

**VIRGINIA BOARD OF NURSING
EDUCATION INFORMAL CONFERENCE COMMITTEE
MINUTES
September 11, 2013**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was convened at 9:05 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Board Room , Henrico, Virginia.

MEMBERS PRESENT: Jane Ingalls, RN, Ph.D., Chairperson
Joyce A. Hahn, PhD., APRN, NEA-BC

STAFF PRESENT: Jay P. Douglas, MSM, RN, CSAC, FRE, Executive Director
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director
Jody P. Power, RN, J.D., Deputy Executive Director
Beth Yates, Administrative Assistant

CONFERENCES SCHEDULED:

REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS

Initial Approval Survey Visit

Stratford University – BSN Program, Falls Church

Sharon Guillett, RN, Ph.D., Director was in attendance.

At 9:17 a.m., Dr. Hahn 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 Stratford University, BSN Program. Additionally, she moved that Ms. Power, Dr. Saxby, 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 9:24 a.m.

Dr. Hahn 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 provisional approval until the Board has reviewed and considered the 2013 NCLEX results.

Continued Approval Survey Visit

Rappahannock Community College-PN Program, Glenns/Warsaw

Janice Stephens, RN, MSN, Director was in attendance.

At 9:31 a.m., Dr. Hahn 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 Rappahannock Community College, PN Program. Additionally, she moved that Ms. Power, Dr. Saxby, 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 9:40 a.m.

Dr. Hahn 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. The next survey visit will be conducted in 2021.

NCLEX Survey Visit

Ultimate Health School - PN Program, Manassas

Arangu Ngundam-Tomidio, RN, MSN, Director, Juliana Frimpong, RN, Lead Instructor, and Donna Manwarren were in attendance.

At 10:51 a.m. Dr. Hahn 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 Ultimate Health School, PN Program. Additionally, she moved that Ms. Power, Dr. Saxby, 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 11:15 a.m.

Dr. Hahn 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 the program on conditional approval with 30 days to submit documentation verifying the systematic plan of evaluation, to include total program review and clarification of the use of an exit exam and documentation in the student handbook and revision of the Nursing 305 course. The program shall remain on conditional approval until the Board has received and considered the 2013 NCLEX results during which time the school may admit one cohort of students with no more than 20 students.

Notification of Program Modification

Germanna Community College - PN Program, Locust Grove

Patti Lisk, RN, Ph.D. Director, Heather Cannova, RN, Program Chair, and Lee Browning Representing Fredericksburg Area School of Practical Nursing were in attendance.

Action: Recommend to accept the report as information.

NCLEX Survey Visit

Bryant and Stratton – ADN Program, Richmond

Diane Howell, RN, Program Director, Beth Murphy, Director of Richmond Campus, Lee Hickman, and Jacqueline Willman, Nursing Program Administrator were in attendance.

At 1:12 p.m. Dr. Hahn 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 Bryant and Stratton, ADN Program. Additionally, she moved that Ms. Power, Dr. Saxby, 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 1:30 p.m.

Dr. Hahn 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 conditional approval with 60 days to submit the following:

- 1.) Verification that the organizational plan indicates the line of authority and communication of the nursing education program to the Advisory Committee and the Cooperating Agencies [18VAC 90-20-70.D];
- 2.) Verification of the use of the Systematic Plan of Evaluation that was submitted [18VAC 90-20-80.3] and [18VAC 90-20-90.C.6];
- 3.) Verification that the faculty design and revise the curriculum [18VAC 90-20-90.C.2];
- 4.) Verification that the faculty develop requirements or select admission candidates or criteria for progression, retention, or graduation [18VAC 90-20-90.C.3];
- 5.) Verification that a file is maintained for each student to include the student's application [18VAC 90-20-110.B.1];
- 6.) Verification that a file is maintained for each student to include the student's high school transcript or copy of high school equivalence certificate [18VAC 90-20-110.B.2];
- 7.) Verification that the Catalog or the Student Handbook has information on the educational facilities [18VAC 90-20-110.C.8];
- 8.) Verification that NCLEX information for the past five years is published and distributed to the students and applicants, and information relating to NCLEX-RN pass rates is available through a school bulletin Board [18VAC 90-20-110.C.14]; and
- 9.) Verification of instruction in child abuse recognition and intervention is included in the clinical objectives [18VAC 90-20-120.D].

Additionally, the program shall remain on conditional approval until the Board has received and considered the 2013 NCLEX results

The committee recessed at 1:40 p.m.

The committee reconvened at 2:15 p.m.

Request for Curriculum Change

Kathy Johnson, RN, MSN, Dean of Nursing was in attendance

Centra College – PN Program, Lynchburg

Action: Recommend to approve the curriculum change and accept as information and continue full approval.

Relocation Site Visit

Centra College – PN and ADN Programs

Kathy Johnson, RN, MSN, Dean of Nursing was in attendance

Action: Recommend to accept the report as information and continue provisional approval for the associate degree program and continue full approval for the practical nursing program

Request for Change in Credit Hours

Kathy Johnson, RN, MSN, Dean of Nursing was in attendance.

Centra College - ADN Program, Lynchburg

Action: Recommend to accept the report as information and continue provisional approval.

Continued Approval Survey Visit

- ECPI University – PN Program Northern Virginia Campus, Manassas

Action: Recommend to continue conditional approval with 30 days to submit revised guidelines for clinical preceptorship [18 VAC 90-20-95]. The program will continue on conditional approval until the Board receives and considers the 2013 NCLEX results

Request for Curriculum Change

Southside Virginia Community College – PN Program, Keysville

Action: Recommend to approve the curriculum change, and accept the report as information, and continue full approval.

Request for Change in Clinical Hours

Global Health College - ADN Program, Alexandria

Action: Recommend to approve the change in clinical hours, accept as information and continue full approval.

Voluntary Closure of Education Programs

Lynchburg General Hospital – Diploma Program, Lynchburg

Action: Recommend to accept as information.

Voluntary Closure of Education Programs

Centura College - PN Program, West Richmond Campus, Richmond

Action: Recommend to accept as information.

Meeting adjourned at 2:52 p.m.

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