**Plan of Correction: Form and Instructions**

**Introduction**

Programs may be required to develop a written plan of correction (POC) as a necessary quality improvement measure to address identified deficiencies in or violations of training program standards.

For nurses, it may be helpful to think of a POC as a “care plan” for a training program. Then apply the nursing process much as you would with a patient.

**Form**

Programs use the WABON [POC Form template](#_Washington_State_Board) to develop their plan (found on page 2).

**Instructions**

* **COMPLETE:** Complete the top of the form by filling in your program name, program number, your name as program director, the date, and providing your signature.
* **ASSESS and DEFINE:** Assess and define the deficiency in or violation of program standards that is impacting your program.
* **ANALYZE:** Analyze and list factors that are contributing to the deficiency in or violation of program standards. Asking your instructor(s) and your previous and current students for input may be helpful.
* **PLAN -- ACTION**: Next, given your assessment and analysis, state the intervention(s) or action(s) you can take to bring improvement.
* **PLAN – GOAL(S)**: Next, state what outcome(s) you expect from the interventions and the timeline. Be sure to keep your outcomes measurable.
* **PLAN – EVALUATION**: State how and when you will evaluate your progress.
* **EVALUATION RESULTS:** Describe progress or lack of progress and next steps with rationale based on your evaluation.

# **Washington State Board of Nursing**

**Plan of Correction (POC) Form for Nursing Assistant Training Programs**

|  |  |
| --- | --- |
| **Program Name:** | **Program #:** |
| **Program Director Name:** | **Date:** |
| **Program Director Signature:** | |

|  |  |
| --- | --- |
| **POC STEPS** | **POC DETAILS** |
| **ASSESS & DEFINE**  Assess and define the deficiency or violation |  |
| **ANALYZE**  Analyze and list contributing factors |  |
| **PLAN: ACTION**  Identify program interventions that can help |  |
| **PLAN: GOAL(S)**  Identify expected outcome(s) and dates of achievement |  |
| **PLAN: EVALUATION**  How and when will you evaluate progress |  |
| **EVALUATION RESULTS**  Describe progress or lack of progress and next steps with rationale based on the evaluation |  |