

# MISSISSIPPI

COMMUNITY COLLEGE BOARD



Standards for  
Practical Nursing Accreditation  
With Recommended Procedures for Documentation and Self-Study  
**2015**

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## INTRODUCTION

### Accreditation Authority

In addition to all other powers and duties now vested by law, in the State Department of Education, is hereby empowered and required, acting in this behalf by and through the Mississippi Community College Board, hereinafter referred to as “MCCB”, to:

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

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

### Definition of a Practical Nurse

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

Mississippi Board of Nursing, Mississippi Nursing Practice Law 2010. § 73-15-5.

## **ADOPTION & REVISION OF STANDARDS OF ACCREDITATION**

The MCCB has the authority and responsibility to establish and promulgate criteria for the evaluation and accreditation of public community and junior colleges and proprietary institutions. These criteria take the form of Standards of Accreditation. The MCCB staff distributes Standards adopted by the board members of the MCCB, and takes the action necessary for their implementation. Standards will be subject to formal review and revision on a five (5) year cycle; however, the standards and criteria can be reviewed and revised as needed based on current trends in nursing education.

Information on new standards is posted on the MCCB website and made available to persons, institutions, and organizations affected by the Standards. People, institutions, and organizations affected by, or with an interest in, the Standards and policies of the MCCB are advised of proposed standards and of the date they will be given consideration by the MCCB, and comments are solicited.

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

## ACCREDITATION GUIDELINES

1. The Standards of Accreditation constitute the basic document for the accreditation process forming the foundation of essentials against which a program assesses, evaluates, and improves itself.
2. Program evaluation is a process conducted by faculty, staff, students, and the governing organization in which the program is assessed to determine if the program is in accordance with the accreditation standards.
3. The program evaluation process should be an on-going process that allows the governing organization to make any necessary revisions to the program in order to meet the accreditation standards prior to the next accreditation review.
4. Each practical nursing program determines its own objectives, based on the competencies identified in the Mississippi Curriculum Framework for post-secondary practical nursing.
5. Accreditation is not intended to impose upon institutions rigid uniformity of educational objectives or school operations.
6. Each institution is judged upon its own objectives according to the accreditation standards and criteria established by the MCCB.
7. Upon accreditation, the maximum period for reexamination shall be eight years. Earlier, complete or partial reexamination, or focused visits may be required by the MCCB, if full accreditation is not attained.
8. Practical nursing programs shall notify the MCCB Director for Career and Technical Education immediately of changes in ownership, management, contractual affiliations with other institutions, additions or major changes of courses or facilities, and items that could substantially affect the program's policies, staff, curricula, reputation, legal, or financial status.
9. The practical nursing program's Certificate of Accreditation is to be surrendered by the institution upon termination of accredited status of the practical nursing program. If termination of accredited status occurs, the institution must immediately delete references and claims of accreditation from catalogs, advertising, and promotional materials, and in no event later than ninety days after termination.

## **GENERAL REQUIREMENTS**

### **Effective Date**

The effective date shall be July 1, 2015.

### **Location of Program**

The practical nursing program must be located within the State of Mississippi in order to receive accreditation by the MCCB.

### **Compliance**

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

### **Accreditation Fee Structure**

#### **Continuing Accreditation-**

Institutions seeking reaccreditation shall be responsible for all fees associated with the accreditation process. Such fees include, but are not limited to: the accreditation visit team travel, hotel accommodations, meal per diem, printing, and postage.

#### **New Program Accreditation -**

Institutions seeking to establish a new program shall be assessed a \$2500.00 fee. In addition, the institution shall be responsible for all fees associated with the accreditation process. Such fees include, but are not limited to: the accreditation visit team travel, hotel accommodations, meal per diem, printing, and postage.

### **Reports Required of All Practical Nursing Programs**

The practical nursing program must submit an annual report, located on the MCCB website, Career and Technical Education webpage, (<http://www.mccb.edu/WkfEdu/ctDefault.aspx>) to verify compliance with identified components of the accreditation standard. The components will include, but are not limited to: admission and retention data, faculty-to-student ratios, and NCLEX-PN® pass rates on all test takers (1<sup>st</sup>- write and repeat). The annual report is due to the MCCB Director for Career and Technical Education on or before October 15<sup>th</sup> of each year.

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

New program directors/administrators should contact the MCCB Director for Career and Technical Education to receive a user name and password to access the Practical Nursing (PN) Annual Reporting System.

## **Changes in Existing Practical Nursing Programs**

When a practical nursing program changes ownership, markedly alters its pattern of organization or curriculum, decides to discontinue the program, establishes an additional practical nursing program location or relocates an existing practical nursing program, it shall notify, and in some instances, receive approval by the MCCB Director for Career and Technical Education in writing before the change is made. If the decision is made to discontinue the program, the disposition of all students' permanent transcripts and final records shall be made in accordance with institutional policy. An institution desiring to reopen a practical nursing program shall reapply for approval of the newly planned program as if it were establishing a new practical nursing program.

### **Approval for Establishment of a New Practical Nursing Program and Criteria for Accreditation**

Any institution seeking approval to begin a practical nursing program must agree to be governed by the rules and regulations of the MCCB with regard to the Standards for Practical Nursing Accreditation and must meet the minimum prescribed requirements as outlined in the Mississippi Curriculum Framework for Post-Secondary Practical Nursing. Institutions seeking to establish a practical nursing program shall apply using the forms supplied by the MCCB (Appendix "A"). An application for Stage I-Declaration of Intent must be received at least six months in advance of the proposed opening of a new program site. All institutions and facilities attempting to establish a program of practical nursing shall be visited by designated MCCB staff and evaluated by those persons selected to serve on the accreditation site visit team. The program must meet all the criteria as specified in "Criteria for Establishing a Program of Practical Nursing in Mississippi." Institutions may not award a certificate prior to approval by the MCCB.

## STANDARDS AND CRITERIA FOR ACCREDITATION With Required Documentary Evidence

Standards must be met by all programs of practical nursing in Mississippi, including those programs that are nationally accredited.

**A. GOVERNANCE: The program’s mission, program outcomes, and policies are congruent with those of the governing organization. The practical nursing program must be administered by a director/administrator who is academically and experientially qualified.**

1. The mission and program outcomes for the practical nursing program are consistent with the mission of the governing organization.
2. The policies of the practical nursing program are congruent with the policies of the governing organization or differences are justified.
3. There is a clearly defined organizational chart that demonstrates channels of communication between administration of the governing organization and practical nursing faculty.
4. The practical nursing program must be administrated by a director/administrator with credentials verifying his/her legal active status as a registered nurse with an unencumbered license in Mississippi and must:
  - a. Hold a minimum of a Bachelor’s Degree in Nursing,
  - b. Have five (5) years clinical experience working as a registered nurse; or three (3) years experience as faculty in a nursing/allied health program
  - c. Satisfy clinical agency requirements (if responsibilities include direct clinical supervision of students), i.e., background checks, immunizations, CPR, etc.
5. Job/position descriptions delineate qualifications and responsibilities of the practical nursing director/administrator.
6. The practical nursing director/administrator has the authority and responsibility for the development and administration of the program and has adequate time and resources to fulfill the role.
7. The director/administrator, faculty, and students of the practical nursing program have an opportunity to participate in the activities of the governing organization.

**Required Documentation:**

- *Provide a copy of the mission of the practical nursing program.*
- *Provide a copy of the mission of the governing organization.*
- *Provide faculty/staff meetings minutes that reflect that the practical nursing program’s mission is reviewed and revised as needed.*
- *Provide a copy of the practical nursing program outcomes/goals.*
- *Provide a copy of the governing organizations handbooks that demonstrates the policies affecting practical nursing program are non-discriminatory and are the same as for other programs. Provide justification for any differences. (A table that outlines this information is acceptable)*
- *Provide an organizational chart of the parent/governing organization.*
- *Provide the personnel file for the practical nursing director/administrator. The following items should be included, in the file:*
  - *Official college transcript*
  - *Verification of unencumbered Mississippi registered nursing license.*

- *Curriculum vita (CV) reflecting that director/administrator has a minimum of five (5) years clinical experience as a registered nurse, or has three (3) years of experience as faculty in a nursing/allied health program.*
- *Clinical agency requirements, i.e., background checks, immunizations, CPR, etc.*
- *Provide a job description for the practical nursing program director/administrator that outlines qualifications, licensure requirements, and job responsibilities*
- *Provide roster of committees, faculty/staff meeting minutes, or any other evidence that reflects director/administrator, faculty, and students of the practical nursing program participation in activities of the governing organization*

**B. FACULTY AND STAFF: Practical nursing faculty and staff are academically and experientially qualified. The number of qualified faculty and staff provides for the achievement of student learning and program outcomes.**

1. Practical nursing faculty (full-time, part-time, and adjunct) must have an unencumbered registered nursing license in Mississippi and must:
  - a. Hold a minimum of an Associate's Degree in Nursing.
  - b. Have three (3) years clinical experience working as a registered nurse; or have two (2) years' experience as faculty in a nursing/allied health program
  - c. Satisfy clinical agency requirements, i.e., background checks, immunizations, CPR, etc.
2. Practical nursing faculty members participate in professional development activities that support evidenced-based practice in the classroom and clinical setting.
3. Practical nursing faculty members are evaluated according to the governing organization's policies, and evaluation data is used for professional development.
4. Practical nursing faculty-to-student ratios in the classroom and clinical setting shall be appropriate to meet the student learning outcomes of the program.
  - a. Total enrollment in each practical nursing program is limited to 15 students per one FTE qualified nursing faculty.
  - b. Faculty-to-student ratio in the classroom and campus lab is no more than 1 to 15.
  - c. Faculty-to-student ratio in clinical settings requiring direct supervision is no more than 1 to 10; precepted clinical experiences is no more than 1 to 15.
5. Support staff is available, qualified, and sufficient in number to support the student learning and program outcomes.
6. Administrative/clerical support is provided to support the achievement of student learning and program outcomes.

**Required Documentation:**

- *Provide a personnel file for each faculty (full-time, part-time, and adjunct). The following items should be included in the file:*
  - *Verification of unencumbered Mississippi registered nursing license*
  - *CV reflecting that faculty has a minimum of three (3) years clinical experience as a registered nurse, or has two (2) years of experience as faculty in a nursing/allied health program.*
  - *Clinical agency requirements, i.e., background checks, immunizations, CPR, etc.*
- *Provide copies of the faculty members' professional development plan that reflects information from evaluations.*
- *Provide evidence, such as conference registrations, academic transcripts, sign-in sheets, committee lists, etc. that show practical nursing faculty engage in professional development activities which may include, but are not limited to, participation in:*

- *Evidenced-based practice activities related to professional nursing development*
- *Nursing conferences*
- *Webinars*
- *Advanced nursing education*
- *College provided professional development*
- *College committees*
- *Institutional effectiveness*
- *Student advisement and support*
- *Provide class rolls, clinical groupings, lab assignments, etc., that document the following:*
  - a. *Total enrollment in each practical nursing program is limited to 15 students per one FTE qualified nursing faculty.*
  - b. *Faculty- to- student ratio in the classroom and campus lab is no more than 1 to 15.*
  - c. *Faculty- to- student ratio in clinical experiences requiring direct supervision is no more than 1 to 10; precepted clinical experiences is no more than 1 to 15.*
- *Provide names and credentials of administrative/clerical and support staff, as well as an explanation, such as schedule, etc., to show how staff is available and sufficient in number to support the student learning and program outcomes.*

**C. STUDENTS: The policies of the practical nursing program and services available to practical nursing students support student learning and program outcomes. Policies in effect for practical nursing students are nondiscriminatory, consistent with those in effect for all students enrolled in the governing organization, or differences are justified.**

1. Each practical nursing program is permitted a 15% allowance for high risk students who do not meet the stated admission criteria.
2. Support services for practical nursing students are consistent with those available for all students enrolled in the governing organization.
3. Educational and financial records for practical nursing students are in compliance with the policies of the governing organization, state, and federal guidelines.
4. Practical nursing program information is accurate, clearly stated, is published, and made available to current and prospective students. Such information should include, but is not limited to:
  - a. Admission criteria
  - b. Withdrawal process
  - c. Readmission process
  - d. Progression requirements
  - e. Graduation requirements
  - f. Legal limitations for licensure
  - g. Policy regarding granting credit for prior learning
5. Changes in the practical nursing program's policies, procedures, or guidelines are communicated in a clear and timely manner.
6. There is a written procedure to address student complaints that includes evidence of due process and resolution of complaints.

*Required Documentation:*

- *Provide a current web address for the practical nursing program*
- *Provide access to the institution's student handbook*
- *Provide access to the practical nursing handbook*

- *Provide a table showing any differences in policies between practical nursing students and all students enrolled in the governing organization along with the justification for such differences*
- *Provide the practical nursing program admission criteria*
- *Provide the student selection process for program admission*
- *Provide evidence of applicant admissions to the practical nursing program*
- *Provide a listing of high risk students that were admitted into the program.*
- *Provide evidence (student handbook, institution handbook) that practical nursing students have access to the same student services as those available to all students in the governing organization (counseling, library, labs, etc.)*
- *Provide evidence regarding the maintenance of educational and financial records. (programs, admissions, financial aid, etc.)*
- *Provide evidence of the following and show how the information is available to current and prospective practical nursing students:*
  - *Admission criteria*
  - *Withdrawal process*
  - *Readmission process*
  - *Progression requirements*
  - *Graduation requirements,*
  - *Legal limitations for licensure*
- *Provide evidence of the practical nursing program's process to grant credit for any prior learning. State the courses involved and the procedure for granting this credit.*
- *Provide evidence of the practical nursing program's grievance policy regarding student complaints.*

**D. CURRICULUM: The program of learning utilizes the Mississippi Curriculum Framework for Post-Secondary Practical Nursing for the achievement of student learning and program outcomes.**

1. The program of learning meets the requirements of the Mississippi Curriculum Framework for Post-Secondary Practical Nursing and is organized so that knowledge and skills are progressively developed.
2. The curriculum is regularly reviewed by faculty, and faculty participate in curriculum development, implementation, and revision at the state and individual program level.
3. A variety of evaluation methods are used by faculty for the purpose of measuring achievement of student learning outcomes.
4. Learning experiences and methods of instruction for theory, campus lab, and clinical lab are selected by the faculty to support the achievement of student learning and program outcomes.
5. Affiliation agreements exist between the governing organization and the clinical agencies.

**Required Documentation:**

- *Provide evidence that the program of learning is organized so that knowledge and skills progress from simple to complex, and that the faculty are a part of curriculum implementation and development.*
- *Provide evidence that each course syllabus includes, but is not limited to:*
  - a. *Competencies and objectives that support the Mississippi Curriculum Framework for Post-Secondary Practical Nursing.*

- b. *A variety of learning experiences and instructional and evaluation methods that promote and measure achievement of student learning outcomes.*
- *Courses that include clinical instruction will provide clinical experiences to support the achievement Provide evidence that affiliation agreements with all clinical agencies used for clinical education are reviewed periodically, revised as needed, and include the following:*
  - a. *Termination clauses.*
  - b. *Appropriate signatures and dates.*
  - c. *Contains language designating faculty responsibility for students and for the selection of student learning experiences.*
- *Provide evidence that students and faculty evaluate clinical agencies and that the evaluation data is used to support the achievement of student learning and program outcomes.*

**E. RESOURCES: Resources for the practical nursing program are sufficient to support the achievement of student learning and program outcomes.**

1. Fiscal resources are sufficient to achieve student learning and program outcomes.
2. Faculty salaries shall be sufficient to recruit and retain qualified nursing faculty.
3. Physical facilities are adequate for achievement of the student learning and program outcomes.
4. Learning resources are comprehensive, current, and accessible to students and faculty. Learning resources include but are not limited to:
  - a. Library Resources
  - b. Computer Labs
  - c. Campus Labs

*Required Documentation:*

- *Provide a copy of the practical nursing program budget and one other healthcare program budget for comparison.*
- *Provide a copy of the institution's practical nursing faculty salary scale as well as the institution's salary scale for other faculty*
- *Provide the number of practical nursing faculty vacancies, applicants, and turnover rates for the past three years.*
- *Provide description of physical facilities.*
- *Provide description of learning resources.*

**F. OUTCOMES: Evaluation of the practical nursing program is ongoing, systematic and demonstrates achievement of student learning and program outcomes.**

1. Systematic evaluation of the practical nursing program demonstrates assessment and evaluation of student learning outcomes
2. Program outcome achievement is demonstrated:
  - a. Licensure exam passage rates: the program's three-year mean on NCLEX-PN® for **all** test takers is at or above the national average
  - b. Program completion rates: expected levels of achievement are determined by faculty and reflect program demographics and local program options. The three-year mean for program completion must be at or above the identified expected level of achievement.
  - c. Program satisfaction: expected levels of achievement are determined by faculty

and include quantitative and qualitative data that addresses graduate and employer satisfaction measures. The three-year mean for program satisfaction must be at or above the identified expected level of achievement for graduates and employers.

- d. Job placement rates: expected levels of achievement are determined by faculty and are based on current employment patterns and trends. The three-year mean for job placement must be at or above the identified expected level of achievement.

Required Documentation:

- *Provide evidence that the systematic evaluation plan includes:*
  - *Expected levels of achievement, time frames, and assessment methods for each criteria*
  - *Data has been collected, analyzed, aggregated, and trended*
  - *Evidence that evaluation findings are used for program improvement*
- *Provide evidence that levels of achievement have been established and measured for licensure examination pass rates, program completion rates, program satisfaction, and job placement rates.*
- *Provide evidence that faculty meeting minutes reflect faculty input into the systematic evaluation plan and program improvement or revisions based on results of data collection.*
- *Provide employer and graduate surveys.*

# RULES AND REGULATIONS FOR ACCREDITATION OF MISSISSIPPI PROGRAMS OF PRACTICAL NURSING

## ESTABLISHED PROGRAMS

### TYPES OF ACCREDITATION

The following types of accreditation are granted by MCCB to practical nursing programs in Mississippi

#### Full Accreditation:

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

#### Provisional Accreditation:

- One or two standards have not been met.
- A Plan of Compliance for meeting standard(s) must be submitted within sixty (60) days of the date of the MCCB accreditation recommendation.
- Provisional Accreditation will be granted for a period of twenty-four (24) months, with a required follow-up report. A revisit may be required at the discretion of the MCCB.
- If the practical nursing program demonstrates compliance with all standards at the end of the provisional accreditation period, the program will be accredited for the full 8 (eight) years from the date of the original accreditation visit.

#### Probationary Accreditation:

- Three or more standards have not been met.
- A plan of compliance for meeting standards must to be submitted within sixty (60) days of the date of the MCCB accreditation recommendation.
- Probationary accreditation will be granted for a period of twenty-four (24) months with a required revisit at the end of the probationary accreditation period.
- If the practical nursing program demonstrates compliance with all standards at the end of the probationary period, the program will be accredited for the full eight years from the date of the original accreditation visit.

Withdrawal of Accreditation: If the institution has not complied with all requirements within the twenty-four (24) months, **accreditation will be withdrawn at the time of completion of the presently enrolled classes.** Practical nursing programs that lose state accreditation may reapply for state accreditation as a newly established program one year from the effective date of withdrawal.

### APPEALS PROCESS

- A. An institution wishing to appeal factual errors in the Accreditation Team's Preliminary Report must submit a written statement and supporting documentation to MCCB's Director for Career and Technical Education within 14 (fourteen) business days of the date of the accreditation team's exit interview.
- B. An institution wishing to appeal the decision of the Board Member of the MCCB, regarding accreditation status, shall do so in writing within 30 (thirty) days of the date of the Board's decision.

- C. When the MCCB's Director for Career and Technical Education receives a request for an appeal:
  - 1. An Appeals Panel shall be convened within six (6) weeks of the request for an appeal.
  - 2. The Appeals Panel will consist of five (5) people who have knowledge of practical nursing program accreditation purposes and procedures.
  - 3. A chair of the Appeals Panel will be designated by the MCCB's Director for Career and Technical Education.
  - 4. The program filing the appeal may request in writing that any member of the Appeals Panel be removed, provided the program can show good cause as to why the member should be removed.
  
- D. Only evidence previously submitted to the MCCB may be included in a submission to the Appeals Panel. Following oral presentation (if any) and the Panel's consideration of the appeal, the Appeals Panel will determine the outcome of each appeal by a majority vote.
  
- E. The Appeals Panel can either uphold the decision of the MCCB or remand to the MCCB for reconsideration.
  - 1. If the Appeals Panel upholds the decision of the MCCB, the action of the Appeals Panel is final, pending approval by the Board members of the MCCB. The institution is notified of the decision.
  - 2. If the Appeals Panel remands the case to the MCCB for further consideration, the matter shall be deemed to be finally disposed of when the Board members of the MCCB take final action on remand.

## ACCREDITATION PROCESS

- A. Each practical nursing program in Mississippi will be visited by an accreditation site team every eight (8) years, or more often if necessary.
- B. Each program will submit four (4) Self-Study Reports to MCCB's Director of Career and Technical Education, at least six (6) weeks prior to any scheduled state accreditation visit.
- C. If the practical nursing program receives national accreditation, the self-study for the national accreditation can be submitted in place of the state's self-study if completed within the past twelve months. The self-study for national accreditation must be cross referenced with the state's accreditation standards.
- D. The state's accreditation visit will not be made at the same time as a national accreditation visit unless requested by the program director; however, the program may request that the MCCB's Director of Career and Technical Education be present during the national accreditation visit.
- E. The Mississippi Community College Board members approve or deny accreditation of a practical nursing program based on the accreditation visit team's final report of findings and recommendation of accreditation status.

### Section 1 - Responsibilities of the MCCB Prior to Accreditation Visit

The MCCB's Director of Career and Technical Education shall:

- 1.1 Confirm with the institution's president and administrator, the scheduled dates of the accreditation visit for that school. Accreditation visits will be made when the school is in session.
- 1.2 Select accreditation team members and appoint one member of the team to serve as chair. The accreditation team is selected by MCCB's Director of Career and Technical Education. The typical composition of an accreditation team consists of MCCB staff and three (3) members from the practical nursing education community. The team should include at least one (1) practical nursing director/administrator. Past or present administrators and faculty of the nursing program being evaluated will not serve on the accreditation team for their own program. If a practical nursing director/administrator of the school being visited objects to a particular team member with just cause, the administrator may appeal to the MCCB Director of Career and Technical Education.
- 1.3 Submit the following to the institution:
  - a. Accreditation Standards and Rules and Regulations for Accreditation of Mississippi Programs of Practical Nursing.
  - b. The names of prospective accreditation site team members.
  - c. The name of the chair of the accreditation visit team.
- 1.4 Submit the following to the accreditation team members:
  - a. All documents submitted by the institution that pertain to the accreditation visit, including but not limited to, the self-study, program reports, college catalog, program handbook.
  - b. Accreditation Standards and Rules and Regulations for Accreditation of Mississippi Programs of Practical Nursing.

### Section 2 – Responsibilities of the Institution Prior to Accreditation Visit

The director/administrator of the practical nursing program of the institution shall:

- 2.1 Plan and schedule all activities of the accreditation visit on the dates determined by MCCB's Director of Career and Technical Education.
- 2.2 Submit the program's Self-Study Report to MCCB's Director of Career and

- Technical Education at least six (6) weeks prior to the scheduled visit.
- 2.3 Collaborate with the accreditation team chair to plan the agenda for the accreditation visit.

### **Section 3 - Responsibilities of the Accreditation Team**

After the dates for the accreditation visit have been set and the accreditation team has been selected:

- 3.1 Each accreditation team member is expected to be knowledgeable about the accreditation process, the “Standards for Accreditation,” and the “Rules and Regulations for Accreditation of Mississippi Programs of Practical Nursing”.
- 3.2 The accreditation team works together to share responsibility for all aspects of the visit.
- 3.3 The accreditation team chair’s responsibilities include:
- a. Communicating with the practical nursing program director/administrator regarding major planning for the visit.
  - b. Allocating responsibilities for various activities, prior to the accreditation visit, to assure optimum utilization of team members.
  - c. Ensuring adequate coverage of all areas during the visit, including interviews or conferences with essential personnel.
  - d. Acting as the official spokesperson for the accreditation team.
  - e. Requesting any additional materials as needed from the practical nursing director/ administrator during the accreditation visit.
  - f. Meeting with the practical nursing director/administrator prior to reading the preliminary report at the exit interview.
  - g. Reading the preliminary report at the exit interview to the practical nursing director/administrator, faculty, staff, students and administrators that may be in attendance. The chair may share the responsibility of reading the report among the accreditation team members.
- 3.4 The accreditation team members’ responsibilities include:
- a. Reviewing the Self-Study Report and supporting documents, prior to the accreditation visit to become thoroughly knowledgeable with the assigned portions of content.
  - b. Meeting on the evening prior to the accreditation visit, at the designated hotel, to discuss Self-Study Report and to outline the procedures to be followed during the visit.
  - c. Answering any questions regarding assigned portions of accreditation visit and Self-Study Report posed by the practical nursing director/administrator and administrative personnel.
- 3.5 The accreditation team’s role during the accreditation visit is to verify, clarify, and amplify the information submitted by the practical nursing program in relation to the state standards for accreditation.
- 3.6 Each aspect of the program must be evaluated only in terms of the evidence presented as it relates to the standards for accreditation.

### **Section 4 – Conducting the Accreditation Visit**

In conducting the accreditation visit, every effort is made to not interrupt the ongoing daily activities of the institution. When planning the agenda and activities involved in the accreditation visit:

- 4.1 The accreditation team ensures that any adjustments to the schedule are done at the convenience of the college whenever feasible.

- 4.2 The agenda includes time set aside each day for the accreditation team to review the various materials and appropriate records.
- 4.3 The agenda includes time on the second day for the accreditation team to compile the preliminary report.
- 4.4 The institution shall plan the following activities to take place during the visit for the accreditation team:
  - a. Preliminary, interim, and closing conferences with faculty; administrative officers of the institution;
  - b. Observations in selected clinical settings to observe and talk with students;
  - c. Tours of the classroom and laboratory space;
  - d. Conferences with nursing students;
  - e. Visits to appropriate college facilities

**NOTE:** Accreditation team members should not request materials from the college for personal use. Only materials needed to supplement the self-study or follow-up report should be requested.

### **Section 5 – Preparing the Accreditation Team’s Preliminary and Final Report**

- 5.1 The preliminary report is a report of each team member’s accreditation visit findings and is:
  - a. Drafted by the chair of the accreditation team before the team leaves the accreditation visit.
  - b. To be read and discussed by the accreditation team members with the practical nursing director/administrator prior to reading the report to the faculty and administrators.
  - c. The preliminary report will be ready by the chair at the exit interview to the practical nursing director/administrator, faculty, staff, students and administrators that may be in attendance. The chair may share the responsibility of reading the report among the accreditation team members.
- 5.2 The accreditation team’s Final Report must be submitted to MCCB’s Director for Career and Technical Education within 14 (fourteen) days after the conclusion of the accreditation visit and should:
  - a. Assure that the accreditation team’s report supplements and complements the program’s self-study.
  - b. Clarify questionable areas of the practical nursing program’s Self-Study or follow-up report.
  - c. Present a concise, unbiased, and complete picture of each practical nursing program that includes documentary evidence of meeting or not meeting state standards for accreditation and an assessment of the strengths and areas needing development.
  - d. The MCCB Director of Career and Technical Education will review the Accreditation Team’s Final Report with the Associate Executive Director for Workforce, Career, and Technical Education.
  - e. The Accreditation Team’s Final Report which includes a recommendation for accreditation will be submitted to the Board Members of the MCCB for a decision of accreditation status.

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

Any institution seeking approval to establish a practical nursing program must:

1. Agree to be governed by the rules and regulations of the MCCB with regard to Standards for Practical Nursing Accreditation,
2. Meet the minimum prescribed requirements as outlined in the Mississippi Curriculum Framework for Post-Secondary Practical Nursing,
3. Pay the \$2,500 fee assessed to institutions seeking program approval,
4. Be responsible for all fees associated with the accreditation process. Such fees include, but are not limited to: the accreditation visit team travel, hotel accommodations, meal per diem, printing, and postage.
5. Successfully complete all three stages of accreditation listed below:

Stage I: Declaration of Intent

Stage II: Qualify for Initial Accreditation

Upon approval of Initial Accreditation, an institution may admit students.

Stage III: Qualify for Full Accreditation

All stages of accreditation require completion of official MCCB applications. Official forms are located in Appendix .

### **STAGE I: DECLARATION OF INTENT**

**Any institution considering the establishment of a practical nursing program shall:**

- 1.1 Request consultation from the MCCB's Director of Career and Technical Education.
- 1.2 Establish a local advisory committee and submit evidence of advisory committee involvement in the planning process. Advisory committee members should include representation from:
  - a. Practical nursing education.
  - b. Nursing service.
  - c. Healthcare facilities.
  - d. Educational agencies.
  - e. Community at large.
- 1.3 Consult with practical nursing directors/administrators who are involved in the administration of accredited practical nursing programs.
- 1.4 At least six months prior to the proposed opening of the program, submit to MCCB's Director of Career and Technical Education, the following:
  - a. Application for Stage I: Declaration of Intent. Submit \$2,500 assessment fee
  - b. Current institution catalog or electronic access to current catalog.
  - c. Determination of availability of qualified faculty.
  - d. Tentative timetable for initiating the proposed practical nursing program.
  - e. Source of potential students.
  - f. Certificate of registration and an agent's permit, as required by MCCB's Office of Proprietary Schools. For more information regarding this process, please contact the MCCB Director of Proprietary Schools at 601-432- 6185.

**Upon receipt of the above documents and information, the MCCB's Director of Career and Technical Education shall:**

- 1.5 Collaborate with the Associate Executive Director for Workforce, Career and Technical Education to review application and supporting documents.
- 1.6 Submit the Application for Stage I: Declaration of Intent to the Board Members of the Mississippi Community College Board for a decision of approval or denial.
- 1.7 Send a letter informing the institution of the Board's decision explaining the following:
  - a. Decision of approval - Upon approval of Stage I: Declaration of Intent, an institution may proceed to Stage II: Qualify for Initial Accreditation.
  - b. Decision of denial - Upon denial of Stage I: Declaration of Intent, an institution may consult with MCCB's Director of Career and Technical Education regarding the reasons for denial. The institution may revise its plan and resubmit to the MCCB or abandon its intention to establish a practical nursing program.
  - c. If the institution abandons the intent to establish a practical nursing program, the \$2,500 will be refunded.

**United States Department of Education Agency Accreditation**

- 1.8 Any institution seeking approval for the establishment of a New Practical Nursing Program in the state of Mississippi must provide proof of current unencumbered accreditation by an accrediting agency recognized/authorized by the United States Department of Education. The institution must provide the MCCB with the documentation of accreditation status as part of the Declaration of Intent. The Declaration of Intent is the First Stage of the process for establishing a new practical nursing program.
- 1.9 If the institution's United States Department of Education agency accreditation status is suspended or terminated for any reason, the practical nursing program's accreditation will be withdrawn at the completion of the presently enrolled class. Practical nursing programs that lose state accreditation may reapply for state accreditation as a newly established program one year from the effective date of withdrawal.

**STAGE II: QUALIFY FOR INITIAL ACCREDITATION**

Following approval of Stage I: Declaration of Intent by the Board Members of the MCCB, the institution may apply for Stage II: Qualify for Initial Accreditation. The institution shall:

- 2.1 Employ a practical nursing program director/administrator with qualifications outlined in the Standards of Accreditation.
- 2.2 Submit four Self-Study Reports addressing the Standards for Practical Nursing Accreditation.

Following receipt of the above items, MCCB's Director of Career and Technical Education shall:

- 2.3 Appoint an accreditation team.
  - a. An accreditation team shall consist of MCCB staff and three (3) practical nursing directors/ administrators who have experience as accreditation team members.
  - b. The accreditation team shall review the Self-Study Report, supporting documents and other documents submitted in Stage I: Declaration of Intent.
  - c. The accreditation team will conduct an accreditation visit of the institution to amplify, clarify, and verify the information submitted in the Self-Study Report. The visit will be conducted at a time agreed on by both MCCB and the institution seeking approval.
  - d. The accreditation team chair will submit the Final Report and recommendation of accreditation status to the MCCB's Director for

Career and Technical Education within fourteen (14) days following the accreditation visit.

**After review of the final report, MCCB's Director of Career and Technical Education shall:**

2.4 Submit the accreditation team's Final Report and recommendation of accreditation status to the Board Members of the Mississippi Community College Board for either approval or denial of Stage II: Qualify for Initial Accreditation.

2.5 Send a letter informing the institution of the Board's decision explaining the following:

a. Decision of approval: Allows the institution to admit students.

Institutions may admit a maximum of two (2) classes per calendar year until full accreditation is granted by the MCCB.

b. Decision of denial: Upon denial of Stage II: Application for Initial Accreditation, the institution:

i. May NOT admit students.

ii. May revise and resubmit the Self-Study Report to reflect corrections of standards/criteria that were found to be non-compliant as noted in the Final Report.

iii. Revised Self-Study Report must be received within six (6) months of the date of denial. The institution's application for Stage II: Qualify for Initial Accreditation will be terminated if revised Self-Study Report is not received within the six (6) month period.

iv. If an institution's Application for Stage II: Qualify for Initial Accreditation expires or is withdrawn, the institution may re-apply by starting over the **entire** process of establishing a new practical nursing program beginning with Stage I: Declaration of Intent. All applications, forms, information, fees, etc., must be resubmitted in entirety.

v. The revised Self-Study Report, if submitted, is reviewed by the MCCB Director of Career and Technical Education and the accreditation team to determine if areas of non-compliance have been corrected. A determination will be made regarding if an accreditation visit is required.

vi. Following review of the revised Self-Study Report, and accreditation visit, if deemed necessary, the accreditation team shall submit a Final Report and recommendation of accreditation status to MCCB's Director of Career and Technical Education.

vii. After review of the accreditation team's Final Report and recommendation of accreditation status, MCCB's Director for Career and Technical Education shall submit the accreditation team's Final Report and recommendation of accreditation status to the Board Members of the MCCB for either approval or denial of Stage II: Qualify for Initial Accreditation.

viii. The Director of Career and Technical Education will send a letter to the institution informing them of the decision of the Board explaining the following:

Decision of approval: Allows the institution to admit students. Institutions may admit a maximum of two (2) classes per calendar year until full accreditation is granted by the MCCB.

Decision of denial: Upon a second denial of Stage II: Qualify for Initial

Accreditation, the institution's application is terminated. The institution must wait a period of one (1) year before starting over the **entire** process of establishing a new practical nursing program beginning with Stage I: Declaration of Intent. All applications, forms, formation, fees, etc., must be resubmitted in entirety.

### **Stage III: Qualify for Full Accreditation**

Following approval of Stage II: Qualify for Initial Accreditation by the Board Members of the MCCB, the institution may apply for Stage III: Qualify for Full Accreditation.

- 3.1 The institution shall be responsible for notifying MCCB prior to the beginning of the final term of the second graduating class to schedule an accreditation visit.
- 3.2 The institution must submit the application for Stage III: Qualify for Full Accreditation and a current Self-Study to MCCB's Director for Career and Technical Education no later than six (6) weeks prior to the accreditation visit to the MCCB's Director for Career and Technical Education.
- 3.3 The accreditation team chair will submit the Final Report and recommendation of accreditation status to the MCCB's Director for Career and Technical Education within fourteen (14) days following the Accreditation visit.  
In order for a program to be granted full accreditation:
  - a. All accreditation standards and criteria must have been met.
  - b. Performance on the first write of the NCLEX-PN® licensing exam by 90% of graduates in the first graduating class is at or above the national mean.
- 3.4 **After review of the final report, MCCB's Director for Career and Technical Education shall:**
- 3.5 Submit the accreditation team's Final Report and recommendation of accreditation status to the Board Members of the MCCB for either approval or denial of Stage III: Qualify for Full Accreditation.
- 3.6 Send a letter informing the institution of the Board's decision explaining the following:

Decision of approval: the institution receives full accreditation for five (5) years  
Decision of denial: the institution will remain on Initial Accreditation.

- a. Decision of Denial –the institution will remain on initial accreditation. MCCB Staff will provide a copy of the site team members' written report and recommendation of accreditation status to the institution.
  - i. A plan of compliance based on identified areas of noncompliance must be received by the MCCB within 30 (thirty) days of receipt of the Board's decision of denial.
  - ii. Admission privileges will be suspended until a plan of compliance has been submitted and approved.

- iii. The program will have 2 (two) years to achieve full accreditation status after approval of plan of improvement or the institution may re-apply by starting the **entire** process of Establishing a New Practical Nursing Program over beginning with Stage I- Declaration of Intent. All applications, forms, information, fees, etc., must be resubmitted in entirety.

## **Glossary**

Adjunct Faculty	All faculty who teach nursing courses in the program(s) being accredited and who have adjunct faculty employment status as determined by the governing institution.
Administrator	The person with designated authority and responsibility to direct the practical nursing program and/or program of nursing. This person may be called the director, dean, chair, etc.
Assisting Staff/Personnel	Persons employed in a unit of nursing who support the nursing education program, but who are not classified as faculty by the governing institution.
Course Objectives	Course-level objectives of the nursing program.
Curricula	All courses and planned program activities designated for completing a practical nursing program as defined by the MCCB.
Full-Time Faculty	All faculty who teach nursing courses in the program(s) being accredited and who have full-time faculty employment status as determined by the governing institution.
Governing Organization	The educational agency (college or university) of which the practical nursing program is an integral part.
LEA	Local Educational Agency
Outcomes	Performance indicators measured at the end of any activity to determine the extent to which the purposes of the activity are being achieved.
Part-Time Faculty	All faculty who teach nursing courses in the program(s) being accredited and have part-time faculty status as determined by the governing organization.
Plan of Compliance	Written program for complying with state accreditation standards submitted by the administrator for the practical nursing program at the request of the MCCB.
Practical Nursing Program	The department, school, division, or college within a governing organization that offers one or more nursing programs at selected sites.

Preceptors	Individuals in a practice setting who function as role models or who assist individual students in achieving specific objectives.
Program of Nursing	Certificate program in nursing. The total curriculum, funding, faculty, facilities, and other resources available or required by the practical nursing program or governing institution for a nursing certificate.
Self-study	Self-study in the practical nursing program shall take into consideration previous evaluation instruments and their results, number of students enrolled, attrition rate, number of students completing, number of students placed, and percentage of students passing state board exam. It shall also include clinical site usage and affiliation agreements.
Accreditation Site Team	Accreditation Site Team selected by the MCCB and LEA to visit nursing programs for the purpose of verifying and clarifying data presented in self-study or progress report. Selection is made at the discretion of the MCCB Director of Career and Technical Education.
State Accreditation Standards	“Accreditation Standards and Rules and Regulations for Mississippi Program of Nursing” promulgated by the MCCB.
State-Accredited	Status when a program in nursing has met all standards set forth in “Accreditation Standards and Rules and Regulations for Mississippi Programs of Nursing.” State accreditation is required for graduates of Mississippi schools of nursing to take the licensed practical nurse examination (NCLEX-PN).

## **APPENDIX: Forms**

**STATE OF MISSISSIPPI  
Mississippi Community College Board  
3825 Ridgewood Road  
Jackson, Mississippi 39211**

**DECLARATION OF INTENT  
TO ESTBALISH A PROGRAM OF PRACTICAL NURSING**

Legal name of proposed college or institution:

College or institution address:

Telephone Number:

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

Name and title of chief administrative officer of sponsoring institution:

Address:

FAX Number:

Email address:

Agencies by which sponsoring institution is accredited:

Advisory Committee (include name, title, agency address, phone number and rationale for membership):

Professional sources consulted on feasibility of establishing program:

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**Chief Administrative Officer**

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**Date**

**(Attach additional pages as needed.)**

**STATE OF MISSISSIPPI  
Mississippi Community College Board  
3825 Ridgewood Road  
Jackson, Mississippi 39211**

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

Name of Facility:

Address:

Contact Person:

Telephone:

Type of Clinical Facility:

Accreditation Status:

**Please Complete Nursing Staff:**

Registered Nurses:

Employed Full Time

Licensed Practical Nurses:

Employed Full Time

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

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

**STATE OF MISSISSIPPI**  
**Mississippi Community College Board**  
**3825 Ridgewood Road**  
**Jackson, Mississippi 39211**

**CLINICAL RESOURCES**

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

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

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

## **MATERIALS FOR NURSING PROGRAM TO HAVE AVAILABLE FOR STATE ACCREDITATION VISIT**

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

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

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

## SAMPLE AGENDA FOR A PEER REVIEW/ACCREDITATION VISIT

### First Day

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

### Second Day

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

**STATE OF MISSISSIPPI**  
**Mississippi Community College Board**  
**3825 Ridgewood Road**  
**Jackson, Mississippi 39211**

**NURSING PROGRAM APPLICATION FOR INITIAL ACCREDITATION**

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

Official name and address of sponsoring institution: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**STATE OF MISSISSIPPI  
Mississippi Community College Board  
3825 Ridgewood Road  
Jackson, Mississippi 39211**

**NURSING PROGRAM APPLICATION FOR FULL ACCREDITATION**

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

Official name and address of sponsoring institution: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Official name and address of proposed nursing program: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Plan of Compliance**

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