MISSISSIPPI

State Board for Community & Junior Colleges

Standards for Practical Nursing Accreditation With Recommended Procedures for Documentation and Self-Study

2010

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INTRODUCTION

Accreditation Authority

In addition to all other powers and duties now vested by law in the State Department of Education, is hereby empowered and required, acting in this behalf by and through the State Board for Community and Junior Colleges to:

> 1. "Establish by rules and regulations and promulgate uniform standards for the accreditation of schools of practical nursing in this state insofar as concerns the eligibility of graduates of such schools to take the examination to become licensed practical nurses";
>
> 2. "Issue to such schools, upon an annual basis, certificates of accreditation as may be proper under such standards".

SOURCES: Codes, 1942 § 8806-13: Laws, 1970, ch. 420 § 13; reenacted, 1983, ch. 485 § 12,of, from, and after July 1, 1983, § 73-15-25; § 37-4-3, no. 6; § 75-60-11; § 75-60-13; Amended 2010, § 73-15-25.

Definition of a Practical Nurse

"The practice of nursing by a licensed practical nurse means the performance for compensation of services requiring basic knowledge of the biological, physical, behavioral, psychological and sociological sciences and of nursing procedures which do not require the substantial skill, judgment, and knowledge required of a registered nurse. These services are performed under the direction of a registered nurse or a licensed physician or licensed dentist and utilize standardized procedures in the observation and care of the injured and infirm; in the maintenance of health; in action to safeguard life and health; and in the administration of medication and treatments prescribed by any physician or licensed dentist authorized by state law to prescribe. On a selected basis, and within safe limits, the role of the licensed practical nurse shall be expanded by the board under its rulemaking authority to more complex procedures and settings commensurate with additional preparation and experience."

(State of Mississippi Law and Rules and Regulations Regulating the Practice of Nursing in Mississippi amended 1981, 2010. § 73-15-25.

GENERAL OVERVIEW

1. Upon accreditation, the maximum period for reexamination shall be eight years. Earlier, complete or partial reexamination or fact-finding visits may be required by the State Board for Community and Junior Colleges (hereafter referred to as "SBCJC"), if full accreditation is not attained.

2. Private Practical Nursing schools shall notify the SBCJC Director for Career and Technical Education immediately of changes in ownership, management, contractual affiliations with other schools, additions or major changes of courses or facilities, and items that could substantially affect the school's policies, staff, curricula, reputation, legal, or financial status.

3. Schools may enter into contractual arrangements with business, industrial, or governmental agencies for group training purposes. While specific accrediting criteria may not necessarily apply to such group contracts, schools must ensure that normal and reasonable services are made available to students affected by these contractual arrangements. Schools shall notify the SBCJC of such training contracts, should modified courses be offered at off-site premises.

4. The Certificate of Accreditation is to be surrendered by the school upon termination of accredited status. If termination of accredited status occurs, the school must delete references and claims of accreditation from catalogs, advertising, and promotional materials immediately, and in no event later than ninety days after termination.

ADOPTION AND REVISION OF STANDARDS OF ACCREDITATION

The SBCJC, in cooperation with community and junior colleges, has the authority and responsibility to establish and promulgate criteria for the evaluation and accreditation of private trade and technical schools. These criteria take the form of Standards of Accreditation. The criteria are under continuing review and changes are made as appropriate and required.

People, institutions, and organizations affected by, or with an interest in, the standards and policies of the SBCJC are advised of proposed standards and of the date they will be given consideration by the SBCJC, and comments are solicited.

After distribution of proposed standards, interested persons, institutions, and organizations are given a minimum of thirty days to file written comments with the SBCJC.

The SBCJC staff distributes standards adopted by the SBCJC, and takes the action necessary for their implementation. Standards will be subject to revision on five a (5) year cycle. Information on new standards is published and mailed to persons, institutions, and organizations affected by the standards.

SELF-EVALUATION PROCESS

Self-evaluation is an assessment of the practical nurse program conducted by the staff, faculty, and students as well as by the school administration. The process should involve the entire school. The self-evaluation process provides an opportunity for the staff, faculty, and the administration of the school to examine itself. The process of self-evaluation is expected to be significant and on-going.

Accreditation Objectives

The Standards of Accreditation constitute the basic document of the accreditation process forming the base of essentials against which a school studies and evaluates itself.

Each school determines its own objectives, based on the curriculum frameworks competencies.

Accreditation is not intended to impose upon colleges (schools) rigid uniformity of educational objectives or school operations.

Each college (school) is judged upon its own objectives according to the accreditation standards and criteria established by the SBCJC.

GENERAL REQUIREMENTS

Effective Date

I. The effective date shall be July 1, 2011.

Location of Program

II. The nursing certificate program must be located within the State of Mississippi in order to receive accreditation by the SBCJC.

Compliance

III. The nursing program must meet all required state standards and provide documentation of compliance as set forth in this document.

All Nursing Programs – Reports Required

IV. The nursing program must submit an annual report to verify compliance with identified components of the accreditation standard. The components will include, but are not limited to admission and retention data, faculty to student ratios, and first write NCLEX-PN® pass rates.

The annual report is due to the SBCJC Director of Career Technical Education on or before August 1st of each year.

If a nursing program has less than a 70% first write pass rate on the NCLEX-PN®, a plan of improvement to address deficiencies shall be completed and signed by the Practical Nursing Administrator and the institutional executive officer. That plan shall remain on file in the Practical Nursing Administrator's Office.

If a nursing program has less than a 70% first write pass rate on the NCLEX-PN® for two consecutive years, a plan of improvement, signed by the Practical Nursing Administrator and the institutional executive officer, shall be submitted to the SBCJC.

The SBCJC may require additional documentation as needed to verify compliance with accreditation standards. Audits verifying the accuracy of information presented in reports and general compliance with state standards may be conducted as deemed necessary and desirable by the SBCJC.

Changes in Existing Nursing Programs

V. When an educational nursing program or unit in nursing changes ownership, markedly alters its pattern of organization or curriculum, or decides to discontinue the program, it shall notify the SBCJC in writing before the change

is made. If a decision is made to discontinue the program the State Board for Community and Junior Colleges shall be notified in writing of the intention of the controlling institution. Disposition of all students' permanent transcripts and final records shall be made in accordance with institutional policy. An institution desiring to reopen an educational unit in nursing or a nursing program shall reapply for approval of the newly planned program as if it were a new program.

New Nursing Programs

VI. Any institution seeking approval to begin a practical nursing program must agree to be governed by the rules and regulations of the Mississippi State Board for Community and Junior Colleges with regard to Standards for Practical Nursing Accreditation and must meet the minimum prescribed requirements as outlined in the Mississippi Curriculum Framework. Institutions seeking accreditation for a beginning nursing educational program shall make application on forms supplied by the SBCJC. An application for initial accreditation must be received at least six months in advance of the proposed opening of a new program site. All institutions and facilities involved in a proposed program shall be visited by designated SBCJC staff and evaluated by selected health educators. The program must meet all the criteria as specified in "Criteria for Establishing a Program of Practical Nursing in Mississippi."

Certificate Program Approval

VII. Schools may not advertise or award the certificate prior to approval by the SBCJC.

STANDARDS FOR ACCREDITATION
With Recommended Procedures for Documentation

Standards must be met by all programs of nursing in Mississippi, both NLNAC and non-NLNAC accredited.

A. GOVERNANCE: The program's mission, philosophy and policies are congruent with those of the parent institution and are administered by a qualified administrator.

1. The practical nursing program is organized in accordance with the structural plan of the parent institution.
2. The policies of the practical nursing program are congruent with the policies of the parent institution, or differences are justified.
3. There is a clearly defined plan for channels of communication between administration and practical nursing instructional staff.
4. The nursing administrator of the practical nursing program has credentials verifying legal active status as a registered nurse in Mississippi.
5. Position descriptions delineate qualifications and responsibilities of the nursing administrator of the practical nursing program.

6. The nursing administrator and faculty of the practical nursing program participate in the activities of the total faculty of the parent institution in ways that benefit the institution, the practical nursing program, and the faculty.
7. There is a written statement of philosophy and anticipated outcomes for the practical nursing program which are consistent with the mission of the parent institution.
8. The program of learning and program outcomes are developed by the nursing faculty and are designed to reflect the program philosophy.
9. There is a written procedure to address student complaints.

Recommended Documentation:

- *Provide evidence that there are channels of communication between administration and the practical nursing faculty.*
- *Provide evidence that policies affecting nursing faculty and staff are non-discriminatory, are written, accessible, and the same as for other faculty and staff, or provide justification for differences. (Could be table)*
- *Provide a written philosophy that reflects the beliefs of the faculty, is reviewed and revised as needed, and reflects the mission of the parent institution.*
- *Provide evidence of written outcomes/goals that are consistent with the mission of the parent institution.*
- *Provide evidence that complaints about the program are addressed and records are maintained and available for review*
- *Provide an organizational chart that depicts the relationship of the practical nursing unit to the parent institution.*
- *Provide qualifications, licensure requirements, and job responsibilities (description) for the* nursing administrator
- *Provide evidence that the* nursing administrator and *faculty members participate in activities of the total faculty of the parent institution.*
- Faculty meeting minutes related to curriculum review and revision.
- Course syllabi
- Student files for review

B. CURRICULUM: The curriculum of the practical nursing program is structured and delivered in a manner consistent with the preparation of graduates to provide safe and effective care.

10. The program of learning meets minimum state curriculum requirements and is organized so that knowledge and skills are progressively developed.
11. There are written objectives for each course, including objectives specific to clinical.
12. Evaluation methods and tools are used by faculty for the purpose of measuring student achievement of the stated classroom and clinical objectives.
13. Learning experiences and methods of instruction are selected by the faculty to fulfill the objectives of each course.
14. Clinical experiences provided to students are of sufficient number and variety to meet program outcomes as delineated by the approved state curriculum.
15. Clinical facilities are approved by the appropriate licensing, accrediting or certifying body, or are certified to participate in state and federal medical care programs. (The appropriate licensing, accrediting, or certifying authorities in Mississippi are the Joint Commission, the Division of Licensure/Certification, and/or the Mississippi State Board of Health.)

16. There are written agreements between parent institution and/or the practical nursing program and the health care facilities

Recommended Documentation:

- *Provide evidence that the program of learning reflects the program philosophy, is organized so that knowledge skills progress from simple to complex, and that the faculty are a part of curriculum implementation and development.*
- *Provide evidence that each course has:*
  - *i. Written measurable objectives that support the standardized state curriculum and competencies.*
  - *ii. Evaluation methods and tools that measure achievement of classroom and clinical objectives.*
  - *iii. Learning experiences and instructional methods that fulfill the objectives.*
  - *iv. Clinical courses that have sufficient variety and number of clinical experiences to meet the required competencies.*
- *Provide documentation of written agreements with all health care facilities used for clinical education and demonstrate that they must:*
  - *i. Contain termination clauses.*
  - *ii. Be reviewed periodically and revised as needed.*
  - *iii. Be executed with appropriate signatures and dates.*
  - *iv. Ensure faculty responsibility for students and the selection of learning experiences.*
- *Provide documentation on the process to grant credit for any prior learning. State the courses involved and the procedure for granting this credit.*
- *Evidence of appropriate licensing, accrediting, or certifying body approval for clinical facilities.*
- *Student and faculty evaluations of clinical agencies*

C. FACULTY: Faculty is qualified and sufficient in number to provide the necessary support for student achievement of the learning outcomes of the program of study.

17. Faculty in nursing programs must meet licensure regulations according to policy set forth in the Qualifications Manual for Postsecondary Career and Technical Personnel.
18. All nursing faculty (full-time, part-time, and adjunct) must have an unencumbered nursing license and satisfy clinical agency requirements.
19. Faculty members participate in professional activities for the purpose of bringing evidenced based practice to the classroom and clinical setting.
20. Faculty members are evaluated periodically and evaluation data is used for professional development.
21. Faculty student ratio in the clinical setting shall not be more than one to ten unless a preceptor arrangement is included in the clinical affiliate agreements, not to exceed a one-to-fifteen ratio.
22. Total enrollment in each practical nursing program is limited to 15 students per one FTE qualified nursing faculty.

Recommended Documentation:

- *Provide evidence that all faculty members in the nursing program meet licensure requirements according to the policy set forth in the Qualifications Manual for Postsecondary Career and Technical Personnel.*
- *Provide evidence that each faculty member is in compliance with licensure and clinical agency requirements.*
- *Provide evidence that the faculty to student ratio is:*
  i. No more than 1 to 15 for total enrollment in classroom and campus lab.
  ii. No more than 1 to 10 for clinical courses.
- *Provide evidence that faculty members are evaluated periodically and use the evaluation data to develop a professional development plan.*
- *Provide documentation that faculty members participate in professional activities which may include but are not limited to:*
  i. *Professional development activities*
  ii. *Community service activities*
  iii. *College and campus committee*
  iv. *Institutional effectiveness support*
  v. Student advisement and support
- *Career Tech Qualifications manual on display*
- *Sample of faculty evaluation form.*
- *Evidence of professional development activities*

D. STUDENTS: Policies and procedures for students of the practical nursing program support the mission and learning outcomes for the program of study.

23. Policies in effect for students in nursing are nondiscriminatory and are consistent with those in effect for all students enrolled in the parent institution; policies that differ are justified by program outcomes.
24. Each school is permitted a fifteen (15) percent allowance for high risk students who do not meet the stated admission criteria.
25. Support Services for students in the practical nursing program are consistent with those available for all students enrolled in the parent institution.
26. Policies regarding educational and financial records are in compliance with the polices of the governing organization, state and federal guidelines.
27. Accurate and clearly stated information concerning the nature of the program, admission, withdrawal, readmission, progression, and graduation requirements, and legal limitations for licensure is published and made available to prospective students.

Recommended Documentation:

- *Provide evidence that policies are in effect for students in practical nursing that are non-discriminatory and are consistent with those in effect for all students enrolled in the parent institution; provide evidence that policies that differ are justified by program requirements.*
- *Provide evidence that no more than 15% of the students admitted are high risk students who do not meet the program stated admission criteria.*
- *Provide documentation that students have access to the same support staff services as those available to all students in the parent institution.*

- *Provide documentation regarding the maintenance of educational and financial records.*
- *Provide evidence that accurate, current, and clearly stated information concerning the nature of the program, admission, progression, and graduation requirements and legal limitations for licensure is available.*
- *Catalog, handbook, website*

E. RESOURCES: Resources available to the practical nursing program are adequate to meet the program of study.

28. The administration provides financial support needed by the practical nursing program to achieve the stated outcomes for the program.
29. Salaries shall be sufficient to recruit and retain qualified nursing faculty.
30. The physical facilities are adequate for the needs of the program.
31. Administrative, secretarial services and other support services are sufficient for the needs of the program.
32. Learning resources and facilities, including the library and instructional materials, are comprehensive, current, and accessible to students and faculty.

Recommended Documentation:

- *Provide evidence that financial support is adequate to achieve the stated outcomes of the program.*
- *Provide evidence that salaries are sufficient to recruit and retain qualified nursing faculty.*
- *Provide evidence that the physical facilities are adequate for the needs of the program.*
- *Provide evidence that the support services are sufficient for the needs of the program.*
- *Provide evidence that the learning resources and facilities are comprehensive, current, and accessible to students and faculty*
- *Budget table*
- *Salary scale if available, number of applicants for vacancies, turnover rate*

F. EVALUATION: Evaluation of the practical nursing program is systematic and includes evaluation of student performance related to program learning outcomes.

33. Findings from a systematic evaluation plan of the practical nursing program, including student academic achievement, are used for the program's ongoing development, maintenance, and revision.
34. Student academic achievement is evaluated by program completion rates, licensure examination pass rates, job placement rates, and program satisfaction:
    - Licensure Exam Pass Rates- over the last three years, NCLEX-PN pass rate average of not less than 70% on first write
    - Program Completion – will be determined by the faculty to reflect program demographics and state and/or national benchmarks
    - Program Satisfaction – will be determined by the faculty and will include quantitative measures that address graduates and their employers

- Job Placement Rates – will be determined by the faculty to reflect program demographics and state and/or national benchmarks

Recommended Documentation:

- *Provide evidence that the systematic evaluation plan includes:*
    - *expected levels of achievement time frames assessment methods*
    - *evidence that data has been collected, analyzed, aggregated, and trended*
    - *evidence that evaluation findings are used for program improvement*
- *Provide evidence that student achievement benchmarks have been set and measured for graduation rates, licensure examination pass rates, job placement rates, and program satisfaction.*
- *Faculty meeting minutes*
- *Employer and graduate surveys*

RULES AND REGULATIONS FOR ACCREDITATION OF MISSISSIPPI PROGRAMS OF PRACTICAL NURSING

I. CONFIDENTIALITY OF ACCREDITATION INFORMATION

All data, observation, conversations, conclusions, reports, and minutes relating to accrediting activities are CONFIDENTIAL. Acceptance of an invitation to be an accreditation site team member constitutes a contractual agreement to safeguard the confidentiality of accrediting data. Therefore, observations made during the visit, the self-evaluation report, the visitors' report, correspondence between the practical nursing program and the SBCJC, as well as discussions and recommendations of the Accreditation Site Team are all confidential and privileged communications.

It is essential not to divulge any information from these sources, to avoid leaving materials where they may be read by others, and to refrain from discussing findings during the visiting experience with colleagues or others in one's own institution or elsewhere.

Reports concerning statistical, personnel, and program data as well as other materials required by the SBCJC will be submitted when requested.

II. TYPES OF ACCREDITATION

The SBCJC shall grant to a practical nursing certificate program one of the following types of accreditation:

A. Full Accreditation: All standards are met; however areas for improvement may be delineated. Full accreditation is for 8 (eight) years.

B. Provisional Accreditation: One or two standards have not been met. A Plan of Compliance for meeting standard(s) must be submitted within sixty (60) days of the date of the SBCJC accreditation recommendation. Provisional Accreditation will be granted for two years, with a required follow-up report and/or revisit at the end of the provisional accreditation period. If, at the end of the provisional accreditation period, the LEA demonstrates compliance with all standards, the program will be accredited for the full 8 (eight) years from the date of the original site visit.

C. Probationary Accreditation: Three or more standards have not been met. A plan of compliance for meeting standards must to be submitted within sixty (60) days of the date of the SBCJC accreditation recommendation. Probationary accreditation will be granted for one year with a required revisit. If the LEA demonstrates compliance at the end of the probationary period, the program will be accredited for the full eight years from the date of the original site visit.

D. Withdrawal of Accreditation: If the school has not complied with all requirements within the time frames given, accreditation will be withdrawn at the time of completion of the presently enrolled class. LEA's that lose state accreditation may reapply for state accreditation as a new program one year from the effective date of withdrawal.

III. ACCREDITATION PROCESS

A. Each state Nursing Program will be visited by an accreditation site team every eight years, or more often if necessary.

B. Dates for the accreditation visit are determined by the SBCJC.

C. Each nursing program will submit a self-study to the SBCJC every eight years. If the Practical Nursing Program receives NLN accreditation, the NLN self-study can be submitted in place of the state self-study if completed within the past twelve months. However, the NLN accreditation must be cross referenced with the state self-study manual.

D. The selection of site visitors for each accreditation site team will be made by the SBCJC (See "Procedures for Selection of Accreditation Site Visitors" on page 13). A minimum number of members will consist of one Practical Nursing administrator and two Practical Nursing instructors.

E. At the time of the on-site visit, the governing organization and Practical Nursing Program Administrator shall make available to the accreditation site team such policies, records, reports and other resources needed for evaluation of the nursing program.

F. The Administrator of the Practical Nursing Program plans with the accreditation site team an agenda which allows for observation of classes at the local educational agency (LEA) and at clinical facilities.

G. An accreditation visit will be conducted by the accreditation site team to verify the self-study.

H. The chair of the accreditation site team sends the findings of the self-study to the SBCJC Director for Career and Technical Education, SBCJC who evaluates each program on the basis of required information submitted.

I. The SBCJC Director for Career and Technical Education will forward the accreditation report to the Secondary Review Committee to ensure process consistency.

J. The SBCJC Director for Career and Technical Education notifies the LEA of the results of the Accreditation Site Team's findings.

K. The appropriate LEA personnel will accept or request reconsideration of the results within 30 days of the State Board for Community and Junior College's decision.

IV. RESPONSIBILITIES OF THE SBCJC

The SBCJC Director for Career and Technical Education will perform the following duties:

A. Coordinate with each administrator of the practical nursing program to set dates of the accreditation visit for that school. Visits will be made when the school is in session.

B. Select accreditation site team members and appoint one member of the team to serve as chair.

C. Notify the LEA that the practical nursing program's self-study will be submitted to the SBCJC at least **six** weeks prior to the scheduled visit.

D. Submit the following to the school:

1. A self-study packet**.**

2. The names of prospective accreditation site team members.

3. Name of the chair.

E. Submit the following to the accreditation site team members:

1. Self-study, program reports, college catalog and other appropriate state accreditation reports.

2. Any other reports submitted by the practical nursing program.

3. Accreditation Standards and Rules and Regulations for Accreditation of Mississippi Programs of Practical Nursing.

V. PROCEDURES FOR SELECTION OF ACCREDITATION SITE TEAM MEMBERS

A. The typical composition of a state accreditation site team will consist of a minimum of two visitors from the nursing education community, and one Practical Nursing administrator to be chosen in cooperation with the SBCJC

and the LEA.

B. Past or present administrators and faculty of the nursing program being evaluated will not serve as the evaluators of their own program.

C. Travel time and availability of accreditation site team members are factors to be considered when selecting an accreditation site team.

D. If a Practical Nursing Administrator objects to a particular team member with just cause, the SBCJC Director for Career and Technical Education may consider an alternative team member.

VI. RESPONSIBILITIES OF THE ACCREDITATION SITE TEAM

The accreditation site team works together to share responsibility for all aspects of the visit.

Once the visit dates have been set and the accreditation site team selected, major planning for the visit is conducted between the practical nursing program and the accreditation site team chairman. Each team member is expected to be knowledgeable about the accreditation process, the "Standards for Accreditation," and the "Rules and Regulations."

It is important for each team member to be thoroughly knowledgeable with the content of the self-study, progress report, or other evaluative reports and any other materials submitted by the practical nursing program.

The team allocates time on the evening prior to the visit to discuss the self-evaluation report and to outline the procedures to be followed during the visit.

Objectivity is of prime importance during the evaluation process. Each aspect of the program must be evaluated only in terms of the evidence presented as it relates to the standards for accreditation.

The accreditation site team's role during the accreditation visit is to verify the information submitted by the practical nursing program in relation to the state standards for accreditation.

The chair of the accreditation site team will assume the following responsibilities:

1. Act as official spokesperson for the team.

2. Coordinate planning between the LEA administration and faculty and the Accreditation Site Team. If there are possible changes needed in the agenda, the chair should call the administrator to discuss the plan.

3. Allocate responsibilities for various activities to assure optimum

utilization of team members and at the same time assure adequate coverage of all areas during the visit, including interviews or conferences with essential personnel.

4. Assure that the report supplements and complements the program's self-study.

5. Request the administrator of the practical nursing program to submit any necessary additional materials, if any are needed.

6. Conduct a final conference with the Practical Nursing Administrator of the practical nursing program prior to reading the report to the faculty. The chairman may share the responsibility of reading the report among the team members.

NOTE: Accreditation team members should not request materials from the college for personal use. Request only material needed to supplement the self-study or progress report.

VII. RESPONSIBILITIES OF THE COLLEGE (OR SCHOOL) PRIOR TO THE SITE VISIT

A. The administrator of the practical nursing program will submit to the Accreditation Site Team Chairman a tentative agenda for the site visit.

B. The visit is made on the agreed upon dates, and all material needed by the accreditation team are readily available.

VIII. CONDUCT OF THE SITE VISIT

In planning the schedule for the visit, efforts should be made not to interrupt the ongoing daily activities of the institution, and the schedule should be adjusted to the college's (or school's) convenience whenever feasible. In addition, the Accreditation Site Team will need some time set aside each day to review the materials.

Activities planned to take place during the visit include: preliminary, interim, and closing conferences with groups of faculty or with individual faculty members and/or a meeting with the entire nursing faculty; conferences with administrative officers of the institution; visits to selected agencies to observe and talk with students in the clinical setting; conferences with nursing students; visits to appropriate college (school) facilities; review of the various materials prepared by the faculty; and review of appropriate records.

Appropriate records in addition to other information requested by the SBCJC should be available in a designated area or within easy access by team members at

all times during the site visit. (See "Materials for Practical Nursing Program to Have Available for State Nursing School Accreditation Visit" in Addenda.)

In interviewing, it is essential not to overlook any person of major importance; but small group conferences may accomplish the same goals and be less time-consuming than individual interviews. Such conferences can usually be handled by one visitor while the other visitor carries out other activities. While classroom visiting can make a valuable contribution to the visitors' understanding of the educational program, the examiner is reminded that it samples only a small segment of one teacher's technique and skill.

Interviews with individual students or small group conferences are valuable aspects of the accrediting visit. Such interviews or conferences will be most effective if conducted by a visitor who feels comfortable with students and can establish rapport with them.

The Accreditation Site Team's report must be a joint effort and must be drafted before the team leaves the site. Part of the final day of the visit is to be set aside for the compilation of the report. Team members should be prepared to read and discuss the report with the appropriate persons prior to reading the report to the faculty and administrators.

IX. THE ACCREDITATION SITE TEAM'S REPORT

The Accreditation Site Team's report must be submitted to the SBCJC Director of Career Technical Education within 14 (fourteen) days after the conclusion of the site visit. The report should clarify and interpret questionable areas of the practical nursing program's Self-Study or progress report and should include the Accreditation Site Team's assessment of assets, achievements, and problems of the practical nursing program. Major strengths and areas needing improvement should be carefully delineated, with documentary evidence in the report to support each statement.

The Accreditation site team's report should be concise and unbiased. The report should present a complete picture of each practical nursing educational program in relation to each area of the state standards for accreditation and an assessment of the strengths and limitations of each program.

Merely saying criteria are met in a certain area does not constitute evidence. Some factual data regarding the program or the Accreditation Site Team's observations are essential to support any judgmental statements. For example, documentary evidence from admission records, library order lists, library utilization studies, course outlines, annual reports, faculty minutes, state board scores, achievement test results, etc., might well be used to substantiate the fact that a program does or does not appear to meet criteria. The Accreditation Site Team's report should be concise and analytical with a view to provide the practical nursing program, as well as the Accreditation Site Team, with substance

to use for continued improvement of the practical nursing program. Previous recommendations of the Accreditation Site Team should be reviewed carefully. If these recommendations are still applicable, the report should be checked to assure inclusion of evidence that clearly indicates progress made by the practical nursing program in meeting the recommendations.

The Self-Study is used by members of the Accreditation Site Team at the time the program is reviewed for accreditation. The committee's report includes only clarification of data, documentary statements, additional descriptive material essential to a clearer understanding of the features in operation, and the committee's comments regarding the program in relation to the criteria.

The data presented by the practical nursing program may be sufficient, and the committee may have little or nothing to report under some headings. In these cases it will be sufficient to refer to the specific data in the self-study with a brief identification of on-site verification.

The accreditation team is required to give findings regarding the major strengths and limitations of the program(s).

X. MATERIALS FOR NURSING PROGRAM TO HAVE AVAILABLE FOR STATE ACCREDITATION SITE VISIT

The administrator of the practical nursing program is responsible for having available to site visitors the following information:

A. Documentation of current accreditation status to include the Accreditation Team Report, progress reports, etc.
B. Current college catalog and student manual/information brochures.
C. Job descriptions, personnel policies and procedures (hard copy or online access)
D. Faculty credentials available for review (hard copy or on line access)
E. Faculty profile sheet or faculty dossier
F. Documentation of FTE to student ratios
G. Faculty, committee, and advisory committee meeting minutes
H. Student handbook
I. Organization charts for the college, program
J. Course syllabi, test samples, evaluation tools
K. Systematic Plan for Evaluation of the Program (SPEP)
L. Program evaluations from graduates and employers of graduates
M. Class, clinical, and lab schedules
N. Documentation of graduate placement
O. Clinical Education Agreements (old clinical affiliate agreements)
P. Documentation of clinical agencies accreditation
Q. Documentation of NCLEX-PN® pass rates for the past three reporting years to include the current year
R. Access to student complaint reports, anecdotal reports if applicable.
S. Any other documentation that may be needed to amplify and verify the report

These materials will be used during the visit. They will be left at the college (school) upon completion of the visit. Visitors may ask to review records of faculty, students, and recent graduates. These records will be reviewed in the offices where they are filed.

XI. APPEALS

A school wishing to appeal factual errors in the Accreditation Team's report must submit a written statement and supporting documentation to the SBCJC within 14 days of the date of the report.

A school wishing to appeal the final SBCJC accreditation recommendation shall do so in writing within 30 days of the date of the recommendation.

When the SBCJC receives a request for an appeal, an Appeals Panel shall be convened.

Five people constitute an Appeals Panel. The Panel is selected from a group who has knowledge of accrediting purposes and procedures. One person shall be designated to chair the Panel. If the College (School) has good cause to believe that any member of the Panel should not hear the appeal, it must promptly notify the SBCJC of its belief and the reasons for it.

Only evidence previously submitted to the SBCJC may be included in a submission to the Appeals Panel. Following oral presentation (if any) and the Panel's consideration of the appeal, the Appeals Panel will determine the outcome of each appeal by a majority vote. The panel's decision and the reasons for that decision will promptly be communicated to the college (school) in writing by the SBCJC.

The Appeals Panel can either uphold the decision of the SBCJC or remand to the SBCJC for reconsideration.

If the Appeals Panel upholds the decision of the SBCJC, the action of the Appeals Panel is final. The college (school) is notified of the decision.

If the Appeals Panel remands the case to the SBCJC for further consideration, the matter shall be deemed to be finally disposed of when the SBCJC takes final action on remand.

XII. FOLLOW-UP ACCREDITATION REVIEWS

Programs that have been reviewed and do not achieve Full Accreditation status must be reviewed a second time according to the guidelines set forth for Provisional and Probationary Accreditation.

The college's Practical Nursing administration has the option to determine if the original site visit team or a new team will conduct their follow-up revisit for colleges that received Probationary Accreditation.

PROVISIONAL ACCREDITATION

Provisional Accreditation will be granted for two years, with a required follow-up report and/or revisit at the end of the two year accreditation period. The revisit review process is outlined below:

1. The college will receive a second written notice at least 90 days in advance indicating the date their Follow-up Report is due to the SBCJC. The Follow-up Report should only address standards and criteria that were determined to be non-compliant. Supporting documentation should be included.
2. The Follow-up Report will be reviewed by the SBCJC and then mailed to the accreditation review team members for assessment.
3. If assessment of standards and criteria are determined sufficient to remove non-compliant status from each area, a letter will be mailed granting accreditation for the full 8 (eight) years from the date of the original site visit.
4. If the Follow-up Report is determined not to be sufficient, a campus revisit will be scheduled.
5. Non-compliance with standards and criteria can result in Withdrawal of Accreditation.

PROBATIONARY ACCREDITATION

Probationary accreditation will be granted for one year with a required revisit at the end of the one year accreditation period. The revisit review process is outlined below:

1. The college will receive a second written notice at least 90 days in advance indicating the date their Follow-up Report is due to the SBCJC and to determine a date for their revisit. The Follow-up Report should only address standards and criteria that were determined to be non-compliant. Supporting documentation should be included. The revisit will only address standards and criteria that were determined to be non-compliant.
2. The Follow-up Report will be reviewed by the SBCJC and then mailed to the accreditation review team members for assessment prior to revisit.
3. If revisit assessment of standards and criteria are determined sufficient to remove non-compliant status, a letter will be mailed granting accreditation for the full 8 (eight) years from the date of the original site visit.
4. If revisit assessment of standards and criteria indicates insufficient removal of noncompliant status from standards and criteria, the program can result in Withdrawal of Accreditation.

Glossary

Adjunct Faculty	All faculty who teach nursing courses in the program(s) being accredited and who have adjunct faculty employment status as determined by the governing institution.
Administrator	The person with designated authority and responsibility to direct the practical nursing program and/or program of nursing. This person may be called the director, dean, chair, etc.
Assisting Staff/Personnel	Persons employed in a unit of nursing who support the nursing education program, but who are not classified as faculty by the governing institution.
Course Objectives	Course-level objectives of the nursing program.
Curricula	All courses and planned program activities designated for completing a practical nurse program as defined by the SBCJC.
Full-Time Faculty	All faculty who teach nursing courses in the program(s) being accredited and who have full-time faculty employment status as determined by the governing institution.
Governing Organization	The educational agency (college or university) of which the practical nursing program is an integral part.
LEA	Local Educational Agency
National League for Nursing Accrediting Commission	A voluntary national accrediting body that accredits practical nursing, associate degree, baccalaureate, and higher degree programs in nursing.
Outcomes	Performance indicators measured at the end of any activity to determine the extent to which the purposes of the activity are being achieved.

Part-Time Faculty	All faculty who teach nursing courses in the program(s) being accredited and have part-time faculty status as determined by the governing organization.
Plan of Compliance	Written program for complying with state accreditation standards submitted by the administrator for the practical nursing program at the request of the SBCJC.
Practical Nursing Program	The department, school, division, or college within a governing organization that offers one or more nursing programs at selected sites.
Preceptors	Individuals in a practice setting who function as role models or who assist individual students in achieving specific objectives.
Program of Nursing	Certificate program in nursing. The total curriculum, funding, faculty, facilities, and other resources available or required by the practical nursing program or governing institution for a nursing certificate.
Self-study	Self-study in the practical nursing program shall take into consideration previous evaluation instruments and their results, number of students enrolled, attrition rate, number of students completing, number of students placed, and percentage of students passing state board exam. It shall also include clinical site usage and affiliation agreements.
Accreditation Site Team	Accreditation Site Team selected by the SBCJC and LEA to visit nursing programs for the purpose of verifying and clarifying data presented in self-study or progress report. Selection is made at the discretion of the SBCJC Director for Career and Technical Education.
State Accreditation Standards	"Accreditation Standards and Rules and Regulations for Mississippi Program of Nursing" promulgated by the SBCJC.

State-Accredited Status when a program in nursing has met all standards set forth in "Accreditation Standards and Rules and Regulations for Mississippi Programs of Nursing." State accreditation is required for graduates of Mississippi schools of nursing to take the licensed practical nurse examination (NCLEX-PN).

Types of Accreditation

A. Preliminary Accreditation:
Preliminary Accreditation status is granted by the State Board for Community and Junior Colleges according to requirements set forth for new programs of Practical Nursing. Preliminary Accreditation is required prior to admission of students into a program of Practical Nursing.

B. Initial Accreditation:
Initial Accreditation Preliminary Accreditation is granted by the State Board for Community and Junior Colleges according to the requirements set forth for new programs of Practical Nursing. Initial accreditation is required in order for program graduates to write the licensing examination for licensure as a practical nurse. Initial Accreditation is for 5 (five) years.

C. Full Accreditation: All standards are met; however areas for improvement may be delineated. Full accreditation is for 8 (eight) years.

D. Provisional Accreditation: One or two standards have not been met. A Plan of Compliance for meeting standard(s) must be submitted within sixty (60) days of the date of the SBCJC accreditation recommendation. Provisional Accreditation will be granted for two years, with a required follow-up report and/or revisit at the end of the provisional accreditation period. If, at the end of the provisional accreditation period, the LEA demonstrates compliance with all standards, the program will be accredited for the full 8 (eight) years from the date of the original site visit.

E. Probationary Accreditation: Three or more standards have not been met. A plan of compliance for meeting standards must be submitted within sixty (60) days of the date of the SBCJC accreditation recommendation. Probationary accreditation will be granted for one year with a required revisit. If the LEA demonstrates compliance at the end of the probationary period, the program will be accredited for the full eight years from the date of the original site visit.

SAMPLE AGENDA FOR A PEER REVIEW/ACCREDITATION SITE VISIT

First Day

8:30 a.m.	Group Orientation
9:00 a.m.	Chairperson, Department of Nursing (Tour facilities of the Department)
10:00 a.m.	President/Vice President/Dean
10:30 a.m.	Division Chairperson
11:15 a.m.	Dean of Students, Admissions Officer, and Director of Counseling
LUNCH	
1:00 p.m.	Meeting with Director of Library (Tour Library and/or Learning Center)
2:00 p.m.	Tour classroom and lab
3:00 p.m.	Review documents in exhibit room
4:15:p.m.	Chairperson, Department of Nursing

Second Day

	Visit clinical agencies, talk with students, graduates, and hospital personnel
LUNCH	
1:00 p.m.	Meet with faculty
3:00 p.m.	Accreditation team's private meeting to conclude report
4:00 p.m.	Meet with Chairperson to review report
4:30 p.m.	Read summary of peer review team's report and conclude visit (Program can invite attendees.)

CRITERIA FOR ESTABLISHING A PROGRAM OF PRACTICAL NURSING IN THE STATE OF MISSISSIPPI

Any institution seeking approval to begin a practical nursing program must agree to be governed by the rules and regulations of the Mississippi State Board for Community and Junior Colleges with regard to Standards for Practical Nursing Accreditation and must meet the minimum prescribed requirements as outlined in the Mississippi Curriculum Framework. The institution seeking approval for a beginning educational unit shall make application on forms supplied by the SBCJC. Application for initial accreditation must be received at least six months in advance of the proposed opening of the new program. All institutions and facilities involved in a proposed program shall be visited by designated SBCJC staff and evaluated by selected nurse educators. The program must meet all the criteria as specified in the following stages.

The four stages to be completed in the development of a new nursing program in Mississippi are as follows:

Stage I: Declaration of Intent
Inform the SBCJC in writing of intent to consider establishing a nursing program. (Section 1, 2, and 3)

Stage II: Qualify for **Preliminary** Accreditation
Successful completion means first students may be admitted (Sections 4, 5, and 6). College must require potential students to sign the "Student Acknowledgement Form" identifying the restrictions outlined in Preliminary Accreditation Status (Student Acknowledgement Form, page 37).

Stage III: Qualify for **Initial** Accreditation (Sections 7 and 8)

Stage IV: Qualify for Full Accreditation (Sections 9 and 10)

STAGE I – DECLARATION OF INTENT

Section 1. Any institution considering the establishment of a state-accredited practical nursing program shall meet the following requirements:

1.1 Submit to the SBCJC the Declaration of Intent.

1.2 Request consultation from the SBCJC.

1.3 Establish a local advisory committee which includes representation from practical nursing educators, nursing service, health care facilities, educational agencies, and the community.

1.4 Consult such recognized professional sources for advice such as qualified nurse educators who are involved in administering accredited nursing programs.

1.5 Proprietary schools must provide a certificate of registration and an agent's permit. Applications and information may be obtained by calling 601-432-6340.

1.6 Provide a current catalog

1.7 Provide substantive evidence of financial, physical, and clinical resources adequate for program implementation.

1.8 Clinical resources must include:

i. Medical-Surgical Nursing
ii. Psychiatric Nursing
iii. Maternal Nursing
iv. Geriatric Nursing

Section 2. The institution shall identify

2.1 The source of potential students;

2.2 The availability of qualified nursing faculty (See Section 4.3); and

2.3 A tentative timetable for initiating the nursing program. (The time from the employment of the nursing school's faculty to the admission of the first class may not be less than three months.) Faculty and administration must meet the qualifications outlined in the SBCJC Qualifications Manual.

Section 3. Within a reasonable time after receiving the preliminary application for permission, the SBCJC, shall review the application and will conduct a survey of the institution to amplify and verify the information submitted.

3.1 In the event of disapproval, the institution may review the reasons for the disapproval and may decide whether to revise its plan for resubmission to the SBCJC, or to abandon its intention to establish a nursing program.

STAGE II – QUALIFY FOR PRELIMINARY ACCREDITATION

Section 4. During the time between receiving permission to establish a new nursing program and the filing of an application for preliminary accreditation, the institution should seek consultation with the SBCJC staff and shall file an application for preliminary accreditation with the SBCJC staff not less

than six months before the planned date of the opening of the practical nursing program.

4.1 The administration and the practical nursing faculty and the administration and other faculty of the institution, the Advisory Committee, the Board of Trustees, have performed the following:

4.1.1 Developed the philosophy and objectives of the program of nursing.

4.1.2 Planned the overall curriculum, including course descriptions and sequence utilizing the Mississippi Curriculum Frameworks.

4.1.3 Develop the nursing department's budget.

4.1.4 Developed and validated an organizational chart delineating institutional relationships, and lines of authority. (The practical nursing program, its faculty, and its students should be an integral part of the parent institution.).

4.1.5 Developed admission, progression, and graduation policies for nursing students.

4.1.6 Assessed and selected community agencies which can and will provide needed clinical learning experiences for nursing students.

4.1.7 Planned for periodic and systematic nursing program self-study as identified by the SBCJC.

4.2 The sponsoring institution has made provisions for the following:

4.2.1 Quality support services including registrar, admissions, testing, counseling, student personnel services, safety and maintenance, printing and duplicating, secretarial and clerical, etc.

4.2.2 The health and welfare of students.

4.2.3 Adequate campus facilities and resources such as classrooms, workrooms, offices, library resources, audiovisual materials and equipment, and file and storage space. A minimum of thirty square feet per student is recommended.

4.2.4 Entering into legally binding agreements with the clinical agencies selected by the nursing department. Such agreements shall ensure that faculty retain responsibility of students and have freedom to select appropriate learning experiences for nursing students.

4.3 Throughout the planning and operation of the nursing program, the institution and the nursing program shall employ the state accreditation standards.

4.3.1 All faculty shall be registered to practice nursing in Mississippi and meet the qualifications outline in the SBCJC Qualifications Manual.

Section 5. After all materials that are required for preliminary accreditation have been received by the SBCJC office, and the on-site visit has been conducted, the SBCJC Director for Career and Technical Education will submit a recommendation concerning preliminary accreditation to the SBCJC Board for its decision.

5.1 Written notification of the decision regarding preliminary accreditation shall be sent to the institution by the SBCJC.

5.2 It is expected that schools will fulfill the criteria for initial accreditation prior to the visit scheduled by the SBCJC. (See Section 7.)

5.3 If accreditation is denied or deferred, recommendations relative to the areas needing further development will accompany the notification.

Section 6. A survey visit to the school seeking continued preliminary accreditation shall be made by the SBCJC Director of Career Technical Education and survey team near the end of the first year of clinical courses. The SBCJC Director of Career Technical Education and survey team will evaluate all the information concerning the progress of the program in carrying out its written proposal submitted for preliminary accreditation.

STAGE III – QUALIFY FOR INITIAL ACCREDITATION

Section 7. A survey visit will be scheduled with the Practical Nursing Program Administrator and survey team during the year of the first class. A written report of the visit will be completed by the survey team. The report will include a review of progress made in all aspects covered in Section 4. The written report of this visit shall be evaluated by the SBCJC Director for Career and Technical Education with recommendations to the SBCJC staff.

Section 8. As soon as possible following the date of the SBCJC Director for Career and Technical Education's recommendations, all materials pertaining to the initial accreditation of the nursing program shall be reviewed by the SBCJC staff. The SBCJC staff will then submit the recommendations concerning initial accreditation to the SBCJC (the Board) for its decision.

8.1 Written notification of the decision regarding initial accreditation shall be sent to the institution by the SBCJC.

8.2 Initial accreditation carries with it the privilege of graduates to write the licensing examination for licensure as a practical nurse.

8.3 If initial accreditation is denied or deferred, recommendations relative to the areas needing further development will accompany the notification.

8.4 If initial accreditation is denied or deferred, the college is not to enroll or admit any new students to the program until notified by the SBCJC.

STAGE IV – QUALIFY FOR FULL ACCREDITATION

Section 9. Application for full state accreditation of the nursing program shall be completed within six months after graduation of the first class.

The application shall provide evidence that the following requirements have been successfully met;

9.1 All prior recommendations from the SBCJC have been met.

9.2 The pass rate on the licensing examination for the first write was seventy (70) percent or above.

9.3 Any other pertinent information relative to the status of the program.

Section 10. As soon as possible following the application for full accreditation, all materials pertaining to the practical nursing program shall be reviewed by the SBCJC Director for Career and Technical Education and survey team. The SBCJC Director for Career and Technical Education shall submit the recommendations concerning full accreditation to the SBCJC (the Board) for its decision.

10.1 If full accreditation is denied or deferred, recommendations relative to the areas needing further development will accompany the notification.

10.2 If full accreditation is denied, the program may remain on initial accreditation or may be placed on provisional accreditation according to the severity of the problems.

10.3 If less than 70 percent of the graduates of the program pass the licensing examination, the administrator of the practical nursing program will be notified by the SBCJC Director for Career and Technical Education that the program is in non-compliance of the provisions for receiving full accreditation and is subject to rules and regulations set forth in “Failure to Comply with State Standards, Requirement and Rules and Regulations.”

APPENDIX: Forms

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

DECLARATION OF INTENT
TO ESTBALISH A PROGRAM OF PRACTICAL NURSING

Legal name of proposed college, school, or program: _____

Address: _____

Telephone Number: _____

Legal name of sponsoring institution (Hospital, University, or College): _____

Name and title of chief administrative officer of sponsoring institution: _____

Address: _____

FAX Number: _____

Agencies by which sponsoring institution is accredited: _____

Advisory Committee (include name, title, agency and rationale for membership): _____

Professional sources consulted on feasibility of establishing program: _____

(Attach additional pages as needed.)

State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

PRELIMINARY APPLICATION FOR PRACTICAL NURSING PROGRAM

Following receipt and evaluation of this application, surveys of the institution and all designated clinical facilities may be conducted by SBCJC staff. The survey team will submit reports to the institution proposing the program for its information and to the SBCJC for its consideration.

Official name and address of sponsoring institution: _____

Telephone number: _____

Official name and address of proposed nursing program: _____

Telephone number: _____

This institution declares its intention to establish and conduct a nursing program in accordance with the laws governing education in Mississippi and the rules and regulations of SBCJC. We understand that approval of a proposed program must be documented by the SBCJC before said program may be established.

Signed: _____

Title: _____

Date: _____

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

CLINICAL RESOURCES
(Use a separate sheet for each clinical resource)

Name of Facility: _____

Address: _____

Contact Person: _____

Telephone: _____

Type of Clinical Facility: _____

Accreditation Status: _____

Please Complete Nursing Staff:

Registered Nurses:
Employed Full Time _____
Licensed Practical Nurses:
Employed Full Time _____

Explain and attach copy of position descriptions for categories of nursing personnel used as a basis for assigning responsibilities.

Attach copies of clinical affiliation agreements. (must meet documentation requirements in standard B.)

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

CLINICAL RESOURCES

Name and Location of Clinical Resource	Clinical Services Utilized	Average Daily Census of Units	Course Experience Desired	Number of Students	Number of Program Faculty	Total Hours/Weeks

Are students from any other nursing program (Aide, LPN, ADN, BSN) using any of the above facilities for learning experiences? Yes ☐ No ☐ If yes, list types of programs and numbers from each with approximate time of year these students will be using clinical facility: _____

Are students from other educational programs (social worker, various therapies, etc.) using any of the above facilities for learning experiences? Yes

☐ No☐ If yes, list types of programs and numbers from each with approximate time of year these students will be using resources: _____

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

NURSING PROGRAM APPLICATION FOR PRELIMINARY ACCREDITATION

Following receipt and evaluation of this application, surveys of the institution and all designated clinical facilities will be conducted by SBCJC staff and other designated nursing education representatives. The survey team will submit reports to the institution proposing the program for its information and to the SBCJC staff for consideration. The SBCJC staff will submit the recommendation concerning preliminary accreditation to the SBCJC for its decision.

Official name and address of sponsoring institution: _____

Telephone Number: _____

Official name and address of proposed nursing program: _____

Telephone Number: _____

This institution declares its intention to establish and conduct a nursing program in accordance with the laws governing education in Mississippi and the rules and regulations of the SBCJC. We further understand that the granting of preliminary accreditation does not assure that graduates will be eligible to write the licensing examination.

Signed: _____

Title: _____

Date: _____

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

NURSING PROGRAM APPLICATION FOR INITIAL ACCREDITATION

Following receipt and evaluation of this application, surveys of the institution and all designated clinical facilities will be conducted by SBCJC staff and other designated nursing education representatives. The survey team will submit reports to the institution proposing the program for its information and to the SBCJC staff for consideration. The SBCJC staff will submit the recommendation concerning initial accreditation to the SBCJC for its decision.

Official name and address of sponsoring institution: _____

Telephone Number: _____

This institution declares its intention to establish and conduct a nursing program in accordance with the laws governing education in Mississippi and the rules and regulations of the SBCJC. We further understand that initial accreditation carries with it the privilege of graduates to write the licensing examination for licensure as a practical nurse.

Signed: _____

Title: _____

Date: _____

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

NURSING PROGRAM APPLICATION FOR FULL ACCREDITATION

Following receipt and evaluation of this application, surveys of the institution and all designated clinical facilities will be conducted by SBCJC staff and other designated nursing education representatives. The survey team will submit reports to the institution proposing the program for its information and to the SBCJC staff for consideration. The SBCJC staff will submit the recommendations concerning full accreditation to the SBCJC for its decision.

Official name and address of sponsoring institution: _____

Telephone Number: _____

Official name and address of proposed nursing program: _____

Telephone number: _____

This institution declares its intention to establish and conduct a nursing program in accordance with the laws governing education in Mississippi and the rules and regulations of the SBCJC.

Signed: _____

Title: _____

Date: _____

NOTICE OF PRELIMINARY ACCREDITATION
AND THE RESTRICTIONS THEREOF
<Student Acknowledgement Form>

The new Practical Nursing (PN) program at <College Name> has been granted Preliminary Accreditation by the State Board for Community and Junior Colleges (SBCJC). Preliminary Accreditation authorizes the <College Name> to admit students to the PN program.

During the first year the PN program is in operation, the SBCJC will conduct a survey visit to review progress and to determine whether to grant the PN program "Initial Accreditation". "**Initial Accreditation" may be granted for up to five years and is REQUIRED in order for graduates of the PN program to be eligible to take the examination for licensure as a practical nurse.** If "Initial Accreditation" is granted, the PN program may seek full accreditation in accordance with the *2010 Standards for Practical Nursing Accreditation with Recommended Procedures for Documentation and Self-Study (Standards).*

By signing below, I certify that I have read and understand the requirements for accreditation described above. I acknowledge that <College Name> PN program has not yet been granted "Initial Accreditation" by the SBCJC and that the College's failure to obtain "Initial Accreditation" could jeopardize my ability to complete the PN program or to sit for the examination for licensure (NCLEX-PN).

_____
Date

_____
Print Name

_____
Signature

Plan of Compliance

A Plan of Compliance may be submitted to the SBCJC in a format selected by the college (narrative, spreadsheet, etc). The Corrective Action Plan must include the following: (1) state the noncompliant criterion sited; (2) provide a sufficient remedy for each noncompliant criterion detailing a description of the corrective action to be taken; and (3) provide supporting documentation. A timeframe for the implementation of the correction action would be helpful, but not a requirement.

MISSISSIPPI

State Board for Community & Junior Colleges

Standards for Practical Nursing Accreditation With Recommended Procedures for Documentation and Self-Study

2010

8

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The State Board for Community and Junior Colleges is an equal opportunity employer and does not discriminate in its programs or services on the basis of race, ethnicity, national origin, gender, age, disability or veteran status.

APPROVALS

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INTRODUCTION

Accreditation Authority

In addition to all other powers and duties now vested by law in the State Department of Education, is hereby empowered and required, acting in this behalf by and through the State Board for Community and Junior Colleges to:

> 1. "Establish by rules and regulations and promulgate uniform standards for the accreditation of schools of practical nursing in this state insofar as concerns the eligibility of graduates of such schools to take the examination to become licensed practical nurses";
>
> 2. "Issue to such schools, upon an annual basis, certificates of accreditation as may be proper under such standards".

SOURCES: Codes, 1942 § 8806-13: Laws, 1970, ch. 420 § 13; reenacted, 1983, ch. 485 § 12,of, from, and after July 1, 1983, § 73-15-25; § 37-4-3, no. 6; § 75-60-11; § 75-60-13~~.~~; Amended 2010, § 73-15-25.

Definition of a Practical Nurse

"The practice of nursing by a licensed practical nurse means the performance for compensation of services requiring basic knowledge of the biological, physical, behavioral, psychological and sociological sciences and of nursing procedures which do not require the substantial skill, judgment, and knowledge required of a registered nurse. These services are performed under the direction of a registered nurse or a licensed physician or licensed dentist and utilize standardized procedures in the observation and care of the injured and infirm; in the maintenance of health; in action to safeguard life and health; and in the administration of medication and treatments prescribed by any physician or licensed dentist authorized by state law to prescribe. On a selected basis, and within safe limits, the role of the licensed practical nurse shall be expanded by the board under its rulemaking authority to more complex procedures and settings commensurate with additional preparation and experience."

(State of Mississippi Law and Rules and Regulations Regulating the Practice of Nursing in Mississippi amended 1981, 2010. § 73-15-25.

GENERAL OVERVIEW

5. Upon accreditation, the maximum period for reexamination shall be eight years. Earlier, complete or partial reexamination or fact-finding visits may be required by the State Board for Community and Junior Colleges (hereafter referred to as "SBCJC"), if full accreditation is not attained.

6. Private Practical Nursing schools shall notify the SBCJC Director for Career and Technical Education immediately of changes in ownership, management, contractual affiliations with other schools, additions or major changes of courses or facilities, and items that could substantially affect the school's policies, staff, curricula, reputation, legal, or financial status.

7. Schools may enter into contractual arrangements with business, industrial, or governmental agencies for group training purposes. While specific accrediting criteria may not necessarily apply to such group contracts, schools must ensure that normal and reasonable services are made available to students affected by these contractual arrangements. Schools shall notify the SBCJC of such training contracts, should modified courses be offered at off-site premises.

8. The Certificate of Accreditation is to be surrendered by the school upon termination of accredited status. If termination of accredited status occurs, the school must delete references and claims of accreditation from catalogs, advertising, and promotional materials immediately, and in no event later than ninety days after termination.

ADOPTION AND REVISION OF STANDARDS OF ACCREDITATION

The SBCJC, in cooperation with community and junior colleges, has the authority and responsibility to establish and promulgate criteria for the evaluation and accreditation of private trade and technical schools. These criteria take the form of Standards of Accreditation. The criteria are under continuing review and changes are made as appropriate and required.

People, institutions, and organizations affected by, or with an interest in, the standards and policies of the SBCJC are advised of proposed standards and of the date they will be given consideration by the SBCJC, and comments are solicited.

After distribution of proposed standards, interested persons, institutions, and organizations are given a minimum of thirty days to file written comments with the SBCJC.

The SBCJC staff distributes standards adopted by the SBCJC, and takes the action necessary for their implementation. Standards will be subject to revision on five a (5) year ~~cycles beginning in 1994.~~cycle. Information on new standards is published and mailed to persons, institutions, and organizations affected by the standards.

SELF-EVALUATION PROCESS

Self-evaluation is an assessment of the practical nurse program conducted by the staff, faculty, and students as well as by the school administration. The process should involve the entire school. The self-evaluation process provides an opportunity for the staff, faculty, and the administration of the school to examine itself. The process of self-evaluation is expected to be significant and on-going.

Accreditation Objectives

The Standards of Accreditation constitute the basic document of the accreditation process forming the base of essentials against which a school studies and evaluates itself.

Each school determines its own objectives, based on the curriculum frameworks competencies.

Accreditation is not intended to impose upon colleges (schools) rigid uniformity of educational objectives or school operations.

Each college (school) is judged upon its own objectives according to the accreditation standards and criteria established by the SBCJC.

GENERAL REQUIREMENTS

Effective Date

VIII. The effective date shall be July 1, 20~~04~~11.

Location of Program

IX. The nursing certificate program must be located within the State of Mississippi in order to receive accreditation by the SBCJC.

Compliance

X. The nursing program must meet all required state standards and provide documentation of compliance as set forth in this document.

All Nursing Programs – Reports Required

XI. The nursing program must submit an annual report to verify compliance with identified components of the accreditation standard. The components will include, but are not limited to admission and retention data, faculty to student ratios, and first write NCLEX-PN® pass rates.

The annual report is due to the SBCJC Director of Career Technical Education on or before August 1st of each year.

If a nursing program has less than a 70% first write pass rate on the NCLEX-PN®, a plan of improvement to address deficiencies shall be completed and signed by the ~~Director/Coordinator of the program~~Practical Nursing Administrator and the institutional executive officer. That plan shall remain on file in the ~~Director/Coordinator's~~Practical Nursing Administrator's Office.

If a nursing program has less than a 70% first write pass rate on the NCLEX-PN® for two consecutive years, a plan of improvement, signed by the ~~Director/Coordinator of the program~~Practical Nursing Administrator and the institutional executive officer, shall be submitted to the SBCJC.

The SBCJC may require additional documentation as needed to verify compliance with accreditation standards. Audits verifying the accuracy of information presented in reports and general compliance with state standards may be conducted as deemed necessary and desirable by the SBCJC.

Changes in Existing Nursing Programs

XII. When an educational nursing program or unit in nursing changes ownership, markedly alters its pattern of organization or curriculum, or decides to discontinue the program, it shall notify the SBCJC in writing before the change is made. If a decision is made to discontinue the program the State Board for

Community and Junior Colleges shall be notified in writing of the intention of the controlling institution. Disposition of all students' permanent transcripts and final records shall be made in accordance with institutional policy. An institution desiring to reopen an educational unit in nursing or a nursing program shall reapply for approval of the newly planned program as if it were a new program.

New Nursing Programs

~~A non-public institution~~

XIII. Any institution seeking approval to begin a practical nursing program must agree to be governed by the rules and regulations of the Mississippi State Board for Community and Junior Colleges with regard to Standards for Practical Nursing Accreditation and must meet the minimum prescribed requirements as outlined in the Mississippi Curriculum Framework. Institutions seeking accreditation for a beginning nursing educational program shall make application on forms supplied by the SBCJC. An application for initial accreditation must be received at least six months in advance of the proposed opening of a new program site. All institutions and facilities involved in a proposed program shall be visited by designated SBCJC staff and evaluated by selected health educators. The program must meet all the criteria as specified in "Criteria for Establishing a Program of Practical Nursing in Mississippi."

Certificate Program Approval

XIV. Schools may not advertise or award the certificate prior to approval by the SBCJC.

STANDARDS FOR ACCREDITATION
With Recommended Procedures for Documentation

Standards must be met by all programs of nursing in Mississippi, both NLNAC and non-NLNAC accredited.

~~**F. GOVERNANCE**~~

F. ~~1~~ GOVERNANCE: The program's mission, philosophy and policies are congruent with those of the parent institution and are administered by a qualified administrator.

33. The practical nursing program is organized in accordance with the structural plan of the parent institution.
34. ~~2.~~ The policies of the practical nursing program are congruent with the policies of the parent institution, or differences are justified.
    ~~3. The faculty and/or coordinator of the practical nursing program have credentials verifying legal active status as a registered nurse in Mississippi.~~
35. ~~4.~~ There is a clearly defined plan for channels of communication between administration and practical nursing instructional staff.

36. ~~5.~~ The nursing administrator of the practical nursing program has credentials verifying legal active status as a registered nurse in Mississippi.

~~36.~~37. Position descriptions delineate qualifications and responsibilities of the nursing ~~program administration and faculty members~~administrator of the practical nursing program.

~~37.~~38. ~~6.~~ The nursing administrator and faculty ~~and/or coordinator~~ of the practical nursing program participate in the activities of the total faculty of the parent institution in ways that benefit the institution, the practical nursing program, and the faculty.

~~*Recommended Documentation:*~~

- ~~*Provide the legal name, address, and telephone number of the program sponsor.*~~
- ~~*Provide information related to the type of institution, its current accreditation status, and the dates of the most recent accreditation.*~~
- ~~*Provide the date of the last national site visit, if applicable, and findings.*~~
- ~~*Provide an organizational chart that depicts the relationship of the practical nursing unit to the parent institution.*~~
- ~~*Provide an organizational chart that demonstrates the channels of communication between administration and the practical nursing faculty.*~~
- ~~*Provide qualifications, licensure requirements, and job responsibilities (description) for the following:*~~
  - ~~*Nursing Program Administrator/Program Chairperson/Director*~~
  - ~~*Faculty*~~
- ~~*Provide evidence that nursing personnel policies are non-discriminatory, are written, accessible, and the same as for other faculty and staff, or provide justification for differences.*~~
- ~~*Provide evidence that faculty members and/or the program coordinator participate in activities of the total faculty of the parent institution.*~~

~~G. CURRICULUM~~

~~38.~~39. There is a written statement of philosophy and anticipated outcomes for the practical nursing program which are consistent with the mission of the parent institution.

~~39.~~40. The program of learning and program outcomes are developed by the nursing faculty and are designed to reflect the program philosophy.

41. ~~The program~~ There is a written procedure to address student complaints.

Recommended Documentation:

- *Provide evidence that there are channels of* ~~learning meets~~*communication between administration and the* ~~criteria~~*practical nursing faculty.*
- *Provide evidence that policies affecting nursing faculty and staff are non-discriminatory, are written, accessible, and the same as for other faculty and staff, or provide justification for differences. (Could be table)*
- *Provide a written philosophy that reflects the beliefs of the faculty, is reviewed and revised as needed, and reflects the mission of the parent institution* ~~for graduation.~~.
- *Provide evidence of written outcomes/goals that are consistent with the mission of the parent institution.*
- *Provide evidence that complaints about the program are addressed and records are maintained and available for review*
- *Provide an organizational chart that depicts the relationship of the practical nursing unit to the parent institution.*
- *Provide qualifications, licensure requirements, and job responsibilities (description) for the* nursing administrator
- *Provide evidence that the* nursing administrator and *faculty members participate in activities of the total faculty of the parent institution.*
- Faculty meeting minutes related to curriculum review and revision.
- Course syllabi
- Student files for review

G. CURRICULUM: The curriculum of the practical nursing program is structured and delivered in a manner consistent with the preparation of graduates to provide safe and effective care.

~~40.~~42. The program of learning meets minimum state curriculum requirements and is organized so that knowledge and skills are progressively developed.

~~41.~~43. There are written objectives for each course, including objectives specific to clinical.

~~42.~~44. Evaluation methods and tools are used by faculty for the purpose of measuring student achievement of the stated classroom and clinical objectives.

~~7. Total enrollment in each practical nursing program is limited to 15 students per one FTE qualified nursing faculty.~~

~~8. Faculty student ratio in the clinical setting shall not be more than one to ten unless a preceptor arrangement is included in the clinical affiliate agreements, not to exceed a one to fifteen ratio.~~

~~43.~~45. Learning experiences and methods of instruction are selected by the faculty to fulfill the objectives of each course.

~~44.~~46. ~~Provision is made~~Clinical experiences provided to ~~grant credit for prior learning, consistent with the parent institution's mission, philosophy~~students are of ~~the practical nursing~~sufficient number and variety to meet program~~, and~~ outcomes as delineated by the approved state curriculum~~ design~~.

~~45.~~47. Clinical facilities are approved by the appropriate licensing, accrediting or certifying body, or are certified to participate in state and federal medical care programs. (The appropriate licensing, accrediting, or certifying authorities in Mississippi are the Joint Commission~~ on Accreditation for Health Care Organizations~~, the Division of Licensure/Certification, and/or the Mississippi State Board of Health.)

~~46.~~48. There are written agreements between parent institution and/or the practical nursing program and the health care facilities~~:~~

~~a. insure that faculty are responsible for students and have freedom to select appropriate learning experiences;~~

~~b. contain termination clauses; and~~

~~c are periodically reviewed and revised as necessary.~~

~~9. Clinical experiences provided to students are of sufficient number and variety to meet program outcomes as delineated by the approved state curriculum.~~

Recommended Documentation:

- ~~*Provide a written philosophy that reflects the beliefs of the faculty, is reviewed and revised as needed, and reflects the mission of the parent institution.*~~
- ~~*Provide evidence of written outcomes/goals that are consistent with the mission of the parent institution.*~~

- *Provide evidence that the program of learning reflects the program philosophy, is organized so that knowledge skills progress from simple to complex, and that the faculty are a part of curriculum implementation and development.*
- *Provide evidence that each course has:*
  - *v. Written measurable objectives that support the standardized state curriculum and competencies.*
    - ~~*i. Learning experiences and instructional methods that fulfill the objectives.*~~
  - *vi. Evaluation methods and tools that measure achievement of classroom and clinical objectives.*
  - *vii. Learning experiences and instructional methods that fulfill the objectives.*
  - ~~*vii.*~~*viii. Clinical courses that have sufficient variety and number of clinical experiences to meet the required competencies.*
    - ~~*Provide documentation on the process to grant credit for any prior learning. State the courses involved and the procedure for granting this credit.*~~
- *Provide documentation of written agreements with all health care facilities used for clinical education and demonstrate that they must:*
  - *v. Contain termination clauses.*
  - *vi. Be reviewed periodically and revised as needed.*
  - *vii. Be executed with appropriate signatures and dates.*
  - *viii. Ensure faculty responsibility for students and the selection of learning experiences.*
    - *Provide* ~~*evidence that*~~*documentation on the* ~~*faculty*~~ *process to* ~~*student ratio is:*~~
- ~~*No more than 1 to 15*~~*grant credit for* ~~*total enrollment in classroom*~~*any prior learning. State the courses involved and* ~~*campus lab.*~~*the procedure for granting this credit.*
  - ~~*i. No more than 1 to 10 for clinical courses.*~~

~~**H. FACULTY**~~

- *Evidence of appropriate licensing, accrediting, or certifying body approval for clinical facilities.*
- *Student and faculty evaluations of clinical agencies*

H. FACULTY: Faculty is qualified and sufficient in number to provide the necessary support for student achievement of the learning outcomes of the program of study.

~~47.~~49. Faculty in nursing programs must meet licensure regulations according to policy set forth in the Qualifications Manual for Postsecondary Career and Technical Personnel.

~~48.~~50. All nursing faculty (full-time, part-time, and adjunct) must have ~~credentials verifying legal active status as currently registered nurses in Mississippi and comply with guidelines in states in which they utilize clinical facilities.~~an unencumbered nursing license and satisfy clinical agency requirements.

51. ~~22.~~ Faculty members participate in professional activities for the purpose of bringing evidenced based practice to the classroom and clinical setting.

~~49.~~52. Faculty members are evaluated periodically and evaluation data is used for professional development.

~~23. Faculty members participate in professional activities for the purpose of bringing education, service, and research findings together for the improvement of health care.~~

53. ~~24. The number and utilization of full-time, part-time, and adjunct faculty are appropriate to meet the goals of the~~Faculty student ratio in the clinical setting shall not be more than one to ten unless a preceptor arrangement is included in the clinical affiliate agreements, not to exceed a one-to-fifteen ratio.

~~50.~~54. Total enrollment in each practical nursing program is limited to 15 students per one FTE qualified nursing faculty.

Recommended Documentation:

- *Provide evidence that all faculty members in the nursing program meet licensure requirements according to the policy set forth in the Qualifications Manual for Postsecondary Career and Technical Personnel.*
- *Provide evidence that each faculty member ~~holds an unencumbered license~~is in compliance with licensure and ~~satisfies a criminal history background check.~~clinical agency requirements.*
- *Provide evidence that the faculty to student ratio is:*
  i. No more than 1 to 15 for total enrollment in classroom and campus lab.
  ii. No more than 1 to 10 for clinical courses.
- *Provide evidence that faculty members are evaluated periodically and use the evaluation data to develop a professional development plan.*
- *Provide documentation that faculty members participate in professional activities which may include but are not limited to:*
  vi. *Professional development activities*

vii. *Community service activities*
viii. *College and campus committee*
ix. *Institutional effectiveness support*
x. Student advisement and support

~~I. STUDENTS~~

- ~~25.~~ *Career Tech Qualifications manual on display*
- *Sample of faculty evaluation form.*
- *Evidence of professional development activities*

I. STUDENTS: Policies and procedures for students of the practical nursing program support the mission and learning outcomes for the program of study.

~~51.~~55. Policies in effect for students in nursing are nondiscriminatory and are consistent with those in effect for all students enrolled in the parent institution; policies that differ are justified by program outcomes.

~~52.~~56. ~~26.~~ Each school is permitted a fifteen (15) percent allowance for high risk students who do not meet the stated admission criteria.

~~53.~~57. ~~27.~~ Support Services for students in the practical nursing program are consistent with those available for all students enrolled in the parent institution.

~~54.~~58. ~~28.~~ Policies regarding educational and financial records are ~~maintained.~~in compliance with the polices of the governing organization, state and federal guidelines.

59. Accurate and clearly stated information concerning the nature of the program, admission, withdrawal, readmission, progression, and graduation requirements, and legal limitations for licensure is published and made available to prospective students.

Recommended Documentation:

- *Provide evidence that policies are in effect for students in practical nursing that are non-discriminatory and are consistent with those in effect for all students enrolled in the parent institution; provide evidence that policies that differ are justified by program requirements.*
- *Provide evidence that no more than 15% of the students admitted are high risk students who do not meet the program stated admission criteria.*
- *Provide documentation that students have access to the same support staff services as those available to all students in the parent institution.*
- *Provide document~~s~~ation regarding the maintenance of educational and financial records.*

~~**J. RESOURCES**~~

- ~~29.~~ *Provide evidence that accurate, current, and clearly stated information concerning the nature of the program, admission, progression, and graduation requirements and legal limitations for licensure is available.*
- *Catalog, handbook, website*

J. RESOURCES: Resources available to the practical nursing program are adequate to meet the program of study.

~~55.~~60. The administration provides financial support needed by the practical nursing program to achieve the stated outcomes for the program.

~~56.~~61. ~~30.~~ Salaries shall be sufficient to recruit and retain qualified nursing faculty.

~~57.~~62. ~~31.~~ The physical facilities are adequate for the needs of the program.

~~58.~~63. ~~32.~~ Administrative, secretarial services and other support services are sufficient for the needs of the program.

~~59.~~64. ~~33.~~ Learning resources and facilities, including the library and instructional materials, are comprehensive, current, and accessible to students and faculty.

Recommended Documentation:

- *Provide evidence that financial support is adequate to achieve the stated outcomes of the program.*
- *Provide evidence that salaries are sufficient to recruit and retain qualified nursing faculty.*
- *Provide evidence that the physical facilities are adequate for the needs of the program.*
- *Provide evidence that the support services are sufficient for the needs of the program.*
- *Provide evidence that the learning resources and facilities are comprehensive, current, and accessible to students and faculty* ~~.~~

~~**K. INTEGRITY**~~

~~33. Accurate and clearly stated information concerning the nature of the program, admission, withdrawal, readmission, progression, and graduation requirements, and legal limitations for licensure is published and made available to prospective students.~~

~~34. There is a written procedure to address student complaints.~~

~~*Recommended Documentation:*~~

- ~~*Provide evidence that accurate, current, and clearly stated information concerning the nature of the program, admission, progression, and graduation requirements and legal limitations for licensure is available.*~~

- ~~*Provide evidence that complaints about the program are addressed and records are maintained and available for review.*~~

~~**G. EVALUATION**~~

- ~~35.~~ *Budget table*
- *Salary scale if available, number of applicants for vacancies, turnover rate*

F. EVALUATION: Evaluation of the practical nursing program is systematic and includes evaluation of student performance related to program learning outcomes.

35. Findings from a systematic evaluation plan of the practical nursing program, including student academic achievement, are used for the program's ongoing development, maintenance, and revision.
36. ~~36.~~ Student academic achievement is evaluated by ~~graduation~~program completion rates, licensure examination pass rates, job placement rates, and program satisfaction~~.~~:
    ~~37. The pass rate for all first writes on the practical nurse licensure examination (NCLEX-PN®), regardless of where the exam was written shall be 70 percent or above per calendar year for all graduates of a Mississippi practical nursing program.~~
    - Licensure Exam Pass Rates- over the last three years, NCLEX-PN pass rate average of not less than 70% on first write
    - Program Completion – will be determined by the faculty to reflect program demographics and state and/or national benchmarks
    - Program Satisfaction – will be determined by the faculty and will include quantitative measures that address graduates and their employers
    - Job Placement Rates – will be determined by the faculty to reflect program demographics and state and/or national benchmarks

Recommended Documentation:

- ~~*Provide evidence on how the practical nursing program is meeting each of the required standards and criteria.*~~
- *~~Provide evidence~~ that the systematic evaluation plan includes:*
  - *expected levels of achievement~~,~~ time frames~~, and~~ assessment methods ~~.~~*
  - *~~Provide~~ evidence that data has been collected, analyzed, aggregated, and trended ~~.~~*
  - *evidence that evaluation findings are used for program improvement*
- *Provide evidence that student achievement benchmarks have been set and measured for graduation rates, licensure examination pass rates, job placement rates, and program satisfaction.*
  - ~~*Provide evidence that evaluation findings are used for program improvement.*~~
  - ~~*Provide evidence of strategies developed to address areas needing improvement.*~~

- ——*Faculty meeting minutes*
- *Employer and graduate surveys*

RULES AND REGULATIONS FOR ACCREDITATION OF MISSISSIPPI PROGRAMS OF PRACTICAL NURSING

I. CONFIDENTIALITY OF ACCREDITATION INFORMATION

All data, observation, conversations, conclusions, reports, and minutes relating to accrediting activities are CONFIDENTIAL. Acceptance of an invitation to be an accreditation site team member constitutes a contractual agreement to safeguard the confidentiality of accrediting data. Therefore, observations made during the visit, the self-evaluation report, the visitors' report, correspondence between the practical nursing program and the SBCJC, as well as discussions and recommendations of the Accreditation Site Team are all confidential and privileged communications.

It is essential not to divulge any information from these sources, to avoid leaving materials where they may be read by others, and to refrain from discussing findings during the visiting experience with colleagues or others in one's own institution or elsewhere.

Reports concerning statistical, personnel, and program data as well as other materials required by the SBCJC will be submitted when requested.

II. TYPES OF ACCREDITATION

The SBCJC shall grant to a practical nursing certificate program one of the following types of accreditation:

A. Full Accreditation: All standards are met; however ~~there are~~ areas for improvement may be delineated ~~(~~. Full accreditation is ~~granted~~ for ~~5~~8 (eight) years~~)~~.

B. Provisional Accreditation: One or two standards have not been met. A Plan of Compliance for meeting standard(s) must be submitted within sixty (60) days of the date of the SBCJC accreditation recommendation. Provisional Accreditation will be granted for two years, with a required follow-up report and/or revisit at the end of the provisional accreditation period. If, at the end of the provisional accreditation period, the LEA demonstrates compliance with all standards, the program will be accredited for the full 8 (eight) years from the date of the original site visit.

C. Probationary Accreditation: Three or more standards have not been met. A plan of compliance for meeting standards ~~is~~must to be submitted ~~thirty (30~~within sixty (60) days ~~after~~of the date of the SBCJC accreditation recommendation ~~has been made (program accredited~~. Probationary accreditation will be granted for ~~2 years).~~one year with a required revisit. If the LEA ~~plan for compliance~~ demonstrates ~~that the deficiencies have been cleared, (~~compliance at the end of the probationary period, the program will be accredited for ~~five (5) years).~~the full eight years from the date of the

original site visit.

~~Probationary Accreditation: A maximum of one year accreditation is given for compliance.~~

~~A.~~ Withdrawal of Accreditation: If the school has not complied with all requirements within the time frames given, accreditation will be withdrawn at the time of completion of the presently enrolled class.

E. ~~Nursing programs~~ LEA's that lose state accreditation may reapply for state accreditation as a new program ~~after~~ one year from the effective date of withdrawal.

III. ACCREDITATION PROCESS

L. Each state Nursing Program will be visited by an accreditation site team every eight years, or more often if necessary.

M. Dates for the accreditation visit are determined by the SBCJC.

N. Each nursing program will submit a self-study to the SBCJC every eight years. If the Practical Nursing Program receives NLN accreditation, the NLN self-study can be submitted in place of the state self-study if completed within the past twelve months. However, the NLN accreditation must be cross referenced with the state self-study manual.

O. The selection of site visitors for each accreditation site team will be made by the SBCJC (See "Procedures for Selection of Accreditation Site Visitors" on page ~~15~~13). A minimum number of members will consist of one Practical Nursing administrator~~/coordinator~~ and two Practical Nursing instructors.

P. At the time of the on-site visit, the governing organization and Practical Nursing Program ~~Director/ Coordinator~~Administrator shall make available to the accreditation site team such policies, records, reports and other resources needed for evaluation of the nursing program.

Q. The Administrator of the Practical Nursing Program plans with the accreditation site team an agenda which allows for observation of classes at the local educational agency (LEA) and at clinical facilities.

R. An accreditation visit will be conducted by the accreditation site team to verify the self-study.

S. The chair of the accreditation site team sends the findings of the self-study to the SBCJC Director for Career and Technical Education, SBCJC who evaluates each program on the basis of required information submitted.

~~The~~

T. The SBCJC Director for Career and Technical Education will forward the accreditation report to the Secondary Review Committee to ensure process consistency.

~~T.~~U. The SBCJC Director for Career and Technical Education notifies the LEA of the results of the Accreditation Site Team's findings.

~~U.~~V. The appropriate LEA personnel will accept or request reconsideration of the results within 30 days of the State Board for Community and Junior College's decision.

IV. RESPONSIBILITIES OF THE SBCJC

The SBCJC~~,~~ Director for Career and Technical Education~~,~~ will perform the following duties:

F. Coordinate with each administrator of the practical nursing program to set dates of the accreditation visit for that school. Visits will be made when the school is in session.

G. Select accreditation site team members and appoint one member of the team to serve as chair.

H. Notify the LEA that the practical nursing program's self-study will be submitted to the SBCJC at least **six** weeks prior to the scheduled visit.

I. Submit the following to the school:

1. A self-study packet**.**
2. The names of prospective accreditation site team members.
3. Name of the chair.

J. Submit the following to the accreditation site team members:

1. Self-study, program reports, college catalog and other appropriate state accreditation reports.
2. Any other reports submitted by the practical nursing program.
3. Accreditation Standards and Rules and Regulations for Accreditation of Mississippi Programs of Practical Nursing.

V. PROCEDURES FOR SELECTION OF ACCREDITATION SITE TEAM MEMBERS

E. The typical composition of a state accreditation site team will consist of a minimum of two visitors from the nursing education community, and one Practical Nursing administrator~~/coordinator~~ to be chosen in cooperation with the SBCJC and the LEA.

F. Past or present administrators and faculty of the nursing program being evaluated will not serve as the evaluators of their own program.

G. Travel time and availability of accreditation site team members are factors to be considered when selecting an accreditation site team.

H. If a ~~dean/director~~Practical Nursing Administrator objects to a particular team member with just cause, the SBCJC Director for Career and Technical Education may consider an alternative team member.

VI. RESPONSIBILITIES OF THE ACCREDITATION SITE TEAM

The accreditation site team works together to share responsibility for all aspects of the visit.

Once the visit dates have been set and the accreditation site team selected, major planning for the visit is conducted between the practical nursing program and the accreditation site team chairman. Each team member is expected to be knowledgeable about the accreditation process, the "Standards for Accreditation," and the "Rules and Regulations."

It is important for each team member to be thoroughly knowledgeable with the content of the self-study, progress report, or other evaluative reports and any other materials submitted by the practical nursing program.

The team allocates time on the evening prior to the visit to discuss the self-evaluation report and to outline the procedures to be followed during the visit.

Objectivity is of prime importance during the evaluation process. Each aspect of the program must be evaluated only in terms of the evidence presented as it relates to the standards for accreditation.

The accreditation site team's role during the accreditation visit is to verify the information submitted by the practical nursing program in relation to the state standards for accreditation.

The chair of the accreditation site team will assume the following responsibilities:

7. Act as official spokesperson for the team.

8. Coordinate planning between the LEA administration and faculty and the Accreditation Site Team. If there are possible changes needed in the

agenda, the chair should call the administrator to discuss the plan.

9. Allocate responsibilities for various activities to assure optimum utilization of team members and at the same time assure adequate coverage of all areas during the visit, including interviews or conferences with essential personnel.

10. Assure that the report supplements and complements the program's self-study.

11. Request the administrator of the practical nursing program to submit any necessary additional materials, if any are needed.

12. Conduct a final conference with the ~~coordinator~~Practical Nursing Administrator of the practical nursing program prior to reading the report to the faculty. The chairman may share the responsibility of reading the report among the team members.

NOTE: Accreditation team members should not request materials from the college for personal use. Request only material needed to supplement the self-study or progress report.

~~for personal use. Request only material needed to supplement the self-study or progress report.~~

VII. RESPONSIBILITIES OF THE COLLEGE (OR SCHOOL) PRIOR TO THE SITE VISIT

C. The administrator of the practical nursing program will submit to the Accreditation Site Team Chairman a tentative agenda for the site visit.

D. The visit is made on the agreed upon dates, and all material needed by the accreditation team are readily available.

VIII. CONDUCT OF THE SITE VISIT

In planning the schedule for the visit, efforts should be made not to interrupt the ongoing daily activities of the institution, and the schedule should be adjusted to the college's (or school's) convenience whenever feasible. In addition, the Accreditation Site Team will need some time set aside each day to review the materials.

Activities planned to take place during the visit include: preliminary, interim, and closing conferences with groups of faculty or with individual faculty members and/or a meeting with the entire nursing faculty; conferences with administrative officers of the institution; visits to selected agencies to observe and

talk with students in the clinical setting; conferences with nursing students; visits to appropriate college (school) facilities; review of the various materials prepared by the faculty; and review of appropriate records.

Appropriate records in addition to other information requested by the SBCJC should be available in a designated area or within easy access by team members at all times during the site visit. (See "Materials for Practical Nursing Program to Have Available for State Nursing School Accreditation Visit" in Addenda.)

In interviewing, it is essential not to overlook any person of major importance; but small group conferences may accomplish the same goals and be less time-consuming than individual interviews. Such conferences can usually be handled by one visitor while the other visitor carries out other activities. While classroom visiting can make a valuable contribution to the visitors' understanding of the educational program, the examiner is reminded that it samples only a small segment of one teacher's technique and skill.

Interviews with individual students or small group conferences are valuable aspects of the accrediting visit. Such interviews or conferences will be most effective if conducted by a visitor who feels comfortable with students and can establish rapport with them.

The Accreditation Site Team's report must be a joint effort and must be drafted before the team leaves the site. Part of the final day of the visit is to be set aside for the compilation of the report. Team members should be prepared to read and discuss the report with the appropriate persons prior to reading the report to the faculty and administrators.

IX. THE ACCREDITATION SITE TEAM'S REPORT

The Accreditation Site Team's report must be submitted to the SBCJC Director of Career Technical Education within 14 (fourteen) days after the conclusion of the site visit. The report should clarify and interpret questionable areas of the practical nursing program's Self-Study or progress report and should include the Accreditation Site Team's assessment of assets, achievements, and problems of the practical nursing program. Major strengths and areas needing improvement should be carefully delineated, with documentary evidence in the report to support each statement.

The Accreditation site team's report should be concise and unbiased. The report should present a complete picture of each practical nursing educational program in relation to each area of the state standards for accreditation and an assessment of the strengths and limitations of each program.

Merely saying criteria are met in a certain area does not constitute evidence. Some factual data regarding the program or the Accreditation Site Team's observations are essential to support any judgmental statements. For example, documentary evidence from admission records, library order lists, library

utilization studies, course outlines, annual reports, faculty minutes, state board scores, achievement test results, etc., might well be used to substantiate the fact that a program does or does not appear to meet criteria. The Accreditation Site Team's report should be concise and analytical with a view to provide the practical nursing program, as well as the Accreditation Site Team, with substance to use for continued improvement of the practical nursing program. Previous recommendations of the Accreditation Site Team should be reviewed carefully. If these recommendations are still applicable, the report should be checked to assure inclusion of evidence that clearly indicates progress made by the practical nursing program in meeting the recommendations.

The Self-Study is used by members of the Accreditation Site Team at the time the program is reviewed for accreditation. The committee's report includes only clarification of data, documentary statements, additional descriptive material essential to a clearer understanding of the features in operation, and the committee's comments regarding the program in relation to the criteria.

The data presented by the practical nursing program may be sufficient, and the committee may have little or nothing to report under some headings. In these cases it will be sufficient to refer to the specific data in the self-study with a brief identification of on-site verification.

The accreditation team is required to give findings regarding the major strengths and limitations of the program(s).

X. MATERIALS FOR NURSING PROGRAM TO HAVE AVAILABLE FOR STATE ACCREDITATION SITE VISIT

The administrator of the practical nursing program is responsible for having available to site visitors the following information:

T. ~~Reports from the Department of Education, Office of Vocational and Technical Education, concerning state~~ Documentation of current accreditation status ~~(previous~~ to include the Accreditation ~~Site~~ Team Report, progress reports, etc~~.).~~.

U. ~~Catalog and~~ Current college catalog and student manual/information brochures.

V. ~~Faculty manual including~~ Job descriptions, personnel policies~~, position descriptions, etc.~~ and procedures (hard copy or online access)

W. Faculty credentials ~~verifying registration~~available for review (hard copy or on line access)

X. Faculty profile sheet or faculty dossier

~~W.~~Y. Documentation of FTE to ~~practice in Mississippi and any other appropriate state and career and technical education requirements.~~student ratios

~~A.~~ Faculty ~~dossiers.~~

~~B. Documentation of nursing program current enrollment along with definition~~

~~of what constitutes nursing school enrollment requirements.~~

~~X.~~Z. ~~Minutes of faculty meetings and~~ , committee ~~meetings.~~ , and advisory committee meeting minutes

~~Y.~~AA. Student handbook~~.~~

~~Z.~~BB. Organization~~al~~ charts~~.~~ for the college, program

~~AA.~~CC. ~~Course outlines and/or~~ Course syllabi ~~including~~, test samples ~~of examinations and~~, evaluation tools~~.~~

DD. ~~Student~~Systematic Plan for Evaluation of the Program (SPEP)

~~C.~~ Program evaluations ~~of the program of instruction.~~

~~BB.~~EE. ~~Employer evaluations of the~~ from graduates~~.~~ and employers of graduates

~~D. Graduate evaluations of the program.~~

~~CC.~~FF. Class, clinical, and lab schedules ~~including laboratory schedules.~~

~~E. Reports of student follow-ups and student placements.~~

~~F. Written agreements between the practical nursing program and health care facilities selected for laboratory experience.~~

GG. ~~Written documentation of accreditation~~ Documentation of graduate placement

HH. Clinical Education Agreements (old clinical affiliate agreements)

~~DD.~~II. Documentation of clinical agencies~~.~~ accreditation

~~EE.~~JJ. ~~State Board of Nursing practical nurse license examination (~~Documentation of NCLEX-PN~~)~~® pass rates for the past three ~~full~~reporting years ~~preceding~~to include the ~~state visit and~~ current ~~pass rate.~~year

KK. Access to student complaint reports, anecdotal reports if applicable.

~~FF.~~LL. Any other ~~information requested by the SBCJC, to~~ documentation that may be needed to amplify and verify ~~compliance with standards.~~the report

~~G. Anecdotal Records.~~

~~H. Advisory Committee Minutes.~~

~~I. Incident Reports.~~

These materials will be used during the visit. They will be left at the college (school) upon completion of the visit. Visitors may ask to review records of faculty, students, and recent graduates. These records will be reviewed in the offices where they are filed.

XI. APPEALS

A school wishing to appeal factual errors in the Accreditation Team's report must submit a written statement and supporting documentation to the SBCJC within 14 days of the date of the report.

A school wishing to appeal the final SBCJC accreditation recommendation shall do so in writing within 30 days of ~~receipt~~the date of the recommendation.

When the SBCJC receives a request for an appeal, an Appeals Panel shall be convened.

Five people constitute an Appeals Panel. The Panel is selected from a group who has knowledge of accrediting purposes and procedures. One person shall be designated to chair the Panel. If the College (School) has good cause to believe that any member of the Panel should not hear the appeal, it must promptly notify the SBCJC of its belief and the reasons for it.

Only evidence previously submitted to the SBCJC may be included in a submission to the Appeals Panel. Following oral presentation (if any) and the Panel's consideration of the appeal, the Appeals Panel will determine the outcome of each appeal by a majority vote. The panel's decision and the reasons for that decision will promptly be communicated to the college (school) in writing by the SBCJC.

The Appeals Panel can either uphold the decision of the SBCJC or remand to the SBCJC for reconsideration.

If the Appeals Panel upholds the decision of the SBCJC, the action of the Appeals Panel is final. The college (school) is notified of the decision.

If the Appeals Panel remands the case to the SBCJC for further consideration, the matter shall be deemed to be finally disposed of when the SBCJC takes final action on remand.

XII. FOLLOW-UP ACCREDITATION REVIEWS

Programs that have been reviewed and do not achieve Full Accreditation status must be reviewed a second time according to the guidelines set forth for Provisional and Probationary Accreditation.

The college's Practical Nursing administration has the option to determine if the original site visit team or a new team will conduct their follow-up revisit for colleges that received Probationary Accreditation.

PROVISIONAL ACCREDITATION

Provisional Accreditation will be granted for two years, with a required follow-up report and/or revisit at the end of the two year accreditation period. The revisit review process is outlined below:

6. The college will receive a second written notice at least 90 days in advance indicating the date their Follow-up Report is due to the SBCJC. The Follow-up Report should only address standards and criteria that were determined to be non-compliant. Supporting documentation should be included.
7. The Follow-up Report will be reviewed by the SBCJC and then mailed to the accreditation review team members for assessment.
8. If assessment of standards and criteria are determined sufficient to remove non-compliant status from each area, a letter will be mailed granting accreditation for the full 8 (eight) years from the date of the original site visit.
9. If the Follow-up Report is determined not to be sufficient, a campus revisit will be scheduled.
10. Non-compliance with standards and criteria can result in Withdrawal of Accreditation.

PROBATIONARY ACCREDITATION

Probationary accreditation will be granted for one year with a required revisit at the end of the one year accreditation period. The revisit review process is outlined below:

5. The college will receive a second written notice at least 90 days in advance indicating the date their Follow-up Report is due to the SBCJC and to determine a date for their revisit. The Follow-up Report should only address standards and criteria that were determined to be non-compliant. Supporting documentation should be included. The revisit will only address standards and criteria that were determined to be non-compliant.
6. The Follow-up Report will be reviewed by the SBCJC and then mailed to the accreditation review team members for assessment prior to revisit.
7. If revisit assessment of standards and criteria are determined sufficient to remove non-compliant status, a letter will be mailed granting accreditation for the full 8 (eight) years from the date of the original site visit.
8. If revisit assessment of standards and criteria indicates insufficient removal of noncompliant status from standards and criteria, the program can result in Withdrawal of Accreditation.

Glossary

Adjunct Faculty	All faculty who teach nursing courses in the program(s) being accredited and who have adjunct faculty employment status as determined by the governing institution.
Administrator	The person with designated authority and responsibility to direct the practical nursing program and/or program of nursing. This person may be called the director, dean, chair, etc.
Assisting Staff/Personnel	Persons employed in a unit of nursing who support the nursing education program, but who are not classified as faculty by the governing institution.
Course Objectives	Course-level objectives of the nursing program.
Curricula	All courses and planned program activities designated for completing a practical nurse program as defined by the SBCJC.
Full-Time Faculty	All faculty who teach nursing courses in the program(s) being accredited and who have full-time faculty employment status as determined by the governing institution.
Governing Organization	The educational agency (college or university) of which the practical nursing program is an integral part.
LEA	Local Educational Agency
National League for Nursing Accrediting Commission	A voluntary national accrediting body that accredits practical nursing, associate degree, baccalaureate, and higher degree programs in nursing.
Outcomes	Performance indicators measured at the end of any activity to determine the extent to which the purposes of the activity are being achieved.

Part-Time Faculty	All faculty who teach nursing courses in the program(s) being accredited and have part-time faculty status as determined by the governing organization.
Plan of Compliance	Written program for complying with state accreditation standards submitted by the administrator for the practical nursing program at the request of the SBCJC.
Practical Nursing Program	The department, school, division, or college within a governing organization that offers one or more nursing programs at selected sites.
Preceptors	Individuals in a practice setting who function as role models or who assist individual students in achieving specific objectives.
Program of Nursing	Certificate program in nursing. The total curriculum, funding, faculty, facilities, and other resources available or required by the practical nursing program or governing institution for a nursing certificate.
Self-study	Self-study in the practical nursing program shall take into consideration previous evaluation instruments and their results, number of students enrolled, attrition rate, number of students completing, number of students placed, and percentage of students passing state board exam. It shall also include clinical site usage and affiliation agreements.
Accreditation Site Team	Accreditation Site Team selected by the SBCJC and LEA to visit nursing programs for the purpose of verifying and clarifying data presented in self-study or progress report. Selection is made at the discretion of the SBCJC Director for Career and Technical Education.
State Accreditation Standards	"Accreditation Standards and Rules and Regulations for Mississippi Program of Nursing" promulgated by the SBCJC.

State-Accredited Status when a program in nursing has met all standards set forth in "Accreditation Standards and Rules and Regulations for Mississippi Programs of Nursing." State accreditation is required for graduates of Mississippi schools of nursing to take the licensed practical nurse examination (NCLEX-PN).

Types of Accreditation

A. Preliminary Accreditation:
Preliminary Accreditation status is granted by the State Board for Community and Junior Colleges according to requirements set forth for new programs of Practical Nursing. Preliminary Accreditation is required prior to admission of students into a program of Practical Nursing.

B. Initial Accreditation:
Initial Accreditation Preliminary Accreditation is granted by the State Board for Community and Junior Colleges according to the requirements set forth for new programs of Practical Nursing. Initial accreditation is required in order for program graduates to write the licensing examination for licensure as a practical nurse. Initial Accreditation is for 5 (five) years.

C. Full Accreditation: All standards are met; however areas for improvement may be delineated. Full accreditation is for 8 (eight) years.

D. Provisional Accreditation: One or two standards have not been met. A Plan of Compliance for meeting standard(s) must be submitted within sixty (60) days of the date of the SBCJC accreditation recommendation. Provisional Accreditation will be granted for two years, with a required follow-up report and/or revisit at the end of the provisional accreditation period. If, at the end of the provisional accreditation period, the LEA demonstrates compliance with all standards, the program will be accredited for the full 8 (eight) years from the date of the original site visit.

E. Probationary Accreditation: Three or more standards have not been met. A plan of compliance for meeting standards must be submitted within sixty (60) days of the date of the SBCJC accreditation recommendation. Probationary accreditation will be granted for one year with a required revisit. If the LEA demonstrates compliance at the end of the probationary period, the program will be accredited for the full eight years from the date of the original site visit.

SAMPLE AGENDA FOR A PEER REVIEW/ACCREDITATION SITE VISIT

First Day

8:30 a.m.	Group Orientation
9:00 a.m.	Chairperson, Department of Nursing (Tour facilities of the Department)
10:00 a.m.	President/Vice President/Dean
10:30 a.m.	Division Chairperson
11:15 a.m.	Dean of Students, Admissions Officer, and Director of Counseling
LUNCH	
1:00 p.m.	Meeting with Director of Library (Tour Library and/or Learning Center)
2:00 p.m.	Tour classroom and lab
3:00 p.m.	Review documents in exhibit room
4:15:p.m.	Chairperson, Department of Nursing

Second Day

	Visit clinical agencies, talk with students, graduates, and hospital personnel
LUNCH	
1:00 p.m.	Meet with faculty
3:00 p.m.	Accreditation team's private meeting to conclude report
4:00 p.m.	Meet with Chairperson to review report
4:30 p.m.	Read summary of peer review team's report and conclude visit (Program can invite attendees.)

CRITERIA FOR ESTABLISHING A PROGRAM OF PRACTICAL NURSING IN THE STATE OF MISSISSIPPI

~~A nonpublic~~Any institution seeking approval to begin a practical nursing program must agree to be governed by the rules and regulations of the Mississippi State Board for Community and Junior Colleges with regard to Standards for Practical Nursing Accreditation and must meet the minimum prescribed requirements as outlined in the Mississippi Curriculum Framework. The institution seeking approval for a beginning educational unit shall make application on forms supplied by the SBCJC. Application for initial accreditation must be received at least six months in advance of the proposed opening of the new program. All institutions and facilities involved in a proposed program shall be visited by designated SBCJC staff and evaluated by selected nurse educators. The program must meet all the criteria as specified in ~~Criteria for New Programs~~the following stages.

The ~~five~~four stages to be completed in the development of a new nursing program in Mississippi are as follows:

Stage I: Declaration of Intent
Inform the SBCJC in writing of intent to consider establishing a nursing program. (Section 1, 2, and 3)

Stage II: Qualify for ~~Permission to Establish a New Nursing Program~~
~~State approval and successful completion mean detailed preparation may begin. (Sections 2 and 3)~~

~~Stage III: Qualify for~~ **Preliminary** Accreditation
Successful completion means first students may be admitted~~. (Sections 4, 5, and 6)~~ (Sections 4, 5, and 6). College must require potential students to sign the "Student Acknowledgement Form" identifying the restrictions outlined in Preliminary Accreditation Status (Student Acknowledgement Form, page 37).

Stage ~~IV~~III: Qualify for **Initial** Accreditation (Sections 7 and 8)

Stage ~~V~~IV: Qualify for Full Accreditation (Sections 9 and 10)

STAGE I – DECLARATION OF INTENT

Section 1. Any institution considering the establishment of a state-accredited practical nursing program shall meet the following requirements:

1.1 Submit to the SBCJC the Declaration of Intent.

1.2 Request consultation from the SBCJC.

1.3 Establish a local advisory committee which ~~may include~~includes representation from practical nursing educators, nursing service, health care facilities, educational agencies, and the community.

1.4 Consult such recognized professional sources for advice such as qualified nurse educators who are involved in administering accredited nursing programs~~ in Mississippi and/or the National League for Nursing (NLN) as identified by the Director for Career and Technical Education~~.

~~STAGE II – QUALIFY FOR PERMISSION TO ESTABLISH A NEW NURSING PROGRAM~~

1.5 Proprietary schools must provide a certificate of registration and an agent's permit. Applications and information may be obtained by calling 601-432-6340.

1.6 Provide a current catalog

1.7 Provide substantive evidence of financial, physical, and clinical resources adequate for program implementation.

1.8 Clinical resources must include:

v. Medical-Surgical Nursing
vi. Psychiatric Nursing
vii. Maternal Nursing
viii. Geriatric Nursing

Section 2. The institution shall identify

2.1 The source of potential students;

2.2 The availability of qualified nursing faculty (See Section 4.3); and

2.3 A tentative timetable for initiating the nursing program. (The time from the employment of the nursing school's faculty to the admission of the first class may not be less than three months.) Faculty and administration must meet the qualifications outlined in the SBCJC Qualifications Manual.

Section 3. Within a reasonable time after receiving the preliminary application for permission, the SBCJC, shall review the application and ~~may~~will conduct a survey of the institution to amplify and verify the information submitted.

3.1 In the event of disapproval, the institution may review the reasons for the disapproval and may decide whether to revise its plan for resubmission to the SBCJC, or to abandon its intention to establish a nursing program.

STAGE ~~III~~II – QUALIFY FOR PRELIMINARY ACCREDITATION

Section 4. During the time between receiving permission to establish a new nursing program and the filing of an application for preliminary accreditation, the institution should seek consultation with the SBCJC staff and shall file an application for preliminary accreditation with the SBCJC staff not less than six months before the planned date of the opening of the practical nursing program. ~~The application shall provide evidence that the following clinical requirements can be met:~~

~~i. Medical-Surgical/Alterations in Adult Health Nursing~~
~~ii. Maternal-Child Nursing~~
~~iii. Mental Health Concepts~~
~~iv. Nursing Transition~~
~~v. Fundamentals of Nursing~~

4.1 The administration and the practical nursing faculty~~, working together~~ and ~~collaborating or consulting when appropriate with~~ the administration and other faculty of the institution, the Advisory Committee, the Board of Trustees, ~~the State Board of Nursing, the National League for Nursing, and other suitable advisors,~~ have performed the following:

4.1.1 Developed the philosophy and objectives of the program of nursing.

4.1.2 Planned the overall curriculum, including course descriptions and sequence~~. The nursing courses shall be planned in detail~~ utilizing the Mississippi Curriculum Frameworks.

4.1.3 ~~Worked out~~Develop the nursing department's budget.

4.1.4 Developed and validated an organizational chart ~~showing~~delineating institutional ~~control,~~ relationships, and lines of authority. (The practical nursing program, its faculty, and its students should be an integral part of the parent institution.).

4.1.5 Developed admission, pro~~mot~~gression, and graduation policies for nursing students.

4.1.6 Assessed and selected community agencies which can and will provide needed clinical learning experiences for nursing students.

4.1.7 Planned for periodic and systematic nursing program self-study as

identified by the SBCJC.

4.2 The sponsoring institution has made provisions for the following:

4.2.1 Quality support services including registrar, admissions, testing, counseling, student personnel services, safety and maintenance, printing and duplicating, secretarial and clerical, etc.

4.2.2 The health and welfare of students.

4.2.3 Adequate campus facilities and resources such as classrooms, workrooms, offices, library resources, audiovisual materials and equipment, and file and storage space. A minimum of thirty square feet per student is recommended.

4.2.4 Entering into legally binding agreements with the clinical agencies selected by the nursing department. Such agreements shall ensure that faculty ~~have control~~retain responsibility of students and have freedom to select appropriate learning experiences for nursing students.

8.3 ~~4.3~~ Throughout the planning and operation of the nursing program, the institution and the nursing program shall employ the state accreditation standards.

4.3.1 All faculty shall be registered to practice nursing in Mississippi and meet the qualifications outline in the SBCJC Qualifications Manual.

Section 5. After all materials that are required for preliminary accreditation have been received by the SBCJC office, and the on-site visit has been conducted, the SBCJC Director for Career and Technical Education will submit a recommendation concerning preliminary accreditation to the SBCJC Board for its decision.

5.1 Written notification of the decision regarding preliminary accreditation shall be sent to the institution by the SBCJC.

5.2 It is expected that schools will fulfill the criteria for initial accreditation prior to the visit scheduled by the SBCJC. (See Section 7.)

5.3 If accreditation is denied or deferred, recommendations relative to the areas needing further development will accompany the notification.

Section 6. A survey visit to the school seeking continued preliminary accreditation shall be made by ~~staff from~~ the SBCJC Director of Career Technical Education and survey team near the end of the first year of clinical courses. The SBCJC ~~staff may report~~Director of Career Technical Education and survey team will evaluate all the information ~~to a review committee~~ concerning the progress of the program in carrying out its

written proposal submitted for preliminary accreditation.

STAGE ~~IV~~III – QUALIFY FOR INITIAL ACCREDITATION

Section 7. A survey visit will be scheduled with the ~~SBCJC staff~~Practical Nursing Program Administrator and survey team during the year of the first class. A written report of the visit will be completed by the survey team. The report will include a review of progress made in all aspects covered in Section 4. The written report of this visit shall be evaluated by the SBCJC Director for Career and Technical Education with recommendations to the SBCJC staff.

Section 8. As soon as possible following the date of the SBCJC Director for Career and Technical Education's recommendations, all materials pertaining to the initial accreditation of the nursing program shall be reviewed by the SBCJC staff. The SBCJC staff will then submit the recommendations concerning initial accreditation to the SBCJC (the Board) for its decision.

8.1 Written notification of the decision regarding initial accreditation shall be sent to the institution by the SBCJC.

8.2 Initial accreditation carries with it the privilege of graduates to write the licensing examination for licensure as a practical nurse.

8.3 If initial accreditation is denied or deferred, recommendations relative to the areas needing further development will accompany the notification.

8.4 If initial accreditation is denied or deferred, the college is not to enroll or admit any new students to the program until notified by the SBCJC.

STAGE ~~V~~IV – QUALIFY FOR FULL ACCREDITATION

Section 9. Application for full state accreditation of the nursing program shall be completed within six months after graduation of the first class.

The application shall provide evidence that the following requirements have been successfully met;

9.1 All prior recommendations from the SBCJC have been met.

9.2 The pass rate on the licensing examination for the first ~~class~~write was seventy (70) percent or above.

9.3 Any other pertinent information relative to the status of the program.

Section 10. As soon as possible following the application for full accreditation, all materials pertaining to the practical nursing program shall be reviewed by the SBCJC Director for Career and Technical Education~~.~~ and survey team. The SBCJC Director for Career and Technical Education shall ~~submit its recommendations to the SBCJC staff who will then~~ submit the recommendations concerning full accreditation to the SBCJC (the Board) for its decision.

10.1 If full accreditation is denied or deferred, recommendations relative to the areas needing further development will accompany the notification.

10.2 If full accreditation is denied, the program may remain on initial accreditation or may be placed on provisional accreditation according to the severity of the problems.

10.3 If less than 70 percent of the graduates of the program pass the licensing examination, the administrator of the practical nursing program will be notified by the SBCJC Director for Career and Technical Education~~, SBCJC,~~ that the program is in non-compliance of the provisions for receiving full accreditation and is subject to rules and regulations set forth in "Failure to Comply with State Standards, Requirement and Rules and Regulations."

APPENDIX: Forms

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

DECLARATION OF INTENT
TO ESTBALISH A PROGRAM OF PRACTICAL NURSING

Legal name of proposed college, school, or program: _____

Address: _____

Telephone Number: _____

Legal name of sponsoring institution (Hospital, University, or College): _____

Name and title of chief administrative officer of sponsoring institution: _____

Address: _____

FAX Number: _____

Agencies by which sponsoring institution is accredited: _____

Advisory Committee (include name, title, agency and rationale for membership): _____

Professional sources consulted on feasibility of establishing program: _____

(Attach additional pages as needed.)

STATE OF MISSISSIPPI

State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

PRELIMINARY APPLICATION FOR PRACTICAL NURSING PROGRAM

Following receipt and evaluation of this application, surveys of the institution and all designated clinical facilities may be conducted by SBCJC staff. The survey team will submit reports to the institution proposing the program for its information and to the SBCJC for its consideration.

Official name and address of sponsoring institution: _____

Telephone number: _____

Official name and address of proposed nursing program: _____

Telephone number: _____

This institution declares its intention to establish and conduct a nursing program in accordance with the laws governing education in Mississippi and the rules and regulations of SBCJC. We understand that approval of a proposed program must be documented by the SBCJC before said program may be established.

Signed: _____

Title: _____

Date: _____

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

CLINICAL RESOURCES
(Use a separate sheet for each clinical resource)

Name of Facility: _____

Address: _____

Contact Person: _____

Telephone: _____

Type of Clinical Facility: _____

Accreditation Status: _____

Please Complete Nursing Staff:

Registered Nurses:
Employed Full Time _____ ~~Number Desired~~
Licensed Practical Nurses:
Employed Full Time _____ ~~Number Desired~~
~~Auxiliary personnel Ward clerks Technicians~~

Explain and attach copy of position descriptions for categories of nursing personnel used as a basis for assigning responsibilities.

Attach copies of clinical affiliation agreements. (must meet documentation requirements in standard B.)

~~Is the revision of philosophy and objectives a cooperative effort of key nursing personnel in order to define current standards of nursing service? (Explain)~~

~~In-service education offered to students, Name of Director~~

~~Are there planned programs for all categories of nursing personnel in addition to orientation programs?~~

~~Types of Hospital:~~

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

CLINICAL RESOURCES

Name and Location of Clinical Resource	Clinical Services Utilized	Average Daily Census of Units	Course Experience Desired	Number of Students	Number of Program Faculty	Total Hours/Weeks

Are students from any other nursing program (Aide, LPN, ADN, BSN) using any of the above facilities for learning experiences? Yes ☐ No ☐ If yes, list types of programs and numbers from each with approximate time of year these students will be using clinical facility: _____

Are students from other educational programs (social worker, various therapies, etc.) using any of the above facilities for learning experiences? Yes ☐ No☐ If yes, list types of programs and numbers from each with approximate time of year these students will be using resources: _____

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

NURSING PROGRAM APPLICATION FOR PRELIMINARY ACCREDITATION

Following receipt and evaluation of this application, surveys of the institution and all designated clinical facilities will be conducted by SBCJC staff and other designated nursing education representatives. The survey team will submit reports to the institution proposing the program for its information and to the SBCJC staff for consideration. The SBCJC staff will submit the recommendation concerning preliminary accreditation to the SBCJC for its decision.

Official name and address of sponsoring institution: _____

Telephone Number: _____

Official name and address of proposed nursing program: _____

Telephone Number: _____

This institution declares its intention to establish and conduct a nursing program in accordance with the laws governing education in Mississippi and the rules and regulations of the SBCJC. We further understand that the granting of preliminary accreditation does not assure that graduates will be eligible to write the licensing examination.

Signed: _____

Title: _____

Date: _____

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

NURSING PROGRAM APPLICATION FOR INITIAL ACCREDITATION

Following receipt and evaluation of this application, surveys of the institution and all designated clinical facilities will be conducted by SBCJC staff and other designated nursing education representatives. The survey team will submit reports to the institution proposing the program for its information and to the SBCJC staff for consideration. The SBCJC staff will submit the recommendation concerning initial accreditation to the SBCJC for its decision.

Official name and address of sponsoring institution: _____

Telephone Number: _____

This institution declares its intention to establish and conduct a nursing program in accordance with the laws governing education in Mississippi and the rules and regulations of the SBCJC. We further understand that initial accreditation carries with it the privilege of graduates to write the licensing examination for licensure as a practical nurse.

Signed: _____

Title: _____

Date: _____

STATE OF MISSISSIPPI
State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, Mississippi 39211

NURSING PROGRAM APPLICATION FOR FULL ACCREDITATION

Following receipt and evaluation of this application, surveys of the institution and all designated clinical facilities will be conducted by SBCJC staff and other designated nursing education representatives. The survey team will submit reports to the institution proposing the program for its information and to the SBCJC staff for consideration. The SBCJC staff will submit the recommendations concerning full accreditation to the SBCJC for its decision.

Official name and address of sponsoring institution: _____

Telephone Number: _____

Official name and address of proposed nursing program: _____

Telephone number: _____

This institution declares its intention to establish and conduct a nursing program in accordance with the laws governing education in Mississippi and the rules and regulations of the SBCJC.

Signed: _____

Title: _____

Date: _____

NOTICE OF PRELIMINARY ACCREDITATION
AND THE RESTRICTIONS THEREOF
<Student Acknowledgement Form>

The new Practical Nursing (PN) program at <College Name> has been granted Preliminary Accreditation by the State Board for Community and Junior Colleges (SBCJC). Preliminary Accreditation authorizes the <College Name> to admit students to the PN program.

During the first year the PN program is in operation, the SBCJC will conduct a survey visit to review progress and to determine whether to grant the PN program "Initial Accreditation". "**Initial Accreditation" may be granted for up to five years and is REQUIRED in order for graduates of the PN program to be eligible to take the examination for licensure as a practical nurse.** If "Initial Accreditation" is granted, the PN program may seek full accreditation in accordance with the *2010 Standards for Practical Nursing Accreditation with Recommended Procedures for Documentation and Self-Study (Standards).*

By signing below, I certify that I have read and understand the requirements for accreditation described above. I acknowledge that <College Name> PN program has not yet been granted "Initial Accreditation" by the SBCJC and that the College's failure to obtain "Initial Accreditation" could jeopardize my ability to complete the PN program or to sit for the examination for licensure (NCLEX-PN).

_____
Date

_____
Print Name

_____
Signature

Plan of Compliance

A Plan of Compliance may be submitted to the SBCJC in a format selected by the college (narrative, spreadsheet, etc). The Corrective Action Plan must include the following: (1) state the noncompliant criterion sited; (2) provide a sufficient remedy for each noncompliant criterion detailing a description of the corrective action to be taken; and (3) provide supporting documentation. A timeframe for the implementation of the correction action would be helpful, but not a requirement.