

**VIRGINIA BOARD OF NURSING
EDUCATION INFORMAL CONFERENCE COMMITTEE
MINUTES
November 3, 2010**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was convened at 9:10 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Board Room 2, Henrico, Virginia.

MEMBERS PRESENT: Judith E. Piersall, R.N., B.S.N., Chairperson
Florence Jones-Clarke, R.N., M.S.

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: Joseph Dalto, Campus President, Medical Careers Institute, ECPI
Sharon Farrenkopf, Associate Dean, Medical Careers Institute, ECPI

CONFERENCES SCHEDULED:

REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS

Announcements

- Henrico County/St. Mary's Hospital School of Practical Nursing, Richmond has received continued NLNAC accreditation.
- Jessica C. Ressler, Nursing Education Consultant will be retiring, effective December 1, 2010.

Medical Career Institute, ECPI College of Technology, Richmond-Emerywood Campus

Response to Board request, Associate Degree Nursing Education program

Response to Board requests, Practical Nursing Education Program Compliant received, Associate Degree Nursing Education program

Tomeka Dowling, RN, MS, Director of Nursing, Tammy Colatranglio, Marketing Director, and Barbara Larar, Vice President Operations were in attendance.

At 9:54 a.m., Ms. Jones-Clark 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 Medical Careers Institute, Emerywood Campus, Associate Degree 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 10:11 a.m.

Ms. Jones-Clark 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.

Response to Board Request

Medical Careers Institute, Emerywood Campus, Associate Degree Nursing Education program, Richmond

Action: Recommend:

1. Accept the program's response to all requirements not met-all requirements are now met;
2. Continue provisional approval until four (4) quarters of NCLEX-RN scores have been received by the Board; and
3. Notify the Board of a transition plan for a new program director within thirty (30) days and notify the Board once a new program director is hired within thirty (30) days.

Response to Board Request

ECPI College of Technology, the School of Health Sciences, Medical Careers College, Practical Nursing Education program, Richmond-Emerywood campus

Action: Recommend:

Grant approval to this practical nursing education program with the next survey visit scheduled for 2016.

Complaint Received

Medical Careers Institute, Emerywood Campus, Associate Degree Nursing Education program, Richmond

Action: Recommend:

Provide the following documentation to the Board within thirty (30) days:

1. Copies of all contracts for those facilities currently utilized for clinical experiences for both the ADN and PN programs;

2. A current curriculum plan for both the ADN and PN programs;
3. A clear, concise, and accurate documentation that students have had and will continue to have "...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 settings." **18VAC90-20-120.B.1**. Observational experiences cannot be counted as direct client care hours;
4. Documentation addressing the ADN program cohorts (Section 7) and how a Psychiatric Nursing rotation was able to be completed on a hospital Medical/Surgical floor that, according to the Education staff and CNO of HDH Forest campus, never had a patient with a psychiatric diagnosis;
5. Review and revise the position descriptions for the Program Director of both the ADN and PN programs to meet the requirements of the Board regulations; **18VAC90-20-70.C**
6. Review and revise the position descriptions for the faculty of both the ADN and PN programs to meet the requirements of the Board regulations; **18VAC90-20-120.C.1-6** and
7. Accurate documentation regarding the number of clinical hours provided to students in both the ADN and PN nursing education programs. **18VAC90-20-120.E**

Ms. Douglas left the meeting.

Ms. Douglas returned to the meeting.

Application Phase and Provisional Approval Phase to Establish a Nursing Education Program

Stratford University, Baccalaureate Degree Nursing Education program, Woodbridge

Sharron Guillett, PhD, RN, Director of Nursing and Dianne Fiedler, MSN, RN, Assistant Director were in attendance.

At 10:50 a.m., Ms. Jones-Clark 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 Stratford University Baccalaureate Degree Nursing Education Program in Woodbridge. 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 10:58 a.m.

Ms. Jones-Clark 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 provisional approval to this baccalaureate degree nursing education program providing clinical sites can support the number of students to be admitted;
2. A site visit will be scheduled;
3. Provide the Board with a revised organization chart to include the advisory committee;
4. Provide the Board with your market analysis research; and
5. The authority to advertise and admit students is granted pending results of a successful site visit.

Initial Approval

Career Training Solutions, Associate Degree Nursing program,
Fredericksburg

Kathy Marshall, MN, RN, Director of Nursing, Associate Degree Education program and Maureen LaGreca, MA, RN, Director of Nursing, Practical Nursing Education program were in attendance.

At 11:16 a.m., Ms. Jones-Clark 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 Career Training Solutions, Associate Degree Nursing Education Program in Fredericksburg. 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 11:33 a.m.

Ms. Jones-Clark 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:

Grant approval of this associate degree nursing education program. The next survey visit will be scheduled for 2017.

Ms. Douglas left the meeting.

Application to Establish a Nurse Aide Education Program

MG Home Health Services, Manakin Sabot

Martha Gibbs, President and Norma Wilson, RN, Director of Nursing were in attendance.

At 11:28 a.m., Ms. Jones-Clark 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 MG Home Health Services Nurse Aide Education Program in Manakin Sabot. Additionally, she moved that 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 12:06 p.m.

Ms. Jones-Clark 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.

Ms. Douglas returned to the meeting.

Action: Recommend approval of the application to establish a nurse aide education program at MG Home Health Services pending receipt of a revised classroom and clinical course schedule to include the skills lab training.

Repeat Initial Approval Survey Visit

Ultimate Health School, Practical Nursing Education program, Falls Church

Arangu Ngundam-Tomdio, RN, MBA was in attendance.

At 12:52 p.m., Ms. Jones-Clark 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 Ultimate Health School, Practical Nursing Education Program in Falls Church. 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 1:12 p.m.

Ms. Jones-Clark 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.

The following requirements were **not** met by this pre-licensing practical nursing education program:

1. **§18VAC90-20-110B.3** Current records of achievement were not available in student files.
2. **§18 VAC 90-20-90 (B).3** Unable to verify that no more than 15 students are supervised by the faculty during this preceptor experience.
3. **§18 VAC 90-20-90 (C).5.** Unable to verify that students and faculty evaluate courses, clinical areas, and clinical sites
4. **§18 VAC 90-20-95 A.** Unable to verify licensure and education of preceptor.
5. **§18 VAC 90-20-95 B.** Unable to identify the number of students assigned to each preceptor.
6. **§18 VAC 90-20-95 D.** There is a preceptor packet, but it doesn't include specific written objectives, methodology, and evaluation procedures. Unable to verify an orientation program. Unable to verify the preparation of students for this experience. Unable to verify periodic monitoring and evaluation by a licensed faculty member.
7. **§18 VAC 90-20-96 B.** Unable to verify since the contracts with seven agencies identify the agency as being responsible for student assignments.
8. **§18 VAC 90-20-110 (A).2.** A syllabus and one page topical outlines were provided, but supporting materials were not available to review and those reviewed do not meet the requirements of this regulations. None of the records contained any clinical evaluations, official transcripts, or a curriculum plan as followed by this student.
9. **§18 VAC 90-20-110 (B).** The board representative was able to verify the application and six high school/ college transcripts, but four of the records did not have an official transcript from high school or college. Nothing in the record documented the progress of the student or had an official transcript.
10. **§18VAC90-20-110C.12.** Current faculty-staff roster not on bulletin board or handbook
11. **§18VAC90-20-110C.14** Annual passage rate on NCLEX PN for the past five years is not available to the public. Only this year's scores are posted on the bulletin board and no scores are on the website.
12. **§18VAC90-20-120 B. 4. a.** No objective or content on conflict resolution was found
13. **§18VAC90-20-120. B.5.a.** No content or objectives were found in regard to the regulations and Virginia Code for nursing
14. **§18VAC90-20-120. B.5.c.** Content and objectives were found on prevention of patient abuse and neglect but none on abandonment
15. **§18VAC90-20-120 E.** Could not verify 400 hours of direct patient care

16. **§18VAC90—20-130 (A)** Unable to verify that evaluations are done but forms are available to accomplish the task
17. **§18VAC90-20-130.E** Seven of the contracts continue to have “Retain the responsibility for the supervision of students” under the agencies responsibilities and the three identified preceptor contracts do not identify the role of the preceptor

Action: Recommend:

1. Continue conditional approval of this practical nursing education program; and
2. Within 30 days provide the Board with documentation that clearly shows resolution of all of the **requirements not met**.

Issue with Practical Nursing Education Program

Petersburg Public Schools, Practical Nursing Education Program,
Petersburg

Shirley Dobie, Supervisor CTE Director was in attendance.

Ms. Dobie appeared before the committee with a request presented by Petersburg Public Schools to support a one time offer to repeat the medication administration course to the practical nursing students who had failed the course. If students are successful on the repeat course, they will be able to proceed to the next nursing course.

Action: Recommend approval of this one time exception to change the curriculum for this one course. Any additional changes would require a curriculum change be presented to the Board for approval.

Application Phase and Provisional Approval Phase to Establish a Nursing Education Program

Northern Virginia Community College, Workforce Development, Practical Nursing Education program, Springfield

Action: Recommend:

1. Grant provisional approval to advertise and admit students into this practical nursing education program; and
2. The first quarterly report is due March 30, 2011.

Ms. Douglas left the meeting.

Fee, Application, and Letter of Intent to Establish a Nursing Education Program

The Board received an application, fee and letter of intent to establish a nursing education program from the following programs:

- Jefferson College of Health Sciences, Accelerated BSN track (second degree), Roanoke
- ITT Technical Institute, Associate Degree Nursing Education Program, Salem

Action: Recommend:

Accept the fee, 1-page application, and letter of intent as information.

Fee, Application, and Letter of Intent to Establish a Nursing Education Program

Universal College of Allied Health, ADN (traditional), second degree, and LPN to RN, No Virginia address

Action: Recommend:

Accept the fee, 1-page application, and letter of intent as information.

Initial Approval Survey Visit

Northern Virginia Community College-Online Hybrid pre-licensure Associate Degree Nursing Education program, Springfield

The following **requirements** are not met:

1. There is no graduate survey in place specific to nursing [**18VAC90-20-130.A**];
2. The clinical objectives in NUR 221 and NUR 222 state that the RN can delegate to unlicensed assistive personnel and LPN's. The RN cannot delegate to an LPN [**18VAC90-20-120.C.4**];
3. The philosophy and objectives do not describe the entry-level practitioner being prepared [**18VAC90-20-80.2**];
4. Two (2) of 12 student records had no high school transcript, GED certificate, or college transcript. The names can be found in the survey visit report under [**18VAC 90-20-110.B**];
5. Of the 25 full time faculty members, 2 had no professional competency records on file and 3 had only CPR cards on file. The names can be found in the survey visit report under [**18VAC90-20-90.A.3**]; and
6. Of the 23 adjunct faculty members, 2 had no professional competency records on file and 3 had only CPR cards on file. The names can be found in the survey visit report under [**18VAC90-20-90.A.3**]

Action: Recommend:

Grant approval to this ADN Online Hybrid program with 30 days to provide the Board with program revisions regarding the requirements not met.

Continued Approval Survey Visit

Tazewell County School of Practical Nursing, Practical Nursing Education program, Tazewell

Action: Recommend:

Continued approval of this practical nursing education program pending receipt of the following requirements not met within thirty (30) days:

1. **18VAC90-20-130.E.** There is no current written contract with Cumberland Mental Health for direct care experiences;
2. **18VAC90-20-120.B.4.a.&b.** Missing from course outlines; and
3. **18VAC90-20-120.B.8.** Missing from course outlines.

The next survey visit will be scheduled in 2018.

Quarterly Reports Meeting All Requirements

The following programs have submitted quarterly reports that meet the requirements of the Virginia Board of Nursing:

- Danville Community College, Associate Degree Nursing Education Program, Danville
- Medical Careers Institute, Emerywood Campus, Associate Degree Nursing Education Program, Richmond
- RSHT, Practical Nursing Education Program, Richmond
- Saint Michael College of Allied Health, Associate Degree Nursing Education Program, Alexandria
- Sentara College of Health Sciences, Associate Degree Nursing Education Program- includes 1 LPN to RN, Chesapeake
- South University, Baccalaureate Degree Nursing Education Program, Glen Allen

Action: Recommend:

1. Accept the quarterly report as information; and
2. The next quarterly report is due March 30, 2011.

Complaint Received

Global Health Nurse Training Services, Practical Nursing and Associate Degree Nursing Education Programs, Alexandria

Action: Recommend:

1. There are no violations of the regulations;
2. Accept the complaint and the program's response as information; and
3. No action is required.

Ms. Douglas returned to the meeting.

Complaint Received

New Horizons Regional Education Center, Practical Nursing Education Program, Hampton

Action: Recommend to take no action as there are no violations of the Board of Nursing regulations.

Request for Use of a Clinical Site

Smyth Career and Technology Center, Practical Nursing Education Program, Marion

Action: Recommend:

Unable to approve this practical nursing education program's request for clinical sites pursuant to §18VAC90-20-95 and §18VAC90-20-96 of the Board of Nursing regulations. The Board recognizes the issue of the lack of availability of clinical sites. Some valuable sites have no registered nurse or licensed practical nurses employed thus cannot be used as a precepted experience.

Curriculum Change

Loudoun County School of Practical Nursing Education Program, Leesburg

Action: Recommend:

Accept the curriculum change as information.

Curriculum Change

Riverside School of Practical Nursing, Newport News

Action: Recommend:

Accept the curriculum change as information.

Response to Requirements Not Met

Amherst County School of Practical Nursing Education program, Monroe

Action: Recommend:

1. Continue conditional approval until ALL requirements are met;
2. Within 30 days provide the Board:
 - i. A preceptor packet that meets the requirements of the regulation **18VAC90-20-95.D.1-4**;

- ii. Syllabi that include objectives for the regulations and sections of the Code of Virginia related to nursing, patient rights, prevention of abandonment, and professional responsibility; **18VAC90-20-120.5.a-d**;
- iii. Syllabi that include objectives for the promotion of healthy life styles for clients and populations; **18VAC90-20-120.7.b**; and
- iv. Revised syllabi, a revised brochure, and a revised curriculum plan that accurately reflect the number of theory hours, clinical hours, and simulation hours if used in lieu of clinical hours. There must be clear evidence that students receive 400 clinical hours of direct client care; **18VAC90-20-120.E** Observational hours cannot be counted as direct client care hours; and

Response to Board Request

Medical Learning Center, Practical Nursing Education program, Arlington

Action: Recommend:

1. Continue this new program on provisional approval based on its declining NCLEX-PN scores;
2. Submit an NCLEX plan of correction to the Board no later than December 1, 2010;
3. Review the NCLEX-PN test scores when 4th quarter 2010 scores are available; and
4. Submit a revised clinical faculty position description utilizing the faculty functions as stated in §**18VAC90-20-90.C** no later than December 1, 2010.

Response to Board Request

Southwest Virginia Community College, Practical Nursing Education program, Richlands

Action: Recommend:

1. Continue conditional approval for this practical nursing education program;
2. Provide a 1-pg curriculum plan including the number of theory hours, the number of skills lab hours, the number of simulation hours, and the number of direct client care hours for each course. Include this document in the NCLEX-PN progress report due December 1, 2010. A sample is included; **18VAC90-20-140.A.3**;
3. Accept the documentation of program revision to meet Board requirements as information;
4. Submit a progress report regarding the effectiveness of the plan of correction no later than December 1, 2010; and

5. The Board will review these documents and the 2010 NCLEX-PN pass rate at its January 2011 meeting in order to make a determination regarding program approval or the withdrawal of approval pursuant to **18VAC90-20-151.B**.

Application to Establish a Nurse Aide Education Program

Abrial Training Center, Richmond

Action: Recommend approval of the application to establish a nurse aide education program at Abrial Training Center.

Application to Establish a Nurse Aide Education Program

Rappahannock Westminster-Canterbury, Irvington

Action: Recommend approval of the application to establish a nurse aide education program at Rappahannock Westminster-Canterbury.

Program Evaluation Report - Programs meeting all regulations

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

Brunswick High School, Lawrenceville
Chesterfield County Public Schools, Chesterfield
Franklin County High School, Rocky Mount
Halifax County High School, South Boston
International Black Women's Congress, Norfolk
Russell County Career and Technology Center, Lebanon

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

Oak Springs of Warrenton, Warrenton

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

1. Add objective to curriculum for bowel training, **[18VAC90-25-40.A.6.d]**;
2. Add objective to curriculum for Teaching the client self-care according to the client's ability as directed by a supervisor, **[18VAC90-25-40.A.6.f.]**;
3. Revise student identification badge to read "Nurse Aide Student", **[18VAC90-25-50.B]**;
4. Add "record" to objective for measuring height and weight, **[18VAC90-25-40.A.2.c]**; and
5. Add "measure" to objectives for recording fluid and food intake and output, **[18VAC90-25-40.A.2c.]**.

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

Pittsylvania Career and Technical Center, Chatham

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

Objectives for each unit of instruction shall be stated in behavioral terms which are measurable, **18VAC90-25-40.B.1.**

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

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

Fauquier Health and Rehabilitation Center, Warrenton
Richfield Recovery and Care Center, Salem
Sentara School of Health Profession, Chesapeake
Virginia Highlands Community College, Abingdon

Board of Nursing Nurse Aide Curriculum

Board staff is working on the development of a Board of Nursing Nurse Aide curriculum to be presented for approval at either the January or March 2011 Education Informal Conference Committee meeting.

Meeting adjourned at 3:16 p.m.

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

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