

VIRGINIA BOARD OF NURSING
SURVEY VISIT REPORT

PROGRAM NAME		PROGRAM CODE		DATE OF VISIT	Click or tap to enter a date.
PROGRAM ADDRESS	Click or tap here to enter text.				
TYPE OF PROGRAM	<input type="checkbox"/> PN <input type="checkbox"/> ASSOCIATES <input type="checkbox"/> BACHELORS <input type="checkbox"/> PRE-LICENSURE MASTERS				
TYPE OF VISIT	<input type="checkbox"/> APPLICATION <input type="checkbox"/> INITIAL <input type="checkbox"/> CONTINUING <input type="checkbox"/> BOARD ORDER <input type="checkbox"/> OTHER: _____				
BOARD REPRESENTATIVE COMPLETING SURVEY VISIT					
PROGRAM DIRECTOR					
OTHER DESIGNEES	NAME Street, City, State, Zip Code				
	NAME Street, City, State, Zip Code				
	NAME Street, City, State, Zip Code				

NCLEX PASS RATES

Year	Pass rate	Number of exams delivered	Number of first time passing	Number of first time failures

CONTINUED APPROVAL

The following regulations must be reviewed for programs completing a continued approval survey

18VAC 90-27-30. Application for initial approval. (3.a.,b.,c. and 4. e. & f. ONLY)

18VAC 90-27-40. Organization and Administration.

18VAC 90-27-50. Philosophy and Objectives.

18VAC 90-27-60. Faculty.

18VAC 90-27-70. Admissions of students.

18VAC 90-27-80. Resources, facilities, publications, and services.

18VAC 90-27-90. Curriculum.

18VAC 90-27-100. Curriculum for direct client care.

18VAC 90-27-110. Clinical practice of students.

18VAC 90-27-180. Records and provision of information.

18VAC 90-27-190. Evaluation of resources; written agreements with cooperating agencies.

18VAC 90-27-210. Passage on national examination.

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-30. Application for initial approval. An institution wishing to establish a nursing program shall:		
<p>3. Submit the following information on the organization and operation of a nursing education program:</p> <p>a. A copy of a business license and zoning permit to operate a school in a Virginia location, a certificate of operation from the State Corporation Commission, evidence of approval from the Virginia Department of Education or SCHEV, and documentation of accreditation, if applicable;</p> <p>b. The organizational structure of the institution and its relationship to the nursing education program therein;</p> <p>c. The type of nursing program, as defined in 18VAC90-27-10;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Copy of business license received <input type="checkbox"/> Zoning permit to operate a school in a Virginia location received <input type="checkbox"/> Certificate to Operate from SCHEV <input type="checkbox"/> VA Dept. of Education approval <input type="checkbox"/> Nursing Accreditation (N/A) <input type="checkbox"/> Organizational chart <input type="checkbox"/> Program description <input type="checkbox"/> Program website <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>4. Submit to the board evidence documenting adequate resources for the projected number of students and the ability to provide a program that can meet the requirements of this part to include the following information:</p> <p>e. Documentation that at least 80% of all clinical experiences are to be conducted in Virginia, unless an exception is granted by the board. There shall be documentation of written approval for any clinical experience conducted outside of Virginia by the agency that has authority to approve clinical placement of students in that state. The use of any clinical site in Virginia located 50 miles or more from the school shall require board approval;</p> <p>f. A diagram or blueprint showing the availability of academic facilities for the program, including classrooms, skills laboratory, and learning resource center. This information shall include the number of restrooms for the student and faculty population, classroom and skills laboratory</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>e.</p> <input type="checkbox"/> 80% of clinical are in VA. <input type="checkbox"/> Written board approval for sites outside of VA or 50 miles or more from school <p>f.</p> <input type="checkbox"/> Facility blueprint <input type="checkbox"/> Faculty offices <input type="checkbox"/> On-site tour of facility <input type="checkbox"/> Current student enrollment and enrollment plans <input type="checkbox"/> _____

space large enough to accommodate the number of the student body, and sufficient faculty office space;		
<i>Evaluator's Comments:</i>		
5. Respond to the board's request for additional information within a time frame established by the board.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Responded to Board requests
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-40. Organization and Administration.		
A. The governing or parent institution offering Virginia nursing education programs shall be approved by the Virginia Department of Education or SCHEV or accredited by an accrediting agency recognized by the U.S. Department of Education.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Certificate to Operate from SCHEV <input type="checkbox"/> Affirmation of institutional accreditation, such as SACS <input type="checkbox"/> Recent ACEN, CNEA or CCNE Accreditation Self-Study/ Site Visitors Report/Recommendation <input type="checkbox"/> State education agreement <input type="checkbox"/> SARA agreement <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
B. Any agency or institution used for clinical experience by a nursing education program shall be in good standing with its licensing body.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Clinical agency roster/ Agencies used for clinical learning experiences <input type="checkbox"/> Clinical agency website <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
C. The program director of the nursing education program shall:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Position descriptions for Program Director <input type="checkbox"/> Licensure verification for the Program Director <input type="checkbox"/> Resume or Curriculum Vitae (CV) of Program Director

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-40. Organization and Administration.		
<p>1. Hold a current license or multistate licensure privilege to practice as a registered nurse in the Commonwealth without any disciplinary action that currently restricts practice;</p> <p>2. Have additional education and experience necessary to administer, plan, implement, and evaluate the nursing education program;</p> <p>3. Ensure that faculty are qualified by education and experience to teach in the program or to supervise the clinical practice of students in the program;</p> <p>4. Maintain a current faculty roster, a current clinical agency form, and current clinical contracts available for board review and subject to an audit; and</p> <p>5. Only serve as program director at one location or campus.</p>		<input type="checkbox"/> Certificates <input type="checkbox"/> CEU's <input type="checkbox"/> Current faculty roster <input type="checkbox"/> Current clinical agency roster <input type="checkbox"/> Current clinical contracts <input type="checkbox"/> Academic transcripts <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>D. The program shall provide evidence that the director has authority to:</p> <p>1. Implement the program and curriculum;</p> <p>2. Oversee the admission, academic progression and graduation of students;</p> <p>3. Hire and evaluate faculty; and</p> <p>4. Recommend and administer the program budget, consistent with established policies of the controlling agency.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Organizational chart of nursing program and controlling institution <input type="checkbox"/> Position descriptions for program director <input type="checkbox"/> Organizations defined budget process <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Administrator interviews <input type="checkbox"/> Program director interviews <input type="checkbox"/> _____
<i>Evaluator's Comments</i>		
<p>E. An organizational plan shall indicate the lines of authority and communication of the nursing education program to the controlling body; to other departments within the controlling institution; to the cooperating agencies; and to the advisory committee for the nursing education program.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Organization chart of nursing program and controlling institution <input type="checkbox"/> Organizational chart of the nursing program to cooperating agencies, and the advisory committee

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-40. Organization and Administration.		
		<input type="checkbox"/> Faculty meeting minutes <input type="checkbox"/> Advisory Committee minutes <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
F. There shall be evidence of financial support and resources sufficient to meet the goals of the nursing education program as evidenced by a copy of the current annual budget or a signed statement from administration specifically detailing its financial support and resources.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Operational budget and list of annual expenditures for instructional equipment and supplies <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-50. Philosophy and Objectives.		
Written statements of philosophy and objectives shall be the foundation of the curriculum and shall be: <ol style="list-style-type: none"> 1. Formulated and accepted by the faculty and program director; 2. Descriptive of the practitioner to be prepared; and 3. The basis for planning, implementing, and evaluating the total program through the implementation of a systematic plan of evaluation that is documented in faculty or committee meeting minutes. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Systematic plan of evaluation <input type="checkbox"/> Current philosophy, mission statement <input type="checkbox"/> Meeting minutes <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Director interviews <input type="checkbox"/> Program website <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-60. Faculty.		
<p>A. Qualifications for all faculty.</p> <p>1. Every member of the nursing faculty, including the program director, shall (i) hold a current license as a registered nurse or a multi-state licensure privilege to practice nursing in Virginia as a registered nurse without any disciplinary action that currently restricts practice and (ii) have had at least two years of direct client care experience as a registered nurse prior to employment by the program. Persons providing instruction in topics other than nursing shall not be required to hold a license as a registered nurse.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Position descriptions for faculty and program director <input type="checkbox"/> Licensure verification for the program director and all faculty members <input type="checkbox"/> Faculty summary form <input type="checkbox"/> Faculty CV or resume <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>2. Every member of a nursing faculty supervising the clinical practice of students shall meet the licensure requirements of the jurisdiction in which that practice occurs. Faculty shall provide evidence of education or experience in the specialty area in which they supervise student clinical experience for quality and safety. Prior to supervision of students, the faculty providing supervision shall have completed a clinical orientation to the site in which supervision is being provided.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Licensure verification for the program director and all faculty members <input type="checkbox"/> Faculty summary form <input type="checkbox"/> Documentation or verification of orientation to the clinical floor <input type="checkbox"/> Faculty handbook <input type="checkbox"/> Faculty interviews <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>3. The program director and each member of the nursing faculty shall maintain documentation of professional competence through such activities as nursing practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects, and profession writing. Documentation of annual professional development shall be maintained in employee files for the director and each faculty member until the next survey visit and shall be available for board review.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Certificates of completed continued education <input type="checkbox"/> Academic transcripts <input type="checkbox"/> Publication/Poster Presentations <input type="checkbox"/> Certification <input type="checkbox"/> Employee files <input type="checkbox"/> Faculty interviews

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-60. Faculty.		
<i>Evaluator's Comments:</i>		
<p>4. For baccalaureate degree and prelicensure graduate degree programs:</p> <p>a. The program director shall hold a doctoral degree with a graduate degree in nursing.</p> <p>b. Every member of the nursing faculty shall hold a graduate degree; the majority of the faculty shall have a graduate degree in nursing. Faculty members with a graduate degree with a major other than in nursing shall have a baccalaureate degree with a major in nursing.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Faculty academic transcripts <input type="checkbox"/> Resume or CV <input type="checkbox"/> Faculty roster <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>5. For associate degree and diploma programs:</p> <p>a. The program director shall hold a graduate degree with a major in nursing.</p> <p>b. The majority of the members of the nursing faculty shall hold a graduate degree, preferably with a major in nursing.</p> <p>c. All members of the nursing faculty shall hold a baccalaureate or graduate degree with a major in nursing.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Faculty academic transcripts <input type="checkbox"/> Resume or CV <input type="checkbox"/> Faculty roster <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>6. For practical nursing programs:</p> <p>a. The program director shall hold a baccalaureate degree with a major in nursing.</p> <p>b. The majority of the members of the nursing faculty shall hold a baccalaureate degree, preferably with a major in nursing.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Faculty academic transcripts <input type="checkbox"/> Resume or CV <input type="checkbox"/> Faculty roster <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p><u>B. Number of faculty.</u></p> <p>1. The number of faculty shall be sufficient to prepare the students to achieve the objectives of the educational program and to ensure safety for clients to whom students provide care.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Faculty summary form <input type="checkbox"/> Clinical roster <input type="checkbox"/> Number of students (each cohort and total for program) <input type="checkbox"/> Faculty interviews

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-60. Faculty.		
		<input type="checkbox"/> Student interviews <input type="checkbox"/> Clinical agency interviews <input type="checkbox"/> Faculty : Student ratio <input type="checkbox"/> _____
<i>Evaluator's Comments: upon faculty interviews—it was noted that faculty are picking up extra time to cover student needs. While enough are “employed” availability does not meet the needs of the college due to adjunct status and their availability surrounding their full time commitments to other employers.</i>		
<p>2. When students are giving direct care to patients, the ratio of students to faculty shall not exceed 10 students to one faculty member, and the faculty shall be on site solely to supervise students.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Clinical hours tracking form <input type="checkbox"/> Written agreements with clinical agencies <input type="checkbox"/> Clinical agency roster <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student interviews <input type="checkbox"/> Clinical agency interviews <input type="checkbox"/> Master clinical schedule <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>3. When preceptors are utilized for specified learning experiences in clinical settings, the faculty member may supervise up to 15 students.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Clinical hours tracking form <input type="checkbox"/> Written agreements with clinical agencies <input type="checkbox"/> Clinical agency roster <input type="checkbox"/> Preceptor handbook <input type="checkbox"/> Signed preceptor agreements <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student interviews <input type="checkbox"/> Clinical agency interviews

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-60. Faculty.		
		<input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p><u>C. Functions.</u> The principal functions of the faculty shall be to:</p> <ol style="list-style-type: none"> 1. Develop, implement, teach, and evaluate the philosophy and objectives of the nursing education program; 2. Design, implement, teach, evaluate, and revise the curriculum. Faculty shall provide evidence of education and experience necessary to indicate that they are competent to teach a given course; 3. Develop and evaluate student admission, progression, retention, and graduation policies within the framework of the controlling institution; 4. Participate in academic advisement and counseling of students in accordance with requirements of the Financial Educational Rights and Privacy Act (20 USC § 1232g); 5. Provide opportunities for and evidence of student and graduate evaluation of curriculum and teaching and program effectiveness; and 6. Document actions taken in faculty and committee meetings using a systematic plan of evaluation for total program review. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student interviews <input type="checkbox"/> Student admission policies <input type="checkbox"/> Position descriptions for faculty <input type="checkbox"/> Student evaluation forms (Course, Clinical) <input type="checkbox"/> Student exit surveys <input type="checkbox"/> Minutes of faculty and standing committee(s) meetings <input type="checkbox"/> Systematic Plan of Evaluation <input type="checkbox"/> faculty CV or resume <input type="checkbox"/> Certifications <input type="checkbox"/> Certificates of completed continued education <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-70. Admissions of students.		
<p>A. Requirements for admission to registered nursing education program shall not be less than the requirements of §54.1-3017 A 1 of the Code to Virginia that will permit the graduate to be admitted to the appropriate licensing examination. The equivalent of a four-year high school course of study as required pursuant to §54.1-3017 shall be considered to be:</p> <ol style="list-style-type: none"> 1. General Education Development (GED) certificate for high school equivalence; or 2. Satisfactory completion of the college courses required by the nursing education program. <p>B. Requirements for admission to a practical nursing education program shall not be less than the requirements of §54.1-3020 A 1 of the Code of Virginia that will permit the graduate to be admitted to the appropriate licensing examination.</p> <p>C. Requirements for admission, readmission, advanced standing, progression, retention, dismissal and graduation shall be available to the students in written form.</p> <p>D. Except for high school students, all students enrolled in a nursing education program shall be required to submit to a criminal background check prior to a clinical experience involving direct patient care.</p> <p>E. Transfer students may not be admitted until a nursing education program has received full approval from the board.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Current school catalog <input type="checkbox"/> Current student handbook <input type="checkbox"/> Student files, sample from each cohort <input type="checkbox"/> Storage of files <input type="checkbox"/> Program admission criteria <input type="checkbox"/> Program website <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-80. Resources, facilities, publications, and services.		
<p>A. Classrooms, conference rooms, laboratories, clinical facilities, and offices shall be sufficient to meet the objectives of the nursing education program and the needs of the students, faculty, administration, and staff and shall include private areas for faculty-student conferences. The nursing education program shall provide facilities that meet federal and state requirements, including:</p> <ol style="list-style-type: none"> 1. Comfortable temperatures; 2. Clean and safe conditions; 3. Adequate lighting; 4. Adequate space to accommodate all students; and 5. Instructional technology and equipment needed for simulating client care. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Certificate to Operate from SCHEV <input type="checkbox"/> Affirmation of accreditation, such as SACS <input type="checkbox"/> On site tour of classrooms, conference rooms, labs, clinical facilities and faculty offices <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student interviews <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>B. The program shall have learning resources and technology that are current, pertinent, and accessible to students and faculty, and sufficient to meet the needs of the students and faculty</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Library/ Librarian <input type="checkbox"/> eBooks <input type="checkbox"/> Electronic Health Records <input type="checkbox"/> Online learning platform <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>C. Current information about the nursing education program shall be published and distributed to applicants for admission and shall be available to the board. Such information shall include:</p> <ol style="list-style-type: none"> 1. Description of the program to include whether the program is accredited by a nursing education accrediting body; 2. Philosophy and objectives of the controlling institution and of the nursing program; 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Philosophy, objectives, and conceptual framework <input type="checkbox"/> Curriculum plan <input type="checkbox"/> Course descriptions <input type="checkbox"/> Course syllabi or topical outline <input type="checkbox"/> Current School Catalog

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-80. Resources, facilities, publications, and services.		
3. Admission and graduation requirement, including policy on the use of a final comprehensive exam; 4. Fees and expenses; 5. Availability of financial aid; 6. Tuition refund policy 7. Education facilities; 8. Availability of student activities and services; 9. Curriculum plan, to include course progression from admission to graduation, the name of each course, theory hours, skills lab hours, simulation hours (if used in lieu of direct client care hours), and clinical hours; 10. Course descriptions to include a complete overview of what is taught in each course; 11. Faculty –staff roster; 12. School calendar; 13. Student grievance policy; and 14. Information about implication of criminal convictions.		<input type="checkbox"/> Current Student Handbook <input type="checkbox"/> School website <input type="checkbox"/> Recruitment and admissions documents <input type="checkbox"/> Verification of nursing program accreditation (CCNE, ACEN, CNEA) <input type="checkbox"/> Program website <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
D. Administrative support services shall be provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Job description of administrative assistants <input type="checkbox"/> Number of graduate assistants <input type="checkbox"/> _____
<i>Evaluator's Comments: The Dean of Health Programs has administrative support who also assists program director with clinical contracts. There is a part time clinical coordinator who assists with clinical administrative support.</i>		
E. There shall be written agreements with cooperating agencies that: 1. Ensure full control of student education by the faculty of the nursing education program, including the selection and supervision of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Clinical agency contracts <input type="checkbox"/> Clinical agency roster <input type="checkbox"/> Faculty interviews

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-80. Resources, facilities, publications, and services.		
<p>learning experiences to include the dismissal of students from the clinical site if client safety is or may be compromised by the acts of the student;</p> <p>2. Provide that faculty members or preceptors are present in the clinical setting when students are providing direct client care;</p> <p>3. Provide for cooperative planning with designated agency personnel to ensure safe client care; and</p> <p>4. Provide that faculty be readily available to students and preceptors while students are involved in preceptorship experiences.</p>		<input type="checkbox"/> Student interviews <input type="checkbox"/> Agency representative interviews <input type="checkbox"/> Preceptor interviews <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>F. Cooperating agencies shall be approved by the appropriate accreditation, evaluation, or licensing bodies, if such exist.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Clinical agency contracts <input type="checkbox"/> Clinical agency roster <input type="checkbox"/> Accrediting or approving body website <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-90. Curriculum.		
<p>A. Both Classroom and online curricula shall reflect the philosophy and objectives of the nursing education program and shall be consistent with the law governing the practice of nursing.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Philosophy, objectives, and conceptual framework <input type="checkbox"/> Course descriptions, outcomes, evidence of professional standards aligned with curricula <input type="checkbox"/> Program website <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-90. Curriculum.		
<p>B. Nursing education programs preparing for licensure as a registered or practical nurse shall include:</p> <ol style="list-style-type: none"> 1. Evidence-based didactic content and supervised clinical experience in nursing, encompassing the attainment and maintenance of physical and mental health and prevention of illness for individuals and groups throughout the life cycle and in a variety of acute, non-acute, community-base, and long-term care clinical settings and experiences to include adult medical/surgical nursing, geriatric nursing, maternal/infant (obstetrics, gynecology, neonatal) nursing, mental health/psychiatric nursing, nursing fundamentals, and pediatric nursing; 2. Concepts of the nursing process that include conducting a focused nursing assessment of the client status that includes decision making about who and when to inform, identifying client needs, planning for episodic nursing care, implementing appropriate aspects of client care, contributing to data collection and the evaluation of client outcomes, and the appropriate reporting and documentation of collected data and care rendered; 3. Concepts of anatomy, physiology, chemistry, microbiology and the behavioral sciences; 4. Concepts of communication, growth and development, nurse-client interpersonal relations, and client education, including; <ol style="list-style-type: none"> a) Development of professional socialization that includes working in interdisciplinary teams; and b) Conflict resolution; 5. Concepts of ethics, vocational and legal aspects of nursing, including: 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Curriculum plan <input type="checkbox"/> Course descriptions <input type="checkbox"/> Course syllabi/ topical outlines <input type="checkbox"/> Current school calendar <input type="checkbox"/> Current student handbook <input type="checkbox"/> Student evaluation forms (Course, Clinical, and Program Evaluation) <input type="checkbox"/> Graduate and employer evaluation forms <input type="checkbox"/> Clinical hours tracking form <input type="checkbox"/> Clinical agency roster <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student interviews <input type="checkbox"/> Clinical agency interviews <input type="checkbox"/> Clinical objectives <input type="checkbox"/> Lesson plans, power point presentations, student presentations, student journals, student portfolios <input type="checkbox"/> _____

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-90. Curriculum.		
<ul style="list-style-type: none"> a) Regulations and sections of the Code of Virginia related to nursing; b) Client rights, privacy, and confidentiality; c) Prevention of client abuse, neglect and abandonment throughout the life cycle, including instruction in the recognition, intervention, and reporting by the nurse of evidence of child or elder abuse; d) Professional responsibility, to include the role of the practical and professional nurse; e) Professional boundaries, to include appropriate use of social media and electronic technology; and f) History and trends in nursing and health care; 6. Concepts of pharmacology, dosage calculations, medication administration, nutrition, and diet therapy; 7. Concepts of client-centered care, including: <ul style="list-style-type: none"> a) Respect for cultural differences, values, preferences; b) Promotion of healthy life styles for clients and populations c) Promotion of a safe client environment; d) Prevention and appropriate response to situations of bioterrorism, natural and man-made disasters, and intimate partner and family violence; e) Use of clinical thinking and clinical judgment in the implementation of safe client care; and f) Care of clients with multiple, chronic conditions; and 8. Development of management and supervisory skills, including: <ul style="list-style-type: none"> a) The use of technology in medication administration and documentation of client care; 		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-90. Curriculum.		
b) Participation in quality improvement processes and systems to measure client outcomes and identify hazards and errors; and c) Supervision of certified nurse aides, registered medication aides, and unlicensed assistive personnel.		
<i>Evaluator's Comments:</i>		
C. In addition to meeting the curriculum requirements set forth in subsection B of this section, registered nursing education programs preparing for registered nurse licensure shall also include: 1. Evidence-based didactic content and supervised clinical experiences in conducting a comprehensive nursing assessment that includes: a. Extensive data collection, both initial and ongoing, for individuals, families, groups, and communities addressing anticipated changes in client conditions as well as emerging changes in a client's health status; b. Recognition of alterations to previous client conditions; c. Synthesizing the biological, psychological and social aspects of the client's condition; d. Evaluation of the effectiveness and impact of nursing care; e. Planning for nursing interventions and evaluating the need for different interventions for individuals, groups and communities; f. Evaluation and implementation of the need to communicate and consult with other health team members; and g. Use of a broad and complete analysis to make independent decisions and nursing diagnoses; and 2. Evidence-based didactic content and supervised experiences in: a. Development of clinical judgment; b. Development of leadership skills and unit management;	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Curriculum plan <input type="checkbox"/> Course descriptions <input type="checkbox"/> Course syllabi/ topical outlines <input type="checkbox"/> Current school calendar <input type="checkbox"/> Current student handbook <input type="checkbox"/> Student evaluation forms (Course, Clinical, and Program Evaluation) <input type="checkbox"/> Graduate and employer evaluation forms <input type="checkbox"/> Clinical hours tracking form <input type="checkbox"/> Clinical agency contracts <input type="checkbox"/> Clinical agency roster <input type="checkbox"/> Faculty interview <input type="checkbox"/> Student interview <input type="checkbox"/> Clinical agency representative interview <input type="checkbox"/> Clinical objectives <input type="checkbox"/> Lesson plans, power point presentations, student presentations, student journals, student portfolios <input type="checkbox"/> _____

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-90. Curriculum.		
c. Knowledge of the rules and principles for delegation of nursing tasks to unlicensed persons; d. Supervision of licensed practical nurses; e. Involvement of clients in decision making and a plan of care; and f. Concepts of pathophysiology		
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-100. Curriculum for direct client care.		
A. A nursing education program preparing a student for licensure as a registered nurse shall provide a minimum of 500 hours of direct client care supervised by qualified faculty. A nursing education program preparing a student for licensure as a practical nurse shall provide a minimum of 400 hours of direct client care supervised by qualified faculty. Direct client care hours shall include experiences as set forth in §18VAC 90-27-90 B 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Clinical hours tracking form <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
B. Licensed practical nurses transitioning into prelicensure registered nursing programs may be awarded no more than 150 clinical hours of the 400 hours received in a practical nursing program. In a practical nursing to registered nursing transitional program, the remainder of the clinical hours shall include registered nursing clinical experience across the life cycle in adult medical/surgical nursing, maternal/infant (obstetrics, gynecology, neonatal) nursing, mental health/psychiatric nursing, and pediatric nursing.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Policy regarding allowing clinical hours from previous practical nursing programs <input type="checkbox"/> Clinical hours tracking form <input type="checkbox"/> _____

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-100. Curriculum for direct client care.		
<i>Evaluator's Comments:</i>		
<p>C. Any observational experiences shall be planned in cooperation with the agency involved to meet stated course objectives. Observational experiences shall not be accepted toward the 400 or 500 minimum clinical hours required. Observational objectives shall be available to students, the clinical unit, and the board.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Objectives for observational experiences <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>D. Simulation for direct client clinical hours.</p> <p>1. No more than 25% of direct client contact hours may be simulation. For prelicensure registered nursing programs, the total of simulated client care hours cannot exceed 125 hours (25% of the required 500 hours). For prelicensure practical nursing programs, the total of simulated client care hours cannot exceed 100 hours (25% of the required 400 hours).</p> <p>2. No more than 50% of the total clinical hours for any course may be used as simulation.</p> <p>3. Skills acquisition and task training alone, as in the traditional use of skills laboratory, do not qualify as simulated client care and therefore do not meet the requirements for direct client care hours.</p> <p>4. Clinical simulation must be led by faculty who meet the qualifications specified in 18VAC 90-27-60.</p> <p>5. Documentation of the following shall be available for all simulated experiences:</p> <ol style="list-style-type: none"> Course descriptions and objectives; Type of simulation and location of simulated experience; Number of simulated hours; Faculty qualifications; and Methods of debriefing. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Policy regarding simulation in lieu of direct client care <input type="checkbox"/> Simulation scenarios, objectives and time frames <input type="checkbox"/> Clinical objectives <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student Interviews <input type="checkbox"/> Agency representative interviews <input type="checkbox"/> Faculty continued education certificates <input type="checkbox"/> Course descriptions/ objectives/ clinical hours per course <input type="checkbox"/> Simulation Coordinator job description <input type="checkbox"/> _____

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-100. Curriculum for direct client care.		
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-110. Clinical practice of students.		
A. In accordance with 54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he has been assigned.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Student handbook <input type="checkbox"/> Preceptorship packet <input type="checkbox"/> Clinical agency contracts <input type="checkbox"/> Course syllabi <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student interviews <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
B. Faculty shall be responsible for ensuring that students perform only skills or services in direct client care for which they have received instruction and have been found proficient by the instructor. Skills checklists shall be maintained for each student.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Student skills checklist <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student interviews <input type="checkbox"/> Agency representative interviews <input type="checkbox"/> student handbook <input type="checkbox"/> _____
<i>Evaluator's Comments: comments from student meeting</i>		
C. Faculty members or preceptors providing on-site supervision in the clinical care of clients shall be responsible and accountable for the assignment of clients and tasks based on their assessment and evaluation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Faculty handbook <input type="checkbox"/> Student handbook

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-110. Clinical practice of students.		
of the student's clinical knowledge and skills. Supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the clients.		<input type="checkbox"/> Faculty job description <input type="checkbox"/> Preceptorship packet <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student interviews <input type="checkbox"/> Preceptor interviews <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
D. Clinical preceptors may be used to augment the faculty and enhance the clinical learning experience. Faculty shall be responsible for the designation of a preceptor for each student and shall communicate such assignment with the preceptor. A preceptor may not further delegate the duties of the preceptorship.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Preceptorship packet <input type="checkbox"/> Faculty Handbook <input type="checkbox"/> Course syllabus <input type="checkbox"/> Clinical competency evaluation <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
E. Preceptors shall provide to the nursing education program evidence of competence to supervise student clinical experience for quality and safety in each specialty area where they supervise students. The clinical preceptor shall be licensed as a nurse at or above the level for which the student is preparing.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Preceptorship Packet <input type="checkbox"/> Preceptor agreements <input type="checkbox"/> Verification of preceptor's RN or LPN license
<i>Evaluator's Comments:</i>		
F. Supervision of students. 1. When faculty are supervising direct client care by students, the ratio of students to faculty shall not exceed 10 students to one faculty member.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Course enrollment numbers for all clinical courses <input type="checkbox"/> Master clinical schedule <input type="checkbox"/> Faculty interviews

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-110. Clinical practice of students.		
<p>The faculty member shall be on site in the clinical setting solely to supervise students.</p> <p>2. When preceptors are utilized for specified learning experiences in clinical settings, the faculty member may supervise up to 15 students. In utilizing preceptors to supervise students in the clinical setting, the ratio shall not exceed two students to one preceptor at any given time. During the period in which students are in the clinical setting with a preceptor, the faculty member shall be available for communication and consultation with the preceptor.</p>		<input type="checkbox"/> Preceptorship packet with roles <input type="checkbox"/> Clinical agency contracts <input type="checkbox"/> Preceptor interviews <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>G. Prior to beginning any preceptorship, the following shall be required:</p> <ol style="list-style-type: none"> 1. Written objectives, methodology, and evaluation procedures for a specified period of time to include the dates of each experience; 2. An orientation program for faculty, preceptors, and students; 3. A skills checklist detailing the performance of skills for which the student has had faculty-supervised clinical and didactic preparation; and 4. The overall coordination by faculty who assume ultimate responsibility for implementation, periodic monitoring, and evaluation. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Student clinical objectives for preceptor experience <input type="checkbox"/> Course syllabus with course objectives <input type="checkbox"/> Preceptor packet <input type="checkbox"/> Student skills checklist <input type="checkbox"/> Faculty interviews <input type="checkbox"/> Student interviews <input type="checkbox"/> Preceptor interviews <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-180. Records and provision of information.		
<p>A. Requirements for admission, readmission, advanced standing, progression, retention, dismissal, and graduation shall be readily available to the students in written form.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Student handbook <input type="checkbox"/> Program website <input type="checkbox"/> Printed promotional material
<i>Evaluator's Comments:</i>		
<p>B. A system of records shall be maintained and be made available to the board representative and shall include:</p> <ol style="list-style-type: none"> 1. Data relating to accreditation by any agency or body. 2. Course outlines. 3. Minutes of faculty and committee meetings, including documentation of the use of a systematic plan of evaluation for total program review and including those faculty members in attendance. 4. Record of and disposition of complaints. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Certificate of accreditation <input type="checkbox"/> Course syllabi <input type="checkbox"/> Meeting minutes, and date(s) <input type="checkbox"/> Systematic plan of evaluation <input type="checkbox"/> Policy regarding complaint process <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
<p>C. A file shall be maintained for each student. Provision shall be made for the protection of student and graduate files against loss, destruction, and unauthorized use. Each file shall be available to the board representative and shall include the student's:</p> <ol style="list-style-type: none"> 1. Application, including the date of its submission and the date of admission into the program; 2. High school transcript or copy of high school equivalence certificate, and if the student is a foreign graduate, a transcript translated into English; 3. Current record of achievement to include classroom grades, skills checklists, and clinical hours for each course; and 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Location of student files meets Board requirements <input type="checkbox"/> Student files contain items of Board requirements <input type="checkbox"/> Current records of achievement <input type="checkbox"/> Final transcript with board requirements <input type="checkbox"/> _____

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-180. Records and provision of information.		
4. A final transcript retained in the permanent file of the institution to include dates of admission and completion of coursework, graduation date, name and address of graduate, the dates of each semester or term, course grades, and authorized signature.		
<i>Evaluator's Comments:</i>		
<p>D. Current information about the nursing education program shall be published and distributed to students and applicants for admission and shall be made available to the board. In addition to information specified in 18VAC90-27-80 C, the following information shall be included:</p> <ol style="list-style-type: none"> 1. Annual passage rates on NCLEX for the past five years; and 2. Accreditation status. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Student handbook <input type="checkbox"/> School catalog <input type="checkbox"/> Program website <input type="checkbox"/> School website <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-190. Evaluation of resources; written agreements with cooperating agencies.		
<p>A. Periodic evaluations of resources, facilities, and services shall be conducted by the administration, faculty, students, and graduates of the nursing education program, including an employer evaluation for graduates of the nursing education program. Such evaluation shall include assurance that at least 80% of all clinical experiences are conducted in Virginia unless an exception has been granted by the board.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Systematic Plan of Evaluation <input type="checkbox"/> Student evaluations of clinical and course <input type="checkbox"/> Graduate surveys <input type="checkbox"/> Employer surveys <input type="checkbox"/> _____ <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-190. Evaluation of resources; written agreements with cooperating agencies.		
B. Current written agreements with cooperating agencies shall be maintained and reviewed annually and shall be in accordance with of 18VAC90-27-80 E.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Clinical agency contracts <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
C. Upon request, a program shall provide a clinical agency summary on a form provided by the board.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Clinical agency roster <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
D. Upon request and if applicable, the program shall provide (i) documentation of board approval for use of clinical sites located 50 or more miles from the school, and (ii) for use of clinical experiences conducted outside of Virginia, documented approval from the agency that has authority to approve clinical placement of students in that state.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Documentation of board approval for schools outside of VA or 50 or more miles away <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		

Regulation.	Verified	Evidence (X in box indicates item reviewed)
18VAC 90-27-210. Passage on national examination.		
A. For the purpose of continued approval by the board, a nursing education program shall maintain a passage rate for first-time test takers on the NCLEX that is not less than 80%, calculated on the cumulative results of the past four quarters of all graduates in each calendar year regardless of where the graduate is seeking licensure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> VA BON website – NCLEX Pass rates <input type="checkbox"/> _____
<i>Evaluator's Comments:</i>		
B. If an approved program falls below 80% for one year, it shall submit a plan of correction to the board. If an approved program falls below 80% for two consecutive years, the board shall place the program on conditional approval with terms and conditions, require the program to submit a plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> VA BON website – NCLEX Pass rates <input type="checkbox"/> Plan of correction submitted if below 80% at one year and/or two year

of correction, and conduct a site visit. Prior to the conduct of such a visit, the program shall submit the fee for a site visit for the NCLEX passage rate as required by 18VAC90-27-20. If a program falls below 80% for three consecutive years, the board may withdraw program approval.

Site visit conducted

Evaluator's Comments:

<i>Continued Approval Survey Visit</i>	<i>Activities conducted during visit (include as necessary):</i>
<input type="checkbox"/> Interview / <input type="checkbox"/> meeting with Program Director Evaluator's Notes:	
<input type="checkbox"/> Interview / <input type="checkbox"/> meeting with Administration Evaluator's Notes:	

Continued Approval Survey Visit	<i>Activities conducted during visit (include as necessary):</i>
<input type="checkbox"/> Interview / <input type="checkbox"/> meeting with Clinical Agency Partners Evaluator's Notes:	
<input type="checkbox"/> Interview / <input type="checkbox"/> meeting with Faculty Evaluator's Notes:	
<input type="checkbox"/> Interview / <input type="checkbox"/> meeting with Students Evaluator's Notes:	
<input type="checkbox"/> Interview / <input type="checkbox"/> meeting with Support Staff Evaluator's Notes:	
<input type="checkbox"/> Tour of Facility (<i>included in evidence document 18VAC90-27-80</i>) Evaluator's Notes:	

Compliance with regulation can be verified. Yes No

Compliance cannot be verified with the following regulations: NA

- 1.
- 2.
- 3.
- 4.

Report completed by _____ *Date* _____

Reviewed by: _____ *Date* _____