

**Documentation for Re-Approval of
Advanced Nursing Programs in Kansas
60-17-103 through 60-17-108**

Program: _____ **Date(s):** _____

Last KSBN Visit: _____ **Accrediting Agency & Date of Last Visit:** _____

Visitors: _____

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Home Institution & Nursing Program 60-17-103					
Description of legal body responsible for establishing program policies and for support of the program	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	Self-Study			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Nursing Program Administrator, Faculty & Preceptors 60-17-103 & 60-17-104					
Nursing Program Administrator	Name and credentials	Self-Study			
	Qualifications	Self-Study			
	Responsibilities	Self-Study			
Faculty selection and input into program (<i>each nurse faculty member who is assigned the responsibility of a course shall hold a graduate degree. Each faculty responsible for coordinating clinical instruction shall possess a license as a APRN in the role for which clinical instruction is provided and have a graduate degree.</i>)	Faculty organizational by-laws	Self-Study			
	Faculty responsibilities	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: (<i>each nurse faculty member who is assigned the responsibility of a course shall hold a graduate degree. Each faculty responsible for coordinating clinical instruction shall possess a license as a APRN in the role for which clinical instruction is provided and have a graduate degree. Non nursing faculty shall have graduate degrees in the area of expertise</i>)	Name of faculty	Self-Study			
	FT or 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			
Faculty file review	On-site				
Preceptor qualifications and information (for current semester) (<i>Each preceptor or adjunct faculty shall be licensed as an APRN or be licensed as a physician in the state in which the individual is currently practicing</i>)	Preceptor criteria & selection	Self-Study			
	Preceptor responsibilities	Self-Study			
	Identified roles of preceptors, faculty, and students	Self-Study			
	Preceptor orientation materials (<i>includes information about pedagogical aspects of the student-preceptor relationship</i>)	Self-Study			
	Preceptor signatures showing date orientation completed	Self-Study/On-site			
	Name of preceptor and course with Prefix& number	Self-Study			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
	Preceptor State of license & License number	Self-Study			
	Methods of contact between faculty & preceptor	Self-Study			
Students 60-17-103 & 60-17-108					
Student policies: Provide written evidence of the following	Admission of generic, transfer, and articulation students (<i>requirement that each student must have a current license to practice as a registered professional nursing gin the US or any of its territories</i>)	Self-Study			
	Oral and written English proficiency	Self-Study			
	Readmission	Self-Study			
	Progression criteria	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 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
Curriculum 60-17-105					
Curriculum Requirements: Copy of current curriculum with date of last revision. 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			
	Identify clinical hours for combined nursing didactic and clinical courses	Self-Study			
	Consist of at least 45 semester credit hours or the academic equivalent	Self-Study			
	Clinical component shall consist of at least 500 hours of clinical learning in each clinical track, or the program shall provide documentation of the overlap if any clinical track consists of less than 500 clinical hours	Self-Study			
Curriculum includes the following:	Role alignment related to the distinction between practice as a registered professional nurse and the advanced role of an advanced practice registered nurse as specified in K.A.R. 60-11-101	Self-Study			
	Theoretical instruction in the role or roles of advanced nursing practice for which the program provides instruction	Self-Study			
	The health care delivery system	Self-Study			
	The ethical and legal implications of advanced nursing practice				
	Three college hours in advanced pharmacology or the equivalent				
	Three college hours in advanced pathophysiology or its equivalent				
	Three college hours in advanced health assessment or its equivalent				
Clinical instruction in the area of specialization, which includes the following:	Performance of or ordering diagnostic procedures				
	Evaluation of diagnostic and assessment findings				
	Prescription of medication and other treatment modalities for client conditions				
The faculty in each advanced nursing education program shall fulfill these requirements:	Identify the competencies of the graduate for each role of advanced nursing practice for which the program provides instruction				

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
	Determine the approach and content for learning experiences				
	Direct clinical instruction as an integral part of the program				
	Provide for learning experiences of the depth and scope needed to fulfill the objectives or outcomes of advanced nursing courses				
Educational Facilities 60-17-107					
Description of facilities and tour	Classrooms, laboratories and conference rooms adequate in size, number, and type according to the number of students and the educational purposes for which the rooms are to be used	Self-Study & On-Site			
	A physical facility that is safe and conducive to learning	Self-Study & On-Site			
	Secure space for nursing student records	Self-Study & On-Site			
	Student support services for distance learning if distance learning is provided	Self-Study & On-Site			
	Satellite program facilities				
Library resources and tour	Library holdings, instructional media, and materials shall be of sufficient recency, pertinence, level of content, and quantity as indicated by the curriculum to meet the needs of nursing students and faculty and shall be available to distance learning students	Self-Study & On-Site			
Clinical Resources 60-17-106					
Clinical resources	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 sites are selected to provide learning opportunities necessary to achieve the advanced nursing education program objectives or outcomes	Self-Study & On-site			
	Faculty shall facilitate and evaluate student learning experiences in the clinical area	Self-Study & On-Site			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
	Preceptors shall be responsible for assessing performance in the clinical setting	Self-study & On-Site			
	The advanced nursing education program shall provide verification that each agency used for clinical instruction has clinical facilities that are adequate for the number of students served in terms of space, equipment, and other necessary resources, including an adequate number of patients or clients necessary to meet the program objectives or outcomes	Self-study & On-site			
	The advanced nursing education program contracts with an adequate number of appropriate affiliating agencies so there will be appropriate clinical experiences to meet curriculum objectives or outcomes				
	The faculty provides the affiliating agency staff with the organizing curriculum framework and either the objectives or outcomes for the clinical learning experiences				
	A sufficient number and variety of patients representing appropriate age groups shall be available to provide learning experiences to meet curriculum objectives or outcomes				
	If more than one advanced nursing education program uses the same affiliating agency, each advanced nursing education program shall document the availability of appropriate learning experiences for all of its students.				
	Tour selected clinical agencies to determine adequacy of facility to meet expected program and course objectives	On-Site			
Administrative Policies & Procedures 60-17-103 & 60-17-105					
Financial support for nursing program	Audited nursing program fiscal report for the previous two (2) years including income and expenditures	Self-Study			
	Budget procedures				

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Meet with the following members of the educational institution to determine adequate support for nursing program	Administration	On-Site			
	Support services	On-Site			
	Students	On-Site			
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			
Program Evaluation	Program Evaluation Plan developed with faculty along with evidence of data (collected, aggregated, trended and analyzed) and actions taken	Self-study/ On-site			
	Use of program evaluation data for ongoing program improvement	Self-study/ On-site			