



**Georgia Board of Nursing
Practical Nursing Site Visit Guide- New Program**

Site Visit Document Checklist

Site Visit Documents Required	√
<i>*List and documentation may not be inclusive of all evidence that may be required to ensure compliance with GBON Rules and Regulations. Additional documents may be needed*</i>	
Programmatic Accreditation Documents- as applicable	
Current Institutional and Nursing Program Organizational Chart	
Faculty Summary List- inclusive of all currently employed full and part-time faculty	
Faculty Qualification Records for the Nurse Administrator and Faculty Members and supporting documentation	
Current Program Handbook	
Current Student Handbook and Catalog	
Current Faculty Handbook	
Master Curriculum Plan- pursuant to Rule 410-9-.02(1)(g) and Rule 410-9-.07	
Clinical Rotation Plan- pursuant to Rule 410-9-.06(1)(e)	
Course Details for each Nursing Course- competencies, objectives, course standards, and so forth- pursuant to Rule 410-9-.02 (6)(a-b)	
Course Syllabi for each Nursing Course- pursuant to Rule 410-9-.02(1)(j)	
Continuous Quality Assessment and Improvement Plan/Institutional Effectiveness Plan- as applicable	
Institutional and Programmatic Admission/Advisement Documents- including all required courses for the nursing program diploma/degree	
Institutional and Programmatic Policies pursuant to applicable Rules/Regulations	
Fiscal Resources/Budget Documents for previous 2 years and current year	
Clinical Facilities Information Sheet- pursuant to Rule 410-9-.02 (3)(d)	
Clinical Facility Self-Study Report from each clinical facility utilized for clinical experiences- pursuant to Rule 410-9-.02 (3)(e)	
Clinical Affiliation Documents/Agreements- included with clinical facility self-study report- pursuant to Rule 410-9-.02 (3)(e)	
Articulation Agreements- as applicable	
Current Program Enrollment for all Program Options by cohort and location- include aggregated and disaggregated data	
Program Entry and Enrollment Information- including entry semester, graduating semester, max capacity/enrollment for each cohort/location, as applicable- pursuant to Rule 410-9-.02 (2)(e);(3)(b);(9)(a-c)	
Program Attrition and Retention Data for each Program Option- aggregated and disaggregated by cohort/location, as applicable	
Program NCLEX Data- aggregated and disaggregated by cohort/location, as applicable	

Program Job Placement (In-Field)- aggregated and disaggregated by cohort/location, as applicable	
Student and Faculty Evaluations	
Faculty Meeting Minutes	
Curriculum Pedagogy, including learning strategies/activities and evaluation methodologies each Nursing Course - Clinical Evaluation Tools, Standardized Testing, Simulation Evaluations, Skills Evaluations, and so forth- pursuant to Rule 410-9-.02 (6)(a-b)	
Faculty to Student Ratio Documentation- for all learning settings utilized in program	
Institutional Committee Lists- faculty representation included	

Site Visit Review

Rule	Documentation
Rule 410-9-.02 New Nursing Education Program Development	
<p>(2)(b)2. At least three (3) licensed hospital or nursing home beds must be available for every one (1) student practical nurse at any given time;</p> <p>(b)3. At least 40% of the total required clinical experience hours must be obtained in a hospital setting.</p> <p>(2)(c) The availability of classroom and campus laboratory facilities and a library for the program;</p> <p>(d) Evidence of financial resources for planning, implementation and continuation of the program;</p> <p>(e) The estimated number of qualified applicants for initial and future classes.</p>	<p>Evidence that clinical affiliates meet this requirement. Evidence may include Clinical Rotation Plan and course specific clinical scheduling. Facility tour to be included in the site visit agenda to verify physical resources.</p> <p>Budget information including, but not limited to, allocated programmatic budget associated with new program. Evidence may include grant funding information and so forth.</p> <p>Describe institutional and programmatic budgeting processes, including budget requests and approval. Also describe professional development support and opportunities offered to programmatic faculty and nurse administrator. Documentation may include certificates of completion for professional development activities.</p> <p>For site visit purposes, a complete list of programmatic students will need to be available. Data related to qualified applicants will need to be available including how many qualified applicants were obtained and how many students were accepted to the nursing program.</p>
<p>(3)(b) The anticipated starting date of the program, the number of classes to be admitted per calendar year, and the time(s) of admission of those classes, and the anticipated maximum number of students to be admitted per class;</p> <p>(d) A completed Clinical Facilities Information Sheet provided by the board which includes all requested information about the affiliating agencies;</p> <p>(e) The Clinical Facility Self-Study Report from each proposed clinical facility which includes a current agreement between the sponsoring agency and the clinical facility.</p>	

Rule	Documentation
<p>(5)(a) The administrative structure of the sponsoring agency which demonstrates the lines of authority for the new nursing education program;</p> <p>(c) The program purpose, philosophy, and student terminal objectives pursuant to Rule 410-9-.05;</p> <p>(d) A Master Curriculum Plan as described in Rule 410-9-.02(1)(g) and consistent with Rule 410-9-.07.</p> <p>(e) The syllabi for all courses in the curriculum as described in Rule 410-9-.02 (1)(j);</p> <p>(f) Access to school/program catalog;</p> <p>(g) All program and student policies as required by Rule 410-9-.09 (2).</p>	<p>Sponsoring organization and nursing program organizational chart</p> <p>Nursing program handbook or other supporting evidence</p> <p>Evidence should include Report I.</p> <p>Student handbook/catalog.</p>
<p>(6)(a) The specific theoretical and clinical objectives/competencies for each unit of study within each course;</p> <p>(b) The student learning and progress evaluation procedures.</p>	<p>Evidence should include Report II.</p>
<p>(7) At least one (1) month prior to the initial enrollment of students, the completed Nursing Faculty Summary Sheet, and the Nursing Faculty Qualification Records, and evidence of Georgia Registered Nurse licensure of the Practical Nursing Department Director and all nursing faculty shall be submitted as Report III. All nursing faculty must demonstrate the qualifications as set forth in Rule 410-9-.07.</p>	<p>Evidence should include Report III</p>
<p>(8) Provisional Approval shall be considered after the Board, reviews Report I, II, and III and must be granted prior to the enrollment of students.</p>	
<p>(9)(a) The actual start date of the program;</p> <p>(b) The actual number of students enrolled;</p> <p>(c) The projected completion/graduation date of the first graduates of the program.</p>	<p>Evidence should include Report IV.</p>
<p>(10) The program shall be eligible for Full Approval if it has demonstrated compliance with all Board Laws and Rules, and if 80% of its initial graduating class have passed their initial licensing examination after graduation during the period of Provisional Approval.</p>	
<p>(11) The program shall be placed on Conditional Approval if it has demonstrated noncompliance with any of the Board Laws or Rules, or if less than 80% of its initial graduating class have passed their initial licensing examination during the period of Provisional Approval.</p>	

Rule	Documentation
<p>(a) While on conditional approval, the program must demonstrate compliance with all Board Laws and Rules and the program must achieve a 80% pass rate of its graduates who have taken their initial licensing examination.</p> <p>(b) Failure to achieve Full Approval within a three (3) year period shall result in Withdrawn Approval pursuant to Rule 410-9-.03.</p>	
<p>(13)(a) The specific theoretical and clinical objectives/competencies for each unit of study within each course;</p> <p>(b) Written plans for the utilization of affiliating clinical facilities as described in board rules;</p> <p>(c) The student learning and progress evaluation procedures if different from material submitted in Report II.</p>	Evidence should include Report II and Report V, as applicable.
Rule 410-9-.04 Organization and Administration	
<p>(1) A written organizational plan shall indicate the lines of authority, responsibility and communication of the nursing education program to its governing body; to its clinical affiliates; to its advisory committee, and within the nursing education program itself.</p>	Describe the relationships, lines of authority, responsibility, and channels of communication within the nursing education program and with administration. Include an organizational chart for the nursing education program.
<p>(2) The authority and responsibility for the administration of the nursing education shall be placed with the program director as approved in Rule 410-9-.07(3).</p>	Describe the authority and responsibility of the administrator for the areas listed. A copy of the job description and curriculum vitae for the nurse administrator should be available on site.
<p>(3) Any agency or institution that is utilized by a practical nursing education program shall be one that is authorized to conduct business in the state of its location.</p>	
<p>(4) The length of the curriculum shall be consistent with the requirements as provided in Rule 410-9-.06(3).</p>	<p>Identify the number of credit hours in the nursing education program and provide a copy of the degree plan.</p> <p>Describe the method of calculating credit hours used at the educational institution. Identify the number of hours provided in nursing and non-nursing courses.</p> <p>Supporting evidence may include the Master Curriculum Plan.</p>
<p>(5) The availability of faculty for directing and critiquing students during theoretical and clinical learning activities shall be consistent with the requirements as provided in Rules 410-9-.07(1) and 410-9-.08(7).</p>	

Rule	Documentation
Rule 410-9-.05 Purpose, Philosophy, and Objectives	
<p>(1) The nursing education program's purpose, philosophy, and objectives shall be written by the nursing faculty and approved by the school's administration and the program's advisory committee. They shall form the basis for planning, implementing, and evaluating the total program curriculum.</p>	<p>Evidence shall be included pertaining to faculty involvement, as well as approval processes for the program's purpose, philosophy and objectives.</p> <p>Evidence may include, but isn't limited to meeting minutes.</p>
Rule 410-9-.06 Curriculum	
<p>(1) Curriculum refers to a total written plan of theoretical and clinical learning activities which shall result in the attainment of the nursing education program's objectives by graduates of the program.</p> <p>(a) The curriculum shall be developed and presented on a post-secondary educational level.</p> <p>(b) It shall be developed and presented by the faculty utilizing sound educational concepts and methods of teaching. These shall include the appropriate sequencing, correlating of theoretical and clinical experiences, and integrating of learning throughout the entire program.</p> <p>(c) It shall prepare the students to safely perform the activities and to function in the situations described in the program's objectives.</p> <p>(d) A Master Curriculum Plan shall be developed pursuant to Rule 410-9-02(1)(g).</p> <ol style="list-style-type: none"> 1. A copy shall be retained for each class record; 2. A copy shall be made available to all students enrolled in the program; 3. A copy shall be provided to the Board in the program's annual report and the Practical Nursing Program's Self-Study Report and at any time that there shall be a proposed revision. <p>(e) A Clinical Rotation Plan shall be developed pursuant to Rule 410-9-.02(1)(e).</p> <ol style="list-style-type: none"> 1. A copy shall be retained for each class' record; 2. A copy shall be made available to all students enrolled in the program; 3. A copy shall be made available to all appropriate affiliating clinical facilities; 4. A copy shall be provided to the Board in the program's annual report and the Practical Nursing Program Self-Study Report and at 	<p>Include program curriculum, including class/laboratory/clinical components, with evidence that all requirements are addressed.</p> <p>The Master Curriculum Plan and Clinical Rotation Plan must be submitted as supporting evidence.</p>

Rule	Documentation
any time that there shall be a revision of the one on file in the Board office.	
<p>(2) The curriculum emphasis should be on the utilization of the nursing process in the provision of care by practical nurses to patient/clients and their families throughout the life cycle in a variety of health care settings for:</p> <p>(a) The promotion of health;</p> <p>(b) The prevention of illness and injury; and</p> <p>(c) The restoration and maintenance of physical and mental health.</p>	<p>Describe the curriculum, including program outcomes, course objectives, clinical objectives and so forth.</p> <p>Evidence shall include pedagogy meeting the requirements of this section.</p>
<p>(3) Length of the Curriculum. The program of study shall be consistent with the program's learning objectives and methods of instruction, except that:</p> <p>(a) A full time program shall NOT be conducted longer than eighteen (18) months; and</p> <p>(b) A part time program shall NOT be conducted longer than thirty-six (36) months.</p>	<p>Describe the basis for organization and sequencing of nursing content.</p> <p>Include the Master Curriculum Plan for evidence of compliance with this section.</p>
<p>(4) Curriculum Objectives. There shall be written statements of specific, measurable, theoretical and clinical outcomes and competencies for each course in the curriculum which shall be achieved by students enrolled in the program. The curriculum objectives shall be in accordance with the nursing education program objectives.</p>	<p>Describe methods of obtaining input from stakeholders.</p> <p>Include clinical objectives that meet this section requirement.</p> <p>Describe how the curriculum is reviewed and updated.</p>
<p>(5) Minimum Curriculum Content. An approved program of instruction or its equivalent shall contain no less than six hundred eighty-five (685) clock hours of theoretical nursing and general education content, and no less than four hundred eighty-five (485) clock hours of planned clinical practice for each student. Said program shall include the following subjects:</p> <p>(a) Theoretical Content:</p> <p>1. Required Content - The curriculum must include, but is not limited to, the following theoretical content areas and must contain a total of no less than six hundred eighty-five (685) clock hours.</p> <p>(i) Anatomy and Physiology</p> <p>(ii) Basic Microbiology</p> <p>(iii) Medical Terminology</p> <p>(iv) Basic Nutrition</p> <p>(v) Basic Pharmacology</p> <p>(vi) Medication Administration</p>	<p>Include program curriculum, including class/laboratory/clinical components, with evidence that all courses are addressed.</p> <p>Identify the number of credit hours in the nursing education program and provide a copy of the degree plan.</p> <p>Describe the number of hours and areas covered in clinical skills laboratory experiences. Identify the faculty to student ratio in the clinical skills laboratory.</p> <p>Discuss the process for development, implementation, and evaluation of clinical skills laboratory experiences and evaluation.</p> <p>Describe the number of hours and areas covered by simulation. Identify the faculty to student ratio in simulated settings. Discuss the process for development, implementation, and evaluation of simulated settings.</p>

Rule	Documentation
<p>(vii) Principles of IV Therapy (viii) Legal and Ethical Healthcare Issues (ix) Professional and Customer Relationships (x) The Nursing Process and Critical Thinking Skills (xi) Physical Assessment Techniques (xii) Cardiopulmonary Resuscitation (xiii) Principles and Skills of Nursing Practice (xiv) Basic Emergency Care (xv) Geriatric Nursing Care (xvi) End of Life Nursing Care (xvii) Medical Surgical Nursing Care (xviii) Obstetrical Nursing Care (xix) Pediatric Nursing Care (xx) Mental Health and Illness Nursing Care (xxi) Community Health Nursing Care and Health Care Delivery Systems (xxii) Leadership and Management Skills (xxiii) English (xxiv) Math (xxv) Psychology (xxvi) Sociology (xxvii) Chemistry (xxviii) Computer Literacy (xxix) National Practical Nursing Licensure Examination Preparation</p> <p>(b) Required Clinical Experience: All of the following clinical experience areas must be provided in the curriculum:</p> <ol style="list-style-type: none"> 1. Basic Emergency Care 2. Professional and Customer Relations 3. Physical Assessment Techniques for All Body Systems 4. Skills and Principles of Nursing Practice 5. Medication Administration 6. Intravenous Therapy Techniques 7. Health Maintenance and Prevention of Illness and Injury 8. Documentation of Nursing Care 9. Nursing Care of Aging Clients 10. Nursing Care of the Terminally Ill 11. Medical Surgical Nursing Care 	<p>Describe the method of calculating credit hours used at the educational institution. Identify the number of hours provided in nursing and non-nursing courses.</p> <p>Describe evaluation methodologies for all learning areas.</p> <p>Provide minutes of Advisory Committee meetings and faculty meeting minutes.</p>

Rule	Documentation
12. Obstetrical Nursing Care 13. Pediatric Nursing Care 14. Mental Health and Illness Nursing Care 15. Community Health Nursing Care 16. Nursing Leadership and Management	
<p>(6) The curriculum's effectiveness shall be evaluated at the specific intervals indicated by the Board to determine and verify in writing the attainment of the program's objectives.</p> <p>(a) The course/teacher/clinical experience evaluations shall be conducted each quarter / semester pursuant to board rules.</p> <p>(b) The individual student theoretical and clinical learning and progress evaluations shall be conducted for each course pursuant to board rules.</p> <p>(c) The graduate evaluations shall be conducted for each graduate pursuant to board rules.</p>	<p>Describe how the curriculum is reviewed and updated.</p>
Rule 410-9-.07 Faculty	
<p>(1) Number of Nursing Faculty. An adequate number of nurse faculty members, as necessary for quality education, must be employed to carry out the nursing education program's purpose and objectives.</p> <p>(a) Such an adequate number shall be reasonably proportionate to the:</p> <ol style="list-style-type: none"> 1. Number of students enrolled; 2. Frequency of admissions; 3. Education and experience of faculty members; 4. Number and location of affiliating clinical facilities; and 5. Total responsibilities of the faculty. <p>(b) The availability of faculty for directing and critiquing students during clinical learning activities shall be based upon criteria which ensures the safety of patients/clients; AND</p> <ol style="list-style-type: none"> 1. Shall be documented in writing at a ratio of NOT more than ten (10) students per one (1) instructor. 2. The sponsoring agency shall consider a lower ratio when clinical space, patient acuity and patient census are insufficient to accommodate the ten (10) to one (1) ratio. <p>(c) The majority of nursing faculty shall be full time employees of the sponsoring agency.</p>	<p>Identify methods of ensuring that sufficient time is provided for preparation, student counseling, and other activities related to the teaching/learning process.</p> <p>Identify the faculty/student ratio in each clinical rotation.</p> <p>Majority is 51%. Documentation must include evidence that 51% of nursing faculty be full time employees of the sponsoring agency. This rule includes clinical faculty as part-time employees.</p> <p>Identify names of full-time and part-time faculty for each course. Include a faculty summary report for review. Provide documentation including job description, curriculum vitae, transcripts, and all pertinent documentation for evidence.</p>

Rule	Documentation
<p>(2) Qualifications for Employment.</p> <p>(a) The nursing education program director and all nursing faculty members:</p> <ol style="list-style-type: none"> 1. Shall hold a current Georgia license in good standing from the initial date of employment as a registered professional nurse. 2. Shall have had a minimum of three (3) years of practice as a licensed registered nurse within the preceding seven (7) years. <p>(b) In addition to the qualifications set forth in subsection (a) above, the director of a nursing education program shall have at least a baccalaureate degree in nursing and one (1) year of teaching experience in a nursing education program, (included in the required three (3) years of nursing practice).</p> <p>(c) The program director and each member of the nursing faculty shall maintain professional competence through such activities as continuing education programs, nursing practice, and/or academic study courses, and shall submit documentation of these activities in writing annually to the Board in the program's Annual Report, or Practical Nursing Program's Self-Study Report.</p> <p>(d) The sponsoring agency shall submit evidence that all faculty members meet minimum requirements of the Board pursuant to Rule 410-9-.07. A Nursing Faculty Qualification Record and a copy of the current Georgia Registered Nurse license must be submitted to the Board within one (1) month of the faculty member's employment.</p>	<p>Provide credentialing documentation for all faculty and nurse administrator. Include the process of institutional credentialing.</p> <p>Identify names of full-time and part-time faculty for each course. Include a faculty summary report for review, as well as Faculty Qualification Records. Provide documentation including job description, curriculum vitae, transcripts, and all pertinent documentation for evidence.</p>
<p>(3) Faculty Functions.</p> <p>(a) The nursing education program director shall supervise all nursing faculty, shall be the administrative coordinator for the program, and shall be the direct communicator with the Board.</p> <p>(b) The nursing faculty shall participate in the development, implementation, instruction, evaluation, and revision of the entire nursing education program. The faculty shall:</p> <ol style="list-style-type: none"> 1. Seek recommendations from the practical nursing program's advisory committee for establishing policies for the recruitment, selection, admission, progression, dismissal, and counseling of students. 	<p>Describe the process of quality assessment and improvement. Documentation may include faculty meeting minutes, institutional effectiveness documentation, and/or accreditation evaluation plans.</p> <p>Describe the meeting structure for the program including faculty shared governance in programmatic and institutional decisions affecting the nursing program. Provide copy of faculty meeting minutes.</p> <p>Identify methods by which faculty are made aware of qualifications and responsibilities of faculty members. Provide a copy of faculty handbook for review.</p> <p>Describe or provide procedure for performance evaluation.</p>

Rule	Documentation
<p>2. Develop and evaluate the theoretical and clinical learning activities of the program.</p> <p>3. Direct and supervise student learning in the classroom and clinical areas.</p> <p>4. Participate in the counseling and guidance of students related to the course of instruction.</p> <p>5. Establish a system to maintain essential records that will be used to evaluate a student's progress.</p> <p>6. Interpret changing practices in the utilization of the graduate practical nurse and adjust the educational program to accommodate these changes.</p> <p>7. Develop short and long range plans for strengthening the program based upon the feedback obtained from the program's evaluations.</p> <p>8. Be readily available for consultation with clinical preceptors and students during preceptorial learning experiences.</p>	<p>Describe methods of obtaining input from stakeholders. Describe the process of ensuring internal consistency amongst institutional and programmatic policies.</p> <p>Advisory committee meeting procedure of sponsoring institution, as applicable. Advisory meeting minutes should be included as supporting evidence.</p> <p>Provide a summarization of student evaluations utilized within the institution and program. Describe the process for student evaluation of theory and clinical courses. Evidence may include student evaluation results including, but not limited to, student course evaluations, student satisfaction surveys, institutional student evaluations, student clinical evaluation, and student clinical site evaluations. Provide copies of student evaluations to be reviewed.</p>
<p>(4) Faculty Organization.</p> <p>(a) The nursing faculty shall hold regular (at least monthly) nursing faculty conferences to discuss the nursing education program and maintain nursing faculty meeting minutes as a written record of discussions and decisions.</p> <p>(b) Policies in effect for nursing faculty shall be consistent with those in effect for all faculty employed by the sponsoring agency.</p> <p>(c) There shall be a written school policy for the selection, orientation, and utilization of full time and part time nursing faculty.</p>	<p>Describe the meeting structure for the program including faculty shared governance in programmatic and institutional decisions affecting the nursing program. Provide copy of faculty meeting minutes.</p> <p>Include performance evaluation processes, including policy and procedures related to faculty orientation, evaluation, and selection.</p> <p>Monthly meeting minutes should be included in supporting evidence.</p> <p>Describe the process of institutional and program mission review and updating to ensure consistency.</p> <p>Describe the process of ensuring internal consistency amongst institutional and programmatic policies.</p>
Rule 410-9-.08 Preceptor and Preceptorial Learning Activities	
<p>(2) The preceptor shall be selected through the cooperative effort between the nursing faculty and the clinical affiliate representatives.</p>	<p>Describe the process of preceptor selection, orientation, and how faculty, administrators, and clinical affiliate partners collaborate to select preceptors.</p>
<p>(3) Preceptorial learning activities may be included in a curriculum when the following criteria are met:</p>	<p>Describe and attach program policies related to the use of clinical preceptors, as applicable. Include information related to the use of clinical preceptorships in the program curriculum. Include a list of preceptors utilized by the program.</p>

Rule	Documentation
<p>(a) Appropriate theory shall be coordinated with the preceptorial clinical experience.</p> <p>(b) There shall be a written school policy for the selection, orientation, and utilization of clinical preceptors.</p> <p>(c) The nursing education program shall maintain documentation which demonstrates that all nursing clinical preceptors meet requirements provided in Rule 410-9-.08.</p>	<p>Include information related to the credentialing process. Include evidence that all preceptors hold the requirements as pursuant to this rule. Preceptor handbook may be provided as documentation.</p> <p>Include documentation for all preceptors including licensure, education, and so forth. Preceptor handbook may be provided as documentation.</p> <p>Documentation of regular meetings must be provided. Preceptor handbook may be provided as documentation. Meeting minutes may be included.</p>
<p>(4) Prior to and throughout the preceptorial learning activities, faculty shall interact with preceptors, individually or in a group, to clarify roles, learning activities, and the critique/evaluation of student learning and progress.</p>	<p>Describe the process of selection, approval and orientation of all preceptors utilized in the program.</p>
<p>(5) The preceptor/student ratio shall not exceed the ratio of one (1) preceptor to two (2) student practical nurses in the hospital, doctor's office, or clinics, or one (1) preceptor to four (4) student practical nurses in the nursing home.</p>	<p>Include documentation that support the required ratio.</p>
<p>(6) The preceptor may evaluate students' clinical performance after the students' initial assessments by the nursing program's faculty.</p>	<p>Describe the process of student evaluation in clinical by both faculty and preceptors pursuant to this rule.</p>
<p>(7) The preceptor and students must have a readily available designated nursing faculty member who is responsible for the preceptor learning activities.</p>	
<p>(8) The preceptorial learning activities must be scheduled on the Clinical Rotation Plan pursuant to Rule 410-9-.02(1)(e).</p>	
<p>(9) There shall be written Clinical Learning Focus Objectives pursuant to Rule 410-9-.02(1)(d) for all preceptorial learning activities.</p>	
Rule 410-9-.09 School Requirements: Rules and Policies	
<p>(1) School Rules:</p> <p>(a) Theoretical class size shall be determined by the institution based on the number of faculty members, adequacy of clinical resources, availability of learning resources, and documented survey of need within a fifty (50) mile radius.</p> <p>(b) The students' total scheduled instructional time for classroom and clinical experiences shall not exceed forty (40) hours per week.</p> <p>(c) The nursing education program shall comply with the Occupational Safety and Health Administration's current guidelines</p>	<p>Identify related policies and procedures associated with each section.</p> <p>Identify clinical clearance procedures and record retention.</p> <p>Include evidence addressing clinical ratios, clinical rotation plan, faculty and preceptor requirements, faculty meetings, policies/procedures, and so forth.</p> <p>Some of the rule sections may be repetitive from previous Rules and Regulations.</p>

Rule	Documentation
<p>for occupational exposure to blood-borne and airborne Pathogens. The policy shall be reviewed annually and revised as necessary in writing.</p> <p>(d) The nursing education program shall have a policy regarding the use of social media by students and faculty in relation to patient privacy and care and federal guidelines.</p> <p>(e) The practical nursing education program shall maintain an annualized licensing examination passing percentage rate of eighty percent (80%) or higher for the program's graduates on the initial examination as provided in Rule 410-9-.03.</p> <p>(f) A student shall be considered to have successfully completed a program when the student has satisfied all performance and learning objectives of an approved program and has met the institution's established graduation requirements.</p> <p>(g) All nursing faculty and preceptors, if utilized, shall meet requirements as provided in Rules 410-9-.07 and 410-9-.08 before assuming duties in the program.</p> <p>(h) The nursing program shall maintain nursing faculty meeting minutes of all decisions pertinent to the operation and revision of the program.</p> <p>(i) Student clinical experience shall include all required health care areas provided in Rule 410-9-.06:</p> <ol style="list-style-type: none"> 1. Clinical experiences should be correlated with theoretical content; 2. The clinical experience instructor-student ratio shall not exceed a one (1) to ten (10) ratio; 3. At least three (3) licensed hospital or nursing home beds shall be available for every one (1) student practical nurse at any given time in a clinical affiliate; 4. At least 40% of the total board-required clinical experience hours must be obtained in the hospital setting. <p>(j) A nursing program faculty member or a Board-approved preceptor shall be:</p> <ol style="list-style-type: none"> 1. Present in the clinical facility to which students are assigned for direct patient care and be present on the unit; 2. Responsible for the clinical instruction and supervision of the program's student practical nurses. 	<p>Clinical objectives must be submitted for review, as well as ratio data to support 1:10 required faculty to student ratio in clinical.</p> <p>Some of the requirements in this section may be repetitive from previous sections.</p>

Rule	Documentation
<p>(k) The program's instructors shall provide appropriate clinical focus objectives to each clinical affiliate prior to student assignment provided in Rule 410-9-.02(1)(d).</p> <p>(l) The Clinical Rotation Plan for student learning activities shall be provided to each affiliating clinical facility prior to student assignment provided in Rule 410-9-.02(1)(e).</p>	
<p>(2) School Policies:</p> <p>(a) Policies related to the practical nursing education program shall be published in a student handbook or catalogue; and</p> <p>(b) The policies set forth below shall be included:</p> <ol style="list-style-type: none"> 1. Academic Standards. The academic standards policy shall include a clearly defined grading system for the program and a policy for course progression and graduation. 2. Curriculum. The curriculum policy shall reflect the board's hourly and theoretical content and clinical experience area requirements provided in Rule 410-9-.06(5) as the minimum curriculum. 3. Student Grievance. The student grievance policy shall define the authority chain which is to be followed for student grievances at the institution. 4. Occupational Safety and Health Administration's Guidelines. The policy shall describe a plan for educating students on the Federal Occupational Safety and Health Administration's guidelines (O.S.H.A.) and the Centers for Disease Control's (C.D.C.) guidelines and any other regulations applicable to the safety of students and patients in the practice of nursing. 5. Student Health. The student health policy shall include the health examinations and immunizations (as currently recommended by the Centers for Disease Control) required to ensure the health, safety, and welfare of students and patients prior to the beginning of student clinical experiences. 	<p>Include links or copies of the student handbook and catalog, as well as the nursing program handbook.</p> <p>Specific evidence and information shall be included addressing each policy/procedure outlined in this section.</p>
Rule 410-9-.10 Educational Facilities and Clinical Affiliates	
<p>(1) Educational facilities, campus classrooms, nursing practice laboratory, and the library for the program shall be available to meet the objectives of the program and the needs of the students and faculty.</p>	<p>Describe classroom, labs, computer labs, and simulated setting spaces.</p> <p>Describe how necessary equipment, supplies, learning resources and services are provided. Identify the process for review of resources.</p>

Rule	Documentation
<p>(a) The campus laboratory:</p> <ol style="list-style-type: none"> 1. Shall be separate or screened from the classroom(s). 2. Shall contain sufficient equipment, supplies and resources (such as mannequins, models, textbooks, and audiovisual aids), to permit simulated nursing skill practice. 3. Shall provide a secure location for syringes and needles. <p>(b) A library located at the instructional site shall:</p> <ol style="list-style-type: none"> 1. Provide texts, audiovisuals, and periodicals, to include practical nursing journals, no older than five (5) years, on the curriculum being taught. 2. Make available to faculty and students access to the Georgia Board of Nursing's Laws and Rules. 	<p>Describe simulation and/or lab equipment available to students in the nursing education program. Identify the location of relevant equipment and hours of availability. Identify the procedures used to ensure adequacy, currency and maintenance of equipment. An inventory of laboratory equipment with dates of purchase and a list of acquisitions should be available on site.</p> <p>Include information related to library services and resources.</p>
<p>(2) Clinical Affiliates.</p> <p>(a) All clinical affiliates for a program shall be approved by the board prior to utilization for student experiences. The program shall submit the required materials as provided in Rule 410-9-.12(2)(c)(1).</p> <p>(b) There shall be a written signed agreement between the program and each clinical affiliate which meets the following criteria:</p> <ol style="list-style-type: none"> 1. The agreement shall be annually reviewed and revised/renewed as necessary. 2. The agreement shall ensure that the nursing faculty maintains the responsibility for the selection and supervision of student learning activities. <p>(c) The clinical facility's nursing service department shall maintain:</p> <ol style="list-style-type: none"> 1. A written organizational chart which indicates a clear chain of command for nursing personnel. 2. A copy of current policies and procedures as they relate to the Licensed Practical Nurse shall be available to the board at site visits or as requested. <p>(d) An orientation shall be conducted for program faculty and each new group of students at the clinical facility.</p>	<p>Provide written criteria used for selection of clinical facilities. Describe the process by which clinical facilities are selected and evaluated. Provide a summarization of results of the faculty's evaluation of clinical facilities.</p> <p>Describe the process for development, approval, and renewal of clinical affiliation agreements. Provide on-site copies of all current clinical affiliation agreements.</p> <p>Describe the process for ensuring that clinical agencies are appropriately accredited or licensed.</p> <p>Provide policies and procedures pertinent to this section.</p> <p>Describe the process of clinical orientation for faculty and students.</p>
Rule 410-9-.12 Reports and Records	

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<p>(2)(c) Site Visit Report Materials shall include the following forms:</p> <ol style="list-style-type: none"> 1. The Clinical Facility Information Sheet shall provide a complete listing of all clinical affiliates and basic information on each facility. The sheet is also submitted whenever there is a change in clinical facilities. 2. The Clinical Facility Self-Study Report shall be completed by the Director of Nursing Services or appropriate management at the clinical affiliate and shall be submitted to the board. <p>(d) The Nursing Faculty Summary Sheet shall be submitted to the board by the program director as a listing of all full time and part time nursing employees of the program and all preceptors.</p> <p>(e) The Nursing Faculty Qualification Record shall be completed by each nursing faculty member. Each preceptor shall complete a Preceptor Qualification Record.</p> <ol style="list-style-type: none"> 1. The Nursing Faculty Qualification Record shall include secondary education, nursing licenses in other states, date of original licensure, and evidence of current Georgia licensure as a registered nurse. 2. A complete listing of all nursing employment for the seven (7) years preceding the date of submission of Nursing Faculty Qualification Record. <p>(f) The Practical Nursing Program Site Visit Response shall address the board's recommendations and shall be submitted to the Board within six (6) weeks after the program's receipt of the Site Visit Report. The Practical Nursing Program Site Visit Response shall include the program's plan to correct the deficiencies cited in the Site Visit Report.</p> <p>(g) The Practical Nursing Program Self-Evaluation Report shall be submitted to the Board each time the program's Annualized Licensing Examination Passing Percentage Report falls below the eighty percent (80%) level for its graduates on the initial examination.</p> <ol style="list-style-type: none"> 1. The Practical Nursing Program Self-Evaluation Report shall be received by the board within six (6) weeks of the program's receipt of the Final Annualized Licensing Examination Passing Percentage Report. 	<p>Include all pertinent clinical facility information and faculty qualification information specified in this section.</p> <p>Provide evidence of continual assessment and improvement methods to ensure optimal NCLEX pass rates.</p> <p>Include NCLEX data (as applicable), included aggregated and disaggregated data by cohort, campus, and so forth.</p>

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<p>2. The Practical Nursing Program Self Evaluation Report shall address the areas of: admission and grading requirements; curriculum sequencing; course materials development dates and reference materials publication dates; testing practices; practical nursing review course and/or test-taking strategies offerings to students; correlation of clinical experiences with appropriate theory.</p> <p>(h) Proposed Program Change Notifications are to be submitted to the board within thirty (30) days as provided in Rule 410-9-.13.</p>	
<p>(4) Program Records.</p> <p>(a) The practical nursing education program shall make available upon request, all program policies as provided in Rule 410-9-.09.</p> <p>(b) Current agreements with all clinical affiliates shall be maintained.</p> <p>(c) Nursing Faculty Meeting Minutes shall be made available upon request.</p> <p>(d) The practical nursing education program's Advisory Committee Meeting Minutes shall be made available upon request.</p> <p>(e) Program evaluations shall include:</p> <ol style="list-style-type: none"> 1. Evaluations of the course, faculty, and clinical facilities completed by the students each semester. 2. Annual evaluations of the program by the program's graduates. <p>(f) Annual statistics on the program's enrollments, withdrawals, and graduates.</p> <p>(g) The program's curriculum materials shall include:</p> <ol style="list-style-type: none"> 1. The Program's Master Curriculum Plan for each class currently enrolled. 2. All course materials for each curriculum offering. This shall include, but not be limited to, lesson plans, handouts, student clinical evaluation tools, texts/references list, and a clinical experience facilities listing. 	<p>Include pertinent descriptions and evidence associated with faculty meeting and advisory meetings, as well as meeting minutes.</p> <p>Provide a summarization of program evaluations utilized within the institution and program. Describe the process for student and faculty evaluation of theory and clinical courses. Evidence may include student and faculty evaluation results including, but not limited to, student course evaluations, student and faculty satisfaction surveys, institutional student evaluations, student and faculty clinical evaluation, and student and faculty clinical site evaluations. Provide copies of student evaluations to be reviewed.</p> <p>Include data tracking measures and data to review for all cohorts including enrollment, withdrawals, academic disruption in progression, graduates, etc.</p> <p>Include the program's Master Curriculum Plan for each class enrolled during review. All course materials must be included for each curriculum offering.</p> <p>The program's Master Clinical Rotation Plan and Clinical Rotation Plan for each class must be current and available for review.</p>

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3. The program's Master Clinical Rotation Plan and each course's Clinical Rotation Plan for each class currently enrolled.	
(5) Student records. Students currently enrolled shall have a file which includes, but not limited to, admission materials, documentation of theoretical and clinical progression in the program's curriculum plan, and health records.	Student records must be available on-site to review.
(6) Final program transcript. Transcripts shall identify each course in the curriculum plan, include the earned grades and explain the grading system, and state the theoretical and clinical hours the student was present for each course.	On-site evaluation of transcripts will be conducted. Examples as supporting evidence must be available.
Rule 410-9-.13 Program Changes Requiring Board Approval and Board Notification and Procedures for Approval	
<p>(1) The following proposed changes in the practical nursing education program require board approval prior to their implementation. The program shall electronically submit the information to the board at least four (4) weeks prior to the board meeting at which the changes will be considered.</p> <p>(a) The addition of new clinical facility(ies) for actual student patient care experience. The following materials must be submitted:</p> <ol style="list-style-type: none"> 1. A revised Clinical Facilities Information Sheet as provided in Rule 410-9-.12. 2. A Clinical Facility Self Study Report as provided in Rule 410-9-.12. 3. A copy of the current signed contract between the proposed clinical affiliate(s) and the program's sponsoring agency. 4. The Clinical Learning Focus Objectives for the experience for the proposed facility(ies) as provided in Rule 410-9-.02(1)(d). 5. The Clinical Rotation Plan which demonstrates student assignment at the proposed facility(ies) as provided in Rule 410-9-.02(1)(e). 6. A description of student supervision at the facility. If new nursing faculty or preceptors are to be utilized, submit an updated Nursing Faculty Summary Sheet and Nursing Faculty Qualification Record(s), Preceptor Summary Sheet 	

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and Preceptor Qualification Record as provided in Rule 410-9-.12.	
(2) The following changes in the practical nursing education program may be implemented by the program but require board notification within thirty (30) days of the implementation. Practical Nursing Education Program name change requires the former name, new name, and effective date.	