

Sample of KSBN Re-Approval Pre-Visit Report

Sample Table of Contents

Home Institution and Nursing Program (60-2-102)

Description of legal body responsible for policy and support of the program

Primary administrative officials

Address of institution

Organizational chart for the institution

Relevant and current contact information

Audited fiscal report

Description of student support services

Description of nursing program

Number of faculty

Organizational chart for the nursing program

Number of students

Nursing Program Administrator, Faculty and Preceptors (60-2-102 & 60-2-103)

Nurse administrator credentials, qualifications and responsibilities

Faculty table (sample included)

Job descriptions for faculty

Faculty selection policies

Faculty orientation plan

Faculty organization by-laws

Preceptor information

Students (60-2-102 & 60-2-107)

Written policies:

Admission

Degree plan
Oral and written English proficiency
Readmission
Progression
Counseling and guidance
Student role versus employee role
Representation on faculty governance
Graduation
Refund policies governing all fees and tuition paid by students
Ethical practices including recruitment, admission, and advertising
Written policy providing information to any student who may be subject to licensure denial
Samples of student work

Curriculum (60-2-102, 60-2-104 & 60-2-105)

Copy of current curriculum with date of last revision
Nursing and non-nursing courses
Credit and clock hours for each nursing course
Observation and preceptor hours for each course
Testing process with test analysis and the written test procedure
List of clinical facilities
Clinical rotation schedules with responsible faculty listed
Graduate outcomes
Curriculum table (sample included)
Major or minor curriculum changes
Observational experience

Educational Facilities (60-2-106)

Description of facilities

Classroom

Offices

Student records

Current technological resources

Library

Clinical Resources (60-2-105)

Current contracts with affiliating agencies

Number of affiliating agencies and types of patients are adequate to meet objectives

Maximum of a 1:10 faculty to student ratio is maintained

Clinical experiences with preceptors are no more than 20% of total clinical hours

Clinical observational experiences

If more than one nursing program uses the same affiliating agency, the nursing program documents availability of appropriate learning experiences

Administrative Policies and Procedures (60-2-102, 60-2-103 & 60-2-104)

Pass rates for the last 5 years

An audited fiscal report of the nursing program

Educational institution's administrators, faculty, support services personnel, students, staff members of selected affiliating agencies

Faculty minutes for the last 3 years, faculty and student handbooks, student records, policies and procedures, budget procedure, affiliating agency contracts

Articulation plan

Program evaluation plan

Faculty hire exceptions and document (1) through (d) of 60-2-103 (c) (2)

Policies and procedures – including performance evaluation