

National Nursing Workforce Minimum Datasets: Education

Rationale for Selection and Measurement of Minimum Dataset Items

Prior to development of this draft, the National Forum of State Nursing Workforce Centers requested Nursing Education Program Survey instruments from all Forum subscriber states as well as non-subscriber states participating in the 2008 Education Capacity Summit hosted by AARP's Center to Champion Nursing in America. The instruments were compiled into a spreadsheet showing the number of states collecting data on each variable along with their method of measurement. Using this spreadsheet, a survey was developed that identified the items collected and asked respondents to rate the importance of each for 1) forecasting and 2) policy issues. The survey was fielded to each Forum subscriber and/or Education Capacity state.

The Minimum Nursing Education Program Dataset Drafting Workgroup reviewed data collection strategies reported in the scientific literature, the spreadsheet, and survey results to identify the most critical items for the minimum dataset and the appropriate measurement approach for each.

Instructions for Collecting the Minimum Dataset

This document is intended to guide states in assembling the standardized nursing education program dataset recommended by the National Forum of State Nursing Workforce Centers. Words written in **RED** are defined in the glossary accompanying this dataset.

We recommend that the dataset be collected from every nursing program in the state on an annual basis. It is acceptable to submit as many survey records as desired for your state, but *at a minimum* the information should be collected separately for 1) LPN, 2) RN Diploma, 3) ADN, and 4) BSN and higher programs – even if two of these program types are housed at the same college or university. It is acceptable to submit multiple records for a single LPN, ADN, or BSN program if state-level requirements dictate the delineation (for example, if a single institution's program has multiple campuses or NCLEX Codes).

Most university nursing programs may be queried on a single survey. For example, post-licensure BSN, master's, and doctoral student information may be included on the pre-licensure BSN survey. Please note that information about students – such as enrollment, graduates, and demographic information – is *always* collected separately for each program type, even where multiple programs are represented on a single survey. Faculty information, however, will be combined on these surveys. This is intentional, since university nursing faculty members often teach classes in multiple programs. Combining faculty counts in BSN and higher programs will avoid the possibility of duplication.

It may be possible to derive a minimum dataset variable using information you are collecting with multiple questions or obtaining from alternative sources. As long as the information can be

presented in the format listed below and for the program types required, this is acceptable. The content of a specific survey record (LPN, RN Diploma, ADN, or BSN) will vary based on program type. In this document, we present all possible options recognizing that no one survey record will contain information for all variables.

Program and Student Variables

Variable Group 1: Accreditation (single variable)

Stem (example): Is your nursing program currently accredited by either or both of the national nursing accreditation agencies?

Response Categories:

Neither

Commission on Collegiate Nursing Education (CCNE)

National League for Nursing Accrediting Commission (NLNAC)

Both CCNE and NLNAC

Variable Group 2: Seats for New Students

Time Frame: Most recently completed 12-month **Reporting Period**

Stem (example): Enter the *count* of seats for new students for each program type on this survey.

Program Types:

Pre-licensure Programs

LPN Program

Diploma Program

ADN Program, Generic

ADN Program, Bridge

Pre-licensure BSN Program, Generic

Pre-licensure BSN Program, 2nd Degree

Pre-licensure Master's Program

Post-licensure Programs

Post-licensure BSN Program

Master's in Nursing – Clinical Tracks

Master's in Nursing – Non-clinical tracks

PhD Program

DNP Program

Other Doctoral Program

Response Categories: open-ended numeric fields

Variable Group 3: Qualified Applicants

Time Frame: Most recently completed 12-month **Reporting Period**

Stem (example): Enter the *count* of qualified applicants for each program type on this survey.

Program Types:

Pre-licensure Programs

LPN Program

Diploma Program

ADN Program, Generic

ADN Program, Bridge

Pre-licensure BSN Program, Generic

Pre-licensure BSN Program, 2nd Degree

Pre-licensure Master's Program

Post-licensure Programs

Post-licensure BSN Program

Master's in Nursing – Clinical Tracks

Master's in Nursing – Non-clinical tracks

PhD Program

DNP Program

Other Doctoral Program

Response Categories: open-ended numeric fields

Variable Group 4: Admitted Applicants

Time Frame: Most recently completed 12-month **Reporting Period**

Stem (example): Enter the *count* of admitted applicants for each program type on this survey.

Program Types:

Pre-licensure Programs

LPN Program

Diploma Program

ADN Program, Generic

ADN Program, Bridge

Pre-licensure BSN Program, Generic

Pre-licensure BSN Program, 2nd Degree

Pre-licensure Master's Program

Post-licensure Programs

Post-licensure BSN Program

Master's in Nursing – Clinical Tracks

Master's in Nursing – Non-clinical tracks

PhD Program

DNP Program

Other Doctoral Program

Response Categories: open-ended numeric fields

Variable Group 5: New Enrollees

Time Frame: Most recently completed 12-month **Reporting Period**

Stem (example): Enter the *count* of new enrollees for each program type on this survey.

Program Types:

Pre-licensure Programs

LPN Program

Diploma Program

ADN Program, Generic

ADN Program, Bridge

Pre-licensure BSN Program, Generic

Pre-licensure BSN Program, 2nd Degree

Pre-licensure Master's Program

Post-licensure Programs

Post-licensure BSN Program

Master's in Nursing – Clinical Tracks

Master's in Nursing – Non-clinical tracks

PhD Program

DNP Program

Other Doctoral Program

Response Categories: open-ended numeric fields

Variable Group 6: Graduates

Time Frame: Most recently completed 12-month **Reporting Period**

Stem (example): Enter the *count* of graduates for each program type on this survey.

Program Types:

Pre-licensure Programs

LPN Program

Diploma Program

ADN Program, Generic

ADN Program, Bridge

Pre-licensure BSN Program, Generic

Pre-licensure BSN Program, 2nd Degree

Pre-licensure Master's Program

Post-licensure Programs

Post-licensure BSN Program

Master's in Nursing – Clinical Tracks

Master's in Nursing – Non-clinical tracks

PhD Program

DNP Program

Other Doctoral Program

Response Categories: open-ended numeric fields

Variable Group 7: NCLEX Pass Rate

Time Frame: Most recently completed 12-month **Reporting Period**

Stem (example): Enter the *percentage of first-time candidates passing* for each NCLEX Code

Program Types:

Pre-licensure Programs

- LPN Program
- Diploma Program
- ADN Program
- Pre-licensure BSN Program
- Pre-licensure Master's Program

Response Categories: open-ended numeric field ranging from 0 to 100.

Special Note: We recommend that state-level data managers input these rates, if available from your state's Board of Nursing. This will reduce the error associated with asking programs to compute and/or input the rates. See **NCLEX Pass Rate** in the glossary for more details. The rate should be computed with the following formula: (# first-time candidates passing NCLEX / # first-time NCLEX candidates)*100

Variable Group 8: Total Student Enrollment

Time Frame: As of the **fall term census date**

Stem (example): Enter the *count* of all students enrolled for each program type on this survey.

Program Types:

Pre-licensure Programs

- LPN Program
- Diploma Program
- ADN Program, Generic
- ADN Program, Bridge
- Pre-licensure BSN Program, Generic
- Pre-licensure BSN Program, 2nd Degree
- Pre-licensure Master's Program

Post-licensure Programs

- Post-licensure BSN Program
- Master's in Nursing – Clinical Tracks
- Master's in Nursing – Non-clinical tracks
- PhD Program
- DNP Program
- Other Doctoral Program

Response Categories: open-ended numeric fields

Variable Group 9: Student Gender

Time Frame: As of the **fall term census date**

Stem (example): Enter the count of all students enrolled by gender category for each program type on this survey. The sum of all counts for a program must equal your **total enrollment** for that program.

Program Types:

Pre-licensure Programs

- LPN Program
- Diploma Program
- ADN Program, Generic
- ADN Program, Bridge
- Pre-licensure BSN Program, Generic
- Pre-licensure BSN Program, 2nd Degree
- Pre-licensure Master's Program

Post-licensure Programs

- Post-licensure BSN Program
- Master's in Nursing – Clinical Tracks
- Master's in Nursing – Non-clinical tracks
- PhD Program
- DNP Program
- Other Doctoral Program

Response Categories: open-ended numeric fields for *female*, *male*, and *missing data*

Variable Group 10: Student Race/Ethnicity

Time Frame: As of the **fall term census date**

Stem (example): Enter the count of all students enrolled by race/ethnicity category for each program type on this survey. The sum of all counts for a program must equal your **total enrollment** for that program.

Program Types:

Pre-licensure Programs

LPN Program
Diploma Program
ADN Program, Generic
ADN Program, Bridge
Pre-licensure BSN Program, Generic
Pre-licensure BSN Program, 2nd Degree
Pre-licensure Master's Program

Post-licensure Programs

Post-licensure BSN Program
Master's in Nursing – Clinical Tracks
Master's in Nursing – Non-clinical tracks
PhD Program
DNP Program
Other Doctoral Program

Response Categories: open-ended numeric fields for *American Indian or Alaska Native, Asian, Black/African American, Native Hawaiian or Other Pacific Islander, White/Caucasian, Hispanic/Latino, Missing/Unknown*

Variable Group 11: Student Age¹

Time Frame: As of the **fall term census date**

Stem (example): Enter the count of all students enrolled by age category for each program type on this survey. The sum of all counts for a program must equal your **total enrollment** for that program.

Program Types:

Pre-licensure Programs

LPN Program
Diploma Program
ADN Program, Generic
ADN Program, Bridge
Pre-licensure BSN Program, Generic
Pre-licensure BSN Program, 2nd Degree
Pre-licensure Master's Program

Post-licensure Programs

Post-licensure BSN Program
Master's in Nursing – Clinical Tracks
Master's in Nursing – Non-clinical tracks
PhD Program
DNP Program
Other Doctoral Program

Response Categories: open-ended numeric fields for *17-20, 21-25, 26-30, 31-40, 41-50, 51-60, 61 and older, and Missing/Unknown*

Faculty Variables

Variable Group 12: Faculty Counts

Time Frame: As of the **fall term census date**

Stem (example): How many nursing program faculty were employed by the program(s) represented on this survey as of the fall term census date?

Faculty Types: **Full-time, Part-time**

Response Categories: open-ended numeric fields

¹ It is not possible to collect program-level data on student age in a format other than categories. The minimum education dataset does not require submission of student-level records.

Variable Group 13: Faculty Vacancies

Time Frame: As of the **fall term census date**

Stem (example): As of the fall term census date, how many faculty positions were vacant and being actively recruited?

Faculty Types: **Full-time, Part-time**

Response Categories: open-ended numeric fields

Variable Group 14: Highest Degree Held by Faculty

Time Frame: As of the **fall term census date**

Stem (example): Count your faculty as of the fall term census date by highest level of education. The sum of counts for each faculty type must match the total count for that faculty type. In the event that a faculty member has two degrees at the same level (e.g., a Baccalaureate in Nursing and a Baccalaureate in Business), count that faculty member under the nursing degree.

Faculty Types: **Full-time, Part-time**

Response Categories: open-ended numeric fields for *Associate Degree in Nursing/Nursing Diploma, Baccalaureate Degree in Nursing, Non-nursing Baccalaureate Degree, Masters Degree in Nursing, Non-nursing Masters Degree, PhD in Nursing, Doctorate of Nursing Practice (DNP), Other Doctorate in Nursing, Non-nursing doctorate, and Missing/Unknown*

Variable Group 15: Faculty Gender

Time Frame: As of the **fall term census date**

Stem (example): Count your faculty as of the fall term census date by gender. The sum of counts for each faculty type must match the total count for that faculty type.

Faculty Types: **Full-time, Part-time**

Response Categories: open-ended numeric fields for *female, male, and missing data*

Variable Group 16: Faculty Race/Ethnicity

Time Frame: As of the **fall term census date**

Stem (example): Count your faculty as of the fall term census date by race/ethnicity. The sum of counts for each faculty type must match the total count for that faculty type.

Faculty Types: **Full-time, Part-time**

Response Categories: open-ended numeric fields for *American Indian or Alaska Native, Asian, Black/African American, Native Hawaiian or Other Pacific Islander, White/Caucasian, Hispanic/Latino, Missing/Unknown*

Variable Group 17: Faculty Age²

Time Frame: As of the **fall term census date**

Stem (example): Count your faculty as of the fall term census date by age category. The sum of counts for each faculty type must match the total count for that faculty type.

Faculty Types: **Full-time, Part-time**

Response Categories: open-ended numeric fields for *30 or younger, 31-40, 41-50, 51-55, 56-60, 61-65, 66-70, 71 and older, and Missing/Unknown*

² It is not possible to collect program-level data on faculty age in a format other than categories. The minimum education dataset does not require submission of faculty-level records.

Glossary

Admitted Applicants: A count of the individuals who *received official notice from the program that they were invited to begin the nursing program during the Reporting Period.*

ADN/ASN Program, Generic: A program of instruction that requires at least two years of full-time equivalent college academic work generally within a junior or community college, the completion of which results in an associate degree with a major in nursing and eligibility to apply for licensure as an RN. This may also be called a “traditional” curriculum sequence.*

ADN/ASN Program, Bridge: A pre-licensure RN associate degree program with a curriculum sequence for students having *some* formal training in nursing or a related field. Bridge programs typically accelerate the degree completion for students who are licensed as an LPN or paramedic, for example. Completion results in an associate degree with a major in nursing and eligibility to apply for licensure as an RN.

Diploma Program: A program of instruction that requires two to three years of full-time equivalent coursework, usually within a hospital-based structural unit, the completion of which results in a diploma or certificate of completion and eligibility to apply for licensure as an RN.*

DNP Program: A program of instruction that prepares graduates for the highest level of nursing practice beyond the initial preparation in the discipline. The doctor of nursing practice degree is the terminal practice degree.*

Fall Term Census Date: Point-in-time questions about faculty and student characteristics, as well as a count of total student enrollment, will use this date. Because these items are not related to a school’s production cycle and require a point-in-time count, it is easier for respondents and more relevant for stakeholders if a very recent date is used. It will not be within the reporting period used for production cycle questions. States may select a date within the *most recently started* Fall Term that best suits the structure of their nursing programs. Popular examples include October 1st, October 15th, and the school-specific Fall Term census date at each institution. *The term need not have been completed when the survey is fielded.* For example, a survey fielded in November 2008 may use a fall term census date of October 15, 2008.

Faculty Vacancy: A vacant position for a faculty member that is being actively recruited as of the fall semester census date.

Full-time Faculty: Those members of the instructional, administrative, or research staff of the nursing academic unit who are employed full-time as defined by the institution, hold academic rank, carry the full scope of faculty responsibility (e.g., teaching, advisement, committee work), and receive the rights and privileges associated with full time employment. These faculty may be tenured, tenure-track, or non-tenure track (given that there is a tenure system in the institution).*

Graduates: A count of the number of students who *successfully completed the program requirements* and were *formally awarded the degree* during the Reporting Period.

LPN Program: A program of instruction that requires at least one year of full-time equivalent coursework generally within a high school, vocational/technical school or community/junior college setting, the completion of which results in a diploma or certificate of completion and eligibility to apply for licensure as an LPN/VN. Please combine *all curriculum options or tracks* for your pre-licensure LPN program. For example, if your state collects separate data on *advanced placement CNA-to-LPN program tracks*, please combine it with data on generic or traditional LPN program tracks.*

MSN Program – Clinical Track: A post-licensure master’s program with emphasis on advanced clinical practice, including Nurse Practitioner, Nurse Anesthetist, Nurse Midwifery, and Clinical Nurse Specialist tracks. If your state collects separate data on different clinical tracks, please combine them.

MSN Program – Non-clinical Track: A post-licensure master’s program with non-clinical emphasis, such as Nurse Educator and Management/Leadership tracks. If your state collects separate data on different non-clinical tracks, please combine them.

New Enrollees: A count of the Admitted Applicants who subsequently enrolled for the first time in the nursing program during the Reporting Period. This count should include *only individuals who were still enrolled in a nursing course after the first two weeks of class*.

NCLEX Pass Rate: The percentage of first-time candidates for the National Council Licensure Examination (PN or RN) who pass the exam. This percentage can be computed in any time period that accommodates quarters, such as a fiscal year or calendar year. The National Council of State Boards of Nursing (NCSBN) produces quarterly reports of NCLEX results by program, including the number of first-time candidates and the number who pass. The NCLEX pass rate can be computed by summing the candidates and passers across the necessary quarters before dividing to produce the percentage. NCLEX pass rates for calendar years are computed by the NCSBN.

Other doctoral program: Please combine information for any post-licensure doctoral programs conferring degrees other than the PhD or the DNP.

Part-Time Faculty: Those members of the instructional, administrative, or research staff of the nursing academic unit who are employed part-time as defined by the institution, may or may not hold academic rank, carry responsibility for a specific area (e.g., teaching a single course), and may carry any number of titles (e.g., adjunct, clinical instructor). These faculty members are typically not eligible for tenure.*

PhD Program: A post-licensure doctoral program that culminates in the Doctorate of Philosophy in Nursing.

Post-licensure BSN Program (RN-BSN Program): A program for students who are already licensed as RNs but whose highest nursing degree is a diploma or associate's degree. *Do not* include unlicensed students in these counts.

Pre-licensure BSN Program, Generic: A program of instruction to prepare registered nurses that admits students with no previous nursing education, the completion of which results in a baccalaureate degree (e.g., BA, BS, BSN, etc.) with a major in nursing and eligibility to apply for licensure as an RN. The program requires at least four years but not more than five years of full-time equivalent college academic work within in a senior college or university.*

Pre-licensure BSN Program, Second Degree: A program of instruction to prepare registered nurses that admits students with baccalaureate degrees in other disciplines and no previous nursing education and, at completion, awards a baccalaureate degree in nursing and eligibility to apply for licensure as an RN. The curriculum is designed to be completed in less time than the generic (entry-level) baccalaureate program usually through a combination of "bridge"/transition courses.*

Pre-licensure MSN Program (Entry MSN): A program of instruction that admits students with baccalaureate degrees in other disciplines and no previous nursing education. The program prepares graduates for entry into the profession, eligibility to apply for licensure as an RN, and upon completion awards a master's degree (e.g., MSN, MS, MA, etc.) in nursing. *Do not* include licensed students in these counts.*

Qualified Applicants: A count of the individuals who submitted complete applications on time and who *met all institutional requirements* for formal admission to the nursing program during the Reporting Period.

Reporting Period: The most recently completed state-defined twelve-month reporting period. Questions about the production cycle of a nursing program, such as the number of qualified applicants or graduates, will use this one-year time frame. States may use a reporting period that best suits their needs. Many currently use the Academic Year, defined as Fall, Spring, and Summer semesters.

Seats for New Students: A count of the total number of seats available for *newly admitted students* during the Reporting Period. If your program does not have a formal limit on seats for new students, please indicate "Unlimited."

Total student enrollment: A count of the number of students enrolled on the fall semester census date. Include students *at all points of the program's curriculum sequence*, including newly enrolled, continuing, and students in their final semester or year.

* Source: Interagency Collaborative on Nursing Statistics (ICONS) – some items adapted to facilitate proper data collection: <http://www.iconsdata.org/educationrelated.htm>