

**VIRGINIA BOARD OF NURSING
EDUCATION INFORMAL CONFERENCE COMMITTEE
MINUTES
September 5, 2012**

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: Florence Jones-Clarke, R.N., M.S., Chairperson
Jane Ingalls, R.N., Ph.D.

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
Ann Unholz, R.N., M.S., On-Site Visitor
Cindy Cochran, Administrative Assistant
Laura L. Mueller, Administrative Assistant

CONFERENCES SCHEDULED:

REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS

Provisional Approval Site Visit

ECPI University – Associate Degree Nursing Education Program,
Manassas

Barbara Larar, Vice President of Operations, Scott Scheaffer,
Campus President and Solange Nana, RN, MSN, Program Director
were in attendance.

At 9:42 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 ECPI University Associate Degree Nursing Education Program in Manassas. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling, Ms. Cochran, Ms. Unholz 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 10:03 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 granting provisional approval to the associate degree nursing education program at ECPI University in Manassas pending receipt of clarification of the curriculum plan to include the actual simulation hours in lieu of direct care clinical hours and a statement that the skills lab hours are included in each clinical course.

Once the pending documentation is received, the program will be allowed to admit students.

Program Change Request

Rappahannock Community College – Practical Nursing Education Program, Glens and Warsaw

Jan Stephens, Program Head, Sara Headley, Program Director, Ellen Kochler and Charles Smith, Dean were in attendance.

At 10:24 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 Rappahannock Community College Practical Nursing and Associate Degree Nursing Education Program in Glens and Warsaw. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling, Ms. Cochran, Ms. Unholz 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 10:38 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 continuing the associate degree program under one program code and granting approval of one program code for the practical nursing education program at Rappahannock Community College.

Initial Approval Survey Visit

ITT Technical Institute, Breckinridge School of Nursing and Health Sciences – Associate Degree Nursing Education Program, Norfolk

Trudy Kuehn, Program Director, Dr. Michael Goldner and Christine Ettched 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 ITT Technical Institute, Breckinridge School of Nursing and Health Sciences, Associate Degree Nursing Education Program in Norfolk. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling, Ms. Cochran, Ms. Unholz 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 12:14 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 placing the program on conditional approval and withdraw the authority to admit 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 verifying requirements for graduation are available to students in written form 18VAC90-20-100.C];
2. Provide evidence verifying current information published and distributed to students, applicants for admission, and the board in regards to graduation requirements and the curriculum plan [18VAC90-20-110.C.3.10];
3. Provide adequate evidence verifying supervised clinical throughout the life cycle and in a variety of settings [18VAC90-20-120.B.1];
4. Provide evidence verifying supervised clinical experiences in conducting a comprehensive assessment as it relates to these regulations 18VAC 90-20-120.C.1.a-g];
5. Provide evidence verifying supervised experiences as related to these regulations [18VAC 90-20-120.C.2.a-d.]; and
6. Provide evidence that pediatric mannequin are on-site and in use [18VAC90-20-130.C];

Meeting adjourned at 12:25 p.m.

Meeting reconvened at 1:03 p.m.

Ms. Unholz left the meeting.

NCLEX Survey Visit

Norfolk State University – Associate Degree Nursing Education Program,
Norfolk

Bennie Marshall, Chair, Jessica Parrott, BSN Coordinator, Sandra Olanitori, Advisor/Recruiter, and Mildred Fuller, Vice Provost were in attendance.

At 3:21 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 Norfolk State University, Associate Degree Nursing Education Program in Norfolk. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling, Ms. Cochran 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 3:52 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: Recommends continuing this associate degree nursing education program on conditional approval as determined in March 2012 by the Board and supply the Board with the following documentation within sixty (60) days:

1. Provide evidence verifying 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 [18VAC 90-20-90.B.1];
2. Provide evidence verifying current information about the nursing program that is periodically published and distributed to students, applicants for admission, and the Board [18VAC 90-20-110.C.10, 11, 13];
3. Provide evidence verifying 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 [18VAC 90-20-120.B.1];
4. Provide evidence verifying instruction regarding neglect and abandonment within the curriculum [18VAC 90-20-120.B.5.c.];
5. Provide evidence verifying instruction regarding bioterrorism within the curriculum [18VAC 90-20-120.B.7.d.];
6. Provide evidence verifying supervised clinical experiences in conducting a comprehensive assessment as it relates to these regulations [18VAC 90-20-120.C.1.a-g];
7. Provide evidence verifying supervised experiences as related to these regulations [18VAC 90-20-120.C.2.a-d];

8. Provide evidence verifying a minimum of 500 hours of direct client care supervised by qualified faculty [18VAC 90-20-120.E.], and
9. Provide documentation regarding each clinical and lab experiences for each course. Documentation should include the name of the clinical course specifying the specialty area; number of required clinical and lab hours; number of actual obtained clinical hours; clinical dates and shift times; clinical faculty; clinical facility, nursing units, and a brief description of the clinical experience per course for each student cohort.

In addition to above, the program will supply the following:

1. Submit a progress report regarding the effectiveness of the NCLEX-RN plan of correction no later than December 1, 2012; and
2. The Board will review the progress report and the 2012 NCLEX-RN pass rate for this nursing education program at its March 2013 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

Virginia School for Nurse Aides and Health Education, Richmond

Toni Rivers, Owner was in attendance.

At 4:18 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 Virginia School for Nurse Aides and Health Education, Nurse Aide Education Program in Richmond. Additionally, she moved that Ms. Douglas, Dr. Saxby, Ms. Dowling, Ms. Cochran 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 4:24 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 Virginia School for Nurse Aides and Health Education.

Program Change Request

Blue Ridge Community College-LPN to RN Transition Program, Weyers Cave

Action: Recommend changing the program's status from full approval to conditional approval 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. Evidence that the current LPN to RN transition/bridge program students and graduates have obtained the required amount of maternal newborn clinical hours as evidenced by dates and time of each clinical experience and where each student is assigned; and
2. Plan of action that addresses how the previous graduates who have not passed the NCLEX-PN exam will obtain the required maternal newborn clinical experiences.

Program Change Request

Centura College – Practical Nursing Education Program, Midlothian

Action: Recommend granting approval for this practical nursing program to expand their program to include an evening/weekend program.

Ms. Douglas left the meeting.

Application to Establish a Nurse Aide Education Program

National Medical Institute, Herndon

Action: Recommend denying the application to establish a nurse aide education program at National Medical Institute pending receipt of the following:

1. Revise the classroom schedule to include actual hours and content to be covered for each day, including appropriate breaks;
2. Include "skills demonstration in the clinical setting on the skills checklist;
3. Clarify the ownership of the Home Health Agency and Nurse Aide program; and
4. Clarify attendance policy.

The Board will consider the application with the additional information at its meeting on November 7, 2012.

Program Evaluation Report – Programs Meeting All Regulations

Accuhealth Education Systems, Richmond

Action: Recommend accepting the Program Evaluation Report as information.

Program Evaluation Report – Programs Meeting All Regulations

The following program submitted a Program Evaluation Report:

Franklin County High School, Rocky Mount

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

Program Evaluation Report

Accuhealth Educational Systems, Richmond

Action: Accept the report as information

On-Site Review Report – Nurse Aide Program Requiring Remediation

Accuhealth Educational Systems, Richmond

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

1. Provide evidence of instructional technology and equipment for simulating client care [18VAC90-25-50.D.5.];
2. Provide evidence that all instructional personnel demonstrate competence to teach adults prior to being assigned to teach the nurse aide program [18VAC90-25-30.D.1.]; and
3. Provide evidence of Agreement of Cooperation with the proposed clinical facility [18VAC90-25-20.B.1.e.].

On-Site Review Report – Nurse Aide Program Requiring Remediation

Autumn Care of Madison, Madison

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

1. Provide evidence of adding “fall prevention” to objective for safety and emergency procedures [18VAC90-25-40-A.1.c.];
2. Provide evidence of adding an objective to include “measure and record height” [18VAC90-25-40A.2.c.];
3. Provide evidence of expanding objective for resident’s rights to include:
 - a. Providing privacy and maintaining confidentiality;
 - b. Promoting the client’s right to make personal choices to accommodate individual needs;
 - c. Giving assistance in resolving grievances and disputes;
 - d. Providing assistance necessary to participating in client and family groups and other activities;
 - e. Maintaining care and security of client’s personal possessions; and
 - f. Promoting the resident’s rights to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate staff [18VAC90-25-40.A.7.a-f.];

4. Provide evidence of adding misappropriation of client property and unprofessional conduct to objective for legal and regulatory aspects [18VAC90-25-40.A.8.];
5. Provide evidence that the name badge to identify students has been revised to state "Nurse Aide Student" [18VAC90-25-50.B.]; and
6. Provide evidence that adequate equipment for simulating client care is available, including Dentures and regular bedpans [18VAC90-25-50.D.5.].

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

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

- Advanced Health Inc., Winchester
- Birmingham Green, Manassas
- Blue Ridge Technical Center, Front Royal
- Clarke County High School, Berryville
- Dabney S. Lancaster Community College, Clifton Forge
- Germanna Community College, Locust Grove
- Germanna Community College, Locust Grove
- Montvue Healthcare Center, Luray
- New River Community College, Dublin
- North Stafford High School, Stafford
- Woodrow Wilson Rehabilitation Center, Fishersville

Meeting adjourned at 4:57 p.m.

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

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