

**NEW JERSEY STATE BOARD OF NURSING  
MINUTES  
REGULAR OPEN BOARD MEETING  
OCTOBER 19, 2004**

A meeting of the New Jersey State Board of Nursing was held on October 19, 2004 in the Somerset Conference Room, 6th Floor, 124 Halsey Street, Newark, New Jersey. Maris A. Lown, Board President called the meeting to order at 9:35 a.m.

**ROLL CALL**

**PRESENT**

Board Members: Ronald H. Carr, Sylvia C. Edge, Cecilia West, Leo-Felix Jurado, Maris A. Lown, Virginia McKenney, Margaret M. Kirchhoff, Muriel M. Shore and Nelson Tuazon.

**ALSO PRESENT**

George J. Hebert, Acting Executive Director, New Jersey Board of Nursing; Barbara Byers, Administrative Analyst, Deputy Attorneys General: Darlene Lapola, Ginger Provost and Kathryn Schwed.

**NOT PRESENT**

Board Member(s): Karen Rodriguez, Noreen D'Angelo and Veronica McGreevey.

**A QUORUM WAS DECLARED PRESENT**

In accordance with Chapter 231 of P.L. 1975, more commonly referred to as the Sunshine Law, adequate notice of this meeting was provided by mailing on January 2, 2004. A schedule of all 2004 Regular Open Board Meetings to be held during 2004 was provided to the Office of the Secretary of State, Star Ledger, Trenton Times, The New York Times, Camden Courier Post and The Philadelphia Inquirer. The schedule has also been posted on the Bulletin Board at the New Jersey State Board of Nursing Office.

A reading and approval of the October 19, 2004 Regular Board Meeting Agenda amended

The Appearances will come before the President's report.

**AFTER DISCUSSION, THE BOARD, UPON A MOTION MADE BY LEO-FELIX JURADO AND DULY SECONDED BY MURIEL M. SHORE, VOTED TO APPROVE THE REGULAR BOARD MEETING AGENDA OF OCTOBER 19, 2004 AS AMENDED. THE MOTION CARRIED.**

A reading and approval of the Open Regular Board Meeting Minutes of September 21, 2004.

There were typographical errors had needed to be corrected.

**AFTER DISCUSSION, THE BOARD, UPON A MOTION MADE BY MURIEL M. SHORE AND DULY SECONDED BY VIRGINIA MCKENNEY, VOTED TO APPROVE THE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 21, 2004 AS AMENDED. THE MOTION CARRIED.**

A reading and approval of the Executive Session Minutes of the Regular Board Meeting of September 21, 2004.

**AFTER DISCUSSION, THE BOARD, UPON A MOTION MADE BY MURIEL M. SHORE AND DULY SECONDED BY RONALD H. CARR, VOTED TO APPROVE THE EXECUTIVE SESSION MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 21, 2004. THE MOTION CARRIED.**

## APPREARANCES:

Diane M. Billings, EdD, RN, FAAN, Chancellor's Professor, Professor of Nursing and Associate Dean, Teaching, Learning and Information Resources Center for Teaching and Lifelong Learning, Indiana University School of Nursing.

Dr. Billings gave a detailed and informative presentation regarding an online learning through Web courses in Nursing.

Online programs meet student needs for access, convenience, flexibility, and multigenerational considerations. Students will become much more active in the participation and they are responsible for all aspects of the learning process.

Representatives from Ocean County College: Dr. James Brown, Joan Barrett, Leah Kelly, Sandra Kearns and Claudine Keenan, presented to the Board a proposal for a low-residency, web-assisted "One Day Per Week RN Program".

The program will use Web CT Online Services that is accessible to online users and easy to understand.

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY LEO-FELIX JURADO AND DULY SECONDED BY SYLVIA C. EDGE VOTED TO APPROVE OCEAN COUNTY COLLEGE "ONE-DAY PER WEEK RN PROGRAM: A WEB ASSISTED APPROACH TO NURSING EDUCATION". OCEAN COUNTY COLLEGE MUST SUBMIT A COMPLETED MODULE 60 DAYS PRIOR TO THE COURSE IMPLEMENTATION. THE MOTION CARRIED.

## REPORT OF THE BOARD PRESIDENT – MARIS LOWN:

No report.

## REPORT OF THE ACTING EXECUTIVE DIRECTOR – GEORGE J. HEBERT:

No report.

## COMMITTEE REPORTS:

### BUDGET & FINANCE:

No report.

### NURSING EDUCATION:

Leo-Felix Jurado reported:

The committee met on October 12, 2004 and discussed the following issues:

New Nursing Program Tracking Flow Sheet.

Education Committee Workshop Scheduled for October 19, 2004.

Revised Program Evaluation Tool.

Bergen Community College Accreditation Self Study Review

The Committee reviewed the self-study report. A letter will be sent to Bergen Community College requesting the program provide materials demonstrating compliance with the following regulations:

N.J.A.C. 13:37-1.7(b) 2; N.J.A.C. 13:37-1.7(d), Maintaining accreditation: faculty qualifications;

Provide information that demonstrates compliance with N.J.A.C. 13:37-1.7 (d). Although some continuing education has been completed, the Board urges the school to support this faculty in participating in continuing education programs. Page 55 of the self-study report does not talk about individual faculty competence.

N.J.A.C. 13:37-1.8(f) 2iii, v, vi, vii, viii, x, Maintaining accreditation: curriculum organization and content;

Identify where the nurse practice act, N.J.S.A. 45:11-23 et seq.; the Board rules, N.J.A.C. 13:37; cultural implications for practice; the structure and economics of the health care delivery system; delegation to, and supervision of, licensed practical nurses and unlicensed assistive personnel; management and leadership and socialization to the role of the professional nurse, are located in the documents provided to the Board for review.

N.J.A.C. 13:37-1.10(b) 1-6, Maintaining accreditation; clinical agencies

Provide a copy of a sample contract that demonstrates compliance with N.J.A.C. 13:37-1.10 (b) 1-6

Mercer County Community College Accreditation Self Study Review

The Committee reviewed the self-study report. A letter will be sent to Mercer County Community College requesting the program provide materials demonstrating compliance with the following regulations:

N.J.A.C. 13:37-1.4(a) 4; Maintaining accreditation: organization and administration of a nursing program; Submit a copy of the faculty contractual agreement reflecting the written criteria for faculty promotion and retention.

N.J.A.C. 13:37-1.5 (a), (e), and (f), Maintaining accreditation: philosophy, organizing framework, objectives and outcomes;

Submit a written copy of the organizing framework and demonstrate how the framework is integrated throughout the curriculum.

N.J.A.C. 13:37-1.7(b) 2 and (d), Maintaining accreditation: faculty qualifications;

Documented continuing education is meager.

N.J.A.C. 13:37-1.10(b) 1-6, Maintaining accreditation; clinical agencies;

Provide a copy of a sample contract that demonstrates compliance with N.J.A.C. 13:37-1.10 (b) 1-6.

N.J.A.C. 13:37-1.11(a) 6, Maintaining accreditation: criteria for student admission, promotion and completion of the program,

Submit proof of individual liability insurance for each student by September 1, 2005.

N.J.A.C. 13:37-1.11(a) 8, iii, viii, 9, Maintaining accreditation: criteria for student admission, promotion and completion of the program

Provide a copy of the information that is currently or will be provided to applicants and students about the Board of Nursing.

Our Lady of Lourdes School of Nursing Accreditation Self Study Review

The Committee reviewed the self-study report. Our Lady of Lourdes School of Nursing is in compliance with all regulations except N.J.A.C. 13:37-1.4(a) 2, Maintaining accreditation: organization and administration of a nursing program and N.J.A.C. 13:37-1.10(b) 2 and 5, Maintaining accreditation; clinical agencies.

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY LEO-FELIX JURADO AND DULY SECONDED BY SYLVIA C. EDGE, VOTED TO APPROVE THAT OUR LADY OF LOURDES SCHOOL OF NURSING ACCREDITATION BE RENEWED FOR 8 YEARS WITH THE FOLLOWING DIRECTIVES:

N.J.A.C. 13:37-1.4(a) 2, Maintaining accreditation: organization and administration of a nursing program to be submitted within (30) days,

Provide a comprehensive report detailing more clearly, how financial resources are allocated. N.J.A.C. 13:37-1.10(b) 5, Maintaining accreditation; clinical agencies to be submitted by February 1, 2005.

Provide a sample contract demonstrating compliance with N.J.A.C. 13:37-1.10 (b) 5.

Also, correct the terminology in the School of Nursing Handbook from “approved” by the New Jersey Board of Nursing to “accredited” by the New Jersey Board of Nursing.

THE MOTION CARRIED.

College of Saint Elizabeth Accreditation Self Study Review

The Committee reviewed the self-study report. The College of Saint Elizabeth is in compliance with all regulations except N.J.A.C. 13:37-1.10(b) 2 and 5, Maintaining accreditation; clinical agencies and N.J.A.C. 13:37-1.11(a) 6, Maintaining accreditation: criteria for student admission, promotion and completion of the program.

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY LEO-FELIX JURADO AND DULY SECONDED BY SYLVIA C. EDGE, VOTED TO APPROVE THAT COLLEGE OF SAINT ELIZABETH ACCREDITATION BE RENEWED FOR 8 YEARS WITH THE FOLLOWING DIRECTIVES:

N.J.A.C. 13:37-1.10(b) 2 and 5, Maintaining accreditation; clinical agencies to be submitted by February 1, 2005,

Provide a sample contract demonstrating compliance with N.J.A.C. 13:37-1.10 (b) 2 and 5.

N.J.A.C. 13:37-1.11(a) 6, Maintaining accreditation: criteria for student admission, promotion and completion of the program to be submitted within (30) days.

Identify in writing why N.J.A.C. 13:37-1.11 (a) 6 is not applicable.

THE MOTION CARRIED.

Correspondence:

September 8, 2004 – Letter from Susan Bakewell-Sachs, PhD, RN, APRN, BC, Dean and Professor, The College of New Jersey

Re: FYI, The College of New Jersey was granted initial and full CCNE accreditation for baccalaureate and masters degree programs on April 21, 2004 for a term of five years extending to June 30, 2009.

September 14, 2004 – Letter from Susan M. O’Brien, EdD, RN, Dean, Thomas Edison State College School of Nursing

Re: FYI, Thomas Edison has decided to remain with the original 2005-2006 accreditation date rather than the fall of 2004.

September 16, 2004 – Letter from Florence Brown, RN, MS, School Director, Best Care Training Institute

Re: Notification that Best Care Training Institute has started their second PN Program on September 13, 2004.

A letter will be sent to Best Care Training Institute requesting clarification of the following: Identify whether this is a second class of practical nurse students that has been admitted to your program or if you have begun a second program at another site; Identify if you are using the same curriculum that the Board approved for this “second program,” or are you using a different curriculum? When did your first class of students begin the program? When did all subsequent classes begin?

Appearance: Caribbean Training Education Center, Proposal for Development of a New Practical Nursing Program, (N.J.A.C. 13:37-1.2).

The Education Committee reviewed part I of Caribbean Training Education Center’s proposal to develop a new practical nursing program. The Committee requests the applicant submit information that responds to N.J.A.C. 13:37-1.2(a) 1-6, Application for establishment of a new program in nursing. The materials provided were reviewed and they did not meet all the regulations in N.J.A.C. 13:37-1.2(a) 1-6.

The Committee strongly recommends that the Caribbean Training Education Center consult with a curriculum expert who is masters prepared with a focus in Nursing Education to assist in the submission of the program application.

America Health Care, Inc.’s, Proposal for Development of a New Practical Nursing Program, (N.J.A.C. 13:37-1.2).

The Education Committee directed a letter be sent to America Health Care, Inc. requesting that it revise it’s application to clarify the following recommendations:

Revise the Table of organization indicating whether the Program Director and the Director of Nursing is one and the same person. The Advisory Board and Consultant are generally advisory and not direct reports. What relationship do the Advisory Board and the Consultant have with the Program Director and Director of Nursing?

Appearance: Warren County Community College, Proposal for Development of an Associate Degree Nursing Program, (N.J.A.C. 13:37-1.2).

The issue has been tabled until the Regular Board Meeting of November 16, 2004.

Comtrain Institute, Proposal for Development of a New Practical Nursing Program, (N.J.A.C. 13:37-1.2).

The Education Committee directed a letter be sent to Comtrain Institute requesting that it revise it’s application to reflect the following recommendations:

Philosophy (page 3 paragraph 5), states that “The faculty promise taps the individual caring, competence, and commitment of good teaching.” Clarify how “faculty promises” insure quality though the “four important objectives.” LPN Course Objectives (page 8): Re-write program outcomes that demonstrate the use of data to determine the degree to which the program can measure achievement e.g. graduation pass rates, employment rates, etc. Organizational Chart (page 13): Submit an organizational chart that meets the community standard. It needs to identify the relationship between lines of authority and there needs to be an accompanying description of the relationship between lines of authority. Grace Jacques, RN (page 5, tab 5): All faculty members in the nursing program must meet the BSN faculty qualification requirement and the information provided suggests that Ms. Jacques does not meet the standard. (N.J.A.C. 13:37-1.7 (b) 14.)

Mercer County Community College Conditional Accreditation Status Action Plan

The Education Committee reviewed Mercer County Community College’s Conditional Accreditation Status Action Plan and is requesting the following additional information to be provided within (30) days of notification.

Exact time lines for all aspects of the plan, with a review of the results and establishment of strategies to improve the results; A description of the evaluation approaches that are being used along with the findings; and The results

of the faculty review of the predictor examination findings and a plan identifying how the results will be used.

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY LEO-FELIX JURADO AND DULY SECONDED BY MARGARET M. KIRCHHOFF, VOTED TO APPROVE THE ACTION PLAN OF MERCER COUNTY COMMUNITY COLLEGE. THE MOTION CARRIED.

The Education Committee recommends:

Acceptance of the Action Plan; Quarterly reports be provided based on all areas that are scheduled for study in the Action Plan; and Provide an analysis of the class of 2004 NCLEX-RN result

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY LEO-FELIX JURADO AND DULY SECONDED BY MARGARET M. KIRCHHOFF, VOTED TO APPROVE THAT MERCER COUNTY COMMUNITY COLLEGE NEEDS TO PROVIDE INFORMATION REGARDING A, B AND C WITHIN THIRTY (30) DAY NOTIFICATION AND QUARTERLY REPORTS THEREAFTER ADDRESSING THE SAME. THE MOTION CARRIED.

Bloomfield College Conditional Accreditation Status Action Plan

The Education Committee reviewed Bloomfield College, Presbyterian Division of Nursing's Conditional Accreditation Status Action Plan. It was noted that the college is moving along well with the action plan. It is detailed. It covers relevant areas. All faculties are involved. Time lines are clearly identified.

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY LEO-FELIX JURADO AND DULY SECONDED BY CECILIA WEST, VOTED TO APPROVE THE ACTION PLAN OF BLOOMFIELD COLLEGE. THE MOTION CARRIED.

The Education Committee recommends:

Quarterly reports be provided based on all areas that are scheduled for study in the Action Plan; and Provide a report of their findings and actions taken or to be taken based on the Action Plan. The report should also reflect the performance of the NCLEX-RN 2004 first time takers.

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY LEO-FELIX JURADO AND DULY SECONDED BY SYLVIA C. EDGE, VOTED TO APPROVE THAT BLOOMFIELD COLLEGE NEEDS TO PROVIDE INFORMATION REGARDING A AND B. THE MOTION CARRIED.

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY CECILIA WEST AND DULY SECONDED BY NELSON TUAZON, VOTED TO APPROVE THE REPORT OF THE EDUCATION COMMITTEE MEETING OF OCTOBER 12, 2004. THE MOTION CARRIED.

LEGISLATION REVIEW PANEL:

No report.

NURSING PRACTICE:

No report.

REGULATIONS:

No report.

OPEN FORUM:

Maris Lown asked the public to share with the Board of Nursing any concerns, issues, or questions:

Carolyn Torre, Director of Practice for New Jersey State Nurses Association spoke on the Medical Board meeting on the Physical Therapy statute and urged the Board of Nursing to comment on the language so that other licensed providers are covered in the regulations. Ms. Torre also advised that the proposal for the Blood bank Regulations was published in September and comments are due in December.

APPEARANCES:

Sylvia C. Edge is requesting approval to attend a meeting at the Woodbridge Hilton sponsored by The New Jersey Collaborating Center for Nursing on November 1, 2004.

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY LEO-FELIX JURADO AND DULY SECONDED BY CECILIA WEST, VOTED TO APPROVE THE APPEARANCE OF BOARD MEMBER: SYLVIA C. EDGE. THE MOTION CARRIED.

AFTER DISCUSSION, THE BOARD UPON A MOTION MADE BY NELSON TUAZON AND DULY SECONDED BY MARGARET M. KIRCHHOFF, VOTED TO GO INTO CLOSED SESSION TO DISCUSS COMPLAINTS AGAINST NURSING PROGRAMS.

ADJOURNMENT:

On October 19, 2004 the Regular Open Business Board Meeting was adjourned at 3:30 p.m. The next Regular Open Business Meeting will be held on November 16, 2004.

Respectfully Submitted,

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Muriel M. Shore  
Secretary/Treasurer

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