



Indiana State Board of Nursing
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Phone: (317) 234-2043
Website: PLA.IN.gov

Michael R. Pence, Governor

Nicholas Rhoad, Executive Director

ANNUAL REPORT FOR PROGRAMS IN NURSING

Guidelines: An Annual Report prepared and submitted by the faculty of the school of nursing, will provide the Indiana State Board of Nursing with a clear picture of how the nursing program is currently operating and its compliance with the regulations governing the professional and/or practical nurse education program(s) in the State of Indiana. The Annual Report is intended to inform the Education Subcommittee and the Indiana State Board of Nursing of program operations during the academic reporting year. This information will be posted on the Board's website and will be available for public viewing.

Purpose: To provide a mechanism to provide consumers with information regarding nursing programs in Indiana and monitor complaints essential to the maintenance of a quality nursing education program.

Directions: To complete the Annual Report form attached, use data from your academic reporting year unless otherwise indicated. An example of an academic reporting year may be: August 1, 2013 through July 31, 2014. Academic reporting years may vary among institutions based on a number of factors including budget year, type of program delivery system, etc. Once your program specifies its academic reporting year, the program must utilize this same date range for each consecutive academic reporting year to insure no gaps in reporting. You must complete a **SEPARATE report** for each PN, ASN and BSN program.

This form is due to the Indiana Professional Licensing Agency by the close of business on October 1st each year. The form must be electronically submitted with the original signature of the Dean or Director to: PLA2@PLA.IN.GOV. Please place in the subject line "Annual Report (Insert School Name) (Insert Type of Program) (Insert Academic Reporting Year). For example, "Annual Report ABC School of Nursing ASN Program 2013." The Board may also request your most recent school catalog, student handbook, nursing school brochures or other documentation as it sees fit. It is the program's responsibility to keep these documents on file and to provide them to the Board in a timely manner if requested.

Indicate Type of Nursing Program for this Report: PN__ ASN__ Diploma X BSN_____

Dates of Academic Reporting Year: August 1, 2013 through July 31, 2014 --
(Date/Month/Year) to (Date/Month/Year)

Name of School of Nursing: St. Elizabeth School of Nursing

Address: 1508 Tippecanoe Street
Lafayette IN 47904-2198

Dean/Director of Nursing Program

Name and Credentials: Deacon John R. Jezierski, M.S.N., R.N.

Title: Administrative Director Academic Services/Director School of Nursing



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Email: john.jezierski@franciscanalliance.org

Nursing Program Phone #: 765-423-6400 Fax: 764-423-6380

Website Address: www.steson.org

Social Media Information Specific to the SON Program (Twitter, Facebook, etc.): None

Please indicate last date of NLNAC or CCNE accreditation visit, if applicable, and attach the outcome and findings of the visit: ACEN (formally NLNAC): Fall 2007 Next visit Fall 2015.

If you are not accredited by NLNAC or CCNE where are you at in the process? _____

SECTION 1: ADMINISTRATION

Using an "X" indicate whether you have made any of the following changes during the preceding academic year. For all "yes" responses you must attach an explanation or description.

- 1) Change in ownership, legal status or form of control Yes _____ No X
- 2) Change in mission or program objectives Yes _____ No X
- 3) Change in credentials of Dean or Director Yes _____ No X
- 4) Change in Dean or Director Yes _____ No X
- 5) Change in the responsibilities of Dean or Director Yes _____ No X
- 6) Change in program resources/facilities Yes _____ No X
- 7) Does the program have adequate library resources? Yes X No _____
- 8) Change in clinical facilities or agencies used (list both additions and deletions on attachment) Yes X No _____
- 9) Major changes in curriculum (list if positive response) Yes _____ No X



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SECTION 2: PROGRAM

1A.) How would you characterize your program’s performance on the NCLEX for the most recent academic year as compared to previous years? Increasing _____ Stable _____ Declining X

1B.) If you identified your performance as declining, what steps is the program taking to address this issue? Our recent state board results have been in the mid-seventy percent . Therefore the faculty have looked at this as an indicator that this may be an indicator of decline and have thus taken action to develop and implement plans of action at Curriculum Department, course and teaching strategy levels across the entire curriculum. This work is also in concert with the school’s Systematic Plan of Evaluation (SPE). A Report of Faculty Findings and Corrective Action Plan to be submitted to the State Board of Nursing has been developed (Submitted on September 3, 2014)

2A.) Do you require students to pass a standardized comprehensive exam before taking the NCLEX?
Yes X No _____

2B.) If **not**, explain how you assess student readiness for the NCLEX. _____

2C.) If **so**, which exam(s) do you require? The program has required students to pass a standardized comprehensive exam requirement for several years. The exams are from HESI. (See Attachment I – Procedure for the Assessment of Student and Graduate Competencies within the Program) This procedure lists the current requirements for completion. However in April 2014, the faculty voted to adopt Assessment Technologies Institute (ATI) effective August 2014. Policies and procedures related to ATI are under development.

2D.) When in the program are comprehensive exams taken: Upon Completion X
As part of a course _____ Ties to progression or thru curriculum See Attachment I

2E.) If taken as part of a course, please identify course(s): During the 2013-2014 academic year, NUR 445 began to include the Program Measurement Standardized Exam of Community Health and Gerontology to its course testing.

3.) Describe any challenges/parameters on the capacity of your program below:

A. Faculty recruitment/retention: Generally there are few issues with retention, on the average the vacancy rate is least then 5% annually, however it often will take 6 months to fill the vacancy. The growing reason for annual attrition has been the movement of faculty back into full clinical practice due to the ability to obtain a



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higher salary and retirement. The ability to recruit a qualified faculty has implications in order to offer courses. As a result we have developed an adjunct clinical faculty positions. The primary issue in order to fill vacancies has been salary and meeting the minimum academic requirement of being master's degree in nursing completed at time of hire.

B. Availability of clinical placements: Competition for clinical sites by programs continues to be increasing. Agencies are becoming reluctant to allow more than one program on a clinical site per shift, and have in some cases only allowed 5 students at a time on the unit. There are continued issues in finding acute care Pediatric sites, often the Peds sites has server limitation on what the student nurse can do or observe.

C. Other programmatic concerns (library resources, skills lab, sim lab, etc.): Given the issues of clinical placements, there has been movement into simulation labs, however the development of simulation scenarios are high cost in both human resources and equipment. This has implications as we are challenged to lower costs.

4.) At what point does your program conduct a criminal background check on students? After admission but prior to enrollment in first course. If the individual has not completed the request for a background check by the first day of enrollment, the admission to the program is withdrawn. During this reporting year, we have not requested any re-check, but the faculty voted at its August 2014 meeting has begun to investigate the feasibility to request an annual recheck and annual drug screen. If a student's background check has a positive finding, notification of a required meeting with the Director of the School is sent and admission to the program is placed on "hold" until after the meeting has been completed. During the meeting a discussion of finding(s) is conducted with explanation of possible implications during application to a board of nursing.

5.) At what point and in what manner are students apprised of the criminal background check for your program? The requirement is published in the catalog and on the website. Included in the admission letter, a statement regarding the requirement for background check is sent as part of the our "Disclosure Information." The student if accepting the offer of Admission, must sign and return the "Disclosure Information" with an enrollment deposit. The student is then sent the registration for the background check and given a deadline for submission prior to registration/enrollment. If the student does not complete the background check by the term deadline, the offer of enrollment is withdrawn.



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SECTION 3: STUDENT INFORMATION

1.) Total number of students admitted in academic reporting year:

Summer 0 Fall (Term 13-1) 80 Spring (Term 13-2) 23

2.) Total number of graduates in academic reporting year:

Summer: (Term 13-3, July 2014) 29 Fall: (Term 13-1, Dec 2013) 5 Spring: (Term 13-2, May 2014) 12

3.) Please attach a brief description of all complaints about the program, and include how they were addressed or resolved. For the purposes of illustration only, the CCNE definition of complaint is included at the end of the report. (See Attachment II – Institutional Log of Complaints)

4.) Indicate the type of program delivery system:

Semesters X Quarters _____ Other (specify): _____

SECTION 4: FACULTY INFORMATION

A. Provide the following information for **all faculty new** to your program in the academic reporting year (attach additional pages if necessary):

Faculty Name:	Jamie L. Vargo, MSN, RN
Indiana License Number:	28182862A
Full or Part Time:	Full Time
Date of Appointment:	06/26/2014
Highest Degree:	MSN –Ball State University, Muncie IN; May 2012. Nursing Leadership
Responsibilities:	Fundamental – Adult (theory and clinical)



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Faculty Name:	Betty Mosier-Johnson, MSN, RN
Indiana License Number:	28217739A
Full or Part Time:	Full Time
Date of Appointment:	07-29-2014
Highest Degree:	MSN – Benedictine University, Lisle IL, December 2011.
Responsibilities:	Mental Health (theory and clinical)

Faculty Name:	Kassi Rodibaugh, MSN, RN
Indiana License Number:	28195083A
Full or Part Time:	Part Time
Date of Appointment:	08/03/2014
Highest Degree:	MSN – Western Governors University, March 2014, Nursing Education
Responsibilities:	Maternal-Child Health (Clinical)

B. Total faculty teaching in your program in the academic reporting year:

1. Number of full time faculty: 28 (1unfilled vacancy)
2. Number of part time faculty: 1
3. Number of full time clinical faculty: Of the 28 FT faculty, 24 have clinical responsibilities.
4. Number of part time clinical faculty: 1
5. Number of adjunct faculty: 4 (PRN for clinical only)



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C. Faculty education, by highest degree only:

1. Number with an earned doctoral degree: 3
2. Number with master's degree in nursing: 23
3. Number with baccalaureate degree in nursing: 6 (2 Full time, 4 Adjunct PRN)
4. Other credential(s). Please specify type and number: 1 (MS.Ed)

D. Given this information, does your program meet the criteria outlined in **848 IAC 1-2-13** or **848 IAC 1-2-14**?

Yes X No _____

E. Please attach the following documents to the Annual Report in compliance with **848 IAC 1-2-23**:

1. A list of faculty no longer employed by the institution since the last Annual Report;
2. An organizational chart for the nursing program and the parent institution.

SECTION I: ADMINISTRATION: Yes Responses:

7: Does the program have adequate library resources? As reported in the Systematic Plan for Program Evaluation conducted in 2013-2014. The following Expected Level of Achievement has been observed.

ELA: The learning resource collection shall contain 90% of an authoritative listing (i.e. *Doody's Core Titles in the Health Sciences: 2012 Edition, specifically for Nursing*, which is divided into: Administration, Clinical Applications, Fundamentals, Research, and Theory) of recommended textbooks, journals, audiovisuals (print or electronic) ELA MET.

August 2013

In review of *Doody's Core Titles in the Health Sciences: 2012 Edition, specifically for Nursing*, which is divided into: Administration, Clinical Applications, Fundamentals, Research, and Theory. Of the 552 NURSING textbooks, our collections hold approximately 500 of them (91%). This is considering the resources available between our two medical libraries, the School of Nursing Library, our online STAT! REF eBooks collection, Mosby's Nursing Consult, and the State of Indiana's eBooks collection in INSPIRE.



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ELA: The journal collection shall contain 85% of all recommended journals (i.e. Medical Library Association: Nursing and Allied Health Resources Section (NAHRS): 2012 NAHRS Selected List of Nursing Journals) on the list (print or electronic).

August 2013

Of the 216 journal titles listed in the 2012 NAHRS Selected list, our libraries hold approximately 205 of those titles (94%), represented in our print and online subscriptions via: our subscription vendor (Basch Subscriptions, Inc.), our Ovid online databases, Mosby's Nursing Consult, the State of Indiana's INSPIRE databases, and PubMed. For those journal titles for which we do not have subscriptions or online access, we are able to obtain tables of contents and requested articles from them via our DOCLINE interlibrary lending membership with the National Library of Medicine. **ELA MET.**

8 Change in clinical facilities or agencies used.

Agencies added:

Dates of Agreement	Name of Agency	Location	Course(s)	Clinical Focus
August 1, 2013- July 31, 2016	Faith Christian School	5526 State Road 26 East Lafayette IN	NUR 222 NUR 324	Maternal –Child Pediatric
August 1, 2014- July 31, 2017	George Ade Memorial Health Care Center	3623 East State Road 16 Brook IN	NUR 127 NUR 128	Fundamental
August 1, 2013- July 31, 2016	Hendricks Regional Health	1000 East Main Street Danville IN	NUR 324 NUR 446	Maternal –Child Preceptor
August 1, 2014- July 31, 2017	Mulberry Health & Retirement community	502 West Jackson Street Mulberry IN	NUR 127 NUR 128	Fundamental
May 1, 2013 – July 31, 2016	Physiocare Home Health	401 South Earl Avenue Lafayette IN	NUR 445	Community – Home Health
January 2, 2014 July 31, 2016	Trilogy Health Services Cumberland Point	1051 Cumberland Avenue West Lafayette IN	NUR 127 NUR 128	Fundamental



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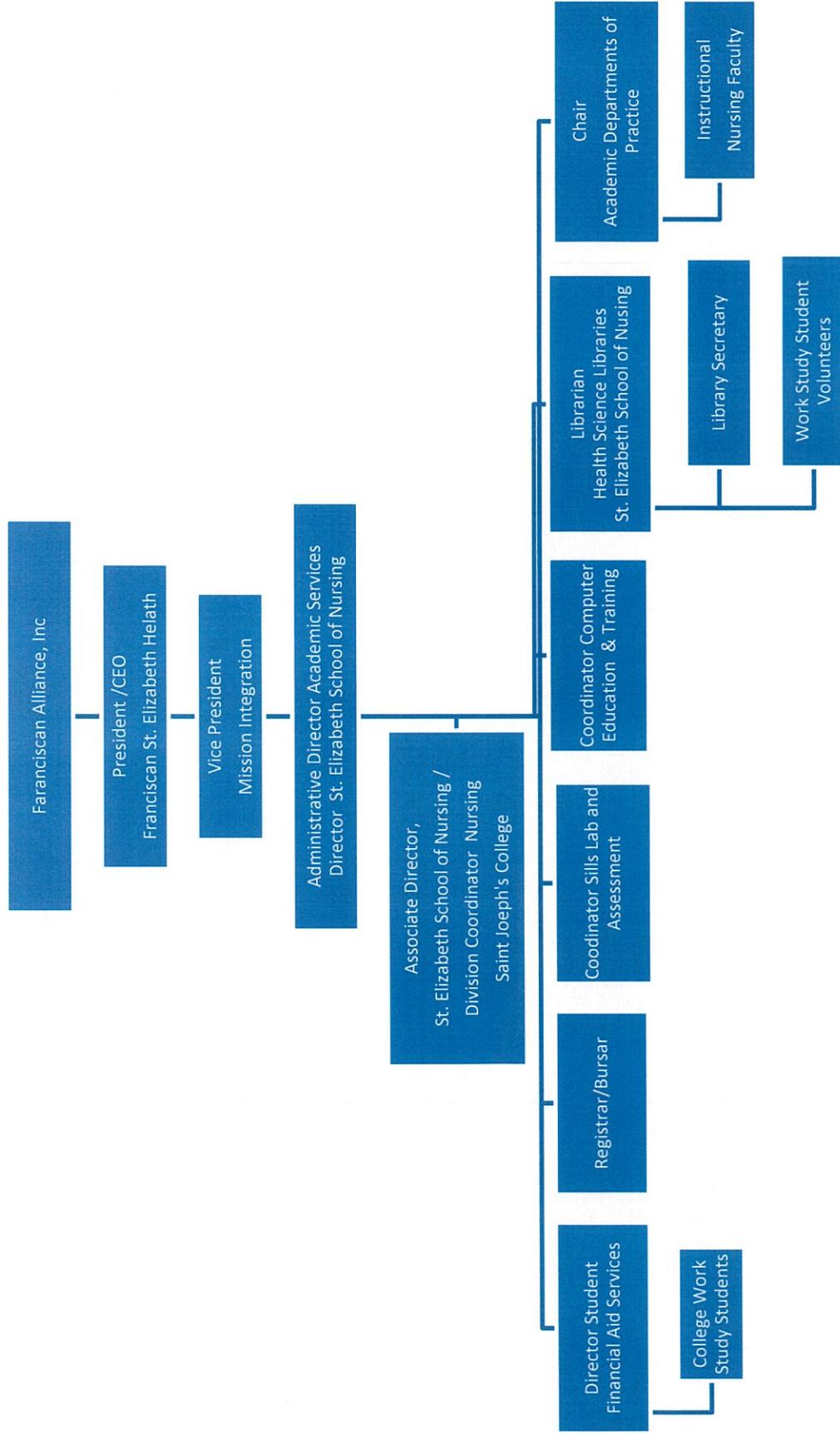
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FACULTY NO LONGER EMPLOYED IN THE SCHOOL OF NURSING SINCE LAST REPORT:

Margaret Dawson, MSN, RN - Resigned effective August 1, 2014
Sandra Fights, MS, RN – Resigned effective August 1, 2014
Molly Grundy, BSN, RN (Adjunct Clinical Instructor) Resigned effective May 23, 2014
Kayla Miller, MSN., RN – Resigned effective August 1, 2014

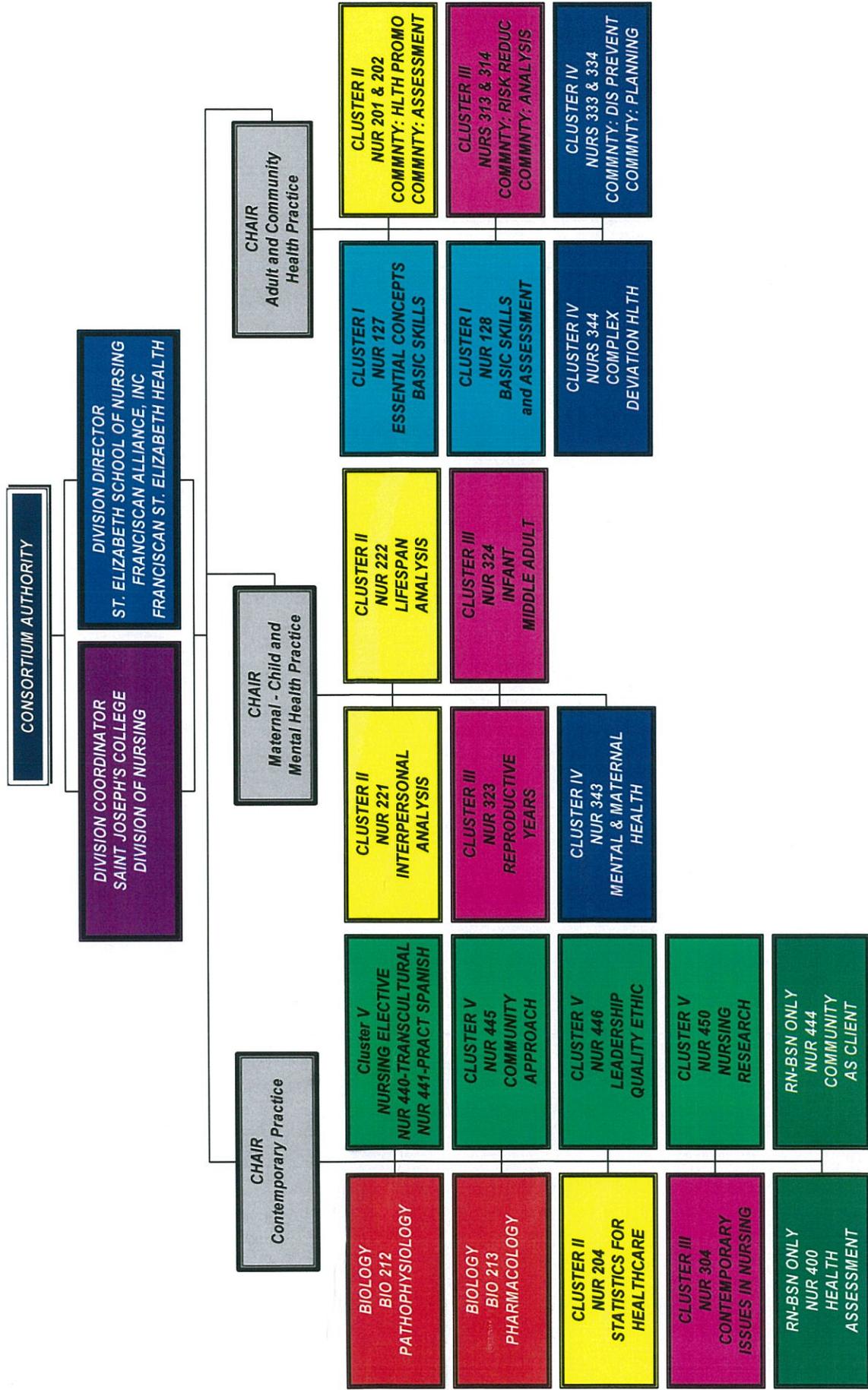
ORGANIZATIONAL CHART FOR THE NURSING PROGRAM AND THE PARENT INSTITUTION.

1. St. Elizabeth School of Nursing – 2013-2014
2. Saint Joseph’s College – Saint Elizabeth School of Nursing – Curriculum Departments
Cooperative Nursing Program 2013-2014
3. Saint Joseph’s College – Saint Elizabeth School of Nursing – Curriculum Departments
Cooperative Nursing Program 2014-2015
4. Franciscan St. Elizabeth Health (Parent Institution)
5. Franciscan St. Elizabeth Health Mission Integration Division



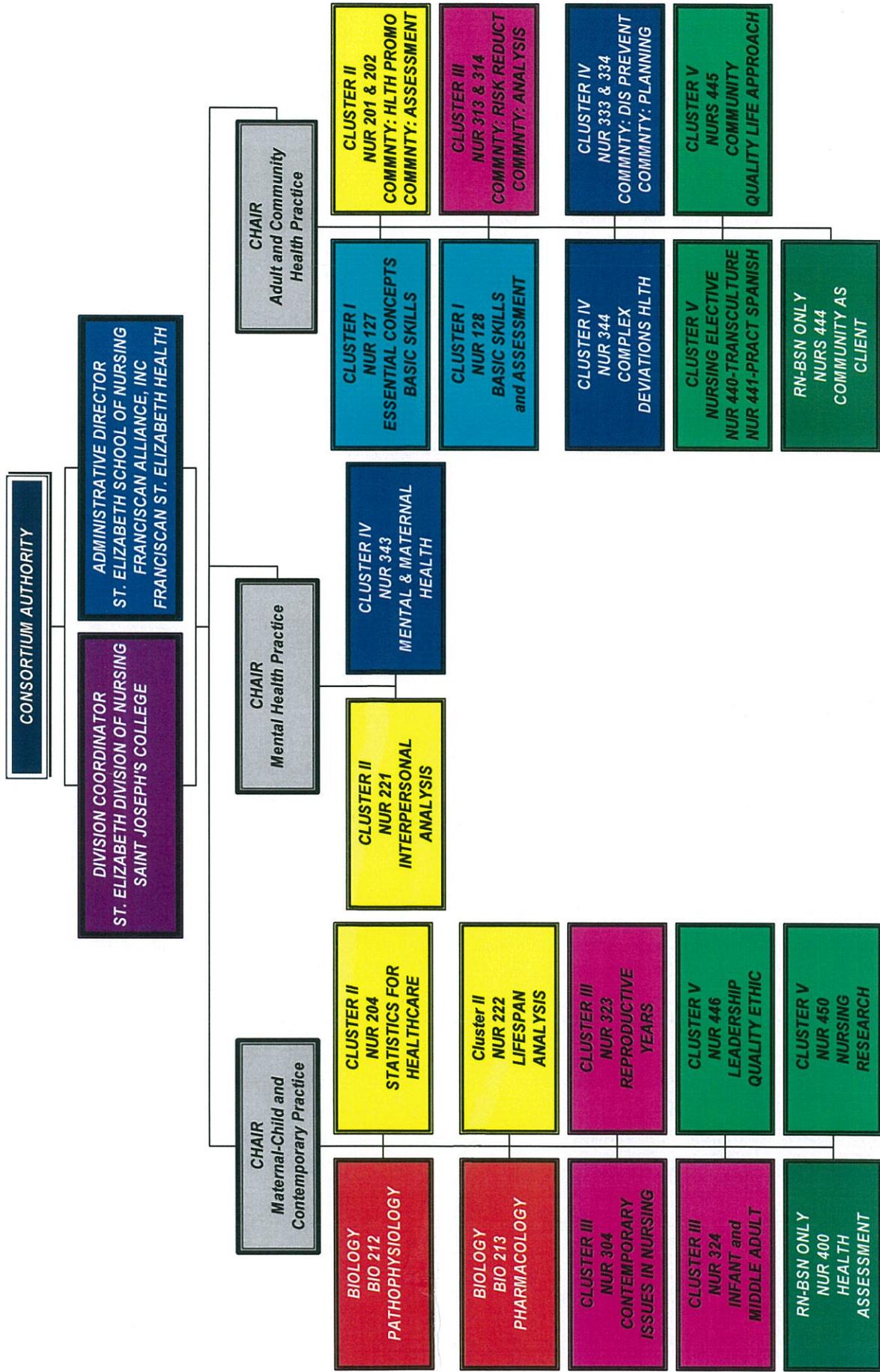
Organization Chart
St. Elizabeth School of Nursing
2013-2014

**SAINT JOSEPH'S COLLEGE - SAINT ELIZABETH SCHOOL OF NURSING
COOPERATIVE NURSING PROGRAM**

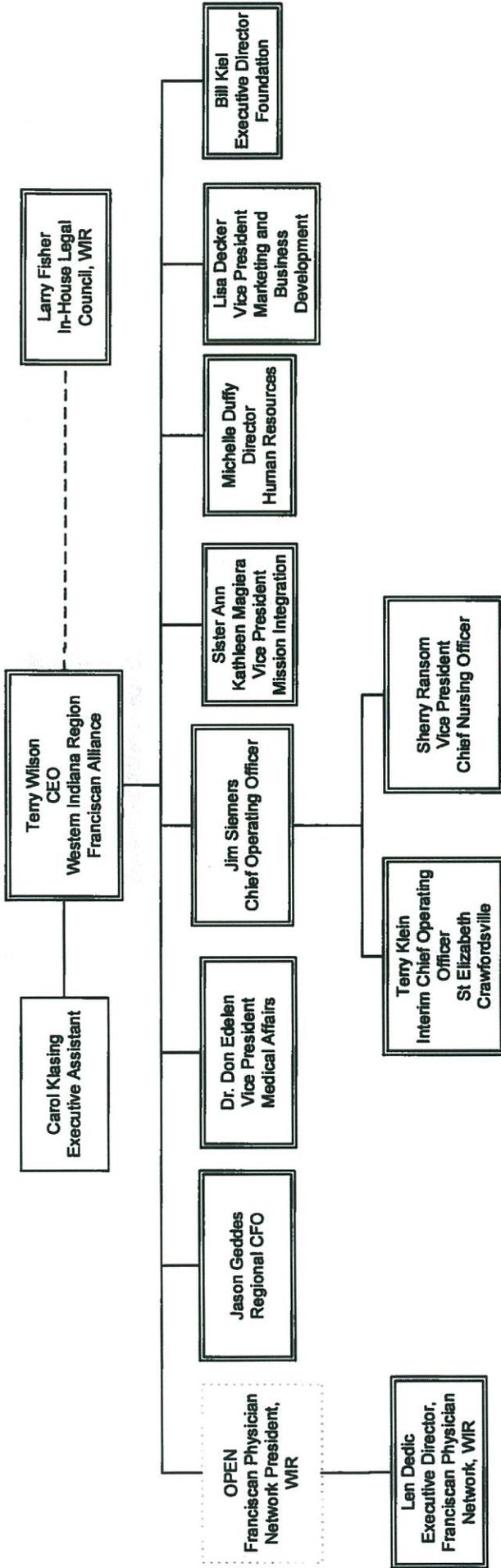


ACADEMIC YEAR 2013-2014

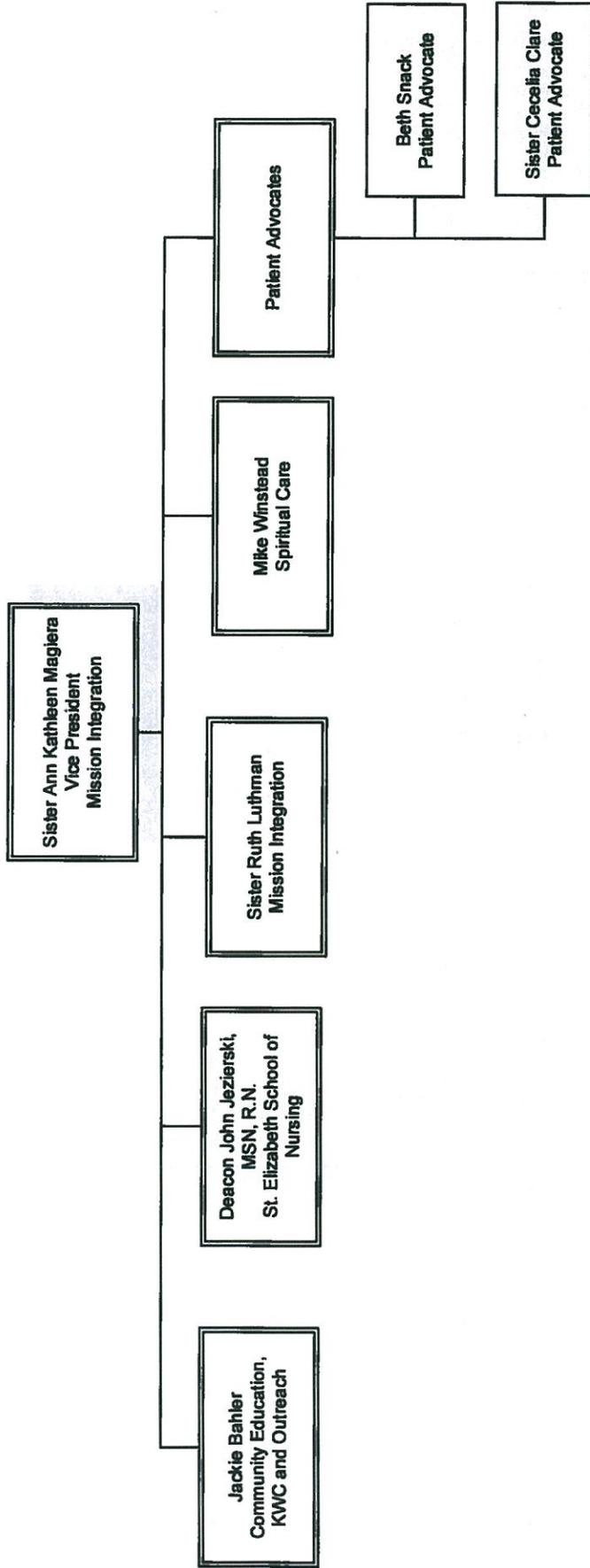
**SAINT JOSEPH'S COLLEGE - SAINT ELIZABETH SCHOOL OF NURSING
COOPERATIVE NURSING PROGRAM**



ACADEMIC YEAR 2014-2015



Ann Marie C. P. Jones





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I hereby attest that the information given in this Annual Report is true and complete to the best of my knowledge. This form **must** be signed by the Dean or Director. No stamps or delegation of signature will be accepted.

Deacon John R. Jezierski, MSN, RN
Signature of Dean/Director of Nursing Program

September 10, 2014

Date

Deacon John R. Jezierski, MSN, RN
Printed Name of Dean/Director of Nursing Program

Please note: Your comments and suggestions are welcomed by the Board. Please feel free to attach these to your report.



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Definitions from CCNE:

Potential Complainants

A complaint regarding an accredited program may be submitted by any individual who is directly affected by the actions or policies of the program. This may include students, faculty, staff, administrators, nurses, patients, employees, or the public.

Guidelines for the Complainant

The CCNE Board considers formal requests for implementation of the complaint process provided that the complainant: a) illustrates the full nature of the complaint in writing, describing how CCNE standards or procedures have been violated, and b) indicates his/her willingness to allow CCNE to notify the program and the parent institution of the exact nature of the complaint, including the identity of the originator of the complaint. The Board may take whatever action it deems appropriate regarding verbal complaints, complaints that are submitted anonymously, or complaints in which the complainant has not given consent to being identified.



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ATTACHMENT I

NUMBER:	9732-II-100014	DATE:	July 1984
DEPARTMENT:	Curriculum Council	REVISED:	March 15, 2012
REPLACES PROCEDURE #:	S-10-691-II-0014	REVIEWED:	March 15, 2012

PROCEDURE FOR THE ASSESSMENT OF STUDENT AND GRADUATE COMPETENCIES WITHIN PROGRAM

PURPOSE: This document establishes the procedure and responsibilities regarding the assessment methodologies and requirement for program completion and the Graduation Comprehensive Examination of a student while enrolled in the program major in nursing of the Cooperative Nursing Program (CNP) of Saint Joseph's College and St. Elizabeth School of Nursing.

GENERAL INFORMATION: The student must show evidence of reasonable professional competency in nursing as demonstrated by achieving a satisfactory reference score on nationally standardized measured exams in the content areas of the CNP and demonstrated proficiency on a Comprehensive Nursing Examination requirement or its equivalency as determined by the program nursing faculty of the major in nursing.

A student who has been placed on a third (3rd) concurrent category of Probation while enrolled in the Nursing Program during will be dismissed from the nursing major (See DISMISSAL FROM THE COOPERATIVE NURSING PROGRAM Policy 9732-I-100015).

PERSONNEL: Academic Department of Nursing Education Administration, Affiliate College, Nursing Faculty and Students.

EQUIPMENT: N/A

PROCEDURE: During enrollment in the Second through Fifth Clusters of the Clinical Nursing Curriculum Plan (CNCP) the student will:

- Be required to complete a series of nationally normed content examinations at specific points during the curriculum plan and a Comprehensive Examination in Nursing or its equivalency as determined by the program nursing faculty of the major in nursing. (Appendix A)
- Obtain a minimum passing reference score or equivalent grade on each exam(s) as determined by the nursing faculty of the program as the qualifier for graduation.
- Schedule and complete the required standardized exam(s) during the posted Administration Window for testing period. If a student who has taken the exam(s) but does not meet the required **PASSING** score on the **FIRST** attempt during an Administrative Testing Window, they will be allowed to register for the next



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semester/term without penalty in order to complete re-remediation requirements before scheduling a Remediated Competency Exam (RCE) during the next available regular Administration Testing Window.

- D. Failure to complete a First Attempt Competency Exam (FACE), a Remediated Competency Exam (RCE) or a Program Measurement Exam (PME) by either not scheduling the exam(s) or by not taking the exam(s) at the scheduled time without request and approval to temporarily postpone for cause **will result in a REGISTRATION HOLD for ALL Nursing and Non-Nursing courses** during the regular registration period. Once a **REGISTRATION HOLD** has been issued, the student can remove the **HOLD** by completing the required Exam(s) (for PME exams) or completing the required Exam with a **PASSING SCORE** (for FACE and/or RCE exams) (i.e., a student who does not take the exam(s) during the designated Administration Window will be allowed to take the exam(s) during an Exam Make-up Day usually scheduled at the end of the semester). If the student taking the exam(s) during the make-up day achieves a **PASSING SCORE** on the Exam, they will be allowed to register for classes during the **LATE REGISTRATION** period provided space is available without any additional penalty.
- E. Failure to meet re-remediation requirements for a RCE by the established deadline will result in a **REGISTRATION HOLD**.
- F. Be placed on **ADMINISTRATIVE PROBATION** if the student does **NOT PASS** after being placed on **HOLD** related to either a First Attempt Competency Exam (FACE) or a Remediated Competency Exam (RCE). Administrative Probation will be issued at the end of the semester/term in which the student was delinquent or non-compliant with this procedure and will be required to meet the requirements of Probation as set out in Policy 9732-I-100015 and Procedure 9732-II-100015 and the **HOLD** will be removed on that registration period. The designation of **ADMINISTRATIVE PROBATION** shall be a Probationary status and will be reflected in the student's permanent file/transcript.
- G. Be **DISMISSED** from the nursing major/program if a second (2nd) **ADMINISTRATIVE PROBATION** is issued related to non-compliance with this procedure.
- H. Demonstrate proof of remediation in identified areas covered by the examination(s) when the observed reference score(s) is below the determined standardized score in order to progress in the CNCP or to qualify for graduation. Remediation requirements shall include but are not necessarily limited to:
1. Meeting with a Faculty Academic Advisor within seven (7) days of exam.
 2. Developing a Personal Plan of Action (PPOA) that may include such activities as CAI enhancers, textbook readings, or other activities.
 3. Demonstrating compliance to remediation plan and being recommended by the Faculty Academic Advisor for a scheduled Retake of the exam.



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- I. Be allowed to take Remediated Competency Exam (RCE) once (i.e., if a student takes an exam for the first time (FACE) and does not Pass, they can then remediate in order to be ready to retake the exam by week 7-9 of the following semester/term or during the next regular Administration Testing Window. If on that re-take they still did not Pass at the required score, they must again show proof of re-mediation.)
- J. Not be allowed to retake an exam unless at least thirty (30) school days have elapsed between the previous administration of the same area content exam.
- K. Be billed the posted cost for each retake of a competency exam.
- L. Be allowed to demonstrate competency, if not successful on their second attempt (first time and retake) after again showing proof of additional remediation after the retake, by successfully achieving the required Passing Score on the Comprehensive Exit Exam.
- M. Have up to four (4) chances to demonstrate a successful **PASSING SCORE** on the Comprehensive Exit Exam. A student will not be certified for NCLEX-RN by the School of Nursing in any state board jurisdiction until a Passing Score is observed on the Comprehensive Exit Exam. Failure to successfully **PASS** the Comprehensive Exit Exam on the fourth (4th) attempt will require the student/graduate to remediate by means of re-enrolling, attending and demonstrating a successful completions of a School approved review course(s) before a Certificate of Completion will be issued by the School.

The Curriculum Council will:

- A. Determine the Comprehensive Nursing Examination Program (consisting of a nationally normed reference examination(s) with reported reliability and validity co-efficients) and the required reference score to be achieved by the student in order to be considered passing.
- B. Evaluate composite data of student performance as a measure of Systematic Program Evaluation of curriculum.
- C. Implement a Faculty Academic Advisor - Remediation Assistance Program for those students who do not meet minimum standards.

The Coordinator Advisement and Assessment or designee will:

- A. Oversee, coordinate and monitor the Comprehensive Nursing Examination Program.
- B. Assist the student's Academic Advisor in the interpretation of exam results and reports of individual student performance, provide guidance to Academic Advisor and students in remediation services, and schedule retake exam(s) at the request of the Advisor.
- C. Offer initial evaluation of exam results to student.
- D. Counsel students regarding achievement standards, remediation options, tutoring services, and Personal Plan of Action (PPOA).
- E. Compile and report composite results to faculty, Curriculum and Instruction Workgroup, and Administrative Council.
- F. Assure examination scores are placed in the student's academic file.



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- G. Issue Registration Holds and Initiate Administrative Probation.
The Faculty Academic Advisor and individual faculty members will:
- A. Counsel and tutor students as needed.
 - B. Assist in the interpretation of results for students.
 - C. Review and approve a student’s Personal Plan of Action (PPOA) for remediation.
 - D. Recommend a remediated student for retake to the Coordinator Advisement and Assessment or designee, after proof of remediation has been demonstrated.
 - E. Assist the Coordinator Advisement and Assessment in the scheduling and proctoring of examinations.
 - F. Conduct the Formalizing and Follow-up Phases with students placed on Administrative Probation.

APPENDIX A - COMPREHENSIVE NURSING EXAMINATION PROGRAM

- I. Required for **Competency Assessment** - To be eligible for graduation the Student must have a **PASSING** competency score in the following areas: (1) Pharmacology, (2) Pediatric, (3) Psych-Mental Health, (4) Maternal Health, (5) Adult Care and (6) a Comprehensive Exit Exam. **SUBJECT TO CHANGE.**

Student/Graduates for Program Completion must complete the following **Competency Assessment - Standardized Examination Schedule** administered by HESI. The observed satisfactory achievement score must be equal to or greater than the scaled score of either 850 or a Conversion Score of at least 74.5% which is at the 39.50 percentile or greater. **The student must successfully Pass the Comprehensive Exit Exam in order to meet the Graduation Requirements and be Certified by the School of Nursing as eligible to take the NCLEX-RN.**

TIMING AND PLACEMENT OF EXAMS

Cluster III

Completion of or Enrolled in:	Competency Requirement – HESI Exam	Administration Window ¹
Bio 213 – Analysis of Pharmacotherapeutics	Pharmacology	During Week 11, 12 or 13 of first course of Cluster III. Will also be required for a transfer course in Pharmacology
Nursing 324 – Planning for Nursing Care of Infants through Middle Adults	Pediatric	During Week 11,12 or 13 of course

Cluster IV



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Enrolled in:	Competency Requirement – HESI Exam	Administration Window ¹
Nursing 343 – Implementation: Concepts of Mental & Maternal Health	Psych-Mental Health	During Week 11, 12 or 13 of course.
Nursing 343 – Implementation: Concepts of Mental & Maternal Health	Maternal Health	During Week 11,12 or 13 of course
Nursing 344 - Implementation: Care of Clients with Complex Deviations in Health	Medical Surgical	During Week 11,12 or 13 of course

Cluster V

Enrolled in	Competency Requirement – HESI Exam	Administration Window ¹
<p>Both courses during the same semester:</p> <p>Nursing 445 – Community: a Quality of Life Approach.</p> <p>AND</p> <p>Nursing 446 – Leadership: Developing a Quality Nursing Ethic</p>	Comprehensive RN Exit Exam	During Week 3-5 of a 16 week term OR Week 2, 3 or 4 of an 11 week Spring/Summer term
<p>Either:</p> <p>Nursing 445 – Community: a Quality of Life Approach.</p> <p>OR</p> <p>Nursing 446 – Leadership: Developing a Quality Nursing Ethic</p> <p>AS A LAST COURSE OF CLUSTER V</p>	Comprehensive RN Exit Exam	During Week 3-5 of a 16 week term OR Week 2, 3 or 4 of an 11 week Spring/Summer term



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II. PROGRAM MEASUREMENT - STANDARDIZED EXAMS

At periodic times, specific cohorts (groups) of students will be required to complete Program Measurement Standardized Exams. Like Competency Exams, failure to complete the exam during its scheduled Administration Window will result in a **REGISTRATION HOLD** until the exam is scheduled and taken. Anticipated Program Measurement Exams are: (SUBJECT TO CHANGE)

1. Fundamentals of Nursing – during weeks 11-13 of Cluster II course(S) following completion of Cluster I
2. Pathophysiology – **After** completion of Bio 212 – Pathophysiology or by the End of Cluster II whichever is earliest.
3. Community Health – **Before or After** mid-term of Nursing 445 – Community: A Quality of Life Approach during Cluster V. This Exam will be administered every third year to all cohorts of student who enroll in course and Cluster V during that academic year. Plan for Administration of Exam to cohorts completing in 2009-2010, 2012-2013, etc.
4. Gerontology - **Before or After** mid-term of Nursing 445 – Community: A Quality of Life Approach during Cluster V. This Exam will be administered every third year to all cohorts of student who enroll in course and Cluster V during that academic year. Plan for Administration of Exam to cohorts completing in 2011-2012, 2014-2015, etc.
5. Management – **Before or After** mid-term of Nursing 446 – Leadership: Developing a Quality Nursing Ethic during Cluster V. This Exam will be administered every third year to all cohorts of student who enroll in course and Cluster V during that academic year. Plan for Administration of Exam to cohorts completing in 2010-2011, 2013-2014, etc.



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Michael R. Pence, Governor

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ATTACHMENT II - Institutional Complaint Definition and Log 2010-2014

Definition of Complaint: A Complaint must be written and individually signed and have a return address in order to be considered a formal complaint. The written complaint must contain specific information about the alleged violation related to the Nursing Program policy, procedure or treatment of the individual(s) involved, or related to the Indiana State Board of Nursing Rules or to the Standards for accreditation.

Responses to a complaint will be written after investigation, with a copy of the complainant’s letter forwarded to any individual named in the complaint. See Procedure 9732-II-100020 - MANAGEMENT OF REPORTABLE COMPLAINTS OF THE COOPERATIVE NURSING PROGRAM.

For purpose of procedure, issues regarding grade review and/or appeal are not considered in the criteria of Reportable Complaints

Log

Year	Received	Ground(s) of Investigation	Follow-up and Reporting
2010-2011		No written complaints received	
2011-2012		No written complaints received	
2012-2013		No written complaints received	
2013-2014		No written complaints received	