

**VIRGINIA BOARD OF NURSING
EDUCATION INFORMAL CONFERENCE COMMITTEE
MINUTES
July 11, 2012**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was called to order by Jeanne E. Holmes at 9:18 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Board Room 2, Henrico, Virginia.

MEMBERS PRESENT: Joyce Hahn, R.N., Ph.D., APRN-CNS, NEA-BC, Chairperson
Jane Ingalls, R.N., Ph.D.
Jeanne E. Holmes, Citizen Member

STAFF PRESENT: Jay P. Douglas, RN, MSM, CSAC, Executive Director
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director
Tomeka Dowling, R.N., M.S., Nursing Education Consultant
Jodi P. Power, R.N., J.D., Deputy Executive Director
Laura L. Mueller, Administrative Assistant

CONFERENCES SCHEDULED:

REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS

Announcements

- Fredericksburg Area School of Practical Nursing in Spotsylvania withdrew their request to establish a nursing education program at this time.
- Radford City Schools Practical Nursing Education Program plans to close in May 2013.

Initial Approval Survey Visit

The George Washington University – Baccalaureate Degree Nursing Education Program, Ashburn

Joyce Hahn, RN, PhD, Program Director was in attendance.

Dr. Hahn announced that she is currently a member of the Virginia Board of Nursing and would not be involved in any decision making regarding the nursing education program at The George Washington University.

At 9:37 a.m., Dr. Ingalls 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 The George Washington University Baccalaureate Degree Nursing Education Program in Ashburn. Additionally, she moved that

Ms. Douglas, Dr. Saxby, Ms. Dowling and Ms. 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 9:44 a.m.

Dr. Ingalls 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 accepting the survey visit report and grant full approval to the pre-licensure baccalaureate degree nursing education program at The George Washington University. The next survey visit will be in 2022.

Ms. Holmes left the meeting.

Dr. Hahn joined the meeting and assumed the role of chairperson.

Ms. Douglas left the meeting.

Ms. Power joined the meeting.

Continued Approval Survey Visit

J. Sargeant Reynolds Community College – Practical Nursing Education Program, Richmond and Hanover

Elaine Beaupre, RN, MSN, Program Director, Wendy Unison-Pace, Practical Nursing Program Head and Susan Hunter, Dean of Nursing and Allied Health were in attendance.

At 11:32 a.m., Dr. Ingalls 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 J. Sargeant Reynolds Community College Practical Nursing Education Program in Richmond. Additionally, she moved that Dr. Saxby, Ms. Dowling, Ms. Power and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

Ms. Douglas returned to the meeting.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 12:27 p.m.

Dr. Ingalls 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 changing the program status from full approval to conditional approval with terms and conditions and restrict the enrollment of students to twenty (20) students for a period not to exceed one year or until the Program can submit sufficient evidence of compliance with Board of Nursing regulations as listed below:

1. Provide evidence that there is sufficient faculty to prepare the students to achieve the objectives of the educational program and to ensure safety for patients to whom students provide care [18VAC90-20-90.B.1.];
2. Provide evidence of the use of preceptors as required by this regulation [18VAC 90-20-95.A-D.];
3. Provide evidence that the current information is published periodically and distributed to students, applicants for admission, and the Board [18VAC90-20-110.C.10.];
4. Provide evidence that supervised direct client care for the pediatric population was obtained by the Hanover High School students [18VAC90-20-120.B.1]; and
5. Provide evidence that a minimum of 400 supervised direct care clinical hours were obtained for the current students and graduates of the Hanover campus [18VAC 90-20-120.E.].

Additionally, a separate program code will be issued to the Hanover campus by the National Council of State Boards of Nursing (NCSBN).

Ms. Power left the meeting.

Meeting adjourned at 12:31 p.m.

Meeting reconvened at 1:15 p.m.

Repeat Survey Visit – Clinical Verification

Lord Fairfax Community College, Fauquier Campus – Associate Degree Nursing Education Program, Warrenton

Soraya Green, RN, Program Director and Judy Batson, PhD, AVP Instruction were in attendance.

At 1:50 p.m., Dr. Ingalls 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 Lord Fairfax Community College, Fauquier Campus Associate Degree Nursing Education Program in Warrenton. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling and Ms. 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 2:06 p.m.

Dr. Ingalls 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 continuing the associate degree nursing education program on conditional approval pending receipt of verification of Pediatrics course content of didactic and clinical learning within the NUR 180 course.

Additionally, the authority to admit students is granted.

Application to Establish a Nurse Aide Education Program at an Additional Location

Premiere Medical Career Educators, Manakin Sabot

Martha Gibbs, Administrator was in attendance.

At 2:20 p.m., Dr. Ingalls 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 Premiere Medical Career Educators Nurse Aide Education Program in Manakin Sabot. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling and Ms. 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 2:31 p.m.

Dr. Ingalls 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 defer a decision on the application to establish a second location until a site visit can be conducted by a representative of the Board and a report is submitted to the Education Informal Conference Committee for consideration.

Application to Establish a Nurse Aide Education Program

Care First Nursing Academy LLC, Manassas

Cody Legler, RN, MSN, Program Coordinator and Zainab Kamara-Suma, LPN, BS, Administrator were in attendance.

At 2:37 p.m., Dr. Ingalls 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 Care First Nursing Academy LLC Nurse Aide Education Program in Manassas. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling and Ms. 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 2:45 p.m.

Dr. Ingalls 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 approval of the application to establish a nurse aide education program at Care First Nursing Academy LLC pending receipt of documentation providing evidence that the Train the Trainer course has been completed by all instructional personnel.

Initial Approval Survey Visit

Bryant and Stratton College – Associate Degree Nursing Education Program, Richmond

Diane Howell, CRNA, MSNA, Program Director, Kathy Harrison, Clinical Coordinator, and Joette Lehberger were in attendance.

Ms. Douglas left the meeting.

Ms. Power joined the meeting.

At 4:34 p.m., Dr. Ingalls 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 Bryant and Stratton College Associate Degree Nursing Education Program in Richmond. Additionally, she moved that Ms. Power, Dr. Saxby, Ms. Dowling and Ms. 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 5:07 p.m.

Dr. Ingalls 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 continuing the program on provisional approval with sixty (60) days to submit documentation of compliance of the Board of Nursing regulations as listed below:

1. Provide evidence of the use of preceptors in this program [18VAC90-20.95 C & D];
2. Provide evidence that current information is published and distributed to students, applicants and the Board in relation to the educational facility and student activities, services and annual NCLEX pass rates [18VAC90-20-110.C.8-9. & 14];
3. Provide evidence that the observational objectives were planned in cooperation with the agencies involved [18VAC-90-20-130.F.]; and
4. Provide evidence that a minimum of 500 direct care hours are obtained by current students and graduates [18VAC90-20-120.E.].

Additionally, the Board will reconsider the programs status pending receipt of the 2012 NCLEX pass rates at the Education Informal Conference Committee meeting in March 2013.

Ms. Power left the meeting.

Repeat Survey Visit – Clinical Verification

Star College – Practical Nursing Education Program, Falls Church

Ronie Lake, RN, Program Director and Fred Amematsro, Co-Owner were in attendance.

At 6:05 p.m., Dr. Ingalls 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 Practical Nursing Education Program in Falls Church. Additionally, she moved that Dr. Saxby, Ms. Dowling and Ms. 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 6:45 p.m.

Dr. Ingalls 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 continuing the practical nursing education program on conditional approval and continue to withdrawal the approval to admit students not to exceed one year until the program submits the following requirements:

1. Provide evidence that the clinical agencies utilized for clinical instruction are in good standing with their licensing body [18VAC90-20-70.B.] and [18VAC90-20-130.G.];
2. Provide that the faculty meets licensure requirements of the jurisdiction in which the practice occurs [18VAC90-20-90.A.2.];
3. Provide evidence of professional competence of faculty through various professional activities and/or practice [18VAC90-20-90.A.3.];
4. Provide evidence that the current information about: faculty-staff roster; curriculum plan; course description; and annual passage rates on the NCLEX exam are published and distributed to students, applicants for admission, and the Board [18VAC90-20-110.C.10-12,14.];
5. Provide evidence of supervised clinical experience across the lifespan and in a variety of settings [18VAC90-20-120.B.1.];
6. Provide evidence of minimum of 400 supervised direct care clinical hours within the curriculum [18VAC90-20-120.E.];
7. Provide evidence of the periodic evaluation of the program [18VAC90-20-130.A.]; and
8. Provide evidence that the faculty meets the objectives of the program [18VAC90-20-130.C.].

Upon receipt of the requirements listed above the program's status will be considered at the Education Informal Conference Committee meeting.

Additionally, the Board will consider the program's status pending receipt of the 2012 NCLEX pass rates at the Education Informal Conference Committee meeting in March 2013.

Program Change Request

Amherst County School of Practical Nursing, Amherst

Eleanor Garrett, RN, PhD, MEd, Retired Program Director and Martha Bryant, RN, BSN were in attendance.

At 7:08 p.m., Dr. Ingalls 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 Amherst County School Practical Nursing Education Program in Amherst. Additionally, she moved that Dr. Saxby, Ms. Dowling and Ms. 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 7:20 p.m.

Dr. Ingalls 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 accepting the information regarding the pending closure of the program as of May 2013 and the relocation of current students to the Central Virginia Community College-Amherst site. In addition, the program will need to provide a copy of the agreement with Central Virginia Community College and valid contact information for the program. The Program Director will schedule a change in location site visit to be conducted by a Board representative. The program shall continue to meet the standards required for program approval until all students have completed the program or transferred.

Continued Approval Survey Visit

Career Training Solutions – Practical Nursing Education Program,
Fredericksburg

Maureen LaGreca, RN, Program Director and Beverly Lewis, Director of Education were in attendance.

Action: Recommend continuing full approval of the practical nursing education program at Career Training Solutions. The next survey visit will be in 2020.

Change of Location Visit

Career Training Solutions – Practical Nursing Education Program,
Fredericksburg

Maureen LaGreca, RN, Program Director and Beverly Lewis, Director of Education were in attendance.

Action: Recommend continuing the practical nursing education program on full approval and accept the change of location report as information.

Continued Approval Survey Visit

Fortis College – Practical Nursing Education Program, Norfolk

Action: Recommend continued full approval of the practical nursing education program at Fortis College. The next survey visit will be in 2020.

Continued Approval Survey Visit

Giles County Technology Center – Practical Nursing Education Program,
Pearisburg

Action: Recommend changing the program status from full approval to conditional approval with sixty (60) days to meet the following requirements:

1. Provide evidence that the number of faculty is sufficient to prepare the students to achieve the objectives of the educational program and to ensure safety for patients to whom students provide care [18VAC 90-20-90.B.1.];
2. Provide evidence that the ratio of faculty not exceeding 10 students to one faculty member [18VAC90-20-90.B.2.];
3. Provide evidence that the content regarding interpersonal relations and interdisciplinary teams within the curriculum [18VAC 90-20-120.B.4.a.]; and
4. Provide evidence that the program has equipment for the pediatric client within its skills lab [18VAC 90-20-130.C.3.].

Initial Approval Survey Visit

Dabney Lancaster Community College – Practical Nursing Education Program, Lexington

Action: Recommend granting full approval of the practical nursing education program at Dabney Lancaster Community College in Lexington. The next survey visit will be in 2020.

Initial Approval Survey Visit

Fortis College – Practical Nursing Education Program, Richmond

Action: Recommend granting full approval of the practical nursing education program at Fortis College in Richmond. The next survey visit will be in 2020.

Repeat Survey Visit – Clinical Verification

Fortis College – Associate Degree Nursing Education Program, Norfolk

Action: Recommend granting full approval to this pre-licensure ADN nursing education program at Fortis College in Norfolk. The next scheduled survey visit will be in 2018.

Change of Location Visit

Ultimate Health School – Practical Nursing Education Program, Manassas

Action: Recommend continuing the program on conditional approval with the following terms:

1. Continue to withdraw the authority to admit students until the program appears before the Education Information Conference Committee in November 2012 to review and act upon year to date 2012 NCLEX results; and
2. Accept the change of location report as information.

Application to Establish a Nurse Aide Education Program

Miller-Motte Technical College, Roanoke

Action: Recommend approval of the application to establish a nurse aide education program at Miller-Motte Technical College.

Application to Establish a Nurse Aide Education Program

Nurse Aide Training Institute of Northern Virginia, Springfield

Action: Recommend approval of the application to establish a nurse aide education program at Nurse Aide Training Institute of Northern Virginia.

Application to Establish a Nurse Aide Education Program

Tidewater Medical Training, Poquoson

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

Program Evaluation Report – Programs Meeting All Regulations

The following programs have submitted a Program Evaluation Report:

- Asher Comprehensive Training Center, Inc., Richmond
- Charlottesville/Albemarle Technical Education Center, High School and Adult Program, Charlottesville
- Chesterfield County Schools, Adult Education, Chesterfield
- Companion Extraordinaire Nursing Network, Inc., Ashland
- Cumberland County High School, Cumberland
- Fauquier High School, Warrenton
- Franklin High School, Franklin
- Friendship Health and Rehabilitation, Roanoke
- GRACE Ministries, Floris United Methodist Church, Herndon
- Halifax County High School, Halifax
- Heritage Hall Healthcare, Big Stone Gap
- Heritage Hall, Clintwood
- International Black Women's Congress, Norfolk
- Jackson River Technical Center, Covington
- Kissito Healthcare Spring Nursing Center, Hot Springs
- Maralex Health Educational Services, Alexandria
- Massanutten Technical Center, High School and Adult Program, Harrisonburg
- Mountain Empire Community College, Big Stone Gap
- Mountain Empire Community College/Scott County Career Technical School, Big Stone Gap
- Paul D. Camp Community College, Franklin
- The Pruden Center for Industry & Technology, High School and Adult Program, Suffolk
- Rappahannock Community College, Glens Campus

- Rappahannock Community College, Kilmarnock Center
- Rappahannock Community College, Warsaw Campus
- Rappahannock Community College, Middlesex High School
- Russell County Career & Technology Center, High School and Adult, Lebanon
- Southside Virginia Community College/Nottoway Vocational Technical School, Alberta
- Trinity Mission of Rocky Mount, LLC, Rocky Mount
- Ultimate Health School, Manassas
- Visiting Nurse Solution Learning Center, Alexandria
- Waddell Nursing and Rehabilitation Center, Galax
- Wythe County Technology Center, Wytheville
- Wytheville Community College, Galax

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

Change in Location Site Visit

Career Training Solutions, Nurse Aide Education Program, Fredericksburg

Action: Recommend continued approval and accept the report as information.

Change in Location Site Visit

Ultimate Health School, Nurse Aide Education Program, Manassas

Action: Recommend continued approval and accept the report as information.

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

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

- Access Medical Institute & Technology, Inc., Alexandria
- America School of Nursing and Allied Health, Woodbridge
- Campbell County Technical Center, Rustburg
- Carrington Place at Wytheville, Wytheville
- CTS Professional Healthcare, LLC, Springfield
- Envoy of Staunton, Staunton
- Floyd County High School, Floyd
- Golden Living Center Alleghany, Clifton Forge
- Grayson County Career and Technical Center, Independence
- Virginia Heath Services, Inc.
 - James River Convalescent and Rehabilitation Center, Newport News
 - York Convalescent and Rehabilitation Center, Yorktown
 - Lancashire Convalescent and Rehabilitation Center, Kilmarnock

- Walter Reed Convalescent and Rehabilitation Center, Gloucester
- Healthcare Educators, Fairfax
- Medical Solutions Academy, Danville
- Nelson County High School, Lovingston
- New Horizons Regional Education Center, High and Adult, Hampton
- Nightingale Educational Services, Alexandria
- Northern Neck Technical Center, Warsaw
- Northern Virginia Community College, Springfield Campus, Springfield
- Pittsylvania Career and Technical Center, Chatham
- Powhatan High School, Powhatan
- Pulaski County High School, Dublin
- Rowanty Technical Center, Carson
- Star College, Falls Church
- Total Action Against Poverty/This Valley Works, Roanoke
- T.H. Badger Career and Technical Education Center, Onley

On-Site Review Report – Nurse Aide Program Requiring Remediation

Columbia College, Fairfax

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

1. Provide documentation that each student applying to or enrolled has been give a copy of applicable Virginia law regarding criminal history records check for employment in certain health care facilities and a list of barrier crimes [18VAC90-25-20.B.3.];
2. Add “and record” to the objective and content for measuring and recording Vital Signs [18VAC90-25-40.A.2.b.];
3. Add “and record” to the objective and content for measuring and recording height and weight [18VAC90-25-40.A.2.c.];
4. Add specific objectives for grooming [18VAC90-25-40.A.3.b.];
5. Add specific objective for dressing [18VAC90-25-40.A.3.c.];
6. Provide documentation that Skills Record includes all required skills and that graduates receive a copy of their Skills Record [18VAC90-25-40.A.1.];
7. Provide documentation that the student name badge includes designation of “Nurse Aide Student” [18VAC90-25-40.B.];
8. Provide documentation that the program length is a minimum of 120 hours [18VAC90-25-40.C.1.]; and
9. Provide documentation that the clinical experience is a minimum of 40 hours in length [18VAC90-25-50.C.3.].

On-Site Review Report – Nurse Aide Program Requiring Remediation

Gee’s Career Training Institute, Woodbridge

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

Ensure that the primary instructor maintains a record that documents the disposition of complaints against the program [18VAC90-25-30.B.3.d. and 18VAC90-25-50-.A.3.].

On-Site Review Report – Nurse Aide Program Requiring Remediation
Touching Lives Medical Training Institute, Woodbridge

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

1. Provide letter documenting evidence of financial support and resources sufficient to meet the requirements of the program [18VAC90-25-20.B.1.g.];
2. Provide documentation that each student applying to or enrolled 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.];
3. Add objective and content to the curriculum and course outline for performing basic emergency measures [18VAC90-25-40.A.2.f.];
4. Add objective and content to the curriculum and course outline for using techniques for addressing the unique needs and behaviors of individuals with dementia [18VAC90-25-40.A.5.a.];
5. Add objective and content to the curriculum and course outline for assistive device for eating and dressing [18VAC90-25-40.A.6.a.];
6. Provide documentation that each student has unique check-off dates for each skill mastered in skills lab and in clinical and that the Skills Record accurately includes all the skills required for NNAAP testing [18VAC90-25-50.A.1.];
7. Provide documentation that the student name badge designates students as “Nurse Aide Student” [18VAC90-25-50.B.];
8. Provide a calendar that correctly identifies days of class and clinical totaling a minimum of 120 total hours, not including meal times [18VAC90-25-50.C.1.];
9. Provide copy of the signed Agreement with the clinical agency and a calendar that identifies days and times of clinical experience [18VAC90-25-50.C.3.]; and
10. Provide documentation of sufficient instructional technology and equipment needed for students to simulate client care.

Meeting adjourned at 7:40 p.m.

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

Tomeka Dowling, R.N. M.S.
Nursing Education Consultant