Guidelines for Survey Visits of Nursing Programs

Preparing for the Survey Visit

Each nursing education program in Kansas is surveyed every five to 10 years, in accordance with the Kansas Nurse Practice Act Statutes & Administrative Regulations. Programs not accredited by a national agency will be visited every five years. Approximately six months before the survey visit, the Program Administrator will be contacted by the Nursing Education Compliance Officer at the Kansas State Board of Nursing to begin the process of selecting a date. These guidelines for survey visits of nursing programs are emailed to the Program Administrator to assist in preparation for the visit.

Self-Evaluation Report

The pre-visit (self-evaluation) report is completed by the nursing education program and utilized by the survey visitor(s) as one of the primary documents in the evaluation of the program. These guidelines must be followed for submission of the self-evaluation report:

- At least 30 days prior to the survey visit, the Program Administrator should submit two paper copies and one electronic copy (on a USB drive) of the self-evaluation report to the Nursing Education Compliance Officer at the Board office.
- The information to be included in the report is listed in the document Documentation for Re-Approval of Nursing Programs.
- The self-evaluation report should be on 8½ x 11” white paper printed on both sides (duplex).
- The pages should be numbered, including any appendices.
- A table of contents should be used.
- The report should be 3-hole punched and not bound.
- An electronic copy of the parent institution’s catalog or bulletin should be submitted also.
- If the survey visit is being conducted in conjunction with ACEN or CCNE, the report that is prepared for the accreditation visitors may be used in lieu of preparing a separate report.
- Any Kansas Nurse Practice Act requirements that are not included in the ACEN or CCNE self-study should accompany the self-study in a separate document.
- If the ACEN or CCNE report is utilized for most of the joint information, a crosswalk to the location of the KSBN information must be included.
- Send the nursing program handbook(s) with your report (these can be submitted electronically instead of paper copy, if desired).
This report and material must be received by KSBN at least one (1) month prior to the visit.

The Survey Visit

- The visit usually is completed in two days, although this may vary for a large program or if there is more than one campus
- Visits conducted in conjunction with ACEN or CCNE are usually conducted over a three day period (if that is the preference of ACEN or CCNE)
- The Program Administrator prepares a tentative agenda for the visit and sends it to the Nursing Education Compliance Officer at least four weeks prior to the scheduled visit
- The agenda will be reviewed the first day with the nurse administrator
- The sample agenda below and suggested times serve as a guide for the visit

Sample Agenda for Site Visits

Day 1

- Conference with Program Administrator (Review Agenda) (15 minutes)
- Conference with President/Chief Executive Officer of the governing organization (30 minutes)
- Conference with other administrative persons – *may be arranged as a group* (30 minutes)
- Conference with support personnel (counseling, admission officer, financial aid officer - *may be arranged as a group* (30 minutes)
- Conference with Librarian, tour of library (30 minutes)
- Meet with students – all nursing students should be included in this meeting (60 mins)
- Tour educational facilities including learning resource center
- Document Review

Day 2

- Observe classroom activities
- Tour of clinical agencies
  - Conference with Nursing Service Representatives
- Meet with Nursing Faculty (60 mins)
- Conference with General Education Faculty (30 minutes)
- Review student and faculty records
- Meet with members of the advisory committee (30 minutes)
- Document Review
- Exit Interview (May be done on Day 3)

Day 3 (optional)

- Visit off-site or satellite campuses
- Exit Interview
The Program Administrator will discuss off-site visits with the Nursing Education Compliance Officer before the visit. The Program Administrator or designated personnel shall take the survey team to the nursing educational facilities, including satellite program facilities, library facilities, and clinical agencies.

The Nursing Education Compliance Officer will meet with the Program Administrator as necessary throughout the day.

Clinical sites should have students present and prepared to meet with the visitors.

The order of the agenda may be rearranged if necessary. Times given are approximate.

The survey visitor(s) will need adequate time prior to and during the visit to review written materials/documents.

**Documents to have available to the site visitors during the visit:**

1. Faculty policy manual or other materials that indicate policies for faculty
2. Faculty committee bylaws and minutes for at least the three previous years
3. Course syllabi, including course outlines, class schedules, clinical schedules, and clinical rosters with name(s) of instructors
4. Samples of student projects or papers
5. Current clinical affiliation agreements
6. Job description for nursing faculty and program administrator
7. Job description for preceptors and the preceptor training process and materials
8. Institutional student handbook
9. Student and faculty files
10. Clinical evaluation tools for all levels
11. A catalog or inventory list of laboratory, library, audiovisual, and computer assisted instructional holding, with dates of publication and acquisition
12. Examples of exams at all levels and any policies or procedures related to testing
13. Advanced standing policies and related student advisement and articulation plan
14. Institutional and program accreditation status and date of last visit
15. Copy of the nursing education program’s audited fiscal report covering the previous two years, including income and expenditures
16. Faculty and student handbooks
17. Program evaluation plan and evidence of program effectiveness
18. School’s current catalog

**Faculty Table** (include the following information)
Name
FT or PT (use FTE)
Date of Appointment
Rank
Bachelor Degree
Institution Granting Degree
Graduate Degrees

4/05; rev. 3/11, 5/15, 6/16, 9/18
Institution Granting Degree
Area of Clinical Expertise
Areas of Responsibility (academic teaching, clinical instructor, administration, other – use FTE)
Licensure
Indicate degree plan and progress towards the degree

**Curriculum Table**

<table>
<thead>
<tr>
<th>Requirements 60-2-104 (c) Professional nursing programs</th>
<th>Courses in curriculum that meet requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Aspects of safe, effective care environment, including the management of care, safety, and infection control</td>
<td></td>
</tr>
<tr>
<td>• Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease</td>
<td></td>
</tr>
<tr>
<td>• Psychosocial integrity, including coping, adaptation, and psychosocial adaptation and</td>
<td></td>
</tr>
<tr>
<td>• Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction or risk potential and physiological adaptation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirements 60-2-104 (d) Practical nursing programs</th>
<th>Courses in curriculum that meet requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Aspects of safe, effective care environment, including the coordination of care, safety, and infection control</td>
<td></td>
</tr>
<tr>
<td>• Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease</td>
<td></td>
</tr>
<tr>
<td>• Psychosocial integrity, including coping, adaptation, and psychosocial</td>
<td></td>
</tr>
<tr>
<td>adaptation and</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>• Physiological integrity, including basic care and comfort, pharmacology, reduction or risk potential and physiological adaptation</td>
<td></td>
</tr>
</tbody>
</table>

**Faculty Files** (include the following information):
- Copy of approved FQR
- Documentation of orientation
- Licensure verification
- Original transcript