

NURSING EDUCATION ANNUAL REPORT INSTRUCTIONS

ABN Administrative Code 610-X-3-.03(6) requires nursing programs to complete the Nursing Education Annual Report in a format specified by the Board within the time specified.

FUNCTIONS:

Extended functions of the report include the ability to review previous modules while entering your data by using the **PREVIOUS** or **NEXT** buttons. Additional feature is the **EDIT/UPDATE** button.

1. **YOU WILL NOT HAVE TO FINISH THE REPORT IN ONE SITTING:** You may close and return to the place you left off.
2. REMEMBER to use the **SAVE & CONTINUE** button after completing the data for each module.
3. Some modules have multiple site/curriculum entries. YOU MUST **SAVE AFTER EVERY ENTRY** then use the **NEXT** button to go forward. *If you do not save after an entry and hit NEXT, your entry will not save.*
4. You may go back any time while entering data by using the **PREVIOUS** button to review a possible change. Be reminded that if you go back a page prior to finishing and saving a module, the data will not be retained once you proceed forward again.
5. Using the **EDIT/UPDATE** button – make any changes and then **SAVE** or **CANCEL** if no changes needed.
6. After report submission you may log back into **REVIEW** or **PRINT** your report, using the appropriate button. *Remember, once a submission is made you will not be able to make further changes.*

General Information:

1. **Prolonged inactivity will cause a time-out of the application;** however, you will not lose data up to the last **SAVE**.
2. Reporting Period: **October 1, 20XX, through September 30, 20XX.**
3. Program Administrators will be notified when reports are available.
4. You will have 30 days to submit the report. ABN will provide a due date.
5. *Please review your report **before** submitting.* If you see an area that needs modifying, follow the editing directions above.
6. Once submission is made, you will only be able to access your report to preview and print. Should you need corrections, please contact the ABN Education Programs.

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Accessing the Annual Report components and Log-In:

1. Go to ABN website: www.abn.alabama.gov
2. Click on Nursing Education
3. Select Annual Report
4. **For instructions** click on Pre-Licensure Report Instructions tab.
5. **LOG-IN:** Click on the Prelicensure Programs Annual Report Login tab.
6. Enter your **complete** NCLEX program code, including US78
NOTE: If your program has both an active NCLEX-PN® program code and an active NCLEX-RN® program code and allows student(s) the option to test for LPN after completion of the third semester, **LOG IN WITH YOUR ADN NCLEX PROGRAM CODE** and complete the areas in the report that prompt for PN information.
7. Your password is your (full) NCLEX code with the fiscal year (no space). EXAMPLE ONLY for Log-In page - **use YOUR NCLEX program code**

- **NCLEX Code** US78000000
- **Password** US780000002023

The following instructions are step by step and follow the modules of the blank report you have printed. Should you have any questions please do not hesitate to contact ABN Education Programs at 334-293-5200; you will be transferred to available an Education staff.

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INFORMATION ABOUT INSTITUTION:

(Institution information will auto-populate. *If you have any changes, call or email the ABN for corrections*)

(The following will be needed):

Is your institution accredited? **Choose Yes or No**

If yes by what organization? **Choose from drop down menu**

Accreditation Status: **Choose from drop down menu**

Last Visit: **Choose from drop down menu**

Next Visit: **Choose from drop down menu**

INFORMATION ABOUT NURSING PROGRAM:

(Nursing Program information will auto-populate. *If you have any changes, call or email the ABN for corrections*)

(The following will be needed):

Is your institution accredited? **Choose Yes or No**

If yes by what organization? **Choose from drop down menu**

Accreditation Status: **Choose from drop down menu**

Last Visit: **Choose from drop down menu** Next Visit: **Choose from drop down menu**

Does your program utilize Concept-Based Curriculum? **Choose Yes or No**

Program Type: **Choose from drop down menu**

NOTE: *If your program type is 1plus1, enter your PN information as prompted throughout the report*

INFORMATION ABOUT INSTITUTIONAL SITES

(Enter the following)

EACH Institutional Site Name

EACH Institutional Site Address

The Nursing Program Administrator (or site Coordinator) at EACH Institutional Site location

Total number of **nursing** students for EACH Institutional Site location.

SAVE AFTER EACH COMPLETED ENTRY (including if you have only **one** entry)

INFORMATION ABOUT ADN with One-plus-one PN OPTION

(Enter the following) – only for 1plus1 program

Enter total count for Faculty and Clinical Supervisors who teach ONLY PN courses

Enter total count Faculty and Clinical Supervisors who teach ONLY ADN courses

Enter total count Faculty and Clinical Supervisors who teach BOTH PN and ADN courses

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INFORMATION ABOUT BUDGET ALLOCATIONS:

(Enter the following by utilizing the Resource Tool: FTE Matrix provided on website)

Enter the total count of your FTEs – then enter the break-out counts

Enter the number of Administrative FTEs

Enter the number of Faculty FTEs (this will be your graduate degreed faculty)

Enter the number of Clinical Supervisor FTEs (these are your clinical associates, adjunct/clinical instructors, etc.)

Enter the number of Support FTEs (these are your advisors, tutors, clerical staff, etc.)

INFORMATION ABOUT NURSING FACULTY & CLINICAL SUPERVISOR IDENTIFIERS

(Enter the following)

Faculty /Clinical Supervisors who supervise students in clinicals

Enter count for EACH degree as the ***highest nursing degree*** that is currently held.

Faculty who Do NOT supervise students in clinicals

NOTE: Do NOT count degrees that are/were “in-progress” during the time period of this report

INFORMATION ABOUT RATIOS: FACULTY/CLINICAL SUPERVISORS TO SUTDENTS

Enter the min/max ratio of students per 1 Faculty or Faculty/Clinical Supervisor:

Didactic / Classroom:

Skills Lab:

Simulation:

In-patient Acute Care Clinical:

Long Term Care:

INFORMATION ABOUT PERSONNEL VACANCIES:

(Enter the following)

Enter the number of Faculty Vacancies

Enter the number of Clinical Supervisor Vacancies

Check ALL boxes that apply to recruiting barriers for retaining Faculty and Clinical Supervisors

INFORMATION ABOUT NURSING STUDENTS:

Enter total number of Nursing students enrolled in each NURSING course for your program type as of the first day of classes for FALL term

Students enrolled in NUR 100 or NUR 1000 numbered courses

Students enrolled in NUR 200 or NUR 2000 numbered courses

Students enrolled in NUR 300 or NUR 3000 numbered courses

Students enrolled in NUR 400 or NUR 4000 numbered courses

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Enter the Number of Qualified Students *who were NOT admitted due to program constraints during this reporting period*; then select **ALL** the type of program constraints preventing the qualified students from admissions.

INFORMATION ABOUT CURRICULUM:

(Curriculum will auto-populate from the prior year's entry - be sure to review and edit any/all courses where needed and add or delete any appropriate courses)

Enter the Course Number, Course Title, Total Credit, Theory Clock/Contact, Lab Clock/Contact hours, and Course Description for courses **WITH EXCEPTION OF ELECTIVE COURSES**. *If a clock/contact hour is decimal hour, enter the whole number only).*

AS THE LAST entry, Enter TOTAL credit hours of ELECTIVES nursing student take; you do not have to enter the courses themselves – unless you would like to. Remember to SAVE after each entry.

Enter the Course Number as ELEC

Enter the Course Title as Humanities

Enter the Total Credit, Theory Clock/Contact, Lab Clock/Contact hours

Enter the Course Description as Miscellaneous Electives

Curriculum: Non-Nursing Courses Pre-Requisite & Co-Requisite

Course Number	Course Title	Total Credit Hours	Total Theory Clock/Contact Hours	Total Lab Clock/Contact Hours	Course Description
BIO103	College Algebra	3	45	0	This Course Provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations,
BIO201	Principals of Biology I	3	45	0	This is an introductory course for science and non-science Majors, It covers physical, chemical and biological ...
ELEC	Humanities	enter.	enter.	enter.	Miscellaneous Electives

Curriculum: NURSING Courses

Course Number	Course Title	Total Credit Hours	Total Theory Clock/Contact Hours	Total Lab Clock/Contact Hours	Sim. Clock/Contact Hours	Direct Patient Clock/Contact Hours	Observation Clock/Contact Hours	Course Description
NU 306	Pharmacology	0	4	0	0	0	0	Introduces the nursing student to basic principles of drug therapy...
NU 309	4	38	28	2	0	0	0	Focuses on patient assessment and nursing diagnosis, utilizing...
ELEC	Humanities	enter.	enter.	enter.	enter.	enter.	enter.	Miscellaneous Electives

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INFORMATION ABOUT CURRICULUM

Standardized Specialty Tests: Any standardized tests constructed by a company outside the education institution that assess knowledge in a particular subject area or specialty.

NCLEX Predictor: A standardized test constructed by a company outside the educational institution whose purpose is stated as predicting success on the national licensing exam (NCLEX).

The test is usually given during the last term of a nursing education program.

Curriculum Questions:

- Answer Curriculum Question module by **READING ALL AREAS CAREFULLY** before checking box(es).

1. Does your program utilize standardized testing and/or reference material content?
2. IF YES: (Check all boxes that pertain to your program)

IF NO: Proceed to Clinical Sites Outside of Alabama module.

3. How does your program utilize information from standardized testing and/or reference material content?
4. Please select the ONE option that is most descriptive of YOUR nursing education program...Standardized Specialty Testing
5. Please select the ONE option that is most descriptive of YOUR nursing education program...NCLEX Predictor Testing
6. Are scores on external exams utilized as sole criterion...nursing program? (Yes / No)

INFORMATION ABOUT CLINICAL SITES OUTSIDE OF ALABAMA: (Yes / No)

If you utilize clinical sites outside the state of Alabama, **check ALL boxes for states that your program sends students, including preceptorships.**

INFORMATION ABOUT GRADUATION RATE:

Enter the percentage for your graduates for the reporting period: October 1, 20XX, through September 30, 20XX.

Enter a brief method of calculation.

INFORMATION ABOUT JOB PLACEMENT RATE:

Enter the percentage for your graduates who have been employed as an LPN/RN within 6-12 months of this reporting period: October 1, 20XX, through September 30, 20XX.

Enter a brief method of calculation – INCLUDE if this is **total** or **sampling** of graduates that responded to job placement(s) survey.

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INFORMATION ABOUT SUBSTANTIVE CHANGES:

Check all boxes for changes that have occurred during the reporting time period of October 1, 20XX, through September 30, 20XX

Provide brief specifics in the entry field for any boxes checked on the left-side column. No entries needed for boxes checked on the right-side column.

INFORMATION ABOUT COMPLETION OF ATTESTATION PAGE:

*Preparer of Report should be the Nursing Program Administrator listed at ABN. **If it is the preparer will need to obtain Program Administrator's attestation of the eight (8) items listed on the signature page.** The preparer will completely fill in the Nursing Program Administrator's information, then must fill in the area provided for them below.*

PREVIEWING REPORT:

Once you have all your information entered, before submitting, choose **PREVIEW** and look over your report. Make any necessary changes.

Submit your completed report. Should you need to view your report again, just log in – you will be able to preview or print your report, but you will not be able to make changes/corrections once the report has been submitted.

Should you have any questions, please contact the **Alabama Board of Nursing Education Programs Department** at abn-educationprograms@abn.alabama.gov or 334-293-5200.

You will be given the option to print your report before it is submitted. Once a report is submitted, ***you will be able to access the report only to view or print – no other changes can be made.***