

# ACCREDITATION SELF-EVALUATION

NURSING PROGRAM:

DATE:

STATE OF WEST VIRGINIA  
BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES  
101 DEE DRIVE  
CHARLESTON, WV 25311-1620

**ACCREDITATION SELF-EVALUATION**  
**19-1-9 Mission and Goals/Outcomes of the Nursing Education Unit**

PROGRAM COMMENTS	NM	M	IP	STANDARDS	NM	M	IP	EVALUATOR'S COMMENTS
				<b>9.1 Mission/Philosophy and goals/outcomes shall be:</b> <b>a. Clearly stated</b> <b>b. Periodically reviewed by nursing faculty</b> <b>c. Consistent with those of the governing organization</b>				
				<b>9.2 Stated nursing goals/outcomes are accomplished by the program.</b>				

## ACCREDITATION SELF-EVALUATION

### 19-1-10 Organization and Administrative Control of the Nursing Education Unit

PROGRAM COMMENTS	NM	M	IP	STANDARDS	NM	M	IP	EVALUATOR'S COMMENTS
				<p><b>10.1. The nursing education unit in the governing organization:</b></p> <p><b>a. Organizational pattern of nursing program is comparable to like education units in the governing organization. (Include an organizational chart showing the structure of the nursing education unit and its relationship to administration and with other education units)</b></p> <p><b>10.1.b. Budget of the nursing education unit is part of the governing organization's budget;</b></p> <p><b>the nursing administrator has input into the preparation, presentation and administration of the program(s) budget; and</b></p> <p><b>the budget shall be adequate to achieve the outcomes of the nursing program(s):</b></p> <p style="margin-left: 20px;"><b>10.1.b.1.</b></p> <ul style="list-style-type: none"> <li>- faculty</li> <li>- equipment</li> <li>- supplies</li> <li>- services</li> </ul> <p style="margin-left: 20px;"><b>10.1.b.2.</b></p> <ul style="list-style-type: none"> <li>- secretarial support</li> <li>- other support services</li> </ul>				

PROGRAM COMMENTS	NM	M	I P	STANDARDS	NM	M	I P	EVALUATOR'S COMMENTS
				<p><b>10.1.c. Unit is administered by a nurse with:</b></p> <ul style="list-style-type: none"> <li><b>a. a graduate degree with a major in nursing</b></li> <li><b>b. 5 years of professional nursing experience including</b></li> <li><b>c. 2 years teaching in professional nursing programs</b></li> <li><b>d. an RN license in West Virginia</b></li> <li><b>e. qualifications comparable to other faculty in the governing organization</b></li> </ul> <p><b>The nursing administrator is responsible for:</b></p> <p><b>10.1.c.1. leadership for faculty &amp; staff;</b></p> <p><b>10.1.c.2. developing and maintaining relationships with local, state, regional and national agencies involved in professional nursing or nursing education;</b></p> <p><b>10.1.c.3. establishes and maintains liaison with central administration and other departments of the organization;</b></p> <p><b>10.1.c.4. preparing and administering the budget;</b></p> <p><b>10.1.c.5. facilitates faculty development &amp; conducts performance reviews;</b></p> <p><b>10.1.c.6. recommends faculty for appointment, promotion, tenure, and retention; and</b></p> <p><b>10.1.c.7. notifies the Board of major changes in nursing program or its administration;</b></p> <p><b>10.1.d. Agreements with an agency or agencies for clinical practice experiences.</b></p>				

# ACCREDITATION SELF-EVALUATION

## 19-1-11 Faculty of the Nursing Education Unit

PROGRAM COMMENTS	NM	M	I P	STANDARDS	NM	M	I P	EVALUATOR'S COMMENTS
				<p><b>11.1 Nursing faculty members, both full and part-time shall be academically and professionally qualified and shall:</b></p> <p><b>11.1.a. Have a graduate degree with a major in nursing;</b></p> <p style="padding-left: 40px;"><b>11.1.a.1. The Board may grant an exception to the requirements in 11.1.a for faculty who:</b></p> <p style="padding-left: 80px;"><b>11.1.a.1.A. Have a bachelor degree with a major in nursing &amp; are admitted and enrolled in a graduate degree program with a major in nursing within 1 year of employment in the faculty position;</b></p> <p style="padding-left: 80px;"><b>11.1.a.1.B. Have qualifications other than those set forth in this subsection, which are acceptable to the Board.</b></p> <p><b>11.1.b. Have evidence of current experience in nursing practice and education sufficient to demonstrate professional competence.</b></p> <p style="padding-left: 40px;">For faculty with less than 2 years experience in education, the nursing program administrator will submit to the Board mentoring and orientation plans as defined by Board guidelines and function under the guidance of a faculty member fully qualified in the specific teaching area and professional competence; and</p> <p><b>11.1.c. Have credentials, which verify status as a registered professional nurse in West Virginia.</b></p> <p><b>11.2. The nursing program submits to the Board a record of the qualifications of each faculty member with the program annual report.</b></p> <p><b>11.3 Faculty policies of the nursing education unit are nondiscriminatory, consistent with governing organization, justified when different from governing organization, written, implemented, and available to faculty and Board upon request.</b></p>				

				<p><b>11.4 The governing organization shall hire and maintain sufficient faculty with the experience and competence in the respective specialties of nursing education to accomplish the goals/outcomes of the nursing education program(s). Assignment and workload of faculty shall be consistent with the governing institution and includes clinical lab. Workload should provide for regeneration, reflection and wellness opportunities for nursing faculty. Factors to be included but not limited to when establishing the ratio of faculty to students should include:</b></p> <p><b>11.4.a. the students' level of knowledge/skill;</b>  <b>11.4.b. course objectives;</b>  <b>11.4.c. acuity level of clients;</b>  <b>11.4.d. affiliating agency's goal and priorities;</b>  <b>11.4.e. percentage of temporary personnel staffing;</b>  <b>11.4.f. physical layout of facility;</b>  <b>11.4.g. current usage by other affiliating students;</b>  <b>and</b>  <b>11.4.h. the Board's standards.</b></p> <p><b>11.5 The nursing faculty shall organize under its own governing rules and meet regularly. Students shall have opportunities to participate in meetings of the faculty organization. The nursing education program(s) shall maintain minutes of meetings recorded and shall maintain minutes on file. The nursing education program shall provide evidence of part time faculty participation in governance and communication within the nursing education program(s).</b></p> <p><b>11.6 The faculty shall have liability insurance for clinical practice in nursing education courses.</b></p>				
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**ACCREDITATION SELF-EVALUATION**  
**19-1-12 Students in the Nursing Education Unit**

PROGRAM COMMENTS	NM	M	IP	STANDARDS	NM	M	IP	EVALUATOR'S COMMENTS
				<p><b>12.1 The nursing education program shall base the selection and admission of students on established criteria;</b></p> <p><b>be consistent in the recruitment and admission of students;</b></p> <p><b>shall determine enrollment by the clinical and teaching facilities available; and</b></p> <p><b>by the numbers of nursing faculty.</b></p> <p><b>An increase in enrollment of greater than 10% must have prior approval by the Board.</b></p> <p><b>12.1.a. A high school diploma or general education development certificate is required for admission to any nursing education program. Requirements for admission shall be consistently applied throughout the program. Changes in requirements shall be communicated to the students in a reasonable timeframe.</b></p> <p><b>12.1.b. The nursing faculty shall establish policies for students requesting readmission or admission by transfer from another university, college, or hospital's nursing education program.</b></p> <p><b>Requirements for transfer and readmission shall be consistently applied throughout the program. Changes in the requirements shall be communicated to the students in a reasonable timeframe.</b></p>				
				<p><b>12.2 Policies concerning students shall be: clearly stated in the student handbook</b></p>				

				<p>and/or catalog of the governing organization.</p> <p>There is evidence of communication of policies of the governing institution and nursing education program to the students. Changes in requirements shall be communicated to the students in a reasonable timeframe.</p> <p>12.3 Students shall be covered by liability insurance for clinical practice.</p> <p>12.4 Students shall adhere to standards for professional conduct as stated in 19CSR10 and are subject to disciplinary action by the Board as defined in 19CSR3.</p>				
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**ACCREDITATION SELF-EVALUATION  
19-1-13 Curriculum**

Program Comments	NM	M	IP	STANDARDS	NM	M	IP	Evaluator's Comments
				13.1 The curriculum of each nursing				

**education program within the nursing education unit shall be based on the philosophy or mission and goals of the nursing program(s).**

**13.1.a. The curriculum incorporates concepts of the nursing process and standards for nursing practice as defined in 19CSR10.**

**Clinical assignments shall be designed to meet the objectives of each nursing course.**

**Faculty shall provide evidence of ongoing review and updating of instructional materials, lecture notes, handouts and resources provided to students to ensure students receive current information and standards of practice.**

**13.1.b. Curricula for programs offering the diploma, associate degree, baccalaureate degree, generic masters, accelerated programs, cohorts, sites, or distance education in nursing shall include theory and practice in nursing, encompassing the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life process.**

**13.2 The nursing courses shall be supported by courses, which meet the requirements of the governing organization, including biological, physical and behavioral sciences courses.**

**13.3 Major changes in the nursing curriculum or pattern shall be approved**

			<b>by the Board prior to implementation.</b>				
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**ACCREDITATION SELF-EVALUATION**  
**19-1-14 Resources, Facilities, and Services**

PROGRAM COMMENTS	NM	M	IP	STANDARDS	NM	M	IP	EVALUATOR'S COMMENTS
				<p><b>14.1 The nursing education program(s) shall provide adequate teaching facilities to accomplish goals/outcomes of the nursing education program and include well equipped classrooms, conference rooms and offices for faculty members.</b></p> <p><b>14.2 Comprehensive and current library resources, computer facilities, laboratory and other learning resources shall be available and accessible. The nursing faculty shall have input into the development and provision of learning resources.</b></p> <p><b>14.3 The resources, facilities and services of the governing organization shall be available to and used by the nursing education unit</b></p> <p><b>14.4 The hospitals or other health care facilities and services utilized for clinical learning experiences shall be adequate in number to meet goals/ outcomes of the nursing program(s).</b></p> <p><b>A preceptor serves as a role model and resource to students in the clinical setting in conjunction with a faculty member.</b></p>				

**ACCREDITATION SELF-EVALUATION**  
**19-1-15 Evaluation of the Nursing Education Unit**

PROGRAM COMMENTS	NM	M	IP	STANDARDS	NM	M	IP	EVALUATOR'S COMMENTS
				<p><b>15.1 The nursing education unit shall have an ongoing systematic evaluation plan of all program components, which is used for development, maintenance and revision of the program(s). The evaluation shall include but not be limited to curriculum content review and test review.</b></p> <p><b>15.2 The Evaluation plan shall include measurable outcomes that include but are not limited to:</b></p> <ul style="list-style-type: none"> <li><b>a. licensure examination passage rate</b></li> <li><b>b. employment patterns</b></li> <li><b>c. graduate rates</b></li> <li><b>d. attrition</b></li> </ul>				

Nursing Faculty Interviewed:

**Administration Interviewed:**

**Support Faculty Interviewed:**

**Library Representative:**

**Clinical Agency Personnel:**