

**VIRGINIA BOARD OF NURSING  
EDUCATION INFORMAL CONFERENCE COMMITTEE  
MINUTES  
November 13, 2013**

**TIME AND  
PLACE:**

The meeting of the Education Informal Conference Committee was convened at 9:12 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Board Room 1, Henrico, Virginia.

**MEMBERS  
PRESENT:**

Jane R. Ingalls, RN, Ph.D., Chairperson  
Jeanne E. Holmes, Citizen Member

**STAFF  
PRESENT:**

Jay P. Douglas, MSM, RN, CSAC, FRE, Executive Director  
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director  
Beth Yates, Administrative Assistant

**CONFERENCES SCHEDULED:**

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

**NCLEX Survey Visit and Relocation Site Visit**

**ITT Technical Institute – ADN Program, Norfolk**

Trudy Kuehn, RN, MSN Program Chair and Christine Ethud, Director were in attendance.

At 9:56 a.m., Ms. Holmes 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 ITT Technical Institute, ADN program. Additionally, she moved that Ms. Douglas, 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 10:33 a.m.

Ms. Holmes 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 approve the request for relocation and continue on conditional approval until such time the Board can review and act on the NCLEX results from 2013 by administrative review or appearance before the education informal conference committee.

Within 60 days submit the following:

- Clarification of the role of the preceptor and compliance with the regulations [18VAC90-20-95.C];
- Documentation for the clinical objectives and associated skills checklist for pediatrics, and maternal child [18 VAC 90-20-130.C]; and
- Documentation that shows the incorporation of abandonment in the curriculum [18 VAC 90-20-120.B.5.c.]

### **NCLEX Compliance Review**

#### **Southwest Virginia Community College-PN Program, Richlands**

Cathy Smith-Cox, MS, DES, Dean was in attendance.

Dr. Ingalls stated that the program had been noticed prematurely and she acknowledged that the information from the school had been received by the Board.

**Action:** Recommend to defer until the Board can review the material associated with the NCLEX compliance report.

### **Nurse Aide – Onsite Review Reports – Program Requiring Remediation**

#### **Premiere Medical Career Educators – Nurse Aide Education Program, Richmond**

Rebecca Barlow, Administrator was in attendance.

Ms. Barlow stated that the packet was hand delivered on 11-12-2013. Dr. Ingalls stated that the Board has not had the opportunity to review this material.

At 11:00 a.m. Ms. Holmes 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 Premier Medical Career Educators nurse aide education program. Additionally, she moved that Ms. Douglas, 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 11:10 a.m.

Ms. Holmes 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 the program on conditional approval with 30 days to meet the following requirements:

1. Provide documentation that each student applying to or enrolled in the program has been given a copy of applicable Virginia law regarding criminal history records checks for employment and a list of barrier crimes [18VAC90-25-20.B.3];
2. Ensure that students do not perform services for which they have not received instruction and been found proficient by the instructor [18VAC90-25-30.B.3.f];
3. Provide documentation that all instructors have been approved by the Board of Nursing [18VAC90-25-30.C.1.and D.];
4. Provide evidence that the licensed practical nurse, functioning as the Other Instructor, has at least two years of direct patient care experience as a licensed practical nurse [18VAC90-25-30.C.1.b(4)];
5. Provide documentation that prior to being assigned to teach the program, all instructional personnel have demonstrated competence to teach adults [18VAC90-25-30.D];
6. Provide documentation that the following objectives have been added to the course outline:
  - a. Measure and record height [18VAC-90-25-40.A.2.c];
  - b. Transfer, positioning and turning [18VAC90-25-40.A.3.g];
  - c. Using assistive devices in transferring, ambulation, and dressing [18VAC90-25-40.A.6.a];
  - d. Bladder Training [18VAC90-25-40.A.6.d]
  - e. Caring for and using prosthetic and orthotic devices [18VAC90-25-40.A.6.e];
  - f. Teaching the client in self-care according to the client's abilities as directed by a supervisor [18VAC90-25-40.A.6.f];
  - g. Promoting client's right to make personal choices to accommodate individual needs [18VAC90-25-40.A.7.b];
  - h. Giving assistance in resolving grievances and disputes [18VAC90-25-40.A.7.c];
  - i. Providing assistance necessary to participate in client and family groups and other activities [18VAC90-25-40.A.7.d];
  - j. Maintaining care and security of the client's personal possessions [18VAC90-25-40.A.7.e];
  - k. Occupational health and safety measures [18VAC90-25-40.A.9];
7. Provide documentation that complaints in the Grievance Log have been reviewed and received action [18VAC90-25-50.A.3.]

Additionally, provide an updated faculty roster.

### **Request Exception For Program Director**

#### **Bon Secours Memorial College of Nursing - BSN Program, Richmond**

Chris-Tenna Perkins, Assistant Professor and, Dr. Melanie Green, Vice President, Provost, and Interim Dean of Nursing were in attendance.

At 11:23 a.m. Ms. Holmes 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 Bon Secours Memorial College of Nursing, BSN Program. Additionally, she moved that Ms. Douglas, 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 11:38 a.m.

Ms. Holmes 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 deny the request for exception for the Program Director.

### **Provisional Approval Survey Visit**

#### **Superior Healthcare Services, PN Program, Woodbridge**

Musa Bangura, Director, Solomon Ababio, administrative assistant and Kabba Sesay, Administrator, were in attendance.

At 12:20 p.m. Ms. Holmes 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 Superior Healthcare Services, PN Program. Additionally, she moved that Ms. Douglas, 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 12:42 p.m.

Ms. Holmes 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 deny the application for provisional approval due to fact that the information provided to the Board at the Informal Conference Committee meeting was inconsistent with the written information that had been previously provided to the Board and on-site reviewer. Failure to provide an accurate organizational chart, budget, number of students, and the lack of sufficient clinical sites to meet the objectives of the curriculum.

The committee recessed at 12:45 p.m.

The committee recessed at 1:20 p.m.

**Nursing Education Program Order Terms**

**Ann Tiller, Tonya James presented**

**Action:** Recommend to adopt the proposed Nursing Education Program Board Action Terms.

**Provisional Approval Survey Visit**

**America School of Nursing and Allied Health, PN Program, Woodbridge**

There was no one in attendance to represent the program, the Director had contacted the Board to explain she could not attend. The Board was not able to act on this application because they had questions about the material submitted.

**Action:** Recommend to continue to the January 2014 meeting so that a representative from the school can be present.

Ms. Douglas left the meeting at 2:30 p.m.

**NCLEX Survey Visit**

**ECPI University - Emerywood – PN Program, Richmond**

**Action:** Recommend to continue on conditional approval until such time as the Board can review their NCLEX results for 2013. Additionally, within 60 days, provide documentation that the lead teacher be responsible for the precepted experience and the faculty minutes reflect the systematic plan of evaluation.

**Request for a Curriculum Change**

**Virginia Western Community College, PN Program, Roanoke**

**Action:** Recommend to accept the curriculum change as presented.

**Complaint Investigation Visit**

**Breath of Fresh Air Healthcare Training Center, Mechanicsville**

Ms. Teresa Mason, RN, Program Director was in attendance.

At 3:20 p.m. Ms. Holmes 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 Breath of Fresh Air Healthcare Training Center, nurse aide program. Additionally, she moved that 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 3:34 p.m.

Ms. Holmes 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 60 days to submit the following:

- Copies of the completed student evaluation tools that students use to evaluate instructors and sites,
- Evaluation tools used to evaluate members of the faculty,
- Documentation of the clinical hours completed for each student since the July graduating class,
- Names of all the students who graduated in the July class with their social security numbers, and
- The names of all the students who have not passed their test.

Any student who has not been successful completing the test should be allowed to complete the clinical hour requirement at no cost before taking the test again. Per the discussion at this meeting, submit a revised classroom and clinical schedule. A follow up survey visit will be conducted after the Board has received and reviewed the material.

Meeting adjourned at 3:35 p.m.