

ANNUAL REPORT FOR NURSING PROGRAMS

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

Legal Name of School: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Chief Administrative Officer (name): \_\_\_\_\_

(title): \_\_\_\_\_

Director of Nursing Program (name): \_\_\_\_\_

(title): \_\_\_\_\_

New Mexico Board of Nursing Certificate of Approval Expires: \_\_\_\_\_

## ANNUAL REPORT FOR NURSING PROGRAMS

The following report is an annual review of the program of nursing for the NM Board of Nursing. The annual report is completed by each program of nursing in the State of NM yearly.

**DIRECTIONS:** Please answer the following questions only if changes have been made since your last annual report. If changes have been made since your last annual report to the Board of Nursing, please attach documentation of these changes; e.g. revised organization chart, new/revised curriculum, etc.

### I. ADMINISTRATION AND ORGANIZATION (Subsection A of 16.12.3.12 NMAC)

#### A. Accreditation and/or Certificates

##### 1. List colleges/university's accreditation and/or certification:

Agency Name: \_\_\_\_\_

Dates of Accreditation/certification: \_\_\_\_\_

##### 2. List the nursing program's accreditation/certification:

Agency Name: \_\_\_\_\_

Dates of Accreditation/certification: \_\_\_\_\_

Change in Accreditation status since last annual report: Yes \_\_\_\_ No \_\_\_\_

Date Board notified of change in status: \_\_\_\_\_

Date accrediting agency report submitted to Board: \_\_\_\_\_

#### B. Have there been changes in the administration and/or organization of the parent institution? Yes \_\_\_\_ No \_\_\_\_

Date information submitted to the Board: \_\_\_\_\_  
(Please attach documentation and explanation of change.)

#### C. Have there been changes in the administration and/or organization of the nursing program? Yes \_\_\_\_ No \_\_\_\_

Date information submitted to the Board: \_\_\_\_\_  
(Please attach documentation and explanation of change.)

#### D. Please describe the responsibilities and authority of the director of the nursing program.

- E. Please explain the role of the faculty, administration and students in the governance of the nursing program and the parent institution.

II. CURRICULUM (Subsection B of 16.12.3.12 NMAC)

- A. Have there been changes in the curriculum since the last Board of Nursing survey visit or last annual report? Yes \_\_\_\_ No \_\_\_\_\_. If yes, please attach new curriculum if not previously submitted.

- B. Are plans being made to change the curriculum? Yes \_\_\_\_ No \_\_\_\_

- C. Describe how your program meets each criterion listed below. Attach documentation to support each description.

1. The mission of the nursing unit shall be consistent with that of the parent institution.
2. The curriculum shall be developed, implemented, controlled and evaluated by the faculty within the framework of the mission, goals and outcomes of the nursing program.
3. The curriculum shall extend over a period of time sufficient to provide essential, sequenced learning experiences which enable a student to develop nursing competence and shall evidence an organized pattern of instruction consistent with principles of learning and educational practice.
4. Clinical experience shall provide opportunities for application of theory and for achievement of the stated objectives in a client care setting, and shall include clinical learning experience to develop nursing skills required for safe practice. Student/faculty ratio in the clinical setting shall be based upon the level of students, the acuity level of the clients, the characteristics of the practice setting and shall not exceed 8:1. Clinical evaluation tools for evaluation of students progress, performance and learning experiences shall be stated in measurable terms directly related to course objectives.
5. The curriculum shall provide instruction in the discipline of nursing, appropriate to the RN or PN level, across the lifespan and include content relevant to national and local health care needs. Support courses shall be an integral part of the nursing curriculum.
6. A plan for curriculum and program evaluation shall be in place.

III. STUDENTS (Subsection C of 16.12.3.12 NMAC)

- A. How are policy statements made available to nursing students?

- B. Are the policies in effect for nursing students the same as those in effect for other students at the institution? Yes \_\_\_\_ No \_\_\_\_ If no, please explain.
- C. How are students provided opportunities to participate in the development and revisions of policies and procedures related to students including but not limited to philosophy, objectives, clinical sites, learning experiences, and evaluation of the program?

IV. FACULTY (Subsection D of 16.12.3.12 NMAC)

- A. Please complete the attached faculty report form.
- B. Describe the educational requirements for faculty at the educational institution.
- C. Describe how the faculty are qualified and adequate in number to meet the needs of the nursing program.
- D. Describe how each full time faculty who do not hold a MSN are progressing toward that requirement?
- E. Describe how each part time faculty who do not hold a BSN are progressing toward that requirement.
- F. Are the personnel policies in effect for nursing faculty the same as those in effect for other faculty at the institution? Yes \_\_\_\_ No \_\_\_\_ If no, please explain.
- G. Is the Nursing Administrator's assigned workload at least 80% administrative? Yes \_\_\_\_ No \_\_\_\_ If no, please explain.
- H. Please list the teaching clock/contact hour workload for each faculty.

V. RESOURCES (Subsection E of 16.12.3.12 NMAC)

- A. Please provide documentation and an explanation of how the following criteria is met: The parent institution shall provide sufficient resources, services and facilities to operate the nursing program.

VI. PROGRESS REPORT

Briefly discuss the action plans taken to implement or correct the recommendations made at the school's last survey visit. Please indicate type of visit: BON survey \_\_\_\_ BON evaluation \_\_\_\_ National Accreditation \_\_\_\_ Other \_\_\_\_

VII. SUMMARY

- A. What do you consider to be the major strengths of the program?

- B. What weaknesses have you identified in your program and what plans have been made to correct them?
- C. List the areas which are of greatest concern to you.
- D. How can the Board and/or the Nursing Education Consultant assist you?