

NAME OF NURSING PROGRAM: CCCUA-PN

DATE OF SURVEY: 03-13/14-08

Standards		Comments/Documentation
A. ADMINISTRATION AND ORGANIZATION 1. Institutional Accreditation The parent institution shall be approved by the appropriate state body.	X	CCCUA is approved by the Arkansas Department of Higher Education and accredited by the North Central Association. The last site visit was in 2002-2003 and the next scheduled visit is 2012-2013.
2. Institutional Organization a. The parent institution shall be a post-secondary educational institution, hospital, or consortium of such institutions. b. The institutional organizational chart shall indicate lines of authority, and relationships with administration, the program, and other departments. c. The program shall have at least equal status with comparable departments of the parent institution	X	The College offers Associate Degrees, Certificate programs, and community education. The main campus is in DeQueen and Satellite Campuses in Nashville and Ashdown, AR. The college organizational chart clearly defines lines of authority and communication. The Division of Nursing and Allied Health are under the VC of Colleges and appear to have comparable status with like Divisions.
3. Program Organization a. The program shall have a current organizational chart. b. The program shall have specific and current job descriptions for all positions.	X	The program's organizational chart is current There are job descriptions for the Division Chair, Instructors, Coordinator, and Secretary.
B. PHILOSOPHY AND GRADUATE COMPETENCIES 1. The philosophy of the program shall be in writing, and consistent with the mission of the parent institution.	X	The philosophy of the program is in writing, and consistent with the parent institution.
2. Graduate competencies shall be derived from the program's philosophy.	X	The graduate competencies are derived from the philosophy.
3. The philosophy and graduate competencies shall serve as the framework for program development and maintenance.	X	The framework of the program is identified by the philosophy and graduate outcomes.

C. RESOURCES			
1. Financial Resources			
a. There shall be adequate financial support to provide stability, development, and effective operation of the program.	X		The budget appears appropriate for the size of program and the two campuses.
b. The director of the program shall administer the budget according to parent institutional policies.	X		The Division Chair develops and collaborates the budget with the Chancellor.
c. The director shall make budget recommendations with input from the faculty and staff.	X		Input for the budget is completed by faculty and staff.
2. Library and Learning Resource Center			
a. Each program and each satellite campus shall have a library or learning resource center with the following:			The Kimball Library has numerous holdings of printed material utilizing the Doody's Core List.
(1) Current holdings to meet student educational needs, faculty instructional needs, and scholarly activities.			There is also a selection of electronic data resources and a number of videos for student use.
(2) Budget plan for acquisitions of printed and multi-media materials.	X		The library is open from 7:30AM to 7:00PM Monday -Thursday and 7:30AM to 4:00PM on Fridays.
(3) Written process for identifying and deleting outdated holdings.			There is a smaller library at the Nashville campus, but there is a courier that is routed between the 2 campuses.
(4) Resources and services accessible and conveniently available.			There are written policies for the deletion and replenishing of materials. The budget is appropriate.
b. The library of a baccalaureate, diploma, associate degree, or practical nurse program shall be under the direction of a qualified master's degreed librarian.	X		Marilyn Archer, Librarian/Director of Library Service, holds a Masters of Librarianship.
D. FACILITIES			
1. Classrooms and Laboratories			
a. Each program and satellite campus shall have a clinical skills laboratory equipped with necessary educational resources.	X		Both campuses have clinical skills labs with all of the necessary equipment.

<p>b. Classrooms and laboratories shall be:</p> <ul style="list-style-type: none"> (1) Available at the scheduled time (2) Adequate in size for number of students (3) Climate controlled, ventilated, lighted, and (4) Equipped with seating, furnishings, and equipment conducive to learning and program goals. 	<p>X</p>	<p>The Nashville campus has a dedicated classroom and skills lab appropriate for approximately 20 students. The DeQueen campus has an assigned classroom which holds 30 plus students and a dedicated lab. Both have all necessary education materials and equipment.</p>
<p>c. Adequate storage space shall be available.</p>	<p>X</p>	<p>Storage space is available</p>
<p>d. Facilities shall be in compliance with applicable local, state, and federal rules and regulations related to safety and the <i>Americans with Disabilities Act</i>.</p>	<p>X</p>	<p>Facilities meet the regulations for safety and ADA.</p>
<p>2. Offices</p> <ul style="list-style-type: none"> a. The director of the program shall have a private office. b. Faculty members shall have adequate office space to complete duties of their positions, and provide for uninterrupted work and privacy for conferences with students. c. There shall also be adequate: <ul style="list-style-type: none"> (1) Office space for clerical staff (2) Secure space for records, files, equipment, and supplies and (3) Office equipment and supplies to meet the needs of faculty and clerical staff. 	<p>X</p>	<p>The director has a private office.</p> <p>Each instructor at the DeQueen campus have a private office. At the Nashville campus they were sharing one office, but an adjacent office has been assigned to nursing so each will have a private office.</p> <p>There is a reception area, adequate secured areas for records, and adequate equipment and supplies for program.</p>
<p>3. Clinical Facilities</p> <ul style="list-style-type: none"> a. Clinical facilities and sites shall provide adequate learning experiences to meet course objectives. b. Clinical sites shall be adequately staffed with health professionals. c. The program shall have a current and appropriate written agreement with each clinical site. d. Written agreements shall include a termination clause and be reviewed annually. 	<p>X</p>	<p>A variety of clinical agencies are utilized for the students' clinical experiences.</p> <p>Clinical sites are staffed by adequate health professionals.</p> <p>Agreements are current.</p> <p>The agreements include a termination clause and are reviewed annually.</p>

<p>e. Students shall receive orientation to each clinical site.</p>	<p>X</p>	<p>There is orientation for students at each site.</p>
<p>F. PERSONNEL</p>		
<p>1. Program Director</p>		
<p>a. The program director shall have a current unencumbered registered nurse license to practice in Arkansas, and be employed full-time.</p>	<p>X</p>	<p>Kimberly Dickenson holds an unencumbered RN license.</p>
<p>b. The practical nursing program director shall have a minimum of a baccalaureate degree in nursing. Directors appointed prior to January 1, 2004, shall be exempt for the duration of their current position.</p>	<p>X</p>	<p>The Director holds a BSN from the Oklahoma City University.</p>
<p>c. The baccalaureate, diploma, associate degree or practical nurse program director shall have a minimum of a master's degree in nursing.</p>	<p>NA</p>	
<p>d. The program director shall have previous experience in clinical nursing practice and/or education.</p>	<p>X</p>	<p>The Director has had clinical and teaching experience.</p>
<p>e. The program director's primary responsibility and authority shall be to administer the nursing program. (1) The program director shall be accountable for program administration, planning, implementation, and evaluation. (2) Adequate time shall be allowed for relevant administrative duties, and responsibilities.</p>	<p>X</p>	<p>The Director's primary responsibility is to administer the program. She is required to teach 3 to 6 hours a semester which results into about a 90% for administration duties and 10% for teaching duties.</p>
<p>f. The licensure examination application shall be authorized by the nursing program director to assure the applicant has completed the program.</p>	<p>X</p>	<p>Applications are completed as directed.</p>
<p>2. Faculty and Assistant Clinical Instructors</p>		
<p>a. Faculty shall hold a current unencumbered registered nurse license to practice in Arkansas.</p>	<p>X</p>	<p>Instructors' hold unencumbered licenses.</p>
<p>b. Faculty shall have had previous experience in clinical nursing.</p>	<p>X</p>	<p>All instructors are experienced in clinical nursing.</p>
<p>c. Faculty teaching in a baccalaureate, diploma, associate degree, or practical nurse program shall have a degree or diploma above the type of education program offered.</p>	<p>X</p>	<p>Instructors hold BSN and ADN degrees.</p>
<p>d. Nurses serving as assistant clinical instructors in a baccalaureate, diploma, associate degree, or practical</p>		

nurse program may have a degree or diploma at or above the type of education program offered.	NA			
e. Assistant clinical instructors shall: (1) Be under the direction of faculty. (2) Hold a current unencumbered license to practice in Arkansas. (3) Have a minimum of one year experience in the clinical area.	NA			
f. All faculty shall maintain education and clinical competencies in areas of instructional responsibilities.	X			Instructors primarily maintain competencies by attending CE programs.
g. Non-nurse faculty shall meet the requirements of the parent institution.	X			
h. Faculty shall be organized with written policies, procedures, and if appropriate, standing committees.	X			Faculty is organized with written policies and procedures.
i. Nursing faculty policies shall be consistent with parent institutional policies.	X			Nursing faculty policies are consistent with the institutional policies.
j. Program specific policies shall be developed by nursing faculty.	X			There is a Nursing Faculty Handbook and an Adjunct Faculty Handbook.
k. A planned program specific orientation for new faculty shall be in writing and implemented.	X			There is a planned orientation for the new nursing faculty.
l. Consideration shall be given to safety, patient acuity, and the clinical area in determining the necessary faculty to student ratio for clinical experiences. The faculty to student ratio in clinical experiences shall be no greater than 1:10.	X			Follow the guidelines.
m. The minimum number of faculty shall be one (1) full-time member in addition to the director.	X			There are 3 full-time instructors and 5 part-time PRN instructors besides the Chair.
n. Faculty meetings shall be regularly scheduled and held. Minutes shall be maintained in writing.	X			Meetings are held monthly.
o. Faculty members shall participate in program activities as per policies and procedures	X			All instructors participate in programs, both college and community activities.
3. Support Staff There shall be secretarial and other support staff sufficient to meet the needs of the program.	X			There is one full-time Administrative Assistant at DeQueen Campus, and there is adequate clerical support available at the Nashville campus. Also, the Administrative

<p>F. PRECEPTORS</p> <p>1. Preceptor Utilization</p> <p>a. Preceptors shall not be utilized in foundation or introductory courses.</p> <p>b. Preceptors shall not be considered in clinical faculty student ratio. The ratio of preceptor to student shall not exceed 1:2.</p> <p>c. There shall be written policies for the use of preceptors, that include:</p> <p>(1) Communications between the program and preceptor concerning students;</p> <p>(2) Duties, roles, and responsibilities of the program, preceptor, and student; and</p> <p>(3) An evaluation process.</p> <p>d. All preceptors shall be listed on the annual report by area, agency, and number of students precepted.</p>		<p>Assistant is able to travel there as needed.</p> <p>Preceptors are utilized for physician offices and health departments which are clinical experiences in Med/Surg II and Pediatrics.</p> <p>The average ratio for preceptors to students is 1:1.</p> <p>There are written policies in place for preceptors and include all required criteria.</p> <p>Preceptors are listed on the annual reports.</p>
<p>2. Preceptor Criteria</p> <p>a. Baccalaureate, diploma, associate degree or practical nurse program student preceptors shall hold a current unencumbered license to practice as a registered nurse in Arkansas. Practical nurse student preceptors shall hold a current unencumbered license to practice as a registered nurse, licensed practical nurse, or licensed psychiatric technician nurse in Arkansas.</p> <p>b. Preceptors shall have a minimum of one year experience in the area of clinical specialty for which the preceptor is utilized.</p> <p>c. Preceptors shall participate in evaluation of the student.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>Meets the criteria.</p> <p>Meets the criteria.</p> <p>Preceptors participate in the evaluation.</p>
<p>3. Student Criteria</p> <p>a. Precepted students shall be enrolled in courses specific to the preceptor's expertise.</p> <p>b. Precepted students shall have appropriate learning experiences prior to the preceptorship.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>All student criteria are followed.</p>

c. There shall be no reimbursement to students for the educational preceptorship.	X		
4. Faculty Criteria a. Program faculty shall be responsible for the learning activity.	X		All faculty criteria are followed.
b. Program faculty shall be available for consultation with student and preceptor.	X		
c. Program faculty shall be responsible for the final evaluation of the experience.	X		
G. STUDENTS			
1. Admissions, Readmissions, and Transfers		X	There are policies for admission, readmission, transfer, but advanced placement is discussed orally.
a. There shall be written policies for admission, readmission, transfer, and advanced placement of students.		X	
b. Admission criteria shall reflect consideration of potential to complete the program and meet standards to apply for licensure (See ACA § 17-87-312).		X	Admission criteria reflect consideration of the applicant to complete program except still require physical and interview.
c. Students who speak English as a second language shall meet the same admission criteria as other students and shall pass an English proficiency examination.	X		Policy is in place for English as second language students must meet English proficiency and same admission requirements.
d. Documentation of high school graduation or an equivalent, as determined by the appropriate educational agency, shall be an admission requirement.	X		A high school diploma or equivalent is required for admission.
Progression and Graduation: There shall be written policies for progression and graduation of students.	X		There are policies for progression and graduation of the students.
2. Student Services			
a. Academic and financial aid services shall be accessible to all students.	X		Academic and financial aid services are available to the students.
b. If health services are not available through the parent institution, a plan for emergency care shall be in writing.	X		Health services are not available, but there are emergency procedures in place.
c. There shall be provision for a counseling and guidance program separate from nursing faculty.	X		Guidance and counseling are available for students.
3. Appeal Policies: Appeal policies shall be in writing and provide for academic and non-academic grievances.	X		Appeal policies are in writing, and are in the Student Handbook.
4. Program Governance: Students shall participate in	X		Program has all students provide input by

program governance as appropriate.	X				using Black Board Web program.
H. STUDENT PUBLICATIONS					Publications are current and consistent with the College materials.
1. Publications shall be current, dated, and internally consistent with parent institution and program materials.	X				
2. The following minimum information shall be available in writing for prospective and current students:					Programs approval in Catalog, but not other student material.
a. Approval status of the program granted by the Board	X	X			
b. Admission criteria	X				Included
c. Advanced placement policies		X			Completed verbally
d. Curriculum plan	X				Included
e. Program costs	X				Average cost-\$4552 -\$5042 on Day program/Evening \$5467-\$602.
f. Refund policy	X				Included
g. Financial aid information	X				Included
h. Information on meeting eligibility standards for licensure, including information on ACA § 17-87-312 and that graduating from a nursing program does not assure ASBN's approval to take the licensure examination.	X				Included
3. The student handbook shall include the following minimum information:					Handbook includes philosophy and graduate competencies.
a. Philosophy and graduate competencies.	X				
b. Policies related to substance abuse, processes for grievances and appeal, grading, progression, and graduation.	X				Policies are included
c. Student rights and responsibilities.	X				Included
I. EDUCATIONAL PROGRAM					Curriculum is developed by faculty.
1. The education program shall include curriculum and learning experiences essential for the expected entry level and scope of practice:					
a. Curriculum development shall be the responsibility of the nursing faculty.	X				
b. Curriculum plan shall be organized to reflect the philosophy and graduate competencies.	X				The curriculum plan reflects the philosophy and graduate competencies.
c. Courses shall be placed in a logical and sequential manner Showing progression of knowledge and	X				The curriculum is designed in a logical, sequential manner.

<p>Learning experiences</p>		
<p>d. Courses shall have written syllabi indicating learning experiences and requirements.</p>	X	<p>All syllabi are current and consistent in information.</p>
<p>e. Theory content shall be taught concurrently or prior to related clinical experience</p>	X	<p>Theory is taught prior or concurrently with clinical experiences.</p>
<p>f. Clinical experiences shall include expectations of professional conduct by students.</p>	X	<p>Professional conduct is stressed in clinical experiences.</p>
<p>g. Curriculum plans for all programs shall include appropriate content in: (1) Introduction to current federal and state patient care guidelines. (2) Current and emerging infectious diseases. (3) Emergency preparedness for natural and man made disasters. (4) Impact of genetic research and cloning. (5) End of life care. (6) Legal and ethical aspects of nursing, including the <i>Arkansas Nurse Practice Act</i></p>	X	<p>Curriculum covers all of these topics.</p>
<p>2. The curriculum plan for practical nurse programs shall include: a. Theoretical content and clinical experiences that focus on: (1) Care for persons throughout the life span including cultural sensitivity (2) Restoration, promotion, and maintenance of physical and mental health (3) Prevention of illness for individuals and groups</p>	X	<p>The curriculum includes theory and clinical experience in all of these areas.</p>
<p>b. The curriculum plan shall have theory content of at least 560 contact hours and clinical experiences of at least 768 contact hours or its equivalent in credit hours.</p>	X	<p>Program has 678 theory hours and 768 clinical hours</p>
<p>c. Theory content may be in separate courses or integrated and shall include at least the following: (1) Anatomy and physiology (2) Nutrition (3) Pharmacology and intravenous therapy (4) Growth and development throughout the life span</p>	X	<p>The following are courses of the program: Anatomy I & II, Nutrition, Pharmacology I & II, Basic Nursing Principles and Skills, Nursing of Mothers and Infants, Nursing of Children, Mental Health Nursing, and Medical/Surgical Nursing I, II, & III.</p>

<p>(5) Fundamentals of nursing (6) Gerontological nursing (7) Nursing of adults (8) Pediatric nursing (9) Maternal/infant nursing (10) Mental health nursing (11) Principles of management in long term care, including delegation</p>		<p>Growth and Development over the life span, Gerontological nursing and principles of Long Term Care, including Delegation is integrated into the curriculum.</p>
<p>d. Clinical experiences shall be in the areas of: (1) Fundamentals of nursing (2) Nursing of adults (3) Pediatric nursing (4) Gerontological nursing (5) Maternal/infant nursing (6) Mental health (7) Administration of medications, including intravenous therapy (8) Management in long term care, including delegation</p>	<p>X</p>	<p>Clinical experiences are held in all areas.</p>
<p>3. The curriculum plan for baccalaureate, diploma, or associate degree nurse programs shall include: a. Theoretical content and clinical experiences that focus upon: (1) The prevention of illness and the restoration, promotion, and maintenance of physical and mental health. (2) Nursing care based upon assessment, analysis, planning, implementing, and evaluating. (3) Care for persons throughout the life span, including cultural sensitivity.</p>	<p>NA</p>	
<p>b. Course content may be in separate courses or integrated and shall include at least the following: (1) Biological and physical sciences content: a. Chemistry b. Anatomy and physiology c. Microbiology d. Pharmacology</p>	<p>NA</p>	

<p>e. Nutrition f. Mathematics</p>			
<p>(2) Behavioral science and humanities content: a. Psychology b. Sociology c. Growth and Development d. Interpersonal relationships e. Communication f. English composition</p>	NA		
<p>(3) Nursing science content: a. Medical surgical adult b. Pediatrics c. Maternal/Infant d. Gerontology e. Mental Health f. Leadership, including nursing management and delegation g. Baccalaureate programs shall include community health</p>	NA		
<p>(4) Clinical experiences shall be in the areas of: a. Medical/surgical b. Pediatrics c. Maternal/infant d. Mental health e. Gerontology f. Leadership and management, including delegation g. Rehabilitation h. Baccalaureate programs shall include clinical in community health</p>	NA		
<p>J. PROGRAM EVALUATION</p>			
<p>1. Faculty shall be responsible for program evaluation.</p>	X		Faculty is responsible for program evaluation.
<p>2. A systematic evaluation plan of all program aspects shall be in writing, implemented, and include: philosophy and graduate competencies, curriculum, policies, resources,</p>	X		A systematic evaluation plan is place.

facilities, faculty, students, graduates, and employer evaluation of graduates.				
3. The outcomes of the systematic evaluations shall be used for on going maintenance and development of the program.	X			The outcomes of evaluation plan provide an going maintenance of development of the program.
4. Appropriate records shall be maintained to assist in overall evaluation of the program after graduation.	X			Records are maintained.
5. The systematic program evaluation plan shall be periodically reviewed.	X			The systematic program evaluation is reviewed annually.
6. Students shall evaluate the courses, instructors, preceptors, and clinical experiences throughout the program, and the overall program after graduation.	X			Students participate in all aspects of the evaluation.
K. RECORDS				
1. Transcripts of all students enrolled in the program shall be maintained according to policies of the parent institution.				Transcript information includes all of the criteria.
a. Transcripts shall reflect courses taken.				
b. The final transcript shall include:	X			
(1) Dates of admission.				
(2) Date of separation or graduation from the program.				
(3) Hours/credits/units earned, degree, diploma, or certificate awarded.				
(4) The signature of the program director, registrar, or official electronic signature.				
(5) The seal of the school or be printed on security paper or an official electronic document.				
c. Current program records shall be safely stored in a secure area.	X			Current records are stored in secure area.
d. Permanent student records shall be safely stored to prevent loss by destruction and unauthorized use	X			Registrar maintains the permanent records.