

**VIRGINIA BOARD OF NURSING
EDUCATION INFORMAL CONFERENCE COMMITTEE
MINUTES
May 13, 2015**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was convened at 9:00 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Board Room 1, Henrico, Virginia.

MEMBERS PRESENT: Joyce A. Hahn, Ph.D., RN, NEA-BC, FNAP, Chair
William Traynham, LPN, CSAC

STAFF PRESENT: Jay P. Douglas, MSM, RN, CSAC, FRE, Executive Director
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director
Charlette N. Ridout, RN, MS, CNE, Senior Nursing Education Consultant
Beth Yates, Administrative Assistant
Jean Moseley, On-Site Visitor

CONFERENCES SCHEDULED:

REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS

Full Approval Survey Visit

Southside Regional Medical Center Professional Schools, ADN Program, Colonial Heights, (US28400700)

Ruth Woodfin, RN, MS, Director and Cynthia Parsons, RN, MSN, Vice President of Professional Schools were in attendance.

Ms. Ridout left the meeting at 9:04 a.m.

Ms. Douglas left at 9:26 a.m.

At 9:27 a.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Southside Regional Medical Center Professional Schools, ADN Program, Colonial Heights. Additionally, she moved that Dr. Saxby, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 9:46 a.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: The Committee recommends to continue on provisional approval until such time as they can show the Board that they have satisfied the deficiencies in the following regulations;

1. Unable to verify the clinical learning center has a sink with hot and cold running water [18VAC90-20-130.C]; and
2. Unable to verify that faculty members or preceptors providing supervision in the clinical care of patients shall be responsible and accountable for the assignment of patients and tasks based on their assessment and evaluation of students clinical knowledge and skills in regards to NUR 130 [18VAC90-20-96.B].

Ms. Ridout returned to the meeting at 9:48 a.m.

**Chamberlain College of Nursing, BSN Program, Arlington
(US28500600) - Continued from the March 11, 2015 IFC meeting**

Diane Smith Levine, Sr. Manager Nursing Program, and Dr. Patricia Hughes, Campus President were in attendance

At 10:02 a.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Chamberlain College of Nursing, BSN Program, Arlington. Additionally, she moved that Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:07 a.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to place on conditional approval until a site visit has been conducted and the Board has reviewed the site visit and the 2015 NCLEX results for first time test takers [18VAC90-20-151.B].

The Committee recessed at 10:09 a.m.

The Committee reconvened at 10:14 a.m.

Continued Full Approval

Norfolk State University, BSN Program, Norfolk (US28500100)

Dr. Jessica Parrott, DNP, RN, CPNP-PC, CME, Chair of Nursing and Allied Health, Twanda Gainer, RN, MS, Program Coordinator, and Frances Gray, DNP, RN, CCM, Assistant Professor were in attendance.

At 10:22 a.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Norfolk State University, BSN Program, Norfolk. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:29 a.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to continue on full approval and the next survey visit will be scheduled in 2025.

Request for Provisional Approval

ECPI University – ADN RN Program, Roanoke

Jennifer Barger, MSN, Director of Nursing, and Barbara Larrar, Vice President of Operations, were in attendance.

At 10:34 a.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of ECPI University, ADN RN Program, Roanoke. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:41 a.m.

Ms. Douglas returned to the meeting at 10:41 a.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to grant provisional approval and the admission of students is authorized not to exceed the admissions plan and based on faculty and clinical resources. The first quarterly report is due October 5, 2015.

Full Approval Survey Visit

Jefferson College of Health Sciences Accelerated BSN Program, Roanoke (US28507100)

Kimberly Wilson, DNP, Director of Accelerated BSN Nursing was in attendance.

At 10:44 a.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Jefferson College of Health Sciences, Accelerated BSN Program, Roanoke. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:48 a.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to grant full approval and the next survey visit will be scheduled in 2025.

Request for Curriculum Change

Paul D. Camp Community College, PN Program, Franklin and Suffolk Campuses (US28110000)

Debbie Hartman, RN, MSN, Dean of Nursing and Allied Health and Stephanie Lockhart, RN, Lead Faculty for the PN Program were in attendance.

At 11:00 a.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Paul D. Camp Community College, PN Program, Portsmouth. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms.

Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:06 a.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to accept the curriculum change as information and continue on provisional approval.

NCLEX-RN Pass Rates Below 80% for Two Years

Everest College, ADN RN Program, Vienna (US28403800)

Grace Charitable, MSN, RN, Campus Director was in attendance

At 11:13 a.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Everest College, ADN RN Program, Vienna. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:27 a.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to place on conditional approval due to the NCLEX pass rates below 80% for two years, with a survey visit that will not be scheduled at this time due to program notification of closure June 30, 2015. In addition, further require that the program comply with regulation 18 VAC 90-20-170 regarding program closure requirements.

The Committee recessed at 11:29 a.m.

The Committee reconvened at 11:34 a.m.

NCLEX-RN Pass Rates Below 80% for Two Years

**Hampton University, BSN Program, Hampton (US28505400) -
Continued from the March 11, 2015 IFC meeting**

Dr. Deborah Jones, RN, Dean, Hilda Williamson, Assistant Dean of Academic Affairs, Donna Pendergraft, MSN, RN Undergrad Chair and Dr, JoAnn Haysbert Executive Vice President and Provost were in attendance.

At 12:17 p.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Hampton University, BSN Program, Hampton. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 12:26 p.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to place on conditional approval until a site visit has been conducted and the Board has reviewed the site visit and the 2015 NCLEX results for first time test takers [18VAC90-20-151.B].

Ms. Douglas left the meeting at 12:28 p.m.

Continued Full Approval

**Tidewater Community College, ADN Program, Portsmouth
(US28406800)**

Dr. Phyllis Eaton, Dean, Deborah Murray, DNP, Nursing Program Coordinator, and Kim Curry-Laurenco, Ph.D., Coordinator of Instruction and Technology were in attendance.

At 12:36 p.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Tidewater Community College, ADN Program, Portsmouth. Additionally, she moved that Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 12:41 p.m.

Ms. Douglas returned at 12:41 p.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to continue on full approval and the next survey visit will be conducted in 2025.

The Committee recessed at 12:45 p.m.

Ms. Douglas left at 12:45 p.m.

The Committee reconvened at 1:25 p.m.

Change of Program Status to Full Approval

Petersburg Public Schools, PN Program, Petersburg (US28109400)

Jeanne Maclin, Interim Director, and Laverne Vines Director Career Technical Education, were in attendance.

At 1:29 p.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Petersburg Public Schools, PN Program, Petersburg. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 1:32 p.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to grant full approval and the next survey visit will be conducted in 2020.

Continued Full Approval

**Henrico County Public Schools/St. Mary's Hospital, PN Program,
Henrico, PN, Henrico (US28106800)**

Kathryn Mauch, EdD, MSN, RN was in attendance.

At 1:51 p.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Henrico County Public Schools/St. Mary's Hospital, PN Program, Henrico. Additionally, she moved that Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 2:15 p.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to continue full approval pending receipt of documentation showing that they have implemented adequate secretarial and other support services per regulation 18 VAC 90-20-130.B.

The Committee recessed at 2:16 p.m.

Ms. Douglas returned during recess and left at 2:19 p.m.

The Committee reconvened at 2:20 p.m.

Nurse Aide Program Complaint Visit

**Virginia School for Nurse Aides and Health Education,
Richmond**

Toni Rivers, Director of Programming and Shelia Shelton, School Manager were in attendance.

At 3:04 p.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Virginia School for Nurse Aides and Health Education, Nurse Aide Program, Richmond. Additionally, she moved that Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 3:15 p.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to place on conditional approval with 30 days to demonstrate compliance with the following regulations:

1. Ensure when students are giving direct care to clients in the clinical areas, the ratio of students to each instructor shall not exceed 10 students to one instructor [VAC 18 90-26-30.F];
2. Ensure that the primary instructor meets the qualifications of 18 VAC 90-26-30.B.1.b;
3. Ensure that all instructional personnel meet the requirements of 18 VAC 90-26-30.D1; and
4. Ensure that students do not perform services for which they have not received instruction and been found proficient by the instructor [18 VAC 90-26-30.B.2.f].

Bluefield College, RN to BSN Program, Bluefield Virginia

Jessica Sharp, Ph.D., Dean of Bluefield College ADN to BSN Program presented information regarding the second degree nursing program to the Board. No action required by the Board.

James Madison University, BSN Program, Harrisonburg (US28508100)

There were no representatives in attendance.

At 3:27 p.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of James Madison University, BSN Program, Harrisonburg. Additionally, she moved that Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 3:28 p.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to continue full approval with the next survey visit to be conducted in 2025.

Nurse Aide Program On-Site Review

Star College, Falls Church

There were no representatives in attendance

At 3:28 p.m. Mr. Traynham moved that the Education Informal Conference Committee convene a closed meeting pursuant to §2.2-3711 (A) (27) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Star College, Nurse Aide Program, Falls Church. Additionally, she moved that Dr. Saxby, Ms. Ridout, Ms. Moseley, and Ms. Yates attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 3:29 p.m.

Mr. Traynham moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend to place on conditional approval with 30 days to provide evidence of meeting the following requirements:

1. Ensure that each student enrolled in the nurse aide education program has been given a copy of applicable Virginia law regarding criminal history record checks [18 VAC 90-26-20.B.3];
2. Ensure that the nurse aide education program has a designated Program Coordinator who is a registered nurse [18 VAC 90-26-30.A.1.2.&3];
3. Ensure that the Primary Instructor has two years of experience as a registered nurse within the previous five years and at least one year of experience in the provision of long-term care facility services [18 VAC 90-26-30.B.1.b];
4. Ensure the primary instructor is responsible for teaching and evaluation of students and, in addition, shall: participate in the planning of each learning experience; maintain records as required by subsection A of 18 VAC 90-26-50; perform other activities necessary to comply with subsection B of 18 VAC 90-26-20; and ensure that students do not perform services for which they have not received instruction and been found proficient by the instructor [18 VAC 90-26-30.B.2.a.b.d.& e];
5. Ensure all instructional personnel demonstrate competence to teach adults prior to being assigned to teach the nurse aide education program [18 VAC 90-26-30.D];
6. Ensure unit objectives are reviewed with the students at the beginning of each unit [18 VAC 90-26-40.B.2];

7. Ensure the program is at least 120 clock hours in length [18 VAC 90-26-50.C.1];
8. Ensure skills training in clinical settings shall be at least 40 hours of providing direct client care [18 VAC 90-26-50.C.3];
9. Ensure curriculum includes content and objectives on providing assistance necessary to participate in client and family groups and other activities [18 VAC 90-26-40.A.7.d];
10. Ensure curriculum includes content and objectives on appropriate management of conflict [18 VAC 90-26-40.A.10];
11. Ensure curriculum includes content and objectives on modifying the aide's behavior in response to the behavior of clients; demonstrating principles of behavior management by reinforcing appropriate behavior; and providing appropriate clinical care to the aged and disabled [18 VAC 90-26-40.A.4.a.c. & g];
12. Ensure curriculum includes content and objectives on understanding and responding appropriately to the behavior of cognitively or sensory impaired clients [18 VAC 90-26-40.A.5.c];
13. Ensure curriculum includes content and objectives on teaching the client in self-care according to the client's abilities as directed by a supervisor [18 VAC 90-26-40.A.6.f];
14. Ensure curriculum includes content and objectives on providing assistance necessary to participate in client and family groups and other activities [18 VAC 90-26-40.A.7.d]; and
15. Ensure curriculum includes content and objectives on legal and regulatory aspects of practice as a certified nurse aide, including, but not limited to, consequences of abuse, neglect, misappropriation of client property and unprofessional conduct [18 VAC 90-26-40.A.8.

Ms. Ridout announced that Tazewell County Career and Technical Center graduated their last class in April 2014 and voluntarily closed the program.

Meeting adjourned at 3:32 p.m.

Paula B. Saxby, R.N., Ph.D.
Deputy Executive Director

Charlette N. Ridout, R.N., M.S., C.N.E.
Senior Nursing Education Consultant