



South Carolina Department of Labor, Licensing and Regulation

**South Carolina Board of Nursing**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 12367 • Columbia • SC 29211-2367

Phone: 803-896-4550 • [NURSEBOARD@llr.sc.gov](mailto:NURSEBOARD@llr.sc.gov) • Fax: 803-896-4515

[www.llr.sc.gov/POL/Nursing/](http://www.llr.sc.gov/POL/Nursing/)



## **Current Feasibility Study and Self-Evaluation Report Requirements**

The Current Feasibility Study and the Self-Evaluation Report must address Nursing Education Programs Regulation 91-5.A.(1, 2 a through i (1 through 4), and 3 (a through f)) the Procedure for Survey and Initial Approval of Nursing Programs and Regulation 91-11. the Criteria for Initial and Continuing Approval of Basic Programs Preparing Registered Nurses of Chapter 91.

The Current Feasibility Study and the Self-Evaluation Report formats must include a narrative listing and addressing each of the sections/ criteria and sub-sections/ sub-criteria in the above referenced regulations and should also include appendices with documents supporting the narrative. The report narrative should document that the institution is prepared to meet the standards prescribed by law along with appropriate discussion of school policies/ procedures.

### ***Current Feasibility Study***

In addition to the narrative discussed above, the following content and documents must be included in the current feasibility study along with any other information necessary providing evidence of compliance with Regulation 91-5.A.(1 and 2 a through i (1 through 4)) sections/ criteria and sub-sections/ sub-criteria:

- Current feasibility study signed by the responsible administrative officers of the parent institution
- Purpose for establishing the program
- Type of educational program to be established
- Relationship to the parent institution, including an organizational chart
- Written evidence of support by the governing body of the parent institution for the program
- Projected number of students for enrollment
- Proposed timeline for program implementation
- Information regarding proposed clinical facilities for student experiences
- Information regarding proposed clinical facilities for student experiences, including written letters of support from all major facilities expected to be used for full program implementation
- Availability of the general education component of the curriculum or letter of agreement from another institution
- A plan with a specified time frame for attainment of:
  - o qualified faculty as specified in the regulations
  - o adequate financial resources
  - o adequate physical resources to house the program
  - o support services available from the institution

## **Self-Evaluation Report**

In addition to the narrative discussed above, the following content and documents must be included in the self-evaluation report along with any other information necessary providing evidence of compliance with Regulation 91-11 and 91-5.3 sections/ criteria and sub-sections/ sub-criteria:

### **Organization**

- Organization is either affiliated with or a part of an institution of higher learning approved by the appropriate state authority
- Organizational chart reflecting the reporting mechanism of the administrator of the nursing program to the administrator of the parent institution
- Institution's bylaws or organizational policies delineating the relationship of the nursing program to other programs within the parent institution
- School and nursing program philosophy and mission statements, purpose and objectives, policies for review
- Nursing program policies/ bylaws, committee structure reflecting how the business of the program is conducted
- Nursing program advisory committee policies/ bylaws/ membership
- Nursing program organizational chart
- Evidence financial resources are sufficient to give assurance of stability of the program
- Related school and nursing program faculty personnel policies
- Current catalog for parent institution
- Nursing student handbook
- Criteria for budget allocation to school programs and the nursing education program, related nursing program budget information
- Faculty participation on nursing department and school central councils/ committees
- Nursing department administrator position qualifications and job description
- Nursing administrator curriculum vitae

### **Students**

- School and nursing program policies/ procedures regarding admission, readmission, progression and graduation, schedule for review
- Written rationale for nursing program admission, readmission, progression and graduation criteria differing from the parent institution
- Student participation on school and department councils/ committees

### **Faculty**

- Listing of all faculty teaching nursing courses in the program and also any clinical faculty to include academic and experience qualifications (faculty data sheet)
- Faculty (full-time, part-time, clinical): job description, academic and experience qualifications and job duties, professional development opportunities, evidence of current licensure, performance evaluation policies/ procedures, faculty to student ratios for the clinical learning experiences

- Faculty curriculum vitae
- Faculty personnel policies
- Written responsibilities and guidelines for supervision of clinical instructors
- Preceptor role: written policies/ procedures, qualifications, description of responsibilities

### **Support Services**

- Library: documentation of holdings (e.g. journals, audiovisual, computer resources, media), written policies for additions and deletions, policies for outdated and historical, policies for review
- School student services available to nursing students
- School and nursing program student record policies/ procedures

### **Facilities**

- Facilities: description of nursing program facilities to include the practice lab
- List of facilities utilized for clinical experiences to include licensing status
- Copies of contracts from all facilities to be utilized by the program

### **Curriculum**

- Philosophy/ mission
- Organizing framework/ conceptual model
- Goals and objectives of the program
- Semester display
- Course descriptions
- Course syllabi including outcomes for each of the nursing courses, lab and clinical experiences
- Clinical evaluation tools
- Rationale for organization and sequencing of learning experiences for the progressive development of knowledge and skills
- Rationale for the allocation of credit for clinical/ non-clinical course and for the selection, organization/ sequencing of general education courses
- Provisions for life span learning experiences, promotion/ restoration/ maintenance of health
- Application of the nursing process
- Evidence throughout the curriculum of the scope of practice for the registered nurse in SC
- Policies/ process for curriculum making decisions for the parent institution and the nursing program

### **Evaluation**

- Nursing program comprehensive plan for periodic evaluation (written plan for the periodic evaluation of all components of the nursing program)
  - o Plan for review of organization, department structure/ governance, budget, students, faculty, support services, facilities, curriculum, program outcomes/ learning

- o Plan for review of support services to include learning resources and facilities
- o Copies of tools to be used in the evaluation process
- Evaluations
  - o Clinical evaluation methodology for students
  - o Student evaluations to be used for courses, clinical experiences and faculty
  - o Evaluations to be used for clinical and campus facilities, learning resources and services and instructional materials and resources
  - o Evaluation to be used for graduates
  - o Evaluation to be used for employers

### **Other Information**

- The following information should also be included in the self-evaluation report:
  - o Mission statement for school and program
  - o Projected five year budget which gives evidence of sufficient financial resources to permit the planning, implementation and continuation of the program to include faculty positions
  - o Curriculum vitae for the nurse administrator and the nurse faculty member(s) and consultants assisting with program development
  - o Evidence of a qualified faculty pool, recruitment plan, projected dates of appointment and a timeline for increases in faculty commensurate with student enrollment
  - o Evidence of availability of academic facilities to meet the purpose of the program as outlined in 91-11.E.
- The following committee meeting minutes should be available during the visit:
  - o Advisory Committee
  - o Nursing Program Meetings
  - o Curriculum Committee
  - o etc.