

## General Instructions for Completing the Laboratory Personnel Profile Table

All programs responding to Criterion 2.7 in the ACEN 2017 Standards and Criteria must use the following instructions when using the Laboratory Personnel Profile Table. 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 nursing courses in each nursing program. See the [ACEN Glossary](#) for the definition of “Laboratory Personnel and Skills/Simulation Laboratory.”

The Faculty Profile Table includes two (2) parts: I) **Agency Information** and II) **Faculty Profile Tables**.

### PART I: Agency Information

A. **Name of Agency:** The program must provide the educational and experiential laboratory personnel qualifications required by:

- As applicable, the program’s state regulatory agency for nursing (e.g., Board of Nursing)
- As applicable, other state agencies (e.g., state department of education, state higher education system, etc.)
- The program’s governing organization (university, college, hospital/medical or career center)
- As applicable, the governing organization’s accrediting agency (e.g., The Joint Commission, SACSCOC, ABHES)

**NOTE:** Peer evaluators will not search for the requirements from the agency.

B. **Reference:** As applicable, for each agency, provide the reference verbatim (e.g., CHAPTER 68, NURSING, ARTICLE 1, 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. If applicable, a web link to the specific requirement may also be included with the reference.

- C. **Requirements:** Briefly summarize the educational, credential, licensing, and/or experiential requirements identified in the reference. Only include the text related to laboratory personnel requirements.

**NOTE:** Peer evaluators will not search for the requirements from the agency.

## **PART II: 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 alphabetical 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).
- c. Do not include individuals that teach and/or evaluate students on the laboratory personnel table. Those individuals are considered faculty and should only be included on the Faculty Profile Table. See ACEN definitions for “Faculty, Nursing” and “Laboratory Personnel.”

**Column 2 / Status:** Provide the title of the position, the month and year of the individual’s initial appointment, and status (full- or part-time).

**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 are placed in the appendices) that demonstrate that 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 that 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 that the laboratory personnel member is qualified to support the responsibilities listed in Column 3. This includes, but is not limited to:

- Current licensure (state/license number/expiration date(s), if applicable)
- Current certification(s) (type/date acquired/expiration date(s), if applicable)
- Relevant work experience/clinical practice (Job title/place of employment/start date/ending date/very brief summary of role responsibilities)
- Relevant continuing education for the **last three (3) years** (date/very brief summary)

If a laboratory personnel member does not meet the experiential credential requirements of an agency for laboratory personnel qualifications, does the governing organization/nursing program have a waiver/exception for the laboratory personnel member from an agency? If so, indicate that 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).

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. If not clearly evident, describe the relationship between a qualification and the assigned responsibility to the laboratory personnel.

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 and 6 and the appendices of the Laboratory Personnel Profile Table. The documentation should be readily available for consideration by the peer evaluators. The documentation should be readily available for consideration by the ACEN staff, as requested (e.g., as related to a substantive change, complaint, etc.).

**LABORATORY PERSONNEL PROFILE TABLE EXAMPLE**

Agency Information

Instructions to completing the Laboratory Profile Table can be found at  
[http://www.acenursing.net/resources/LabPersonnelProfile\\_Instructions.pdf](http://www.acenursing.net/resources/LabPersonnelProfile_Instructions.pdf).

Name of Institution: *ACEN University*

Date Form Completed: *8/1/2017*

Name of Nursing Education Unit: *ACEN Baccalaureate Program/Department of Nursing*

Agency	Name of Agency	Requirement <i>Directions: If requirements are not applicable for an agency, indicate N/A. Include requirements for Full-time and Part-time personnel (if applicable)</i>
The program's state regulatory agency for nursing	<i>Georgia Board of Nursing</i>	Reference: <i>N/A</i> Requirements: <i>N/A</i>
Other state agency (e.g., state department of education, state system, etc.)	<i>N/A</i>	Reference: <i>N/A</i> Requirements: <i>N/A</i>
The program's governing organization	<i>ACEN University</i>	Reference: <i>ACEN University Simulation Laboratory Technician Job Description</i> Requirements: <i>BSN; active Georgia nursing license; two years practice experience; simulation certification preferred</i>  Reference: <i>ACEN University Laboratory Assistant Job Description</i> Requirements: <i>High school diploma</i>
The governing organization's accrediting agency	<i>Association of College Accreditors</i>	Reference: <i>N/A</i> Requirements: <i>N/A</i>

### Laboratory Personnel Profile Table **EXAMPLE**

*Directions: Complete requested information below for each laboratory personnel member. Insert additional rows as needed.*

1	2	3	4	5	6
NAME	POSITION	RESPONSIBILITY IN LABORATORY	NON- LABORATORY RESPONSIBILITY	ACADEMIC DEGREES	AREA OF EXPERTISE/EXPERIENCE
<ul style="list-style-type: none"> <li>• Last Name, First Name</li> <li>• (Alphabetical Order by Last Name)</li> </ul>	<ul style="list-style-type: none"> <li>• Title</li> <li>• Month/Year of initial appointment</li> <li>• Full-time or Part-time</li> </ul>			<ul style="list-style-type: none"> <li>• Undergraduate Degree(s): name of degree/date of completion</li> <li>• Graduate Degree(s): name of degree/date of completion</li> <li>• Waiver/exception (explain)</li> <li>• Currently enrolled: name of degree/projected date of completion</li> </ul>	<ul style="list-style-type: none"> <li>• Area of expertise/experience</li> <li>• Licensure/Certification (if applicable): type/number/date acquired/expiration date</li> </ul>
<i>Smyth, Joe</i>	<i>Simulation Technician</i>  <i>January 2015</i>  <i>Part-time</i>	<i>Assist lead faculty with simulations in NUR 2120, 2200, 3450, 4500, and 4800</i>	<i>Peer tutoring as needed.</i>	<i>BSN, 2010</i>	<ul style="list-style-type: none"> <li>• <i>Medical-Surgical nursing</i></li> <li>• <i>RN license #456123</i></li> <li>• <i>Hospital Unit-based education/simulation 2012-current</i></li> <li>• <i>Certified Healthcare Simulation Educator, 2014</i></li> </ul>
<i>Wells, Sandie</i>	<i>Laboratory Assistant</i>  <i>September 2000</i>  <i>Full-time</i>	<i>Assist with simulations setup/cleanup for both ADN and BSN programs; order supplies.</i>		<i>N/A</i>	<ul style="list-style-type: none"> <li>• <i>17 years' experience working as laboratory assistant.</i></li> </ul>