

**Arkansas State Board of Nursing Approval Survey
for Nursing Education Programs – Survey Tool**

NAME OF NURSING PROGRAM: UA Cossatot
Minimum Standards

DATE OF SURVEY: November 19, 2013

	Criteria			Comments/Documentation
	Met	Partial	Not Met	
A. ADMINISTRATION AND ORGANIZATION				
1. Institutional Accreditation The parent institution shall be approved by the appropriate state body.	X			UA Cossatot is accredited by the Higher Learning Commission of the North Central Association. They also have certification through the Arkansas Department of Higher Education.
2. Institutional Organization	X			UA Cossatot is a post-secondary two year educational institution offering a variety of Associate Degrees and Certificates.
a. The parent institution shall be a post-secondary educational institution, hospital, or consortium of such institutions.	X			The institutional organizational chart identifies lines of authority and relationships with other programs.
b. The institutional organizational chart shall indicate lines of authority and relationships with administration, the program, and other departments.	X			The nursing department has equal status with other departments in the institution.
c. The program shall have at least equal status with comparable departments of the parent institution	X			There is an organizational chart that is current for the PN program.
3. Program Organization	X			Job descriptions were submitted for the following positions: Division Chair, Division Coordinator, Clinical Coordinator, Nursing Faculty, Adjunct Faculty, Academic Advisor, and Administrative Assistant.
a. The program shall have a current organizational chart.	X			The philosophy is in writing and is consistent with the mission of UA Cossatot.
b. The program shall have specific current job descriptions for all positions.	X			Program Outcomes are derived from the program's philosophy.
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 graduate outcomes serve as the framework for program development and maintenance.
2. Graduate competencies shall be derived from the program's philosophy.	X			There appears to be adequate financial support for effective operation of the program.
3. The philosophy and graduate competencies shall serve as the framework for program development and maintenance.	X			
C. RESOURCES				
1. Financial Resources	X			
a. There shall be adequate financial support to provide stability, development and effective operation of the program.	X			

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b. The director of the program shall administer the budget according to parent institutional policies.	X			The Division Chair develops and administers the approved budget in collaboration with the Chancellor of UA Cossatot.
c. The director shall make budget recommendations with input from the faculty and staff.	X			Faculty provides the Division Chair input into the budget.
2. Library and Learning Resource Center	X			The Educational Resource Center (ERC) offers numerous nursing and medical books for student and faculty resources. Several online database resources are also available. There are budget allocations for the nursing program and also policies for identifying and deleting outdated holdings. The ERC is open at convenient hours and resources are available through remote access 24/7.
a. Each program and each satellite campus shall have a library or learning resource center with the following: (1) Current holdings to meet student educational needs, faculty instructional needs, and scholarly activities. (2) Budget plan for acquisitions of printed and multi-media materials. (3) Written process for identifying and deleting outdated holdings. (4) Resources and services accessible and conveniently available.	X			Relinda Ruth, Library Education Resource Coordinator, has an English degree and is currently working on her Master of Arts in English at Texas A&M University – Texarkana.
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			The DeQueen and Nashville campuses both have clinical skills labs that are equipped with adequate learning resources.
D. FACILITIES				
1. Classrooms and Laboratories				
a. Each program and satellite campus shall have a clinical skills laboratory equipped with necessary educational resources.	X			DeQueen campus classroom is located in the Donn Alison Technology Building. There is adequate room for 30 students. The room is available at the scheduled time and is equipped with smart technology.
b. Classrooms and laboratories shall be: (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.	X			Nashville campus has one classroom that can seat 20 students. AV equipment and furnishings are adequate.
c. Adequate storage space shall be available.	X			There is not much storage area available at the DeQueen campus; however, there are proposed plans to increase overall space for the PN program.

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d. Facilities shall be in compliance with applicable local, state, and federal rules and regulations related to safety and the Americans with Disabilities Act.	X			All facilities are in compliance with local, state and federal ADA requirements.
2. Offices				
a. The director of the program shall have a private office.	X			The Division Chair has 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.	X			Faculty members have private offices that allow for uninterrupted work and student conferences. There is also one designated office for the adjunct instructors on campus.
c. There shall also be adequate: <ol 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. 	X			The Administrative Assistant and Academic Advisor have office space with all necessary resources and supplies to complete their job duties and meet the needs of the faculty and students.
3. Clinical Facilities				
a. Clinical facilities and sites shall provide adequate learning experiences to meet course objectives.	X			A variety of clinical sites are used to allow for adequate learning experiences.
b. Clinical sites shall be adequately staffed with health professionals.	X			Clinical sites are staffed appropriately.
c. The program shall have a current and appropriate written agreement with each clinical site.	X			Agreements are current and signed.
d. Written agreements shall include a termination clause and be reviewed annually.	X			Agreements have a termination clause and are only valid for one year.
e. Students shall receive orientation to each clinical site.	X			Orientation is provided for each clinical site.
E. PERSONNEL				
1. Program Director				
a. The program director shall have a current unencumbered registered nurse license to practice in Arkansas and be employed full time.	X			The Division Chair, Kim Dickerson, has a current unencumbered RN license to practice in Arkansas and is employed full-time.

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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.	X			Ms. Dickerson has a BSN from Oklahoma City University – Oklahoma City, OK.
c. The baccalaureate, diploma or associate degree program director shall have a minimum of a master's degree in nursing.				NA
d. The program director shall have previous experience in clinical nursing practice and/or education.	X			She has previous years of clinical and nursing education experience.
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.	X			The Division Chair administers day to day operations and duties as well as planning, implementation, and evaluation of the program. She states that there is adequate time allowed for administrative duties.
f. The licensure examination application shall be authorized by the nursing program director to assure the applicant has completed the program	X			The Division Chair verifies graduates online, following completion of the program.
2. Faculty and Assistant Clinical Instructors	X			All faculty members have a current unencumbered RN license to practice in Arkansas.
a. Faculty shall hold a current unencumbered registered nurse license to practice in Arkansas.	X			Full-time and part-time faculty has previous years of clinical and/or educational experience.
b. Faculty shall have had previous at least one year's previous experience in clinical nursing at or above the education program level.	X			All classroom faculty have an Associate Degree in Nursing or higher.
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.	X			All part-time/adjunct instructors have an Associate Degree in Nursing or higher.
d. Nurses serving as assistant clinical instructors in a baccalaureate, diploma, associate degree or practical nurse program shall have a degree or diploma at or above the type of education program offered.	X			Part-time/adjunct faculty are under the direction of the full-time instructors. They all hold a current unencumbered RN license in Arkansas
e. Assistant clinical instructors shall: (1) Be under the direction of faculty. (2) Hold a current unencumbered license to practice in	X			

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Arkansas, and (3) Have a minimum of one-year experience in the clinical area.				and have at least one-year of clinical experience.
f. All faculty shall maintain education and clinical competencies in areas of instructional responsibilities.	X			Faculty maintains competencies through CE's and advancing education.
g. Non-nurse faculty shall meet the requirements of the parent institution.	X			Non-nursing adjunct faculty who teach pre-requisite courses for the PN program all have a degree in the medical field and meet all requirements of the institution.
h. Faculty shall be organized with written policies, procedures and, if appropriate, standing committees.	X			Faculty is organized with written policies as identified in the Faculty Handbook.
i. Nursing faculty policies shall be consistent with parent institutional policies.	X			Nursing policies are consistent with institutional policies.
j. Program specific policies shall be developed by nursing faculty.	X			Faculty is responsible for reviewing, revising and evaluating through the systematic plan of evaluation.
k. A planned program specific orientation for new faculty shall be in writing and implemented.	X			There is a written orientation plan for new 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. Effective January 1, 2015 , the faculty to student ratio in clinical experiences shall be: 1) In the acute care setting where students are providing direct patient care the ratio is one faculty to eight students (1:8). 2) In the non-acute care setting where students are providing direct patient care the ratio is one faculty member to ten students (1:10). 3) In the community setting where the students have indirect or direct patient care with a community partner the ratio is one faculty member to fifteen students (1:15).	X			Student to faculty ratios do not exceed 1:10 in any of the clinical settings.
m. The minimum number of faculty shall be one (1) full-time member in addition to the director.	X			There are 5 full-time faculty members, in addition to the Division Chair.

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n. Faculty meetings shall be regularly scheduled and held. Minutes shall be maintained in writing.	X			Faculty meetings are held regularly with minutes maintained.
o. Faculty members shall participate in program activities as per policies and procedures	X			Faculty participates on Committees within the University and nursing program.
3. Support Staff There shall be secretarial designated and other support staff sufficient to meet the needs of the program.	X			A part-time Administrative Assistant and a full-time Academic Advisor are available to meet the needs of the nursing programs.
F. PRECEPTORS	X			Preceptors are used in clinics after completion of the foundation and introductory courses.
1. Preceptor Utilization				
a. Preceptors shall not be utilized in foundation or introductory courses.	X			Preceptors are not included in faculty to student ratios.
b. Preceptors shall not be considered in clinical faculty-student ratio. The ratio of preceptor to student shall not exceed 1:2.	X			A packet is given to each preceptor that identifies their role, duties and the evaluation process. The preceptor signs an agreement with the program and they maintain communication with the faculty.
c. There shall be written policies for the use of preceptors, that include: (1) Communications between the program and preceptor concerning students; (2) Duties, roles, and responsibilities of the program, preceptor, and student; and (3) An evaluation process.	X			Preceptors are listed on the Annual Report.
d. All preceptors shall be listed on the annual report by area, agency and number of students precepted.	X			All preceptors hold an unencumbered RN license to practice in Arkansas.
2. Preceptor Criteria				
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.	X			Preceptors have more than one year of experience in their clinical specialty.
b. Preceptors shall have a minimum of one year experience in the area of clinical specialty for which the preceptor is utilized.	X			Preceptors communicate and assist the Clinical Coordinator in the evaluation of students.
c. Preceptors shall participate in evaluation of the student.	X			

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3. Student Criteria				
a. Precepted students shall be enrolled in courses specific to the preceptor's expertise.	X			Students are enrolled in courses specific to the preceptor.
b. Precepted students shall have appropriate learning experiences prior to the preceptorship.	X			Students have had multiple clinical experiences prior to the precepted rotation.
c. There shall be no reimbursement to students for the educational preceptorship	X			Students are not reimbursed during the preceptorship.
4. Faculty Criteria				
a. Program faculty shall be responsible for the learning activity.	X			The Clinical Coordinator is responsible for learning activities.
b. Program faculty shall be available for consultation with student and preceptor.	X			The Clinical Coordinator and faculty are available for consultation during the preceptorship.
c. Program faculty shall be responsible for the final evaluation of the experience.	X			Faculty members and the Clinical Coordinator are responsible for the final evaluation of students during the preceptorship.
G. STUDENTS				
1. Admissions, Readmissions, and Transfers				
a. There shall be written policies for admission, readmission, transfer, and advanced placement of students.	X			Written policies for admission, readmission, transfer and advanced placement can be found in the Catalog and student handbook.
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			The CBC criterion is listed in its entirety on the online application. Potential students must click on a box that states they understand the criterion and that graduating from the program does not mean they will receive a license.
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			Students follow the institution policy on English as a second language.
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 GED is required for admission.
2. Progression and Graduation: There shall be written policies for progression and graduation of students.	X			Progression and graduation requirements are in the Catalog, Nursing Program Information packet, and the website.
3. Student Services				
a. Academic and financial aid services shall be accessible to all students.	X			Academic and financial aid services are available to all students on campus.

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b. If health services are not available through the parent institution, a plan for emergency care shall be in writing.	X			Health services are available on the DeQueen campus.
c. There shall be provision for a counseling and guidance program separate from nursing faculty.	X			Counseling and guidance services are available outside the nursing department.
4. Appeal Policies: Appeal policies shall be in writing and provide for academic and non-academic grievances.	X			The grievance and appeal process are located in the Student Nurse Handbook and Catalog.
5. Program Governance: Students shall participate in program governance as appropriate.	X			Students participate in governance through the student association ALPNA and participation on faculty committees. They can also post anonymous questions on their forus.
H. STUDENT PUBLICATIONS	X			Publications are current and consistent with the College.
1. Publications shall be current, dated, and internally consistent with parent institution and program materials.	X			Located in the College Academic Catalog
2. The following minimum information shall be available in writing for prospective and current students:				
a. Approval status of the program granted by the Board	X			Included
b. Admission criteria	X			included
c. Advanced placement policies	X			included
d. Curriculum plan	X			included
e. Program costs	X			included
f. Refund policy	X			included
g. Financial aid information; and	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			The CBC criterion is listed in its entirety on the online application. Potential students must click on a box that states they understand the criterion and that graduating from the program does not mean they will receive a license.
3. The student handbook shall include the following minimum information:	X			The Nursing Student Handbook contains the Philosophy and nursing program objectives.
a. Philosophy and graduate competencies.				
b. Policies related to substance abuse, processes for grievances and appeal, grading, progression, and graduation.	X			Located in the Nursing Student Handbook and College Catalog.
c. Student rights and responsibilities.	X			Included throughout publications.

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I. EDUCATIONAL PROGRAM 1. The education program shall include curriculum and learning experiences essential for the expected entry level and scope of practice. <ul style="list-style-type: none"> a. Curriculum development shall be the responsibility of the nursing faculty. b. Curriculum plan shall be organized to reflect the philosophy and graduate competencies. c. Courses shall be placed in a logical and sequential manner showing progression of knowledge and learning experiences d. Courses shall have written syllabi indicating learning experiences and requirements. e. Theory content shall be taught concurrently or prior to related clinical experience f. Clinical experiences shall include expectations of professional conduct by students. g. Curriculum plans for all programs shall include appropriate Content in: <ul style="list-style-type: none"> (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, and (6) Legal and ethical aspects of nursing, including the <i>Arkansas Nurse Practice Act</i>. 	X			The nursing program faculty is responsible for reviewing and revising curriculum.
	X			Curriculum is organized and reflects the philosophy and program outcomes.
	X			The courses in the curriculum are sequenced in a logical format and progress from simple to complex.
	X			Each nursing course has a written syllabus that outlines learning experiences and requirements.
	X			Theory content and clinical is concurrent.
	X			All clinical experiences are preceded by a list of expectations. They are also reinforced verbally and listed in the student handbook.
	X			Content is included throughout the curriculum.
	X			All content is included.
	2. The curriculum plan for practical nurse programs shall include: <ul style="list-style-type: none"> a. Theoretical content and clinical experiences that focus on: <ul style="list-style-type: none"> (1) Care for persons throughout the life span including cultural sensitivity (2) Restoration, promotion, and maintenance of physical and mental health; and 	X		

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(3) Prevention of illness for individuals and groups.				
b. The length of the practical nurse curriculum shall be no less than ten (10) calendar months which includes a minimum of thirty-five (35) credit hours in nursing content.	X			The Nashville program is 18 months and the DeQueen program is 11 months. Both programs have a minimum of 35 credit hours in nursing specific content.
c. Theory content may be in separate courses or integrated and shall include at least the following: (1) Anatomy and physiology; (2) Nutrition; NA (3) Pharmacology and intravenous therapy; (4) Growth and development throughout the life span; (5) Fundamentals of nursing; (6) Gerontological nursing; (7) Nursing of adults; (8) Pediatric nursing; (9) Maternal/infant nursing; (10) Mental health nursing; and (11) Principles of management in long term care, including delegation.	X			All required content included.
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; and (8) Management in long term care, including delegation.	X			Clinical experiences are required in each area.

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	<p>3. The curriculum plan for baccalaureate, diploma, or associate degree nurse programs shall include:</p> <p>a. Theoretical content and clinical experiences that focus upon:</p> <p>(1) The prevention of illness and the restoration, promotion, and maintenance of physical and mental health;</p> <p>(2) Nursing care based upon assessment, analysis, planning, implementing, and evaluating.; and</p> <p>(3) Care for persons throughout the life span, including cultural sensitivity.</p> <p>b. Course content may be in separate courses or integrated and shall include at least the following:</p> <p>(1) Biological and physical sciences content:</p> <p>a. Chemistry;</p> <p>b. Anatomy and physiology;</p> <p>c. Microbiology;</p> <p>d. Pharmacology;</p> <p>e. Nutrition; and</p> <p>f. Mathematics.</p> <p>(2) Behavioral science and humanities content:</p> <p>a. Psychology;</p> <p>b. Sociology;</p> <p>c. Growth and Development;</p> <p>d. Interpersonal relationships;</p> <p>e. Communication; and</p> <p>f. English composition</p> <p>(3) Nursing science content:</p> <p>a. Medical surgical adult;</p> <p>b. Pediatrics;</p> <p>c. Maternal/Infant;</p> <p>d. Gerontology;</p> <p>e. Mental Health;</p> <p>f. Leadership, including nursing management and delegation; and</p> <p>g. Baccalaureate programs shall include community health.</p> <p>(4) Clinical experiences shall be in the areas of:</p>			
				NA
				NA
				NA
				NA

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<ul style="list-style-type: none"> a. Medical/surgical; b. Pediatrics; c. Maternal/infant; d. Mental health; e. Gerontology; f. Leadership and management, including delegation; g. Rehabilitation; and h. Baccalaureate programs shall include clinical experiences in community health. 				
J. PROGRAM EVALUATION				
1. Faculty shall be responsible for program evaluation.	X			Faculty is responsible for continuous program evaluation.
2. A systematic evaluation plan of all program aspects shall be in writing, implemented, and include: philosophy and graduate competencies, curriculum, policies, resources, facilities, faculty, students, graduates, and employer evaluation of graduates.	X			A systematic plan of evaluating all aspects of the program is in place and includes all required areas.
3. The outcomes of the systematic evaluations shall be used for ongoing maintenance and development of the program.	X			The SPE is used for continual maintenance of the program.
4. Appropriate records shall be maintained to assist in overall evaluation of the program after graduation.	X			Records for overall evaluation after program completion are maintained.
5. The systematic program evaluation plan shall be periodically reviewed.	X			The SPE is reviewed frequently as evidenced on the plan and in the faculty minutes.
6. Students shall evaluate the courses, instructors, preceptors, and clinical experiences throughout the program, and the overall program after graduation.	X			Students evaluate all aspects of the program.
K. RECORDS				
1. Transcripts of all students enrolled in the program shall be maintained according to policies of the parent institution. <ul style="list-style-type: none"> a. Transcripts shall reflect courses taken. b. The final transcript shall include: <ul style="list-style-type: none"> (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 	X			Transcripts are maintained according to college policy and contain all required information.

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official electronic signature; and (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 program records are stored in locked storage areas.
d. Permanent student records shall be safely stored to prevent loss by destruction and unauthorized use.	X			Permanent records are maintained by the Registrar per College policy.