

STATE OF WEST VIRGINIA
ACCREDITATION EVALUATION REPORT
FOR
PRACTICAL NURSING PROGRAMS

PROGRAM NAME:	
SPONSORING AGENCY:	
ADMINISTRATOR:	

NAME OF ALL FACULTY AND PERCENTAGE OF TIME WORKED:

			%
			%
			%
	%		%

FOR CURRENT CLASS:

NUMBER THAT APPLIED:		NUMBER QUALIFIED:		ENROLLMENT CAPACITY:	
CURRENT ENROLLMENT:		NUMBER INITIALLY ACCEPTED:		OBTAINED CNA CERTIFICATE:	

REASON FOR ATTRITION: ACADEMIC: ___ FINANCIAL: ___ PERSONAL/FAMILY: ___ ATTENDANCE: _ OTHER: _

ON SITE REVIEW TEAM

NAME

TITLE

DATE OF VISIT

Michelle Chapman, MSN, MBA/HCM, RN-BC

Executive Director

NCLEX-PN EXAMINATION RESULTS: (For Three Years Preceding Visit)

YEAR	NUMBER ADMITTED	NUMBER GRADUATED	NCLEX FAILURES	NCLEX PASS RATE	ATTRITION RATE

NATIONAL ACCREDITATION: _____ EXPIRATION DATE: _____ STATE ACCREDITATION: WV EXPIRATION DATE: _____

Identify division of hours for classroom and clinical instruction for the following subject areas:

SUBJECT	ACTUAL INSTRUCTIONAL TIME		COMBINED TOTAL
	CLASSROOM	CLINICAL	
Social Sciences Integrated (to include PVR, G&D, Computer Science, etc)			
Anatomy and Physiology			
Nutrition and Diet Therapy			
Pharmacology			
Principles and Fundamentals			
Medical Surgical			
Obstetrics			
Pediatrics			
Psychiatric Nursing			
Geriatrics			
TOTAL			

SELF STUDY COMMITTEE

NAME	POSITION	DATE

GOALS/OUTCOMES OF THE EDUCATIONAL PROGRAM IN PRACTICAL NURSING

PRIMARY GOAL: GRADUATE SAFE, COMPETENT PRACTITIONERS OF PRACTICAL NURSING WITH A SKILL MIX ADEQUATE TO MEET EMPLOYER DEMANDS.

CONTRIBUTING GOALS:

- GOAL 1. ADMINISTRATION, FACULTY AND THE PROFESSIONAL COMMUNITY UNDERSTAND AND SUPPORT THE PHILOSOPHY, GOALS AND OBJECTIVES OF PRACTICAL NURSING.
- GOAL 2. FACULTY MAINTAIN CURRENT CURRICULAR CONCEPTS.
- GOAL 3. FACULTY AND CLINICAL FACILITIES STAFF PARTNER TO DEVELOP CLIENT CARE EXPERIENCES WHICH ENHANCE STUDENT COMPETENCE IN THE CLINICAL AREA.
- GOAL 4. FACULTY UTILIZE VARIED AND EFFECTIVE MECHANISMS FOR EVALUATING STUDENT KNOWLEDGE BASE IN PRACTICAL NURSING.
- GOAL 5. ADMINISTRATION AND FACULTY MAINTAIN A POSITIVE LEARNING ENVIRONMENT FOR STUDENT.
- GOAL 6. GRADUATES SUCCESSFULLY COMPLETE THE LICENSURE EXAMINATION AT A RATE AT LEAST EQUAL TO THE NATIONAL PASSING RATE.
- GOAL 7. HEALTH CARE AGENCIES HIRE PROGRAM GRADUATES.

CRITERIA

THE CRITERIA LISTED BELOW EACH GOAL PROVIDE EVALUATORS WITH MECHANISMS USED TO ACHIEVE EACH GOAL. FACULTY IS ENCOURAGED TO ADD ANY CRITERIA THEY USE. IN ADDITION TO THOSE LISTED, TO EVALUATE THEIR OWN PROGRAM=S ACHIEVEMENT OF THE GOALS.

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
GOAL 1: ADMINISTRATION, FACULTY AND THE PROFESSIONAL COMMUNITY UNDERSTAND AND SUPPORT THE PHILOSOPHY, GOALS AND OBJECTIVES OF PRACTICAL NURSING. § 10-1-5								
1. A current organizational chart is available which defines the lines of authority and communication.								
2. An occupational advisory Committee meets at least twice yearly.								
3. The Advisory Committee membership is representative of the community.								
4. Bylaws/operating policies for the Advisory Committee are in writing.								
5. Functions of the Advisory Committee are included in the bylaws.								
6. Minutes of the Advisory Committee are available. Minutes identify:								
a. members present and absent								
b. discussions								
c. recommendations								
d. action taken								
7. The coordinator: §10-1-7								
a. reports status of the program to the administrator monthly §10-1-7.9.a.5								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
b. visits clinical areas to evaluate student experience §10-1-7.9. a.6								
All faculty, including full, part-time and substitute, meet requirements for employment. 1. a. hold current license as a registered professional nurse in the State of West Virginia. §10-1-7								
b. have experience as a registered professional nurse within the three years immediately preceding employment as a faculty member §10-1-7.6								
c. have a minimum of three years of experience as a registered professional nurse prior to employment which shall include: §10-1-7.6.c								
1. two years of patient side nursing care experience in an acute, intermediate, or long term care facility; and, §10-1-7.6.c.1								
2. one or more years' experience in one or more of the following areas; teaching, supervision or administration; and, §10-1-7.6.c.2								
d. meet any special requirements of the sponsoring agency, e.g., vocational certification								
e. continues to upgrade and update skills and knowledge in both the health field and education. §10-1-7.6. c.3								
f. Have or be enrolled in a baccalaureate degree program (preferably in nursing) with completion within five to seven years of hire date §10-1-7.6.b								
g. are members in professional organizations.								
Job descriptions for full, part-time and substitute faculty and secretary:								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
2. a. are in writing								
b. include qualifications and functions, and								
c. are used as a basis for faculty evaluation.								
3. Substitute faculty is available in the absence of full time faculty.								
4. Part-time faculty is available to faculties of less than three.								
5. Faculty by-laws/operating policies are in writing for faculty organization.								
6. At least 20 hours per week of secretarial assistance is provided to faculty by the sponsoring agency §10-1-7.6								
FACULTY MAY LIST OTHER CRITERIA USED TO ACHIEVE AND EVALUATE GOAL 1.								
GOAL 2. FACULTY MAINTAIN CURRENT CURRICULAR CONCEPTS. §10-1-7.9								
The Nurse Coordinator:								
1. a. assumes responsibility for organizing and directing the program under the jurisdiction of the sponsoring agency. §10-1-7.9.a.1								
b. seeks from the Advisory Committee recommendations for establishing policies for recruitment selection, administration and counseling of students, and for determining progressions and dismissal of students. §10-1-7.9.a.2								
c. schedules regular faculty meetings, §10-1-7.9.a.3								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
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d. maintains written record of faculty meetings, documenting curriculum revisions §10-1-7.9.a.3								
e. with administrator, plans and implements the budget §10-1-7.9.a.7								
f. makes recommendations for faculty appointments §10-1-7.9.a.8								
g. arranges for activities for selection of students §10-1-7.9.a.9								
h. requires each adjunct, part time or substitute faculty to demonstrate their participation in the planning and evaluation of each course they teach, co-teach or for which they supervise students in the clinical area §10-1-7.8								
i. adjusts program to accommodate changing practices in utilization of practical nurses								
j. establishes written criteria for ongoing evaluations of curriculum, clinical facilities and faculty. §10-1-7.9.a.12								
k. written criteria includes resources used to evaluate the program and includes: 1. textbooks and references; 2. student/graduate evaluations; 3. graduate employer evaluations; 4. clinical facility evaluations;								

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5. advisory committee/community recommendations; 6. licensure examination results; as well as, 7. most recent job analysis and test plan for the national licensure examination;								
l. documents review and revision of materials at least every two years								
m. either individually or in collaboration with the administrator of the sponsoring agency evaluates and documents new instructor performance every six months during the first year of employment, and §10-1-7.9.a.13								
n. either individually or in collaboration with the administrator of the sponsoring agency evaluates and documents experienced faculty annually. §10-1-7.9.a.14								
o. evaluates and documents evaluation of faculty in the clinical areas §10-1-7.9.a.6								
The coordinator may and the instructor(s) shall: 2. a. develop course outlines and lesson plans for teaching nursing skills and related courses §10-1-7.9.c.1								
b. assist with the administrative duties when indicated, including interview, testing and selection of students. §10-1-7.9.d.5								
The statement of philosophy is:								
3. a. well defined §10-1-7.8.2.a								

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b. communicated to students, personnel of the cooperating agencies and the community §10-1-7.8.2.b								
c. consistent with that of the controlling institution								
d. used as a basis for curriculum development §10-1-7.8.2.d								
e. reflect faculty beliefs about:								
1. education								
2. practical nursing education								
3. practical nursing practice								
4. acquisition of knowledge, and								
5. continuous development of knowledge								
Student terminal objectives:								
4. a. are based on the philosophy, and								
b. identify entry level competencies of the graduates								
The master plan of the curriculum:								
5. is available and identifies: §10-1-7.8.3.a								
a. length of courses								
b. sequence of courses								
c. units of content covered								
d. setting used (class/clinical).								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
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The curriculum is designed to provide:								
6. a. organization of course content into identifiable units								
b. elimination of repetition								
c. arrangement for learning to progress from simple to complex §10-1-7.8.3.b.5								
Instruction in the classroom includes theoretical content in: §10-1-7.8.4								
7. a. medical/surgical nursing								
b. obstetrics								
c. pediatrics								
d. geriatrics								
e. psychiatric nursing								
f. community health								
Integration and/or correlation of basic concepts spans the life cycle in:								
8. a. principles and fundamentals								
b. nutrition								
c. anatomy								
d. pharmacology								
e. mental health								
f. growth & development								

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g. family living								
h. history & trends								
i. vocational, ethical, and legal responsibilities, including: §10-1-7.8.4								
1. advance directives;								
2. advocacy;								
3. professional boundaries;								
4. confidentiality;								
5. client rights;								
6. organ donation;								
7. informed consent;								
8. incident reporting;								
9. resource management;								
10. scope of practice and delegation;								
11. leadership;								
12. legal standards of practice;								
13. endorsement;								
14. continuing competence; and,								
15. Grounds for discipline including procedures and penalties.								
Course outlines/lesson plans include:								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
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9. a. objectives stated in behavioral terms §10-1-7.11.a								
b. objectives that reflect phases of nursing process as the method of approaching client needs §10-1-7.11.a								
c. an outline of lesson content §10-1-7.11.a								
d. specific time allotment								
e. teaching methods								
f. audio-visual aids and reference materials								
g. dates of development/review or revision								
Time is distributed so that:								
10. a. the program spans 12 months §10-1-7.8								
b. the time allotted for each lesson is consistent with the content to be covered and the learning expected of the student §10-1-7.8.11.d								
c. the scheduled instructional time for class and clinical experience does not exceed 32 hours per w §10-1-7.8.10.a								
11. Content reflects results of studies that reflect new graduate competencies needed for practice (i.e. NCLEX-PN Test Plan) §10-1-7.11								
12. Teaching methods reflect current concepts and practices in nursing education §10-1-7.8.11.e								
13. A variety of creative learning activities (in addition to lecture and demonstration) are utilized. §10-1-7.8.2.d								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
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14. Community resources are utilized to enrich the learning experience.								
15. Library/reference materials are: §10-1-7.6.d								
a. accessible to/ used by students								
b. reviewed and additional volumes and journals are purchased to maintain currency								
16. All textbooks are published within the past five years								
17. Laboratory practice is provided for development of technical skill								
FACULTY MAY LIST OTHER CRITERIA USED TO ACHIEVE AND EVALUATE GOAL 2.								
GOAL 3. FACULTY AND CLINICAL FACILITIES STAFF PARTNER TO DEVELOP CLIENT CARE EXPERIENCES WHICH ENHANCE STUDENT COMPETENCE IN THE CLINICAL AREA.								
Affiliation Agreements: §10-1-8.13								
1. Agreements, dated within the past year, are endorsed by the school and each affiliating agency. §10-1-8.13.c.4								
2. Length of notice for termination of agreement by either party is specified and provides for completion of a class currently enrolled §10-1-8.13.c.3								
3. The affiliation meets standards outlined in the Series 1 Rules of the WV State Board of Examiners for LPNs, item 6.3.								
4. The Coordinator holds an annual conference with appropriate staff of each affiliating agency.								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
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§10-1-8.13.c.5								
Conference includes:								
a. review of the program objectives								
b. review of rotation plan								
5. Clinical practice begins by the end of the third week of the program §10-1-8.3.b.3								
6. A rotation plan for the year showing daily class content with corresponding clinical practice is developed and posted for each student. §10-1-8.8.b								
7. The rotation plan is developed through the collaborative efforts of the program coordinator and the affiliating agency. §10-1-8.8.b								
8. The clinical ratio of students to instructor is not more than ten to one in the clinical area. §10-1-7.3								
9. Program faculty direct/supervise student learning in the clinical area. §10-1-8.9.b								
10. Clinical facilities provide adequate experience for achievement of the clinical objectives. §10-1-8.9.b								
10. Instruction in the clinical area includes assignments to meet both physical and psychosocial needs of :								
a. medical/surgical clients								
b. obstetric clients								
c. pediatric clients								
d. geriatric clients								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
e. mental health clients								
12. In addition to client assignments, clinical laboratory experiences include:								
a. pre & post clinical conferences related to care of clients §10-1-8.12.9.4								
b. opportunity for students to assist with preparation, implementation and continuing evaluation of nursing care for individual clients, with the focus on client goals. §10-1-8.12.9.5								
13. Clinical performance objectives:								
a. are available for each unit of clinical instruction								
b. reflect current practice								
c. reflect use of nursing process as basis for assessing client								
d. are measurable								
14. If specialty areas such as ICU, RT, CCU, ER, OR, RR, PT, EKG, etc. are used for assignment, the following criteria are met:								
For observation only:								
1. written objectives are available for the specialty area								
2. students are supervised by an employee in the absence of faculty. §10-1-8.9.c								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
15. Not less than 3 nor more than 2 of the actual instructional contact time is devoted to classroom theory. §10-1-8.9.a								
16. Faculty and students are covered by liability insurance.								
17. Program materials relating to clinical instruction, including the master plan and rotation are consistent with respect to time sequence, content and objectives. §10-1-8.9								
FACULTY MAY LIST OTHER CRITERIA USED TO ACHIEVE AND EVALUATE GOAL 3.								
GOAL 4. FACULTY UTILIZES VARIED AND EFFECTIVE MECHANISMS FOR EVALUATING STUDENT KNOWLEDGE BASE IN PRACTICAL NURSING.								
1. The curriculum provides for concurrent learning experiences in theory and clinical practice. §10-1-8.3.b.2								
2. Emphasis is on basic nursing principles and procedures related to practical nursing. §10-1-8.11.a								
3. Methods of student evaluation are clearly identified on class and clinical outlines. §10-1-8.11.a								
4. There is regular evaluation of student progress toward stated objectives through written tests.								
5. Program policy requires a minimum final passing grade of $\geq$ C in each classroom course to continue in the program. §10-1-8.10.b								
6. Clinical objectives are used as the basis for student evaluation.								
7. Program faculty observes and record student								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
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clinical performance in accordance with program policy. The student shall participate in this evaluation. §10-1-8.12.a.7								
8. Program policy requires satisfactory attainment of clinical objectives to continue in the program. §10-1-8.12.a.6								
9. Nationally standardized achievement tests are used at appropriate intervals. §10-1-9.1.a								
10. Students with special needs, i.e., reading, math, etc., receive assistance from qualified resource personnel. §10-1-9.7								
12. Students participate in program development by evaluating according to written policy:								
a. each classroom course								
b. each course of clinical instruction								
13. A summary of student evaluation of courses is available. §10-1-8.14.b								
FACULTY MAY LIST OTHER CRITERIA USED TO ACHIEVE AND EVALUATE GOAL 4.								
GOAL 5. ADMINISTRATION AND FACULTY MAINTAIN A POSITIVE LEARNING ENVIRONMENT FOR STUDENT.								
1. An ongoing recruitment effort is evident.								
2. The program publishes a brochure/bulletin of information for prospective students.								
3. Enrollment is limited to adult students who have completed at least the 10 th grade or have a GED. §10-1-9.1.a								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
Requirements for admission:								
4. a. are in writing and easily understood §10-1-9.1.a								
b. are on file with the Board §10-1-9.1.a								
c. include pre-entrance tests used which are specific to nursing and minimum acceptable scores. §10-1-9.1.a								
d. include physical examination, pre-admission drug screen, immunization for Hepatitis B and others recommended by CDC §10-1-9.3								
e. include the requirement for a pre-admission criminal history records check; and §10-1-9.2								
f. includes a statement concerning enrollment of students with law violations (Manual of Recommendations for Education and Licensure, West Virginia State Board of Examiners for Licensed Practical Nurses. Item 9.1.3.)								
5. Written policies and evaluation procedures are available for:								
a. admission of a student with a criminal history; §10-1-9.2								
b. readmission; §10-1-9.1.b								
c. transfer; §10-1-9.1.b								
d. advanced standing; and §10-1-9.1.b								
e. withdrawal. §10-1-9.1.b								
6. Students are admitted without discrimination in regard to creed, ethnic origin, marital status, race,								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
sex or age.								
7. Policies pertaining to student behavior and welfare are communicated to students in writing.								
Policies include:								
a. responsibility for students= personal health								
b. availability of guidance and counseling services								
c. absences due to illness or other causes								
d. scholastic and personal achievement required for graduation								
e. grievance procedure								
f. provisions for snow and other conditions when the County schools are closed.								
Records, Reports, Bulletins:								
8. a. The program maintains records for each student currently enrolled, including: §10-1-10-1.a								
1. admissions records (interview, test scores, references, previous education) §10-1-10-1.a								
2. health records §10-1-10-1.b								
3. counseling records §10-1-10-1.c								
4. record of instruction while enrolled in program §10-1-10-1.d								
5. evaluations of student progress and grades §10-1-10-1.e								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
b. An individual permanent record is kept for each student who is graduated. Folder includes: transcript of grades, with interpretation of credit or unit. §10-1-10-2								
9. Student vacations and holidays are in accordance with established policies of the sponsoring agency. (Three weeks is suggested.) §10-1-9-7								
10. Students are provided with necessary information on the program instruction including: §10-1-9-8								
a. competencies to be achieved §10-1-9-8								
b. learning activities §10-1-9-8								
c. performance standards §10-1-9-8								
11. Bylaws/operating policies are available for student organization								
12. Students are encouraged to participate in available student and professional organizations and associations.								
13. Students are advised on policies of affiliating agencies.								
14. a. audio-visual hardware and software is adequate to fulfill program objectives								
b. educational aids include:								
1. anatomical models and/or charts								
2. training mannequins								
Classroom/Laboratory Automation								
15. a. up to date computers are available for								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
student use §10-1-6.1.c								
b. faculty use automated learning tools, such as CD ROM and internet §10-1-8.7								
c. students and faculty have access to computer programs substantially similar to those used in local clinical facilities §10-1-8.7								
Nursing laboratory has:								
16.a. simulated client care units								
b. equipment in good repair §10-1-6.1.e								
c. equipment and supplies comparable to those found in a general hospital nursing unit §10-1-6.1.f								
17. The instructional areas are free of undue interference, i.e., activities of other classes, tours, rendering of first aid, etc.								
Faculty office suite includes:								
18. a. a separate office with telephone for the coordinator								
b. space for records and files in the coordinator's office								
c. privacy for student conference and/or uninterrupted work								
FACULTY MAY LIST OTHER CRITERIA USED TO ACHIEVE AND EVALUATE GOAL 5.								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
GOAL 6. GRADUATES SUCCESSFULLY COMPLETE THE LICENSURE EXAMINATION AT A RATE AT LEAST EQUAL TO THE NATIONAL PASSING RATE.								
1. An average of 80% of students enrolled complete the program.								
2. All graduating students take the licensure examination within six months of the date of graduation.								
3. Average passage rate on NCLEX for graduates during the past three years is equal to or higher than the national average.								
4. Students exiting after successful completion of fundamentals are granted a certificate verifying skills at the nursing assistant level.								
For each student who does not complete the program, there is on file: §10-1-10-3								
5.a. entrance and departure dates §10-1-10-3.a								
b. reason for leaving §10-1-10-3.d								
c. transcript of grades with interpretation of credit or unit. §10-1-10-3.b								
FACULTY MAY LIST OTHER CRITERIA USED TO ACHIEVE AND EVALUATE GOAL 6.								
GOAL 7.HEALTH CARE AGENCIES HIRE PROGRAM GRADUATES.								
1. Graduate follow-up studies indicate graduates feel their preparation was relevant to their job. §10-1-8-14.a								

Standards	Self-Evaluation			Faculty Comments	Site Visit			Surveyor Comments
	Met	NFM	Not Met		Met	NFM	Not Met	
2. Employer follow-up studies indicate graduates have been provided with competencies necessary for job entry. §10-1-8-14.a								
3. Employers continue to seek program graduates. §10-1-8-14.a								
4. At least 75% of the graduates are employed as LPNs within six months after graduation §10-1-8-14.a								
FACULTY MAY LIST OTHER CRITERIA USED TO ACHIEVE AND EVALUATE GOAL 7.								

COMMENTS
ITEMS NOT OTHERWISE ADDRESSED

FACULTY	SITE VISITORS

 Signature

 Date

 Signature

 Date