

**Documentation for Re-Approval of RN Nursing  
Programs in Kansas  
60-2-102 through 60-2-107**

**Program:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_

**Last KSBN Visit:** \_\_\_\_\_ **Accrediting Agency & Date of Last Visit:** \_\_\_\_\_

**Visitors:** \_\_\_\_\_

| Topic & Regulation  | Supporting Information   | Location   | Met | Not Met | Comments |
|---|--|------------|-----|---------|----------|
| <b>Home Institution &amp; Nursing Program<br/>60-2-102</b>  |  |            |     |         |          |
| Description of legal body responsible for policy and support of the program and/or home institution | Address of the institution   | Self-Study |     |         |          |
|   | Names of primary administrative officials  | Self-Study |     |         |          |
|   | Organizational chart for the institution   | Self-Study |     |         |          |
|   | Current contact information  | Self-Study |     |         |          |
|   | An audited fiscal report covering the previous two years, including a statement of income and expenditures | On Site    |     |         |          |
|   | Copy of school's current catalog   | Self-Study |     |         |          |
| Description of nursing program  | Organizational chart for nursing program   | Self-Study |     |         |          |
|   | Number of faculty  | Self-Study |     |         |          |
|   | Number of non-teaching staff   | Self-Study |     |         |          |
|   | Number of students admitted per year   | Self-Study |     |         |          |

| Topic & Regulation  | Supporting Information   | Location           | Met | Not Met | Comments |
|---|--|--------------------|-----|---------|----------|
| <b>Nursing Program Administrator, Faculty &amp; Preceptors</b><br>60-2-102 & 60-2-103 |  |                    |     |         |          |
| Nursing Program Administrator   | Name and credentials   | Self-Study         |     |         |          |
|   | Qualifications   | Self-Study         |     |         |          |
|   | Responsibilities   | Self-Study         |     |         |          |
| Faculty selection and input into program  | Faculty organizational by-laws                                   | Self-Study         |     |         |          |
|   | Faculty job description  | Self-Study         |     |         |          |
|   | Faculty selection process  | Self-Study         |     |         |          |
|   | Faculty orientation plan   | Self-Study         |     |         |          |
|   | Faculty handbook   | On-site            |     |         |          |
|   | General faculty meeting minutes for last 3 years                 | On-site            |     |         |          |
| Faculty qualifications (Enclose a table that displays the following information):     | Name of faculty  | Self-Study         |     |         |          |
|   | FFor PT(use FTE)   | Self-Study         |     |         |          |
|   | Academic Credentials   | Self-Study         |     |         |          |
|   | Institution granting degree                                      | Self-Study         |     |         |          |
|   | Area of clinical expertise                                       | Self-Study         |     |         |          |
|   | Area(s) of assignment  | Self-Study         |     |         |          |
|   | Licensure  | Self-Study         |     |         |          |
|   | Indicate degree plan and progress towards degree if applicable   | Self-Study         |     |         |          |
|   | List all faculty hire exceptions including course hired to teach | Self-Study         |     |         |          |
| Faculty file review   | On-site  |                    |     |         |          |
| Preceptor qualifications and information (for current semester)                       | Preceptor criteria & selection                                   | Self-Study         |     |         |          |
|   | Preceptor job description  | Self-Study         |     |         |          |
|   | Identified roles of preceptors, faculty, and students            | Self-Study         |     |         |          |
|   | Preceptor orientation materials                                  | Self-Study         |     |         |          |
|   | Preceptor signatures showing date orientation completed          | Self-Study/On-site |     |         |          |
|   | Name of preceptor and course with Prefix & number (NURS 1011)    | Self-Study         |     |         |          |
|   | Preceptor State of license & License number                      | Self-Study         |     |         |          |

|  |   |                 |            |                |                 |
|--|---|-----------------|------------|----------------|-----------------|
|  | Methods of contact between faculty & preceptor  | Self-Study      |            |                |                 |
| <b>Topic &amp; Regulation</b>                                  | <b>Supporting Information</b>   | <b>Location</b> | <b>Met</b> | <b>Not Met</b> | <b>Comments</b> |
| <b>Students 60-2-102 &amp; 60-2-107</b>                        |   |                 |            |                |                 |
| Student policies:<br>Provide written evidence of the following | Admission of generic, transfer, and articulation students   | Self-Study      |            |                |                 |
|  | Degree plan for each degree being granted   | Self-Study      |            |                |                 |
|  | Oral and written English proficiency  | Self-Study      |            |                |                 |
|  | Readmission   | Self-Study      |            |                |                 |
|  | Progression   | Self-Study      |            |                |                 |
|  | Counseling & guidance   | Self-Study      |            |                |                 |
|  | Student role versus employee role   | Self-Study      |            |                |                 |
|  | Representation on faculty governance  | Self-Study      |            |                |                 |
|  | Graduation  | Self-Study      |            |                |                 |
|  | Refund policies governing all fees and tuition paid by students   | Self-Study      |            |                |                 |
|  | Ethical practices including recruitment, admission, and advertising   | Self-Study      |            |                |                 |
|  | Information to any student who may be subject to licensure denial under K.S.A. 65-1120. (Must be provided prior to program admission) | Self-Study      |            |                |                 |
| Student Handbook   | On-site   |                 |            |                |                 |
| Student support services                                       | Description of student safety measures  | Self-Study      |            |                |                 |
|  | Description of student health services (available on-site or students have knowledge of available health services)                    | Self-Study      |            |                |                 |
| Student records  | Review student files  | On-site         |            |                |                 |
| Student documentation submitted to meet course objectives      | Samples of completed student work for both theory and clinical courses (include observational and preceptor experiences)              | On-Site         |            |                |                 |

| Topic & Regulation  | Supporting Information  | Location   | Met | Not Met | Comments |
|---|---|------------|-----|---------|----------|
| <b>Curriculum<br/>60-2-102, 60-2-104, &amp; 60-2-105</b>  |   |            |     |         |          |
| Curriculum Requirements:<br>Copy of current curriculum<br>with date of last revision.<br>Include: | Required non-nursing courses  | Self-Study |     |         |          |
|   | Required Nursing courses that includes course description, objectives, content outline and method of evaluation (include list of clinical facilities if applicable)   | Self-Study |     |         |          |
|   | Credit hours for each non-nursing course  | Self-Study |     |         |          |
|   | Credit and clock hours for each nursing course (must equal or exceed 30 credit hours for RN programs and 15 credit hours for PN Programs)   | Self-Study |     |         |          |
|   | Identify clinical hours for combined nursing didactic and clinical courses  | Self-Study |     |         |          |
|   | List all clinical observation hours for each relevant course (cannot exceed 15% of total clinical hours/course) and objectives for clinical observation experiences (reflect observation rather than participation in nursing activities) | Self-Study |     |         |          |
|   | List all preceptor hours for each relevant course. (cannot exceed 20% excluding capstone of total clinical hours/nursing program – does not apply to capstone course)   | Self-Study |     |         |          |
|   | Testing process with test analysis and the written test procedure   | Self-Study |     |         |          |
|   | Number of students per class  | Self-Study |     |         |          |
|   | Clinical rotation schedules with responsible faculty listed – (evidence of 1:10 clinical faculty/student ratio – includes observational sites)  | Self-Study |     |         |          |
| Curriculum includes the following:  | Content in biological, physical, social, and behavioral sciences that provides a foundation for safe and effective nursing practice   | Self-Study |     |         |          |
|   | Art and science of nursing  | Self-Study |     |         |          |
|   | Didactic content and clinical experiences to meet the objectives in curriculum table that follows   | Self-Study |     |         |          |

| Topic & Regulation  | Supporting Information   | Location             | Met | Not Met | Comments |
|---|--|----------------------|-----|---------|----------|
| Curriculum Table:<br><br>Identify the nursing and non-nursing courses that contribute to the students' learning for these outcomes:<br><br>For Registered Nurse (professional) Program: | Aspects of a safe, effective care environment, including management of care, safety, and infection control   | Self-Study           |     |         |          |
|   | Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease                 | Self-Study           |     |         |          |
|   | Psychosocial integrity, including coping, adaptation and psychosocial adaptation   | Self-Study           |     |         |          |
|   | Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction of risk potential, physiological adaptation   | Self-Study           |     |         |          |
| KSBN ADN Alignment  | KSBN ADN alignment program outcomes included in curriculum, if applicable  | Self-Study           |     |         |          |
| Curriculum changes  | List current changes not requiring board approval that have occurred since last annual report submitted  | Self-Study           |     |         |          |
| <b>Educational Facilities 60-2-106</b>  |  |                      |     |         |          |
| Description of facilities and tour  | Classrooms, laboratories and conference rooms adequate in size, number, and type to accomplish student learning.                                       | Self-Study & On-Site |     |         |          |
|   | Faculty offices are adequate in size, number, and type to provide the facility with privacy in counseling students                                     | Self-Study & On-Site |     |         |          |
|   | Secure space for student records   | Self-Study & On-Site |     |         |          |
|   | Technological resources are of sufficient quality and quantity to meet student learning needs and there is support available to student when accessing | Self-Study & On-Site |     |         |          |
|   | Satellite program facilities   |                      |     |         |          |
|   | Other points of interest   |                      |     |         |          |
| Library resources and tour  | Library materials are of sufficient quality and quantity to meet student learning  | Self-Study & On-Site |     |         |          |

|  | needs  |                      |     |         |          |
|--|--|----------------------|-----|---------|----------|
| Topic & Regulation   | Supporting Information   | Location             | Met | Not Met | Comments |
| <b>Clinical Resources 60-2-105</b>   |  |                      |     |         |          |
| Written contractual agreements between the nursing education program and affiliating agencies                    | View current contracts with affiliating agencies for signatures. Ensure they are current and kept in nursing education program office                              | On-site              |     |         |          |
| Clinical learning experiences and site are adequate  | The number of affiliation agencies and types of patients are adequate to meeting curriculum objectives   | Self-Study & On-site |     |         |          |
|  | If more than one nursing program uses the same affiliating agency, the nursing program documents availability of appropriate learning experiences for all students | Self-Study & On-Site |     |         |          |
|  | Each affiliating agency used for clinical instruction shall be staffed independently of student assignments  | Self-study & On-Site |     |         |          |
|  | Tour selected clinical agencies to determine adequacy of facility to meet expected program and course objectives   | On-Site              |     |         |          |
| <b>Administrative Policies &amp; Procedures 60-2-102, 60-2-103, &amp;60-2-104</b>                                |  |                      |     |         |          |
| Program NCLEX pass rates   | NCLEX RN or PN Pass rates for the last 5 years (first time candidates)   | Self-Study           |     |         |          |
| Financial support for nursing program  | Audited nursing program fiscal report for the previous two (2) years including income and expenditures   | Self-Study           |     |         |          |
|  | Budget procedures  |                      |     |         |          |
| Advisory Committee   | Review Advisory Committee minutes  | On-Site              |     |         |          |
| Meet with the following members of the educational institution to determine adequate support for nursing program | Administration   | On-Site              |     |         |          |
|  | General education and required support course faculty  | On-Site              |     |         |          |
|  |  |                      |     |         |          |

|   |  |                        |            |                |                 |
|---|--|------------------------|------------|----------------|-----------------|
|   | Support services   | On-Site                |            |                |                 |
|   | Students   | On-Site                |            |                |                 |
| <b>Topic &amp; Regulation</b>   | <b>Supporting Information</b>  | <b>Location</b>        | <b>Met</b> | <b>Not Met</b> | <b>Comments</b> |
| Meet with the following members of selected affiliating clinical agencies to determine adequacy of facility to meet expected program outcomes | Chief Nursing Officer  | On-Site                |            |                |                 |
|   | Staff RN's   | On-Site                |            |                |                 |
|   | Preceptors   | On-Site                |            |                |                 |
|   | Individuals conducting observational experiences   | On-Site                |            |                |                 |
| Program Evaluation  | Program Evaluation Plan developed with faculty along with evidence of data (collected, aggregated, trended and analyzed) and actions taken | Self-study/<br>On-site |            |                |                 |
|   | Use of program evaluation data for ongoing program improvement   | Self-study/<br>On-site |            |                |                 |