

NURSE EDUCATION DEPARTMENT

A.D.N. AND PNP SYSTEMATIC PLAN FOR PROGRAM EVALUATION AND ASSESSMENT OF OUTCOMES

<p>STANDARD III: STUDENTS The teaching and learning environment is conducive to student academic achievement.</p> <p>Criterion # 9: Student policies of the nursing education unit are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied: differences are justified by the nursing unit purposes.</p>			<p>Definition: <i>Student policy</i> is defined as a plan of action which guides and directs student behavior, student learning and outcome of educational experiences.</p> <p>Expected Level of Achievement:</p> <ol style="list-style-type: none"> 1. Student policies of the Nurse Education Department are consistent with the student policies of the college 100 % of the time. 2. Differences are justified by the nursing education unit purposes 100% of the time. 3. Student records will reflect receipt and review of policies 90% of the time. 			
PROCESS			IMPLEMENTATION			
Component	Where is Documentation Found	Person Responsible	Time/ Frequency of Assessment	Assessment Method	Results of Data & Analysis <i>(Including ELA)</i>	Actions <i>For program Development, Maintenance or Revision</i>
Nurse Education Student Policies	A.D.N. and Practical Nursing Program Student Handbooks QCC Student Handbook College Catalogue A.D.N. Faculty Meeting Minutes PNFO minutes	A.D.N. Policy and Procedure Committee A.D.N. Faculty PNFO	Annually Due: May 2004	<p>Method: The A.D.N. policy and procedure committee and PNFO perform a comparative analysis using a table format of the college student policies with the Nurse Education Department student policies for congruency, differences, currency and comprehensiveness to the MBORN. Student policies include but are not limited to:</p> <ul style="list-style-type: none"> ❖ Selection, Admission and Re-admission ❖ Health requirements ❖ Attendance, grading and evaluation ❖ Academic progression ❖ Withdrawal/dismissal ❖ Graduation requirements ❖ Transfer of credit ❖ Validation of prior learning/articulation agreements/Advanced placement ❖ Educational mobility ❖ Grievance/complaints and appeal procedures ❖ Non-discrimination ❖ Retention ❖ Financial Aid ❖ Advertisement and recruitment ❖ Clinical dress code 		

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Criterion # 9 continued

PROCESS					IMPLEMENTATION	
Component	Where is Documentation Found	Person Responsible	Time/ Frequency of Assessment	Assessment Method	Results of Data & Analysis <i>(Including ELA)</i>	Actions <i>For program Development, Maintenance or Revision</i>
Communication of Student Policies	Nurse Education Student Files	Program Coordinators	Annually Due: A.D.N. May 2003 PNP August 2003	Method: The Program Coordinator (or designee) reviews the program handbook at orientation with each incoming class. In addition to orientation, in the A.D.N. program, students receive the handbook again at the beginning of each nursing course. The Program Coordinator will review student records to verify documentation of student receipt and review of student policies. Rationale: Review ensures the policies of the nursing education unit are congruent with the college, are publicly accessible, non-discriminatory and consistently applied. Differences are identified and justified.	Done on 12/18/03 Nursing I orientation.	Noted
Congruency of the A.D.N. and PNP student handbooks	Leadership Meeting Minutes	Nurse Administrator Program Coordinators	Annually Due: June 2004	Method: The Nursing Leadership Committee annually review the policies published in both program student handbooks prior to onset of each academic year. Rationale: An annual review of student policies published in the program student handbooks ensures the policies of the nursing education unit are congruent.		