



June 13, 2016

Dear Program Administrator:

The following is important information concerning the 2016 Annual Report. Please read the following instructions in its entirety.

2016 NURSING EDUCATION PROGRAM ANNUAL REPORT INSTRUCTIONS

- Attached to this email is a sample hardcopy of the 2016 Annual Report, as it will be contained in “Survey Monkey”.
- We recommend that you print the PDF hardcopy and use it to collect the data that must be submitted electronically through “Survey Monkey”.
- **The annual report must be submitted in its entirety once you start entering the data. You will not be able to disrupt the data entry and then resume data entry at a later time.**
- In addition, you will not be able to print a copy of the Annual Report once you have completed the survey. In order to obtain a copy of the report for your records, you may either print out each page of the report as you complete them or print out a hardcopy of the annual report questionnaire that is attached to this e-mail.
- A link to “Survey Monkey” is included in the email along with the identical password for all of the RN Programs and the identical password for all of the PN Programs.
- You will need both the “Survey Monkey” link and password to access, complete, and submit the Annual Report through “Survey Monkey”.
- As long as you know the password and have the website link to “Survey Monkey”, you may access, complete, and submit the Annual Report from any location.
- During your entry of data to the Annual Report via “Survey Monkey”, it is imperative that you enter the correct name of your nursing education program and the corresponding program code, as we will no longer have the specific email identifier to track your individual program.

2016 NURSING EDUCATION PROGRAM ANNUAL REPORT INSTRUCTIONS

- Once you have completed the annual report it will be considered “submitted” and cannot be changed.
- **The deadline for submission of the Annual Report is July 31, 2016.**

Curriculum Plan *(see enclosed prescribed format example)*

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 format (see prescribed format below). The 60-minute clock hour calculation is necessary for data analysis.

Program administrators are required by Rule 4723-5-05-(A) of the Ohio Administrative Code to submit the Annual Report, including the curriculum plan as required in the format prescribed by the Board. Provision of the number of credit hours is not sufficient; calculate and provide the clock hours. Please submit the curriculum plan in a PDF document to education@nursing.ohio.gov by **July 31, 2016**.

Prescribed Format for the Curriculum Plan

Please use the nursing course name as it appears in the Program’s Curriculum Plan. *For Programs only using course numbers please add a name or description to identify the course content.

Included below is a table depicting an example of the “prescribed format” for the Curriculum Plan.

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	0	0	80
Total Clock Hours	455	160	96	
Total Program Clock Hours				711

2016 NURSING EDUCATION PROGRAM ANNUAL REPORT INSTRUCTIONS

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

In accordance with Rule 4723-5-23 of the Ohio Administrative Code, programs that incurred NCLEX pass rates less than 95% of the national average for first time test candidates in calendar year 2014, must submit a plan of action to improve its NCLEX pass rates.

In addition, Programs with NCLEX pass rates less than 95% of the national average for **two consecutive years (2014 and 2015)** must submit a report that evaluates the plan of action established after the first year of low NCLEX pass rates and identify additional steps to improve the NCLEX pass rates.

The document including the name of the program must be submitted in a PDF format to education@nursing.ohio.gov by **July 31, 2016**.

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