

## General Instructions for Completing the Laboratory Personnel Profile Table

These instructions apply to the use of the Laboratory Personnel Profile Table for all programs responding to Criterion 2.7 in the ACEN 2017 Standards and Criteria.

The Laboratory Personnel Profile Table can be found at <http://www.acenursing.net/resources/LabPersonnelProfile.pdf>.

Information requested on the Laboratory Personnel Profile Table should be provided for all full-time and part-time laboratory personnel supporting a nursing course(s) in each nursing program. See below for the definition of laboratory personnel.

A laboratory personnel member should be listed in **ONLY ONE** Laboratory Personnel Profile Table; do not include someone in more than one Laboratory Personnel Profile Table.

- a. There should be one (1) completed Laboratory Personnel Profile Table for all full-time laboratory personnel assigned exclusively in each nursing program. (e.g., practical program only)
- b. There should be one (1) completed Laboratory Personnel Profile Table for all part-time laboratory personnel assigned exclusively in each nursing program. (e.g., baccalaureate program only)
- c. If applicable, there should be one (1) completed Laboratory Personnel Profile Table for all full-time laboratory personnel with shared laboratory responsibilities in more than one nursing programs. (e.g., master and doctoral programs)
- d. If applicable, there should be one (1) completed Laboratory Personnel Profile Table for all part-time laboratory personnel with shared laboratory responsibilities in more than one nursing programs. (e.g., associate and baccalaureate programs)

### **Definition**

**Laboratory Personnel** – Non-faculty persons who work in an on-campus skills/simulation laboratory with specified expertise that supports and/or facilitates student learning experiences.

Laboratory personnel with teaching and/or evaluating responsibilities in an on-campus skills/simulation laboratory must hold educational and experiential qualifications as required by the governing organization, the state, and the governing organization's accrediting agency, and are qualified for assigned responsibilities. In the absence of requirements set by the state and/or the governing organization's accrediting agency, the governing organization must set appropriate educational and experiential qualifications for assigned responsibilities in the on-campus skills/simulation laboratory.

**Skills/Simulation Laboratory** – An on-campus setting that is designed to look, feel, and/or function as a real-world practice learning environment, offering real-world practice learning experiences, which may include the use of low- fidelity, moderate-fidelity, and/or high-fidelity simulation equipment.

2. The program must provide the educational and experiential laboratory personnel qualifications required by:
  - a. As applicable, the program's state regulatory agency for nursing (e.g., Board of Nursing)
  - b. As applicable, other state agency/agencies (e.g., state department of education, state higher education system, etc.)
  - c. The program's governing organization
  - d. As applicable, the governing organization's accrediting agency (e.g., The Joint Commission, SACSCOC, ABHES – See ACEN Policy #3 Eligibility for Accreditation for complete list of agencies recognized by the ACEN)
3. The program must clearly demonstrate the relationship between the laboratory personnel member's qualifications (education, experience, and other qualifications) and the responsibilities assigned to the laboratory personnel member.
4. The governing organization/nursing education unit are expected to maintain appropriate documentation in the files of all laboratory personnel that establish qualifications, including those listed in Columns 5, 6, and 7 of the Laboratory Personnel Profile Table. The documentation should be readily available for the consideration by peer evaluators. The documentation should be readily available for the consideration by ACEN staff, as requested (e.g., as related to a substantive change, complaint, etc.).

## Instructions for Completing the Agency Information in the Laboratory Personnel Profile Table

1. As applicable, for each agency provide the reference verbatim (e.g., CHAPTER 68, NURSING, ARTICLE I, NURSING EDUCATION OF REGISTERED AND PRACTICAL NURSES, 12 AAC 44.090. FACULTY) of the actual requirements for all full-time and part-time laboratory personnel from the agency into the appropriate section of the table.
2. As applicable, for each agency following the reference cited above, copy/paste the text verbatim of the actual requirements for all full-time and part-time laboratory personnel from the agency into the appropriate section of the table.
3. **NOTE**, reviewers will not search for the requirements from the agency.

## Instructions for Completing the Information in the Laboratory Personnel Profile Table

**Column 1 / Laboratory Personnel Member Name:** Provide the last name and first name of each laboratory personnel member. Organize the information in alpha order by last name.

- a. Include only laboratory personnel that support nursing courses on the laboratory personnel profile table.
- b. Do not include laboratory personnel that do not support nursing courses on the laboratory personnel profile table; for example, laboratory personnel that support science courses.

**Column 2 / Date of Initial Appointment:** Provide the month and year of the initial appointment as a full-time or part-time laboratory personnel member at the institution.

**Column 3 / Laboratory Personnel Responsibilities in Laboratory:** Briefly summarize assigned laboratory responsibilities.

**Column 4 / Laboratory Personnel Non-Laboratory Responsibilities:** As applicable, briefly summarize assigned non-laboratory responsibilities.

**Column 5 / Laboratory Personnel Member's Academic Degrees:** List the earned academic degrees, diplomas, and certificates (not certifications; certifications goes in column 7) that demonstrate the laboratory personnel member is qualified to support the responsibilities listed in Column 3. Indicate the type of degree and the discipline (e.g., BSN, MSN, DNP, MBA, EdD in Statistics, PhD in Higher Education Administration, etc.).

If a laboratory personnel member does not meet the educational credentials for laboratory personnel required by an agency, does the governing organization/nursing program have a waiver/exception for the laboratory personnel member from an agency? If so, indicate a waiver/exception was granted by the agency and provide documentation of the waiver.

Is the laboratory personnel member working toward meeting the agency's educational credentials for laboratory personnel (e.g., enrolled in a degree program)? If so, provide information regarding the type of degree and discipline, and anticipated date of completion (e.g., May 2018).

**Column 6 / Laboratory Personnel Member's Experiential Qualifications:** List the experiential credentials for each laboratory personnel member that demonstrate the laboratory personnel member is qualified to support the responsibilities listed in column 3.

If a laboratory personnel member does not meet the experiential credentials for laboratory personnel qualifications required by an agency, does the governing organization/nursing program have a waiver/exception for the laboratory personnel member from an agency? If so, indicate a waiver/exception was granted by the agency and provide documentation of the waiver.

Is the laboratory personnel member working toward meeting the agency's expertise/experience laboratory personnel qualifications? If so, provide anticipated date of completion (e.g., May 2018).

**Column 7 / Laboratory Personnel Member's Other Qualifications Related to Nursing Course(s) Supported:** If applicable, list the certifications that demonstrate the laboratory personnel member is qualified to support the responsibilities listed in Column 3. Also, to further establish all qualifications or to explain less-than-obvious qualifications for assigned responsibilities to each laboratory personnel member, complete Appendix A (below) and attach a completed Appendix A document for each full-time and part-time laboratory personnel member on the Laboratory Personnel Profile Table.

## Appendix A

Directions:

1. Complete each area below to further establish all qualifications for assigned responsibilities to each laboratory personnel member.
2. Indicate the dates for the qualifications noted.
3. If not clearly evident, describe the relationship between a qualification and assigned responsibility to the laboratory personnel member.
4. In Column 7, attach Appendix A as a hyperlinked document to the Laboratory Personnel Profile Table.
5. The governing organization/nursing education unit are expected to maintain appropriate documentation in the files of all laboratory personnel that establish qualifications. The documentation should be readily available for the consideration by peer evaluators. The documentation should be readily available for the consideration by ACEN staff, as requested (e.g., as related to a substantive change, complaint, etc.).

### Qualifications and Laboratory Personnel Development

**Name:**

1. Relevant work experience/clinical practice:
  - job title/place of employment/start date/ending date/very brief summary of role responsibilities
2. Current licensure:
  - state/license number/ expiration date
3. Relevant continuing education for the last three (3) years:
  - date/very brief summary
4. Relevant scholarly work (e.g., research, publications, presentations, etc.) for the last three (3) years:
  - date/very brief summary