

# **Practical Nursing Education Program Review Guidelines**

## Table of Contents

Introduction .....	2
Notices of Intent .....	3
New PN Education Program.....	3
Substantially Changed PN Education Program .....	3
Part 1: Stages of PN Education Program Reviews .....	4
Part 2: Preparing the Self-Evaluation Report .....	4
Overview .....	5
PN Program Admission Requirements .....	6
PN Education Standards .....	6
Action Plan.....	6
Part 3: Submitting the Self-Evaluation Report .....	7
PDF Conversion & Password-Encryption.....	7
Bookmarks.....	8
Part 4: Preparing for the Site Visit .....	9
Site Visit Checklist.....	9
Part 5: Submitting Supplementary Evidence.....	10
Part 6: Submitting an Interim Report .....	10
Part 7: Contact Information.....	11
Appendix A: Diagram of Review Process.....	12

© College of Licensed Practical Nurses of British Columbia  
Revisions effective June 2018  
Suite 260 – 3480 Gilmore Way  
Burnaby, BC V5G 4Y1  
Tel: 1.877.373.2201  
[www.clpnbc.org](http://www.clpnbc.org)

## Introduction

These guidelines assist practical nursing education programs to prepare for a College of Licensed Practical Nurses of British Columbia (CLPNBC) Standards of Education Committee (SEC) program review. The guidelines outline the process practical nursing (PN) education programs follow including:

- Submitting a Notice of Intent to offer a new PN education program
- Submitting a Notice of Intent for a substantial change to a current PN education program
- Submitting a Self-Evaluation Report
- Preparing for a Site Visit
- Submitting supplementary evidence
- Submitting an Interim Report

Use these guidelines in conjunction with:

- [Practical Nursing Education Program Review Policies](#)
- [PN Education Program Review Templates](#)

SEC reviews and evaluates whether a PN education program meets the Practical Nursing Education Standards and Indicators. PN programs demonstrate they meet the Standards and Indicators by conducting a self-evaluation of their program and presenting their findings in a Self-Evaluation report. The three Practical Nursing Education Standards relate directly to the achievement of:

1. [Entry to Practice Competencies for Licensed Practical Nurses](#)
2. CLPNBC Standards of Practice:
  - a) [Practice Standards](#)
  - b) [Professional Standards for Licensed Practical Nurses](#)
  - c) [Scope of Practice for Licensed Practical Nurses](#)

A site visit is a required part of a PN education program review. It follows SEC's review of the self-evaluation report.

## Notices of Intent

There are two types of Notices of Intent (NOI): 1) NOI for new PN education programs and 2) NOI for substantially changed PN education programs. Refer to [CLPNBC's Practical Nursing Education Program Review Policies](#) for definitions.

### New PN Education Program

Educational institutions who are considering offering a new PN education program should contact [CLPNBC staff](#) before completing an NOI. Recognition is given to individual campuses – not to institutions. The campus may be recognized to offer a Generic PN education program or an Access PN education program or both programs. It can take up to one year to receive recognition from CLPNBC.

New programs refer to the [Practical Nursing Education Program Review Policies](#) and submit a Notice of Intent using the template, [Notice of Intent for New Programs](#).

The NOI must include evidence of adequate clinical placements for each level of the program. This evidence includes:

- number of students proposed for each cohort
- *current* affiliation agreements from institutions demonstrating their capacity to accommodate the number of students per placement
- affiliation agreements must be signed by both parties and contain dates for when the agreement begins and ends

If SEC accepts the NOI, it instructs the institution to submit a self-evaluation report, which provides evidence about the Curriculum Standard and plans for addressing the Students and Graduates Standards. A site visit is a required part of a new program review.

### Substantially Changed PN Education Program

Established PN education programs that are considering changes to their program should refer to CLPNBC [Practical Nursing Education Program Review Policies](#) for information on substantial changes (including definition and

policy) and submit a [Notice of Intent for Substantially Changed Programs](#) for their proposed changes.

SEC reviews the NOI and determines the evidence it requires to assess the change. If a PN education program is considering changes and is not sure whether these changes require a Notice of Intent, contact [CLPNBC staff](#) for more information.

## Part 1: Stages of PN Education Program Reviews

There are two stages of PN education program reviews: initial reviews, and established reviews.

(1) New programs begin in step one of the initial review, then complete step two.

**Step one** addresses the Curriculum Standard and plans for the Students and Graduates Standards. Step one occurs before the program begins. The maximum length of recognition after step one is four years.

**Step two** addresses all three Practical Nursing Education Standards with an emphasis on the Students and Graduates Standards. Step two occurs once PN programs have evaluation data from graduates and employers. The maximum length of recognition after step two is five years.

(2) Established reviews address all three Practical Nursing Education Standards comprehensively. The maximum length of recognition after an established PN education program review is five years.

## Part 2: Preparing the Self-Evaluation Report

PN education program representatives use the CLPNBC [self-evaluation report](#) template on CLPNBC's website. The template includes the Practical Nursing Education Standards and Indicators, and the evidence required to assess each indicator. Programs complete each section of the report.

Educational institutions offering their PN program at multiple campuses may be scheduled for review within the same timeframe. If reviews are occurring simultaneously, PN programs submit separate self-evaluation reports with information about each campus. In the report submitted by the main institution, they include institutional information (information that applies to

all campuses). CLPNBC's template indicates the evidence that is campus-specific and the evidence that is institution-specific.

In completing the self-evaluation report, PN Programs respond to questions and can submit information in the form of policies, processes, screenshots of templates, examples, anecdotes and pictures as evidence of meeting the Standards and Indicators. PN programs write their content in the template clearly and concisely. "Copying and pasting" the relevant sections of program/institution policies and documents directly into the relevant section of the self-evaluation template is acceptable, and summarizing the information submitted is encouraged.

To avoid misinterpretation, PN education programs do not use acronyms and non-conventional abbreviations in their reports.

Tips for PN education programs:

- use plain language principles
- proofread your documents
- confirm your evidence aligns with each indicator
- make sure hyperlinks are functioning (hyperlinks to your *intranet* will not work for SEC and CLPNBC staff as they do not have access to your system)

## Overview

The overview provides background information about the educational institution and PN program. It includes:

- An overview of the educational institution and practical nursing program, including location, general programs offered, and unique characteristics of the institution and campus/campuses.
- A brief description of the academic and operational leadership positions and committees in the program including those that support faculty and students.
- A brief description of program delivery methods, e.g., the portions of the program offered onsite, by distributed learning, or in a blended format.

## **PN Program Admission Requirements**

PN education programs must follow the Practical Nursing Program Provincial Curriculum (PNPPC) and refer to the PNPPC Guide Supplement when implementing their programs. The PNPPC Guide Supplement lists the Core Program Standards including program admission requirements and faculty qualifications. PN education programs indicate how they are adhering to the admission requirements, and (if relevant), provide details on how they assess equivalency, how prior learning assessment and recognition is conducted, and how challenge exams are validated. The Standards of Education Committee may instruct the site visitors to review student records to verify they have met the admission requirements, and faculty records, to verify they have the necessary qualifications to teach in the practical nursing program.

## **PN Education Standards**

In this section, the program presents the evidence required to demonstrate the achievement of the Practical Nursing Education Standards (Curriculum, Students, and Graduates) and each of the Indicators.

## **Action Plan**

In this section, the program addresses areas for improvement that arose from completing the self-evaluation report. The action plan includes the specific actions the program will take to address the areas for improvement. The Action Plan should include a timeline for achieving the specific actions and who is responsible for ensuring the specific actions are addressed.

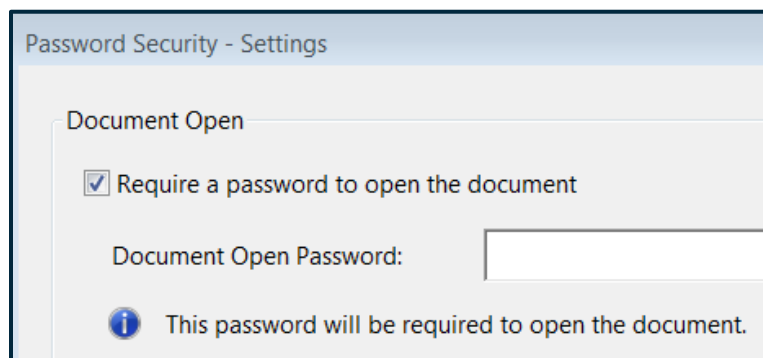
## Part 3: Submitting the Self-Evaluation Report

The program submits the Self-Evaluation Report as one password-encrypted PDF document to [educationprogramreview@clpnbc.org](mailto:educationprogramreview@clpnbc.org) by **12:00 p.m.** on the due date specified in the correspondence from CLPNBC. All attachments are included in the PDF document. SEC will not accept references to files previously submitted.

The program provides the password by phone to the Policy & Practice Assistant. After that, the program will receive an acknowledgement email from CLPNBC.

### PDF Conversion & Password-Encryption

When the program converts the Word file to a PDF, the program encrypts the report with a password. Once the program has applied the encryption, anyone trying to access the document must enter the password to view the document. CLPNBC will not add further protections. See the images below for steps.



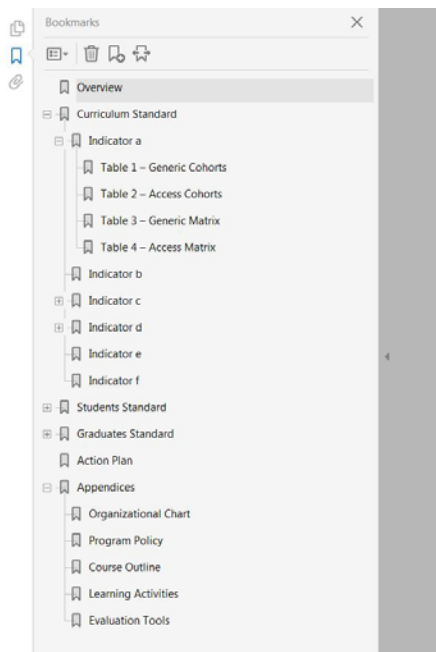


## Bookmarks

Programs use bookmarks in the self-evaluation report to organize the report for ease of reading.

- Each document will have the “Set Destination” in place.
- Each reference to another document will have the “Linked Text” in place.
- Bookmark each Standard.
  - sub-bookmark each indicator
  - sub-bookmark each table

*Example of final document showing bookmarks.*



## Self-Evaluation Report

See the [Practical Nursing Education Program Review Guidelines](#) or call the CLPNBC Policy & Practice Assistant at 1-877-373-2201 ext. 5000 for further direction.

**Name of educational institution:** Click here to enter text.

**Campus address:** Click here to enter text.

**Program type:** Choose an item.

**Program review stage:** Choose an item.

**Title and name of person responsible for completing this assessment:** Click here to enter text.

**Submission date:** Click here to enter a date.

*Complete the following section only if your review is occurring at the same time as other campuses within your institution.*

**Does this report contain the institutional information?** Choose an item.

**If no, which campus's report has the institutional information?** Click here to enter text.

## Part 4: Preparing for the Site Visit

The purpose of the site visit is to augment and/or verify the evidence in the self-evaluation report. A site visit is one day in length. When an institution offers the PN program at more than one site, there is a separate visit to each site. It is the responsibility of the PN program to arrange for stakeholders to be present (in-person or via teleconference) for the site visit during the time identified on the agenda for the site visit. The site visitors are not responsible for contacting stakeholders outside of the timeframe of the site visit.

### Site Visit Checklist

- ✓ Using CLPNBC's [Site Visit Agenda](#) template, the PN program drafts the site visit agenda, and works with the site visit team leader to finalize it
- ✓ Arrange interviews with the PN program's key stakeholders (see the agenda template for a list of stakeholders that must be present for a site visit)
- ✓ Schedule time for site visitors to tour the PN program facilities, including classrooms, library, and simulation settings
- ✓ Arrange for site visitors to observe (for a short period) a class, and a "hands on" simulation
- ✓ Provide site visitors with access to the internet and parking instructions
- ✓ Provide a designated workspace for site visitors to conduct interviews and write the site visitors' report

#### Note:

To enable everyone to speak freely

- Administrators are not present during site visitor meetings with faculty
- Faculty and administrators are not present during site visitor meetings with students, graduates, other stakeholders, or outside representatives

If all stakeholders (e.g. graduates, employers, preceptors) are not available in person or by teleconference, the site visit may be cancelled, which could affect the program's recognition.

## **Part 5: Submitting Supplementary Evidence**

SEC may require a PN program to submit supplementary evidence, if the self-evaluation report does not provide sufficient evidence to complete its assessment of the Practical Nursing Education Standards and Indicators, and the evidence required cannot be obtained during the site visit. Use the [Supplementary Evidence template](#) for submission.

Programs submit only the evidence SEC has requested. They present the information in the same order as outlined in the CLPNBC correspondence letter (Curriculum Standard, Students Standard, and Graduates Standard). The program quotes SEC's request and follows immediately with its response.

The writing must be clear and concise. "Copying and pasting" the relevant sections of program/institution policies and documents is acceptable, and summarizing the information submitted is encouraged.

The program submits the supplementary evidence as one password-encrypted PDF document to [educationprogramreview@clpnbc.org](mailto:educationprogramreview@clpnbc.org) by **12:00 p.m.** on the due date specified in the correspondence from CLPNBC. All attachments are included in the PDF document. SEC will not accept references to files previously submitted.

The program provides the password by phone to the Policy & Practice Assistant. After that, the program will receive an acknowledgement email from CLPNBC.

## **Part 6: Submitting an Interim Report**

SEC may require a program to submit an interim report. An interim report allows a program to provide evidence of progress in meeting specific indicators of the Practical Nursing Education Standards that SEC assessed as complete or incomplete. If an interim report is required, it is described in the recognition letter as a condition of recognition. Use the [Interim Report Template](#) for submission.

Programs submit only the evidence SEC has requested. They present the information in the same order as outlined in the recognition letter

(Curriculum Standard, Students Standard, and Graduates Standard). The program quotes SEC's request and follows immediately with its response.

The writing must be clear and concise. "Copying and pasting" the relevant sections of program/institution policies and documents is acceptable, and summarizing the information submitted is encouraged.

The program submits the Interim Report as one password-encrypted PDF document to [educationprogramreview@clpnbc.org](mailto:educationprogramreview@clpnbc.org) by **12:00 p.m.** on the due date specified in the correspondence from CLPNBC. All attachments are included in the PDF document. SEC will not accept references to files previously submitted.

The program provides the password by phone to the Policy & Practice Assistant. After that, the program will receive an acknowledgement email from CLPNBC.

## **Part 7: Contact Information**

Staff are available to help programs understand SEC requirements, the Practical Nursing Education Program Review Policies, and Practical Nursing Education Program Review Guidelines. CLPNBC welcomes and encourages questions as programs engage in the program review process. When in doubt about any aspect of the program review process, program representatives should contact the CLPNBC Policy & Practice Assistant. During the site visit, the Policy & Practice Assistant is available to answer questions and address concerns raised by the team leader or program representatives.

Rachel Wakaluk

*Policy & Practice Assistant*

Toll-free: 1.877.373.2201 Extension 5000

Email: [rwakaluk@clpnbc.org](mailto:rwakaluk@clpnbc.org)

Janice Penner, RN MSN

*Nursing Practice Consultant*

Toll-free: 1.877.373.2201 Extension 4600

Email: [jpenner@clpnbc.org](mailto:jpenner@clpnbc.org)

# Appendix A: Diagram of Review Process

