **18VAC 90-27-80. Resources, facilities, publications, and services**

D. *Administrative support services shall be provided.*

**Examples of supporting evidence may include:**

Job description of administrative assistance

Policy regarding the use of graduate assistants

Process for requesting assistance

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-80. Resources, facilities, publications, and services.**

*E. There shall be written agreements with cooperating agencies that:*

*1. Ensure full control of student education by the faculty of the nursing education program, including the selection and supervision of learning experiences, to include the dismissal of students from the clinical site if client safety is or may be compromised by the acts of the student;*

*2. Provide that faculty members or preceptors are present in the clinical setting when students are providing direct client care;*

*3. Provide for cooperative planning with designated agency personnel to ensure safe client care; and*

*4. Provide that faculty be readily available to students and preceptors while students are involved in preceptorship experiences.*

*F. Cooperating agencies shall be approved by the appropriate accreditation, evaluation, or licensing bodies, if such exist.*

**Examples of supporting evidence may include:**

Clinical agency contracts

Clinical agencies roster

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-90. Curriculum.**

1. *Both Classroom and online curricula shall reflect the philosophy and objectives of the nursing education program and shall be consistent with the law governing the practice of nursing.*

**Examples of supporting evidence may include:**

Philosophy, objectives, and conceptual framework

Course descriptions

Student course outcomes, clinical outcomes

Student program outcomes

Evidence of professional standards aligned with curricula

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-90. Curriculum.**

*B. Nursing education programs preparing for licensure as a registered or practical nurse shall include:*

1. *Evidence-based didactic content and supervised clinical experience in nursing encompassing the attainment and maintenance of physical and mental health and prevention of illness for individuals and groups throughout the life cycle and in a variety of acute, nonacute, community-base, and long-term care clinical settings and experiences to include adult medical/surgical nursing, geriatric nursing, maternal/infant (obstetrics, gynecology, neonatal) nursing, mental health/psychiatric nursing, nursing fundamentals, and pediatric nursing;*
2. *Concepts of the nursing process that include conducting a focused nursing assessment of the client status that includes decision making about who and when to inform, identifying client needs, planning for episodic nursing care, implementing appropriate aspects of client care, contributing to data collection and the evaluation of client outcomes, and the appropriate reporting and documentation of collected data and care rendered;*
3. *Concepts of anatomy, physiology, chemistry, microbiology and the behavioral sciences;*
4. *Concepts of communication, growth and development, nurse-client interpersonal relations, and client education, including;*
   1. *Development of professional socialization that includes working in interdisciplinary teams; and*
   2. *Conflict resolution;*
5. *Concepts of ethics, vocational and legal aspects of nursing, including:*
   1. *Regulations and sections of the Code of Virginia related to nursing;*
   2. *Client rights, privacy, and confidentiality;*
   3. *Prevention of client abuse, neglect and abandonment throughout the life cycle, including instruction in the recognition, intervention, and reporting by the nurse of evidence of child or elder abuse;*
   4. *Professional responsibility, to include the role of the practical and professional nurse;*
   5. *Professional boundaries, to include appropriate use of social media and electronic technology; and*
   6. *History and trends in nursing and health care;*
6. *Concepts of pharmacology, dosage calculations, medication administration, nutrition, and diet therapy;*
7. *Concepts of client-centered care, including:*
   1. *Respect for cultural differences, values, preferences;*
   2. *Promotion of health life styles for clients and populations;*
   3. *Promotion of a safe client environment;*
   4. *Prevention and appropriate response to situations of bioterrorism, natural and man-made disasters, and intimate partner and family violence;*
   5. *Use of clinical thinking and clinical judgment in the implementation of safe client care; and*
   6. *Care of clients with multiple, chronic conditions; and*
8. *Development of management and supervisory skills, including:*
   * 1. *The use of technology in medication administration and documentation of client care;*
     2. *Participation in quality improvement processes and systems to measure client outcomes and identify hazards and errors; and*
     3. *Supervision of certified nurse aides, registered medication aides, and unlicensed assistive personnel.*

**Examples of supporting evidence may include:**

|  |  |
| --- | --- |
| Curriculum plan  Course overviews, description  Course syllabi or topical outlines  Clinical objectives  Current school calendar  Current student handbook  Student evaluation forms (Course, Clinical, and Program Evaluation)  Graduate and employer evaluation  Completed curriculum map (table 4)  Clinical hours tracking form  Clinical agencies contracts  Clinical agencies roster |  |

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-90. Curriculum**

*C. In addition to meeting the curriculum requirements set forth in subsection B of this section, registered nursing education programs preparing for registered nurse licensure shall also include:*

*1. Evidence-based didactic content and supervised clinical experiences in conducting a comprehensive nursing assessment that includes:*

*a. Extensive data collection, both initial and ongoing, for individuals, families, groups, and communities addressing anticipated changes in client conditions as well as emerging changes in a client’s health status;*

*b. Recognition of alterations to previous client conditions;*

*c. Synthesizing the biological, psychological and social aspects of the client’s condition;*

*d. Evaluation of the effectiveness and impact of nursing care;*

*e. Planning for nursing interventions and evaluating the need for different interventions for individuals, groups and communities;*

*f. Evaluation and implementation of the need to communicate and consult with other health team members; and*

*g. Use of a broad and complete analysis to make independent decisions and nursing diagnoses; and*

*2. Evidence-based didactic content and supervised experiences in:*

*a. Development of clinical judgment;*

*b. Development of leadership skills and unit management;*

*c. Knowledge of the rules and principles for delegation of nursing tasks to unlicensed persons;*

*d. Supervision of licensed practical nurses;*

*e. Involvement of clients in decision making and a plan of care; and*

*f. Concepts of pathophysiology*

**Examples of supporting evidence may include:**

|  |  |
| --- | --- |
| Curriculum plan and course overviews  Course syllabi and topical outlines  Current school calendar  Current student handbook  Student evaluation forms (Course, Clinical, and  Program Evaluation)  Graduate and employer evaluations | Clinical hours tracking forms  Written agreements with clinical agencies  Clinical agencies roster  Clinical objectives |

Completed curriculum map (table 4)

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| **Program’s Self-Evaluation:** |

## **18VAC 90-27-100 Curriculum for direct care**

*A. A nursing education program preparing a student for licensure as a registered nurse shall provide a minimum of 500 hours of direct client care supervised by qualified faculty. A nursing education program preparing a student for licensure as a practical nurse shall provide a minimum of 400 hours of direct client care supervised by qualified faculty. Direct client care hours shall include experiences as set forth in 18VAC90-27-90 B 1.*

**Examples of supporting evidence may include:**

Tracking clinical experience for each student

Clinical hours tracking forms

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-100. Curriculum for direct care**

1. *Licensed practical nurses transitioning into prelicensure registered nursing programs may be awarded no more than 150 clinical hours of the 400 hours received in a practical nursing program. In a practical nursing to registered nursing transitional program, the remainder of the medical/surgical nursing, maternal/infant (obstetrics, gynecology, neonatal) nursing, mental health/psychiatric nursing, and pediatric nursing.*

**Examples of supporting evidence may include:**

Policy on allowing clinical hours from previous practical nursing programs

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| Clinical Experience Tracking  Policy regarding LPN admission to RN program and advanced placement  **Program’s Self-Evaluation:** |
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## **18VAC 90-27-100. Curriculum for direct care**

1. *Any observational experiences shall be planned in cooperation with the agency involved to meet stated course objectives. Observational experiences shall not be accepted toward the 400 or 500 minimum clinical hours required. Observational objectives shall be available to students, the clinical unit, and the board.*

**Examples of supporting evidence may include:**

Objectives for observational experiences

Number of observational hours in curriculum

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-100. Curriculum for direct care**

D. *Simulation for direct client clinical hours.*

*1. No more than 25% of direct client contact hours may be simulation. For prelicensure registered nursing programs, the total of simulated client care hours cannot exceed 125 hours (25% of the required 500 hours). For prelicensure practical nursing programs, the total of simulated client care hours cannot exceed 100 hours (25% of the required 400 hours).*

*2. No more than 50% of the total clinical hours for any course may be used as simulation.*

*3. Skills acquisition and task training alone, as in the traditional use of skills laboratory, do not qualify as simulated client care and therefore do not meet the requirements for direct client care hours.*

*4. Clinical simulation must be led by faculty who meet the qualifications specified in 18VAC 90-27-60.*

*5. Documentation of the following shall be available for all simulated experiences:*

*a. Course descriptions and objectives;*

*b. Type of simulation and location of simulated experience;*

*c. Number of simulated hours;*

*d. Faculty qualifications; and*

*e. Methods of debriefing.*

**Examples of supporting evidence may include:**

Simulation policy

Simulation scenario and objectives

Alignment document showing course objectives that simulation meets

Qualifications of faculty teaching in simulation

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-110. Clinical practice of students**

*A. In accordance with 54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he has been assigned.*

**Examples of supporting evidence may include:**

Student handbook

Preceptor packet

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-110. Clinical practice of students**

1. *Faculty shall be responsible for ensuring that students perform only skills or services in direct client care for which they have received instruction and have been found proficient by the instructor. Skills checklists shall be maintained for each student.*

**Examples of supporting evidence may include:**

Policy regarding making student assignments

Policy regarding activities to be completed prior to advancing to clinical

Student skills checklist

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-110. Clinical practice of students**

1. *Faculty members or preceptors providing on-site supervision in the clinical care of clients shall be responsible and accountable for the assignment of clients and tasks based on their assessment and evaluation of the student’s clinical knowledge and skills. Supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the clients.*

**Examples of supporting evidence may include:**

Faculty handbook

Student handbook

Faculty job description

Preceptor Packet

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-110. Clinical practice of students**

1. *Clinical preceptors may be used to augment the faculty and enhance the clinical learning experience. Faculty shall be responsible for the designation of a preceptor for each student and shall communicate such assignment with the preceptor. A preceptor may not further delegate the duties of the preceptorship.*

**Examples of supporting evidence may include:**

Preceptor Packet

Faculty handbook

Course syllabus

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-110. Clinical practice of student**

1. *Preceptors shall provide to the nursing education program evidence of competence to supervise student clinical experience for quality and safety in each specialty area where they supervise students. The clinical preceptor shall be licensed as a nurse at or above the level for which the student is preparing.*

**Examples of supporting evidence may include:**

Preceptor Packet

Verification of preceptor nursing license

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-110. Clinical practice of students.**

1. *Supervision of students.*
2. *When faculty are supervising direct client care by students, the ratio of students to faculty shall not exceed 10 students to one faculty member. The faculty member shall be on site in the clinical setting solely to supervise students.*
3. *When preceptors are utilized for specified learning experiences in clinical settings, the faculty member may supervise up to 15 students. In utilizing preceptors to supervise students in the clinical setting, the ratio shall not exceed two students to one preceptor at any given time. During the period in which students are in the clinical setting with a preceptor, the faculty member shall be available for communication and consultation with the preceptor.*

**Examples of supporting evidence may include:**

Course enrollment numbers for all clinical courses and sections

Master clinical schedule

Preceptor packet

Defined roles for student, preceptor and faculty

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| **Program’s Self-Evaluation:** |
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## **18VAC 90-27-110. Clinical practice of students**

1. *Prior to beginning any preceptorship, the following shall be required:*
2. *Written objectives, methodology, and evaluation procedures for a specified period of time to include the dates of each experience;*
3. *An orientation program for faculty, preceptors, and students;*
4. *A skills checklist detailing the performance of skills for which the student has had faculty-supervised clinical and didactic preparation; and*
5. *The overall coordination by faculty who assume ultimate responsibility for implementation, periodic monitoring, and evaluation.*

**Examples of supporting evidence may include:**

Student objectives for preceptor experience

Course syllabus with course objectives outlined

Preceptor Packet

Student skills checklist

Faculty, student, preceptor interviews

Policy or process regarding faculty monitoring preceptor

Evidence of faculty evaluation of student

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| **Program’s Self-Evaluation:** |

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| --- | --- | --- | --- |
| **18VAC90-27-180. Records and provision of information**  1. *Requirements for admission, readmission, advanced standing, progression, retention, dismissal, and graduation shall be readily available to the students in written form.*   **Examples of supporting evidence may include:**  Program Policy  Student handbook or catalog   |  | | --- | | **Program’s Self-Evaluation:** |   *B. A system of records shall be maintained and be made available to the board representative and shall include:*  *1. Data relating to accreditation by any agency or body.*  *2. Course outlines.*  *3. Minutes of faculty and committee meetings including documentation of the use of a systematic plan of evaluation for total program review and including those faculty members in attendance.*  *4. Record of and disposition of complaints.*  **Examples of supporting evidence may include:**  To be available for review during site visit  Minutes of faculty meeting   |  | | --- | | **Program’s Self-Evaluation:** |   *C. A file shall be maintained for each student. Provision shall be made for the protection of student and graduate files against loss, destruction, and unauthorized use. Each file shall be available to the board representative and shall include the student's:*  *1. Application, including the date of its submission and the date of admission into the program;*  *2. High school transcript or copy of high school equivalence certificate, and if the student is a foreign graduate, a transcript translated into English;*  *3. Current record of achievement to include classroom grades, skills checklists, and clinical hours for each course; and*  *4. A final transcript retained in the permanent file of the institution to include dates of admission and completion of coursework, graduation date, name and address of graduate, the dates of each semester or term, course grades, and authorized signature.*  **Examples of supporting evidence may include:**  Files are to be available for review during site visit.   |  | | --- | | **Program’s Self-Evaluation:** |   *D. Current information about the nursing education program shall be published and distributed to students and applicants for admission and shall be made available to the board. In addition to information specified in 18VAC90-27-80 C, the following information shall be included:*  *1. Annual passage rates on NCLEX for the past five years; and*  *2. Accreditation status.* |

**Examples of supporting evidence may include:**

Program website

Program handbook or catalog

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| --- |
| **Program’s Self-Evaluation:** |

## **18VAC90-27-190. Evaluation of resources; written agreements with cooperating agencies**

1. *Periodic evaluations of resources, facilities, and services shall be conducted by the administration, faculty, students, and graduates of the nursing education program including an employer evaluation for graduates of the nursing education program. Such evaluation shall include assurance that at least 80% of all clinical experiences are conducted in Virginia unless an exception has been granted by the board.*

**Examples of supporting evidence may include:**

Systematic plan of evaluation

Nursing faculty meeting minutes

**Program’s Self-Evaluation:**

*B. Current written agreements with cooperating agencies shall be maintained and reviewed annually and shall be in accordance with of 18VAC90-27-80 E.*

*C. Upon request, a program shall provide a clinical agency summary on a form provided by the board.*

*D. Upon request and if applicable, the program shall provide (i) documentation of board approval for use of clinical sites located 50 or more miles from the school; and (ii) for use of clinical experiences conducted outside of Virginia, documented approval from the agency that has authority to approve clinical placement of students in that state.*

**Examples of supporting evidence may include:**

Clinical agencies roster

Contracts will need to be available for review during visit

**Program’s Self-Evaluation:****18VAC90-27-210. Passage rate on national examination**

*A. For the purpose of continued approval by the board, a nursing education program shall maintain a passage rate for first-time test takers on the NCLEX that is not less than 80%, calculated on the cumulative results of the past four quarters of all graduates in each calendar year regardless of where the graduate is seeking licensure.*

**Examples of supporting evidence may include:**

NCLEX pass rates as reported on the Virginia Board of Nursing website

**Program’s Self-Evaluation:**

**Table 2**

**Faculty Roster**

**Name of nursing program:**

| **Faculty Rank/Title**  **Name** | **Status** | **Date of Hire** | **Program Attended** | **Nursing Credential** | **Highest Degree Obtained** | **Major Teaching Responsibility** | **Years’ Experience** | | **State of Licensure/License Number/Expiration Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **in NURSING PRACTICE** | **TEACHING in ACADEMIC SETTING** |
| Example: Mary Who,  Associate Professor | Full time  Part time |  | Best University | RN, MS, DNP, CCRN | DNP | Med Surg | 25 | 14 | VA 11111  12/31/2020 |
|  | Full time  Part time |  |  |  |  |  |  |  |  |
|  | Full time  Part time |  |  |  |  |  |  |  |  |
|  | Full time  Part time |  |  |  |  |  |  |  |  |
|  | Full time  Part time |  |  |  |  |  |  |  |  |
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|  | Full time  Part time |  |  |  |  |  |  |  |  |
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|  | Full time  Part time |  |  |  |  |  |  |  |  |
|  | Full time  Part time |  |  |  |  |  |  |  |  |
|  | Full time  Part time |  |  |  |  |  |  |  |  |
|  | Full time  Part time |  |  |  |  |  |  |  |  |
|  | Full time  Part time |  |  |  |  |  |  |  |  |

**Table 3:**

**Clinical Hours per course**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Number** | **Course Name** | **Didactic instruction hours** | **Skills acquisition**  **hours** | | **Observation Experience hours** | **Simulation in lieu of direct clinical hours** | **Direct client care hours** |
| Skills Lab | Simulation |
| EXAMPLE.  NURS 110 | Fundamentals in Nursing | 75 | 13 | 16 | 0 | 0 | 90 |
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| **TOTAL** | | | | | |  |  |

**Table 4: CURRICULUM Map**

|  | Course Number | Corresponding Objective | Location of Content within the course |
| --- | --- | --- | --- |
| EXAMPLE | NURS101 | Course Objective 2 | Lecture on Diabetes slide 15; pages 220-223 in Fundamentals book. |
| A. Both classroom and online curricula shall reflect the philosophy and objectives of the nursing education program and shall be consistent with the law governing the practice of nursing. |  |  |  |
| B. Nursing education programs preparing for licensure as a registered or practical nurse shall include: |  |  |  |
| 1. Evidence-based didactic content and supervised clinical experience in nursing encompassing the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life cycle and in a variety of acute, nonacute, community-based, and long-term care clinical settings and experiences to include adult medical/surgical nursing, geriatric nursing, maternal/infant (obstetrics, gynecology, neonatal) nursing, mental health/psychiatric nursing, nursing fundamentals, and pediatric nursing; |  |  |  |
| 2. Concepts of the nursing process that include conducting a focused nursing assessment of the client status that includes decision making about who and when to inform, identifying client needs, planning for episodic nursing care, implementing appropriate aspects of client care, contributing to data collection and the evaluation of client outcomes, and the appropriate reporting and documentation of collected data and care rendered; |  |  |  |
| 3. Concepts of anatomy, physiology, chemistry, microbiology, and the behavioral sciences; |  |  |  |
| 4. Concepts of communication, growth and development,  nurse-client interpersonal relations, and client education, including: |  |  |  |
| a. Development of professional socialization that includes working in interdisciplinary teams; and |  |  |  |
| b. Conflict resolution; |  |  |  |
| 5. Concepts of ethics and the vocational and legal aspects of nursing, including: |  |  |  |
| a. Regulations and sections of the Code of Virginia related to nursing; |  |  |  |
| b. Client rights, privacy, and confidentiality; |  |  |  |
| c. Prevention of client abuse, neglect, and abandonment throughout the life cycle, including instruction in the recognition, intervention, and reporting by the nurse of evidence of child or elder abuse; |  |  |  |
| d. Professional responsibility to include the role of the practical and professional nurse; |  |  |  |
| e. Professional boundaries to include appropriate use of social media and electronic technology; and |  |  |  |
| f. History and trends in nursing and health care; |  |  |  |
| 6. Concepts of pharmacology, dosage calculation, medication administration, nutrition, and diet therapy; |  |  |  |
| 7. Concepts of client-centered care, including: |  |  |  |
| a. Respect for cultural differences, values, and preferences; |  |  |  |
| b. Promotion of healthy life styles for clients and populations; |  |  |  |
| c. Promotion of a safe client environment; |  |  |  |
| d. Prevention and appropriate response to situations of bioterrorism, natural and man-made disasters, and intimate partner and family violence; |  |  |  |
| e. Use of critical thinking and clinical judgment in the implementation of safe client care; and |  |  |  |
| f. Care of clients with multiple, chronic conditions; and |  |  |  |
| 8. Development of management and supervisory skills, including: |  |  |  |
| a. The use of technology in medication administration and documentation of client care; |  |  |  |
| b. Participation in quality improvement processes and systems to measure client outcomes and identify hazards and errors; and |  |  |  |
| c. Supervision of certified nurse aides, registered medication aides and unlicensed assistive personnel. |  |  |  |
| C. In addition to meeting curriculum requirements set forth in subsection B of this section, registered nursing education programs preparing for registered nurse licensure shall also include: |  |  |  |
| 1. Evidence-based didactic content and supervised clinical experiences in conducting a comprehensive nursing assessment that includes: |  |  |  |
| a. Extensive data collection, both initial and ongoing, for individuals, families, groups, and communities addressing anticipated changes in client conditions as well as emerging changes in a client's health status; |  |  |  |
| b. Recognition of alterations to previous client conditions; |  |  |  |
| c. Synthesizing the biological, psychological and social aspects of the client's condition; |  |  |  |
| d. Evaluation of the effectiveness and impact of nursing care; |  |  |  |
| e. Planning for nursing interventions and evaluating the need for different interventions for individuals, groups and communities; |  |  |  |
| f. Evaluation and implementation of the need to communicate and consult with other health team members; and |  |  |  |
| g. Use of a broad and complete analysis to make independent decisions and nursing diagnoses; |  |  |  |
| 2. Evidence-based didactic content and supervised experiences in: |  |  |  |
| a. Development of clinical judgment; |  |  |  |
| b. Development of leadership skills and unit management; |  |  |  |
| c. Knowledge of the rules and principles for delegation of nursing tasks to unlicensed persons; |  |  |  |
| d. Supervision of licensed practical nurses; |  |  |  |
| e. Involvement of clients in decision making and a plan of care; and |  |  |  |
| f. Concepts of pathophysiology. |  |  |  |