

**VIRGINIA BOARD OF NURSING  
EDUCATION INFORMAL CONFERENCE COMMITTEE  
MINUTES  
May 11, 2010**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was convened at 9:06 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Henrico, Virginia.

MEMBERS PRESENT: Judith E. Piersall, R.N., B.S.N., Chairperson  
Patricia C. Lane, R.N., B.S.N., MBA, HCA

STAFF PRESENT: Jay P. Douglas, RN, MSM, CSAC, Executive Director  
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director  
Jessica C. Ressler, R.N.C., M.S.N., Nursing Education Consultant  
Laura L. Mueller, Administrative Assistant

OTHERS PRESENT: James Pickral representative from the Virginia Nurses Association  
Linda Woodley representative from the State Council of Higher Education for Virginia  
Suzanne Robinson representative from CJW Hospital

CONFERENCES SCHEDULED:

**REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS**

**Provisional Approval to Establish a Nursing Education Program**

Southside Regional Medical Center – Associate Degree Nursing Education Program, Petersburg

Cynthia Parsons, RN, MSN, Vice President Professional School  
Jacquelyn Wilmoth, RN, MSN, Associate Professor and Lavoy Bray, RN, MEd, Dean, Quality were in attendance.

At 9:20 a.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Southside Regional Medical Center Associate Degree Nursing Education Program in Petersburg. Additionally, she moved that, Ms. Douglas, Mrs. Ressler, Dr. Saxby, and Mrs. Mueller 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 9:29 a.m.

Ms. Lane 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:

1. Grant approval to establish a pre-licensure ADN nursing education program at Southside Regional Medical Center;
2. The authority to advertise and admit students is not granted until completion of a successful site visit; and
3. The first quarterly report is due July 1, 2010.

**Compliance Requirements including a Survey Visit**

Richmond School of Health and Technology (RSHT) – Practical Nursing Education Program, Richmond

Carolyn Lake, CEO, Debra Allen, RNC, MSN, Director of Nursing, Melanie Chewning, RN, School Director, Maxine Stine, RN, Director of Education, and Rodney Adams, Attorney were in attendance.

At 10:24 a.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Richmond School of Health and Technology (RSHT) Practical Nursing Education Program in Richmond. Additionally, she moved that, Ms. Douglas, Mrs. Ressler, Dr. Saxby, and Mrs. Mueller 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 10:37 a.m.

Ms. Lane 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:

1. Continue Richmond School of Health and Technology (RSHT) practical nursing education program on conditional approval until the Board meets in January 2011 to consider the NCLEX-PN results and that this program is in compliance of Board regulations [18VAC90-20-160.C.2.a];
2. Provide quarterly reports that include:
  - The quarterly or monthly faculty minutes that document actions taken regarding the use of the systematic plan of evaluation for total program review;
  - The agenda for each faculty meeting;
  - A current faculty roster;
  - Documentation regarding the professional development activities for each faculty member listed on the faculty roster; [18VAC90-20-90.A.3]

- A current clinical agency summary including contact information for each site; and
  - The next quarterly report is due July 1, 2010.
3. Submit a detailed NCLEX plan of correction no later than June 1, 2010;
  4. Submit a progress report regarding the effectiveness of the NCLEX plan of correction no later than December 1, 2010; and
  5. The Board will review these documents and the 2010 NCLEX-PN pass rate for this practical nursing education program at its January 2011 meeting in order to make a determination regarding program approval or the withdrawal of approval pursuant to [18VAC90-20-151.A.B].

### **Application to Establish a Nurse Aide Education Program**

Companion Extraordinaire Nursing Network, Inc., Ashland

Bettie Brady, RN and Dawn Beninghove, RN were in attendance.

**Action:** Recommend approval of the application to establish a nurse aide education program at Companion Extraordinaire Nursing Network, Inc. pending receipt of the following:

1. Ensure that each unit of instruction includes all the content areas in “the purpose of each unit” (see Unit IV – needs to include communication and interpersonal skills); and
2. Add an objective to Unit VII for “demonstrating appropriate handwashing technique” [18 VAC 90-25-40.A.1.b].

### **Unannounced Survey Visit – Complaints**

REDD Educational Institute – Practical Nursing Education Program, Norfolk

Mark Dominado, REDD Services Manager and Alfonso Espana, REDD Services Manager were in attendance.

At 11:35 a.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of REDD Educational Institute Practical Nursing Education Program in Norfolk.

Additionally, she moved that, Ms. Douglas, Mrs. Ressler, Dr. Saxby, and Mrs. Mueller 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 11:50 a.m.

Ms. Lane 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:

1. Continue this practical nursing education program on provisional approval and prohibit admittance of any students indefinitely;
2. The program director shall appear at the July 7, 2010 Education Conference Committee meeting to address the questions and concerns of the Board;
3. The program director attend the Education Orientation on establishing a nursing education program that is scheduled for June 8, 2010;
4. That the program director shall review the director's role and those of faculty [18VAC90-20-70.C] and [18VAC90-20-90.A.B.C];
5. That the program director shall provide to the Board office within fifteen days the following:
  - a. A definite theory and clinical calendar and curriculum plan for each cohort currently enrolled in the program;
  - b. A completed clinical agency form and attach supporting contracts for clinical experiences throughout the life cycle including maternal/child, pediatrics, mental health, geriatrics, and adult medical/surgical nursing [18VAC090-20-120.B] and [18VAC90-20-130.E];
  - c. A Systematic Plan of Evaluation for total program review [18VAC90-20-80] and [18VAC90-20-130.A];
  - d. Documentation that this program is "authorized by the Virginia Board of Education or the appropriate governmental credentialing agency" (definitions);
  - e. A current faculty summary;
6. The owners should consider hiring a consultant to assist with redesigning this practical nursing education to meet the requirements of the Virginia Board of Nursing and the needs of the students and the community; and
7. The next quarterly report is due July 1, 2010.

**Application to Establish a Nurse Aide Education Program**

Visiting Nurse Solution Learning Center, Arlington

**Action:** Recommend approval of the application to establish a nurse aide education program at Visiting Nurse Solution Learning Center.

**On-Site Review Reports – Nurse Aide Programs Meeting All Regulations**

**Action:** Recommend continued approval of the following nurse aide education programs:

J. Sargeant Reynolds Community College, Richmond  
North Stafford High School, Stafford  
Northern Neck Technical Center, Warsaw  
Professional Career Institute, Inc., Richmond

**On-Site Visit Report – Nurse Aide Education Program Requiring Remediation**

Columbia College, Fairfax

**Action:** Recommend conditional approval with thirty (30) days to meet the following requirement:

1. Ensure that students receive a copy of applicable Virginia law regarding criminal history records checks for employment in certain health care facilities, and a list of crimes which pose a barrier to such employment [18VAC90-25-20.B.3]; and
2. Add the following objectives to the curriculum plan:
  - a. Measuring and recording height and weight [18VAC90-25-40.A.2.c];
  - b. Caring for the clients' environment [18VAC90-25-40.A.2.d];
  - c. Measuring and recording fluid and food intake and output [18VAC90-25-40.A.2.e];
  - d. Caring for a client when death is imminent [18VAC90-25-40.A.2.f];
  - e. Assisting with eating and hydration, including proper feeding techniques [18VAC90-25-40.A.3.e];
  - f. Modifying the aide's behavior in response to the behavior of the client [18VAC90-25-40.A.4.a];
  - g. Demonstrating principles of behavior management by reinforcing appropriate behavior and causing inappropriate behavior to be reduced or eliminated [18VAC90-25-40.A.4.c];
  - h. Demonstrating skills supporting age-appropriate behavior by allowing the client to make personal choices, and by providing and reinforcing other behavior consistent with the clients' dignity [18VAC90-25-40.A.4.d];
  - i. Utilizing the client's family or concerned others as a source of emotional support [18VAC90-25-40.A.4.e];
  - j. Responding appropriately to client's behavior; including, but not limited to, aggressive behavior and language [18VAC90-25-40.A.4.f];
  - k. Providing appropriate clinical care to the aged and disabled [18VAC90-25-40.A.4.g];
  - l. Providing culturally sensitive care [18VAC90-25-40.A.4.h];
  - m. Care of the cognitively or sensory (visual and auditory) impaired client [18VAC90-25-40.A.5.a-d];
  - n. Maintaining range of motion [18VAC90-25-40.A.6.b];
  - o. Caring for and using prosthetic and orthotic devices [18VAC90-25-40.A.6.e];
  - p. Teaching the client in self-care according to the client's abilities as directed by a supervisor [18VAC90-25-40.A.6.f];
  - q. Client's rights [18VAC90-25-40.A.7.c-f];

- r. 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 [18VAC90-25-40.A.8];
- s. Occupational health and safety [18VAC90-25-40.A.9];
- t. Ensure that the certificate of completion indicates “nurse aide”, not “certified nurse aide” or “CNA” [18VAC90-25-50.A.1];
- u. Ensure that the name badge indicates “Nurse Aide Student”, not “CNA” [18VAC90-25-50.B]; and
- v. Ensure that all equipment is in working order so the students can simulate care and skills [18VAC90-25-50.D.5].

The following suggestions for improving the program:

1. Consider developing a new curriculum plan and syllabus to include all objectives required by regulation;
2. Consider purchasing a manikin that has anatomically interchangeable parts and is life-like to allow instruction and practice of skills; and
3. Consider purchasing a new bed for the skills lab.

**On-Site Visit Report – Nurse Aide Education Program Requiring Remediation**

Generation Solutions, Lynchburg

**Action:** Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Add “measure and record” to all measurement skills [18VAC90-25-40.A.b,c & e]; and
2. Ensure that the program hours are at least 120 hours [18VAC90-25-50.C.1].

The following suggestion for improving the program:

1. Consider increasing the length of the program to at least four weeks;
2. Consider supplementing the text for a more in-depth review of required objectives and content; and
3. Consider adding Virginia Mandated Reporter laws and Virginia Adult Protective Services training on abuse and neglect.

**On-Site Visit Report – Nurse Aide Education Program Requiring Remediation**

Generation Solutions, Roanoke

**Action:** Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Add “measure and record” to all measurement skills [18VAC90-25-40.A.b,c & e];
2. Ensure that the program hours are at least 120 hours [18VAC90-25-50.C.1]; and

3. Ensure that there are instructional technology and equipment needed for simulation client care [18VAC90-25-50.D.5].

The following suggestion for improving the program:

1. Consider increasing the length of the program to at least four weeks;
2. Consider supplementing the text for a more in-depth review of required objectives and content; and
3. Consider adding Virginia Mandated Reporter laws and Virginia Adult Protective Services training on abuse and neglect.

### **Announcements**

- Retirements
- General concerns regarding clinical sites for nursing education programs
- School Closing
- Program Name Change
- The effect of Accreditation of Nursing Education Programs on Military Employment

Ms. Douglas left the meeting.

### **Letter of Intent, Application Phase and Proposal for Provisional Approval to Establish a Nursing Education Program**

Patrick Henry Community College – Practical Nursing Education Program, Rocky Mount

**Action:** Recommend:

1. Within 30 days:
  - a. Provide the Board with an updated timeline;
  - b. Provide the Board with a clinical agency form;
  - c. Provide the Board with a faculty summary.
2. Grant provisional approval to this proposed practical nursing education program dependent upon the results of a successful site visit;
3. Until successful completion of the site visit, this program cannot advertise or admit students; and
4. The next quarterly report is due July 1, 2010.

### **Quarterly Reports that Meet Requirements**

**Action:** Recommend acceptance of the quarterly reports as information for the following Nursing Education Programs:

Bon Secours Memorial College of Nursing- BSN program- Richmond  
Bryant & Stratton College- ADN program- Richmond  
Career Training Solutions- ADN program- Fredericksburg

ITT Technical Institute- ADN program- Norfolk  
Carilion Stonewall Jackson Hospital/Dabney S. Lancaster Community College - PN program- Lexington  
Danville Community College- ADN program- Danville  
Everest College- ADN program- McLean  
Fortis College- ADN program- Norfolk  
Fortis College- ADN program- Richmond  
Fortis College- PN program- Richmond  
The George Washington University- BSN program- Ashburn  
J. Sargeant Reynolds Community College- PN program- Richmond  
Jefferson College of Health Sciences- BSN program- Roanoke  
John Tyler Community College- ADN Hybrid program- Midlothian  
Longwood University- BSN program- Farmville  
Piedmont Virginia Community College- PN program- Charlottesville  
Rappahannock Community College- ADN program- Glens  
Sentara College of Health Sciences- BSN program- Chesapeake  
Southside Virginia Community College- ADN program- South Boston

The next quarterly report is due July 1, 2010.

**Quarterly Reports for Review**

Eastern View High School/Germanna Community College – Practical Nursing Education Program, Culpeper

**Action:** Recommend:

1. Accept the quarterly report as information;
2. The next quarterly report is due July 1, 2010. In that report, include an up-dated faculty summary and current clinical agency form; and
3. Provide the Board with the revised curriculum for this re-designed practical nursing education program for consideration at the July 7, 2010 Education Informal Conference Committee. The last day to accept that information is June 4, 2010.

**Quarterly Reports for Review**

Stratford University – Baccalaureate Degree Nursing Education Program, Falls Church

**Action:** Recommend:

1. Accept the quarterly report and revision of the curriculum as information; and
2. The next quarterly report is due July 1, 2010. In that report, include an up-dated faculty summary and current clinical agency form.

**Change of Location Visit**

Tidewater Community College – Associate Degree Nursing Education Program, Portsmouth

**Action:** Recommend acceptance of the documentation of the change of location site visit as information.

**Request to Decrease Clinical Hours**

Riverside School of Practical Nursing – LPN to pre-licensure RN Nursing Education Program, Newport News

**Action:** Recommend approval of the request to decrease the number of clinical hours in the LPN to pre-licensure RN nursing education program.

**Curriculum Change**

Valley Vocational Technical Center – Practical Nursing Education Program, Fishersville

**Action:** Recommend:

1. Accept the curriculum change as information; and
2. Provide the Board with an updated faculty summary and a current clinical agency form within 90 days.

**Response to Board request**

Fairfax County School of Practical Nursing, Falls Church

**Action:** Recommend:

Accept the documentation of response to recommendations made at the March 16, 2010 Board meeting as fulfilling the request.

**Response to Board request**

South University – Baccalaureate Degree Nursing Education Program, Richmond

**Action:** Recommend:

1. Accept the documentation of response to recommendations made at the March 16, 2010 Board meeting as information; and
2. The program is not authorized to advertise this program and the admission of students is not granted until an on-site visit is conducted by a Board representative which is scheduled for April 29, 2010.

**Response to Requirements Not Met**

New River Community College – Practical Nursing Education Program, Dublin

**Action:** Recommend:

1. Accept the documentation regarding the resolution of requirements not met at the time of the survey visit. This documentation fulfills the requirements of the Board; and
2. Remove the practical nursing education program from conditional approval and place them on a full approval status.

**Faculty Exception**

Southside Virginia Community College – Associate Degree Nursing Education Program, South Boston

**Action:** Recommend approval of the faculty exception. If an exception is needed for the next academic year submit request by May 2011.

**Guidance from Education Committee**

Blue Ridge Job Corp Center – Practical Nursing Education Program, Marion

**Action:** Recommend no further action. This practical nursing education program has completed the annual report as required by regulation [18VAC90-20-160.A].

**Summary of Actions Taken by NLNAC – February 2010**

**Action:** Recommend to accept the documentation as information.

Meeting adjourned at 1:24 p.m.

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

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Jessica C. Ressler, R.N.C., M.S.N.  
Nursing Education Consultant