

Iowa Board of Nursing
River Point Business Park
400 S.W. 8th Street Suite B
Des Moines, IA 50309-4685

NURSING EDUCATION PROGRAM REPORT

SITE VISIT DATE:

VISITOR NAMES AND CREDENTIALS:

NURSING PROGRAM OR COMMUNITY COLLEGE DISTRICT INFORMATION

Name and Address:

DIRECTOR OF NURSING INFORMATION

Name and credentials:

Official Title:

Phone number:

Email:

ACCREDITATION

(Please indicate last accreditation date, if applicable.)

Higher Learning Commission

Date of last accreditation:

Iowa Department of Education

Date of last accreditation:

Accreditation Commission for Education in Nursing

Date of last accreditation:

Commission on Collegiate Nursing Education

Date of last accreditation:

Commission for Nursing Education Accreditation

Date of last accreditation:

Iowa Board of Nursing

Date of last site visit:

Other (Please specify):
Date of last accreditation:

655—2.8(152) Organization and administration of the program.

2.8(1) The program shall meet the following criteria:

a. Authorization. Authorization for conducting a program is granted in accordance with Iowa Code chapter 261B. Such authorization is provided by the Iowa Secretary of State.

Requirement met if not one of exceptions in 261B(11).

b. Authority and administrative responsibility. The authority and administrative responsibility of the program shall be vested in the head of the program, who is responsible to the controlling institution.

Head of program job description denotes authority and responsibility to the controlling institution.

c. Organizational chart. The organization chart(s) shall clearly indicate the lines of authority and communication within the program and with the central administration, other units within the controlling institution, cooperating agencies, and advisory committees.

Organizational chart indicates lines of authority, communication and includes advisory committee.

d. Finances.

(1) The controlling institution shall allocate adequate funds to carry out the purposes of the program.

Budget allocates adequate funds to nursing program.

(2) The head of the program shall prepare the budget with the assistance of the faculty.

Provide a brief description of how faculty is included in budget preparation and where this process is documented.

e. Ethical practices. Ethical practices and standards, including those for recruitment and advertising, shall be consistent with those of the controlling institution and shall be made available to students and prospective students.

[] **Cite where documentation of ethical practices is located.**

f. Contractual agreements. Written contractual agreements shall exist between the program and the clinical facilities. The agreements shall include:

- (1) Identification of responsibilities of both parties related to patient or client services.
- (2) Faculty control, selection and guidance of student learning experiences.
- (3) Provision for termination of the agreement.
- (4) Provision for annual review.
- (5) Documentation that the faculty is in good standing with its regulatory agency.

g. Accrediting and approving agencies.

- (1) The controlling institution or program shall be accredited by the Higher Learning Commission.
- (2) When the program is located in a community college, the controlling institution shall be approved by the Iowa department of education.
- (3) When the program is offered under the auspices of the United States armed forces, it shall be accredited by the U.S. Department of the Army.

[] **List applicable agencies for which letters of accreditation or approval will be provided on site.**

[] Letters of accreditation reviewed.

h. Philosophy/mission and outcomes. The faculty shall develop a philosophy or mission statement and outcomes that shall be:

(1) Consistent with the philosophy or mission of the controlling institution.

[] Provide a brief description of how philosophy/mission and outcomes of the nursing program are consistent with the philosophy or mission of the controlling institution.

(2) Reflective of faculty beliefs about nursing, education and professional standards.

[] Provide a brief description of how philosophy/mission and outcomes of the program reflect the faculty's beliefs about nursing, education, and professional standards.

(3) A guide in the development, implementation and evaluation of the program.

[] Provide a brief description of how philosophy/mission and outcomes of the program guide development, implementation, and evaluation of the program.

(4) Available to students and prospective students.

[] Cite where documentation of philosophy/mission and outcomes of the program is located.

i. Program evaluation. A written plan shall outline the evaluation process for all aspects of the program and identify the methodology, tools, responsible parties and time frame. Evidence of implementation shall reflect achievement of program outcomes.

[] Provide a brief description of the evaluation plan, i.e., systematic evaluation or program assessment and how it is utilized to meet program outcomes.

[] Provide a brief description of how evaluation process results in programmatic changes.

2.6(2) The head of a program shall meet the following requirements:

a. Current licensure as a registered nurse in Iowa. An individual is currently licensed when licensed in another state and recognized for licensure in this state pursuant to the nurse licensure compact contained in Iowa Code chapter 152E.

b. Two years of experience in clinical nursing.

c. Two years of experience in a nursing education.

d. Academic qualifications:

(1) The head of a program who was employed on July 1, 1992, shall be considered adequately prepared as long as that person remains in that position.

(2) The head of a program hired after July 1, 1992, shall have a master's or doctoral degree with a major in nursing at either level at the time of hire. A first professional degree as defined in rule 2.1(152) does not meet this requirement. The date of hire is the first day employed as head of the program with compensation at a particular nursing education program.

(3) If a program offers a baccalaureate or higher degree in nursing, the head of the program shall have a doctoral degree at the time of hire.

e. Submission of qualifications to the board office within one month of appointment.

[] Résumés and educational transcripts are all inclusive of requirements a. through e.

2.8(3) A nursing education program shall have one head of the program.

Organizational chart indicates one head of the nursing program.

655—2.9(152) Resources of the controlling institution. The controlling institution is responsible for provision of resources adequate to meet program needs and outcomes.

2.9(1) Human resources. Human resources shall include the following:

a. Head of program.

Resources are adequate per job description, résumé and educational transcripts of head of program.

b. Faculty.

Resources are adequate per job description, résumés and educational transcripts of faculty.

c. Secretarial and other support and staff services to ensure appropriate use of faculty time and expertise.

Resources are adequate per job description of secretarial and other support and staff services.

d. Support staff for online or distance education or both.

Provide a brief description of how staff services are adequately provided for program operation.

2.9(2) Physical resources. Physical resources may include the following:

a. Classrooms, conference rooms, laboratories, simulation laboratories, offices, and equipment.

b. Student facilities.

Provide a brief description of how the physical resources requirement is met.

2.9(3) *Learning resources.* Learning resources shall include the following:

- a. Library.
- b. Print media.
- c. Computer-mediated resources.
- d. Laboratory/simulation laboratory equipment.

[] Provide a brief description of how the learning resources requirement is met.

2.7(4) *Financial resources.* Financial resources shall be adequate to support and carry out mission of the controlling institution.

[] Provide a brief description of how financial resources are adequate within the nursing program.

655—2.10(152) Curriculum.

2.10(1) The curriculum of a program shall:

- a. Reflect the philosophy/mission and program outcomes supported by the nursing faculty.
- b. Identify program outcomes and define how learning experiences support outcomes.
- c. Reflect current standards of nursing practice and education.
- d. Be consistent with the laws governing the practice of nursing.
- e. Ensure sufficient preparation for the safe and effective practice of nursing.
- f. Include learning experiences and strategies that meet program outcomes.

[] Cite where documentation of curriculum plan is located and available for students.

[] Provide a brief description of how the curriculum interfaces with a. through f.

g. Reflect the roles for which the student is being prepared.

h. Be evaluated on a regular basis by the faculty and reflect achievement of student outcomes as demonstrated in the program evaluation plan.

i. When offered within a college or university:

(1) Be comparable to the quality and requirements of other degree programs within the college or university.

[] Provide a brief description of how college requirements are comparable. Cite where documentation of college requirements is located.

(2) Be planned within the college or university calendar.

[] Cite where college calendar and program curriculum plan are published.

(3) Assign credit hours for learning experiences that are consistent with the college or university pattern.

[] Cite where documentation of credit hours is located.

(4) Provide a teaching/learning environment (classroom, clinical, laboratory, or simulation) that supports achievement of expected outcomes.

[] Provide a brief description of how the teaching/learning environment supports achievement of expected outcomes

2.10(2) Standardized examinations may be used to supplement a program's curriculum but shall not prevent a student's academic progression or graduation. At the time of enrollment, students shall be informed of the schedule and procedure for any standardized examinations utilized in the curriculum. The program shall have a process and procedure for remediation of students who do not pass the standardized examinations.

[] Provide a description of how standardized examinations are used to supplement the program's curriculum. Also, describe how students are informed of the schedule and procedure for any standardized examination in the curriculum. Lastly, describe the remediation process of students who do not pass the standardized examination.

2.10(3) Prelicensure programs.

a. The curriculum of a program leading to eligibility for initial licensure as a licensed practical nurse or registered nurse shall include:

(1) Content that is consistent with the practice of nursing as defined in Iowa Code section 152.1.

(2) Content in medical, surgical, gerontological, mental health, and nursing of childbearing families and children that reflects current nursing practice and that encompasses health needs throughout the life span.

(3) Opportunity to participate in the nursing process and to develop skill in direct patient care, problem solving methodologies, clinical judgment, communication, and use of current equipment and technology.

(4) Content in nursing history and trends, including professional, legal, and ethical aspects.

(5) Supporting content from the natural and social sciences.

[] Provide a brief description of how requirements (1) through (5) are addressed in the program’s curriculum. Limit responses to one paragraph for each requirement.

b. In addition to the requirements identified in paragraph 2.10(3)“*a*,” the curriculum of a program leading to a diploma in practical nursing and to eligibility to apply for practical nurse licensure by examination shall:

(1) Be consistent with the legal implications within the scope of practice of a licensed practical nurse as outlined in rules 655—6.3(152) and 655—6.6(152).

(2) Focus on supportive or restorative care provided under the supervision of a registered nurse or physician pursuant to Iowa Code section 152.1(4).

(3) Provide learning experiences in medical, surgical, and gerontological nursing.

(4) Provide content in nursing of childbearing families and children and mental health that is supported by one or more of the following: clinical instruction, lab/simulation, or observation experiences adequate to meet program outcomes.

[] Provide a brief description of how requirements (1) through (4) are addressed in the program’s curriculum. Limit responses to one paragraph for each requirement. Cite pages of college catalog for applicable course descriptions.

c. In addition to the requirements identified in paragraph 2.10(3)“*a*,” the curriculum of a program leading to a degree in nursing and to eligibility to apply for registered nurse licensure by examination shall:

(1) Be consistent with the legal implications within the scope of practice of a registered nurse as outlined in rules 655—6.2(152) and 655—6.7(152).

(2) Focus on attaining, maintaining, and regaining health and safety for individuals and groups by utilizing principles of leadership, management, nursing informatics, and client education.

(3) Provide learning experiences in medical, surgical, mental health, and gerontological nursing.

(4) Provide content in nursing of childbearing families and children and mental health that is supported by one or more of the following: clinical instruction, lab/simulation, or observation experiences adequate to meet program outcomes.

(5) Provide content in nursing research when the program leads to a baccalaureate, master's or doctoral degree.

(6) Provide learning experiences in community health nursing when the program leads to a baccalaureate, master's or doctoral degree.

[] Provide a brief description of how requirements (1) through (6) are addressed in the program’s curriculum. Limit responses to one paragraph for each requirement. Cite pages of college catalog for applicable course descriptions.

2.10(4) Postlicensure programs for registered nurses who do not hold a baccalaureate degree in nursing.

a. The curriculum of a program that leads to a baccalaureate degree in nursing shall include learning experiences in nursing that will enable the student to achieve competencies comparable to outcomes of the prelicensure baccalaureate education, including content in nursing research and learning experiences in community health nursing.

[] Provide a brief description how the above requirement is addressed in the program's curriculum. Limit responses to one paragraph. Cite pages of college catalog for applicable course descriptions.

b. The curriculum of a program that leads to a master's degree in nursing shall include content and learning experiences in nursing that will enable the student to achieve competencies comparable to outcomes of the prelicensure baccalaureate education and master's education, including content in nursing research and learning experiences in community health nursing.

[] Provide a brief description how the above requirement is addressed in the program's curriculum. Limit responses to one paragraph. Cite pages of college catalog for applicable course descriptions.

2.10(5) Master's, post-master's, and doctoral programs for registered nurses who hold a baccalaureate degree in nursing.

a. The curriculum of a program leading to a master's or doctoral degree in nursing shall include in-depth study of:

- (1) Nursing science, which includes content, practicum experiences and research.
- (2) Advanced role areas in nursing.

[] Provide a brief description how requirements (1) and (2) are addressed in the program's curriculum. Limit responses to one paragraph for each requirement. Cite pages of college catalog for applicable course descriptions.

b. The curriculum of a program leading to a master's degree or post-master's certificate in a nursing clinical specialty area, eligibility to apply for certification in the specialty area by a national professional nursing organization approved by the board, and registration as an advanced registered nurse practitioner shall:

- (1) Be consistent with the legal implications within the scope of practice of the advanced registered nurse practitioner as described in 655—Chapter 7.
- (2) Include advanced learning experiences in a specialty area of nursing.

[] Provide a brief description how requirements (1) and (2) are addressed in the program's curriculum. Limit responses to one paragraph for each requirement. Cite pages of college catalog for applicable course descriptions.

2.10(6) Nursing courses with a clinical component. The nursing program shall notify students and prospective students in writing that nursing courses with a clinical component may not be taken by a person:

- a.* Who has been denied licensure by the board.
- b.* Whose license is currently suspended, surrendered or revoked in any United States jurisdiction.
- c.* Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

[] **Cite where notification of licensure regulations for clinical component of program is documented.**

2.10(7) Nursing programs with a simulation component shall:

- a. Ensure that the simulation component does not exceed 50 percent of total clinical hours in a course.
- b. Demonstrate that the simulation activities are linked to program outcomes.
- c. Demonstrate that simulation activities are based on evidence-based practices.
- d. Have written policies and procedures regarding the method of debriefing each simulated activity and a plan for orienting faculty to simulation.
- e. Have short-term and long-term plans for integration and maintenance of simulation in the curriculum.
- f. Have faculty educated in the use of simulation and who demonstrate ongoing expertise and competence.
- g. Evaluate simulation activities based on faculty and student feedback.

[] **Provide a brief description how requirements a through g are addressed in the program's curriculum. Limit responses to one paragraph for each requirement.**

655—2.11(152) Faculty.

2.11(1) Program requirements. The program shall provide:

- a. A sufficient number of faculty who satisfy the requirements in subrule 2.11(2).

[] **The faculty list clearly identifies number of faculty with adequate requirements.**

- b. Written personnel policies and position descriptions.

[] **Cite where personnel policies and job descriptions are located.**

c. A faculty development program that furthers the competence of individual faculty members and the faculty as a whole.

[] **Provide a brief description of the faculty development program.**

[] **Cite where the faculty development program is outlined.**

d. A written teaching-load policy.

[] **Cite where teaching load policy is located.**

e. A nursing faculty organization that operates according to written bylaws and meets on a regular basis. Minutes shall be available for reference.

[] **Minutes of nursing faculty organization meetings are documented.**

f. In a prelicensure program, a ratio of one faculty member to a maximum of eight students for hands-on learning situations in which students directly care for clients in a relevant setting.

[] **Cite where documentation of faculty/student ratio is located.**

2.11(2) Faculty member requirements. A faculty member who teaches nursing shall meet the following requirements:

a. Current licensure as a registered nurse in Iowa prior to teaching. An individual is currently licensed when licensed in another state and recognized for licensure in Iowa pursuant to the nurse licensure compact contained in Iowa Code chapter 152E.

b. Two years of experience in clinical nursing.

c. Academic qualifications:

(1) A faculty member who was employed on July 1, 1992, shall be considered adequately prepared as long as that faculty member remains in that position. A faculty member who was hired to teach in a prelicensure registered nurse program after July 1, 1992, shall have at least a baccalaureate degree with a major in nursing or in an applicable field at the time of hire. This person shall make annual progress toward the attainment of a master's or doctoral degree with a major in nursing or in an applicable field. An individual who has earned a first professional degree as defined in rule 2.1(152), but does not hold a master's degree as defined in rule 2.1(152), must meet the requirement for annual progress. One degree shall be in nursing.

1. Applicable fields include but are not limited to education, anthropology, gerontology, counseling, psychology, sociology, health education, health administration, and public health. A person who wishes to fulfill this requirement with education in an applicable field not listed may petition the board for a determination of applicability.

2. The date of hire is the first day of employment with compensation at a particular nursing education program.

3. "Annual progress" means a minimum of one course per year taken as part of an organized plan of study. A written plan of study shall be kept in the employee's file.

(2) A faculty member who was hired to teach after July 1, 1992, in a practical nursing program or at the first level of an associate degree nursing program with a ladder concept shall have a baccalaureate or higher degree in nursing or in an applicable field at the time of hire.

(3) A registered nurse hired to teach in a master's program shall hold a master's or doctoral degree with a major in nursing at the time of hire. A first professional degree as defined in rule 2.1(152) does not meet this requirement. A registered nurse teaching in a clinical specialty area shall hold a master's degree with a major in nursing, advanced level certification by a national professional nursing organization approved by the board in the clinical specialty area in which the individual teaches, and current registration as an advanced registered nurse practitioner according to the laws of the state(s) in which the individual teaches. Faculty preparation at the doctoral or terminal degree level shall be consistent with the mission of the program.

(4) A faculty member hired only to teach in the clinical setting shall be exempt from subparagraphs (1) and (2) if the faculty member is closely supervised to ensure proper integration of didactic content into the clinical setting. If hired after July 1, 1992, a faculty member hired to teach only in the clinical setting shall have a baccalaureate degree in nursing or in an applicable field or shall make annual progress toward the attainment of such a degree.

[] **Faculty list—Résumés/curriculum vitae and educational transcripts of faculty and head of the program clearly identify requirements as stated in 2.11(2).**

2.9(3) Functions of faculty. Faculty members shall:

a. Develop, implement, and evaluate the purpose, philosophy/mission, and outcomes of the program.

[] **Cite where documentation of the above is located.**

b. Design, implement, evaluate, and revise the curriculum as demonstrated in the program evaluation plan.

Cite where documentation of the above is located.

c. Provide students with written policies as specified in subrule 2.12(1).

Provide a brief description of how students are provided written policies.

d. Participate in academic advising and guidance of students.

Provide a brief description of how faculty participate in academic advising.

Cite how and where documentation of academic advising is located.

e. Provide for admission, progression, and graduation of students.

Cite where documentation of the above is located.

f. Provide for student evaluation, self-evaluation, and peer evaluation of teaching effectiveness.

[] **Cite where process for student, self, and peer evaluation of teaching effectiveness is located.**

g. Participate in activities to ensure competency in area(s) of responsibility.

[] **Provide a brief description of how faculty participates in the above.**

655—2.12(152) Program responsibilities.

2.12(1) Policies affecting students. Programs shall provide for the development, implementation and communication of the following student policies on an annual basis:

- a. Admission/enrollment. Licensure if applicable according to 655—subrule 3.2(1).
- b. Transfer or readmission.
- c. Withdrawal.
- d. Progression.
- e. Grading system.
- f. Suspension or dismissal.
- g. Graduation.
- h. Health.
- i. Counseling.
- j. Grievance procedure.

[] **Cite where documentation of a. through j. is documented.**

2.12(2) Information about the program and controlling institution. The following information shall be published and provided to prospective and current students on an annual basis:

- a. Philosophy/mission and outcomes of the program.
- b. General description of the program.
- c. Curriculum plan.
- d. Course descriptions.
- e. Resources.
- f. Faculty.
- g. Tuition, fees and refund policies.
- h. Ethical practices, including recruitment and advertising.
- i. Official dates.
- j. The program's NCLEX passing percentage for the prior calendar year, as published by the board of nursing.

[] **Cite where documentation and date of publication for a. through j. is located.**

2.12(3) Changes to program. A nursing program may not make a change to a program during a student's academic plan of study unless the change confers the benefit to the student.

[] **The nursing program did not make a change to a program during a student's academic plan of study unless the change conferred a benefit to the student. If a change was made, please explain in the box below.**

2.10(3) Program records. The following records shall be dated and maintained according to the policies of the controlling institution:

- a. Course syllabi.
- b. Minutes.
- c. Faculty personnel records.
- d. Catalogs and program bulletins.
- e. Curriculum revisions and reports to the board
- f. Graduate nursing file excluding the final transcript and summative performance statements.

[] Provide a brief description of the policies and records a. through f. and cite where records are maintained.

2.10(4) Student and graduate records.

a. Policies shall specify methods for permanent maintenance and protection of records against loss, destruction, and unauthorized use.

[] Provide a brief description of the policies of permanent maintenance and protection of records.

b. The final record shall include the official transcript and a summative performance statement.

(1) The final official transcript shall include:

- 1. Legal name of student.
- 2. Dates of admission, completion of the program and graduation.
- 3. Courses that were accepted for transfer.
- 4. Evidence of authenticity.
- 5. Degree granted.

(2) The final official transcript shall be maintained permanently.

(3) The summative performance statement shall relate the performance of the student at the time of graduation to the program outcomes and shall be maintained for three years.

[] Graduate files include the official transcript and a summative performance statement, which reflects the program's outcomes.

655—2.13(152) Student criminal history checks.

2.13(1) The program shall initiate criminal history and child and dependent adult abuse record checks of students and prospective students to ensure a student's ability to complete the clinical education component of the program in accordance with Iowa Code section 152.5.

[] Provide a brief description of the program's policy and procedure for the initiation of the criminal history and child and dependent adult abuse record checks process or if a written policy and procedure is in place, provide with requested materials.

655—2.14(152) Clinical facilities.

2.14(1) The clinical facilities shall provide learning experiences that meet curriculum objectives and outcomes.

[] Provide a brief overall description of how clinical facilities meet curriculum objectives and outcomes.

2.14(2) The program shall provide information to the board about clinical facilities used for learning experiences.

a. The clinical facilities shall be accredited/approved by the appropriate agencies and shall have evidence of good standing by their regulatory body.

b. There shall be evidence that student experiences are coordinated when more than one program uses the same facility.

[] Provide a brief description of how a. and b. are met.

655—2.15(152) Preceptorship.

2.15(1) A preceptor shall be selected by the nursing program in collaboration with a clinical facility to provide supportive learning experiences consistent with program outcomes.

2.15(2) The qualifications of a preceptor shall be appropriate to support the philosophy/mission and outcomes of the program.

a. The preceptor shall be employed by or maintain a current written agreement with the clinical facility in which a preceptor experience occurs.

b. The preceptor shall be currently licensed as a registered nurse or licensed practical nurse according to the laws of the state in which the preceptor practices.

c. The preceptor shall function according to written policies for selection, evaluation and reappointment developed by the program. Written qualifications shall address educational preparation, experience, and clinical competence.

d. The program shall be responsible for informing the preceptor of the responsibilities of the preceptor, faculty and students. The program shall retain ultimate responsibility for student learning and evaluation.

2.15(3) The program shall inform the board of preceptorship learning experiences.

a. Written preceptorship agreements shall be reviewed annually by the program.

b. The board may conduct a site visit to settings in which preceptorship experiences occur.

c. The rationale for the ratio of students to preceptors shall be documented by the program.

2.15(4) An individual who is not a registered nurse or a licensed practical nurse may serve as a preceptor when appropriate to the philosophy/mission and outcomes of the program.

[] **The program has a written preceptorship policy and procedure, which is all inclusive of 2.15 and is made available to students, the preceptorship site and the preceptor.**

[] **Cite where the policy, procedure, and preceptor agreements are located.**

[] **Preceptorship agreements are current.**

655—2.16(152) Results of graduates who take the licensure examination for the first time.

The program shall notify the board when the program's NCLEX® passing percentage is lower than 95 percent of the national NCLEX® passing percentage for one calendar year.

2.16(1) A program whose NCLEX® passing percentage is lower than 95 percent of the national NCLEX® passing percentage shall submit an institutional plan using the board's template and appear before the board as directed.

2.16(2) After submission of the institutional plan, for each consecutive calendar year that a program's NCLEX® passing percentage is lower than 95 percent of the national NCLEX® passing percentage, the program shall submit an institutional plan evaluation using the board's template and appear before the board as directed.

2.16(3) Programs with a NCLEX® passing percentage that falls below 95 percent of the national NCLEX® passing percentage for three consecutive calendar years shall be placed on improvement status after the third year.

2.16(4) A program on improvement status shall:

- a. Notify all current and prospective students of the program's improvement status.
- b. Submit quarterly reports using the board's template and present the reports to the board as directed.

2.16(5) Board staff may conduct a site visit to the program at any time while the program is on improvement status.

2.16(6) Programs that remain on improvement status for two consecutive calendar years shall submit a revised institutional plan and appear before the board as directed. The board shall:

- a. Review the revised institutional plan and formulate an action plan for the program on improvement status.
- b. Individualize the action plan for each program.

2.16(7) A program shall be removed from improvement status when the program's NCLEX® passing percentage is above 95 percent of the national NCLEX® passing percentage for one calendar year.

[] If your programs has submitted an institutional plan within six years, provide a brief description and date(s) of the plan(s) and outcomes.