



2019 NURSING EDUCATION PROGRAM ANNUAL REPORT INSTRUCTIONS

Please read the following instructions in their entirety before proceeding to the *SurveyMonkey®* link.

Pre-license nursing education programs with Full, Provisional, or Continued Conditional Board of Nursing approval are required by Rule 4723-5-05, OAC, to submit an Annual Report.

- Attached to this email is a sample PDF copy of the 2019 Annual Report survey questionnaire, as it will appear in *SurveyMonkey®*.
- Print and manually complete the PDF hardcopy of the survey questionnaire with the collected data, and then transcribe the data to the electronic survey questionnaire through *SurveyMonkey®*.
- **When you access *SurveyMonkey®* to complete the Annual Report survey questionnaire, it must be completed in one session. You will not be able to close a partially completed survey questionnaire to resume completion at a later time. Use the survey's "Prev" and "Next" buttons at the bottom of the page, and not your browser arrows, to navigate the survey pages.**
- There is no ability to print a completed page-by-page copy of the survey questionnaire from the *SurveyMonkey®* platform. Your printed and manually completed PDF copy of the survey questionnaire from which you transcribe your data to *SurveyMonkey®* should be retained for your records.
- A link to the RN Program survey questionnaire through *SurveyMonkey®* and the password to be used by RN Programs to access the questionnaire are included in the email sent to RN Program Administrators.
- A link to the PN Program survey questionnaire through *SurveyMonkey®* and the password to be used by PN Programs to access the questionnaire are included in the email sent to PN Program Administrators.
- You will need both the *SurveyMonkey®* link and password to access, complete, and submit the Annual Report survey questionnaire through *SurveyMonkey®*.
- As long as you know the password and have the website link to *SurveyMonkey®* you may access, complete, and submit the Annual Report from any computer location.
- If you are the administrator responsible for more than one Program, you must submit a separate Annual Report survey for each Program on Full, Provisional, or Continued Conditional Board of Nursing approval.

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- Submit data on the Annual Report for ONLY pre-licensure nursing education Programs.
- **Accurately** enter both the *Program's full legal/official name* (no abbreviations/ acronyms, or truncated names) and its corresponding program code to the Annual Report survey questionnaire through *SurveyMonkey®*. The Program name and code is the method by which individual programs will be identified and tracked.
- Please save any submitted documents using the Program's legal/official Name. For example, the curriculum plan file should be saved under the title "ABC School of Nursing Curriculum Plan," not merely "Curriculum Plan."
- **The legal/official names of programs as on record with the Board can be found on the Program Lists located on the Board's website at: <http://nursing.ohio.gov/Education.htm>.**
- Once you have completed the Annual Report survey questionnaire through *SurveyMonkey®* it will be considered "submitted" and you cannot change any reported data. Any needed corrections to submitted data must be reported in writing to the Board. To report a needed data correction, email education@nursing.ohio.gov, with the Program name, Program code and clearly state the location of the incorrect data and the correct data with which it is to be replaced. Include "Data correction request" in the subject line of the email. Requests for data correction will not be accepted through a telephone call.
- **The deadline for submission of all components of the Annual Report is July 31, 2019. All components include:**
 - **1. Completion and submission of the survey questionnaire through *SurveyMonkey®*;**
 - **2. Submission of a properly named and labeled curriculum plan in the format prescribed below;**
 - **3. Submission of a properly named and labeled Course Hours Data Chart required by Rule 4723-5-19, OAC, in the format prescribed below; and**
 - **4. NCLEX pass rate action plan required by Rule 4723-5-23, OAC, described below (if applicable).**

Chapter 4723-5, OAC, contains the administrative rules that regulate pre-licensure nursing in Ohio, and may be found at: <http://codes.ohio.gov/oac/4723-5>

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CURRICULUM PLAN

Provide your program’s curriculum plan with the number of **clock hours (60 minutes per clock hour)** for each nursing course in the curriculum **following the prescribed chart format below**. The 60-minute clock hour calculation is necessary for consistent data collection.

Prescribed format for the Curriculum Plan: Please use the nursing course name as it appears in the Program’s Curriculum Plan. Included below is a chart/table depicting examples of the “prescribed format” for the Curriculum Plan.

Legal/Official Nursing Program Name				
Nursing Course Name*	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Course Clock Hours
Nursing Fundamentals PN 101	100	40	24	164
*RN 2801 (this is an OB course)	150	60	32	242
Obstetrics Nur 58903	125	60	40	225
*Nursing 104 (Pediatrics content)	80	20	19	119
Total Clock Hours	455	180	115	
Total Program Clock Hours				750

*For Programs only using course numbers, please add a name or description to identify the course content.

- Remember to save the Curriculum Plan file using the Program’s legal/official Name as on record with the Board.
- If you are submitting more than one Curriculum Plan, please identify which students each Curriculum Plan applies to. For example: “ABC School of Nursing Curriculum Plan for students admitted after July 1, 2018”; or “ABC School of Nursing Curriculum Plan for Accelerated Track students.”

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COURSE HOURS DATA CHART

Programs may move hours between laboratory and clinical experiences within a course provided the laboratory and clinical experiences are sufficient for student opportunity to achieve the behavioral objectives and requirements established in the course, Rules 4723-5-13(D)(2), and 4723-5-14(D)(2), OAC. The Program Administrator is required to report the data in chart form, in the prescribed format, as described below. The number of planned and the actual number of clinical and laboratory hours provided to students, must be track and reported, even if no hours were moved within a course, Rule 4723-5-19(F), OAC.

Prescribed format for reporting movement of laboratory and clinical hours within a course: The data in chart form shall include the following: the dates through which the course was taught, the faculty's name and the number of clinical and laboratory hours planned, and the actual number of clinical and laboratory hours provided to students. Below is a sample template to report these hours. Please verify accuracy of the reported hours and their totals.

Legal/Official Nursing Program Name								
Nursing Course Name*	Course Begin and End Dates (M/D/Y)		**Faculty	Total of Lab and Clinical Clock hours	Planned Lab Clock Hours	Planned Clinical Clock Hours	Actual Lab Clock Hours	Actual Clinical Clock Hours
	Begin	End						
Nursing Fundamentals PN 101				64	40	24	30	34
*RN 2801 (this is an OB course)				92	60	32	80	12
Obstetrics Nur 58903				100	60	40	60	40
*Nursing 104 (Pediatrics content)				39	20	19	30	9
Totals				295	180	115	200	95

*For Programs only using course numbers, please add a name or description to identify the course content.

**First initial and last name of faculty responsible for teaching the course

Programs with NCLEX pass rates less than 95% of the national average

Programs that incurred a calculated NCLEX rate that was less than 95% of the national average for first time test candidates, who took the examination within six months of completion of the program, testing in **calendar year 2018** (low NCLEX pass rates) must submit the following:

- One year (2018) of low NCLEX pass rates: submit a plan that identifies action steps to improve the NCLEX scores of its graduates.
- Two consecutive years (2017 and 2018) of low NCLEX pass rates: submit a report that evaluates the plan of action established after the first year of

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low NCLEX scores and that identifies additional steps to improve the NCLEX scores of its graduates.

The document must contain the Program's legal/official name and must be submitted in a PDF format to education@nursing.ohio.gov by **July 31, 2019**.

Please contact the Board of Nursing's Education Unit by email at education@nursing.ohio.gov if you have any questions.