

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. Programs that have national accreditation will be visited with at least the frequency of the accrediting organization. Nursing program administrators may request that the KSBN survey visit and Accreditation survey visit be done as a joint survey visit for the mutual benefit of all parties.

Approximately six months before the survey visit, the nurse administrator of the program will be contacted by the Education Compliance Officer at the Kansas State Board of Nursing to begin the process of selecting a date. The guidelines for survey visits of nursing programs are mailed to the program to assist in preparation for the visit. There are also suggested guidelines available for joint survey visits if desired. All guidelines can also be found on the KSBN website in the Resource section for Program Administrators.
(<https://ksbn.kansas.gov/administrator-resources/>)

All survey visits will be planned as in person survey visits for initial program approvals, reapproval visits, focus survey visits, and survey visits done in conjunction with accreditation visits. However, survey visits may be done as a virtual visit at the discretion of the Education Compliance Officer if there are circumstances beyond the control of KSBN agency or the nursing program being surveyed at the time of the scheduled survey visit.

All initial program approval site visits must be completed in person. Focused site visits completed as a virtual visit must have a site visit completed at the earliest possible time in order to complete the process for Board review. Reapproval survey visits may be done entirely as virtual visits at the discretion of the Board reviewers.

A pre-visit self-study report is completed by the nursing education program and is used by the survey visitor(s) as one of the primary documents in the evaluation of the program. At least 30 days prior to the survey visit, the nurse administrator should submit one printed copy of the self-evaluation report with supporting documentation to the Education Compliance Officer at the Board office. Along with the printed report, a copy of the self-evaluation and all supporting documentation should also be submitted on a USB flash drive.

- For reapproval visits, the items to be included in the report are listed in the document **Documentation for Re-Approval of Nursing Programs**.

- For focused survey visits, the documentation needed for submission will be sent to the nursing program administrator at the time a focused visit is determined to be needed.

Self-Evaluation Report

The self-evaluation report applies to all survey visit whether in person or virtual and should be:

- Typed/word processed on 8 ½ x 11" white paper with 1" margins,
- Printed only on one side of the paper,
- Pages should be numbered, including any appendices, and
- A table of contents should be included for the report.
- Report should be 3-hole punched. (Binding is not necessary)
- Include a copy of the parent institution's catalog or bulletin with the report.
- Also include a copy of the college faculty handbook, college student handbook, and nursing program handbooks for faculty and students

Document guidance for specific report items:

➤ **Faculty Table** (include the following information)

- Name
- FT or PT (use FTE)
- Date of Appointment
- Rank
- Bachelor's degree
 - Institution Granting Degree
 - Date
- Graduate Degrees
 - Institution Granting Degree
 - Date
- Area of Clinical Expertise
- Areas of Responsibility (academic teaching, clinical instructor, administration, other –use FTE)
- Licensure – state, license #
- Indicate degree plan if applicable and progress towards the degree

➤ **Curriculum Table**

Requirements 60-2-104 (c) Professional nursing programs	Courses in curriculum that meet requirements
<ul style="list-style-type: none"> • Aspects of safe, effective care environment, including the management of care, safety, and infection control 	
<ul style="list-style-type: none"> • Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease 	

<ul style="list-style-type: none"> • Psychosocial integrity, including coping, adaptation, and psychosocial adaptation and 	
<ul style="list-style-type: none"> • Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction or risk potential and physiological adaptation 	

Requirements 60-2-104 (d) Practical nursing programs	Courses in curriculum that meet requirements
<ul style="list-style-type: none"> • Aspects of safe, effective care environment, including the coordination of care, safety, and infection control 	
<ul style="list-style-type: none"> • Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease 	
<ul style="list-style-type: none"> • Psychosocial integrity, including coping, adaptation, and psychosocial adaptation and 	
<ul style="list-style-type: none"> • Physiological integrity, including basic care and comfort, pharmacology, reduction or risk potential and physiological adaptation 	

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.**

Materials are provided to all KSBN survey visitors at least one (1) month prior to the visit. Therefore, it is important that all materials be received from the nursing program to the KSBN office no later than 30 days prior to the scheduled visit.

The Survey Visit

The survey visit is usually completed in one to 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.

The nursing program prepares a tentative agenda for the visit and sends it to the Education Compliance Officer along with a copy of class, clinical laboratory, and clinical learning experience schedules available during the visit time at least four weeks prior to the scheduled visit. The agenda will be reviewed the first day with the nurse administrator. The agenda and suggested times serve as a guide for the visit.

Sample Agenda for Site Visits

Day 1

- Conference with nurse administrator (Review Agenda) (15 minutes)
- Conference with 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 (60 minutes)
- Meet with students — *as a group* (60 minutes)
- 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 (1 hour)
- Conference with General Education Faculty (30 minutes)
- Review student and faculty records
- Meet with members of the public / Advisory Council (30 minutes) – *if KSBN only visit, this may be a meeting with Advisory Council members only*
- Document Review
- Exit Interview (May be done on Day 3)

Day 3 (optional)

- Visit off-site or satellite campuses
- Exit Interview

The program chairperson will discuss off-site visits with the Education Compliance Officer before the visit. The nurse administrator or designated personnel shall take the survey team to the nursing educational facilities, including satellite program facilities, library facilities, and clinical agencies.

The Education Compliance Officer will meet with the nurse administrator as necessary throughout the days of the site visit. Program administrator should be available as needed.

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

The following materials will need to be available to the surveyors 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 nurse administrator
7. Institutional and nursing program faculty handbooks
8. Job description for preceptors and the preceptor orientation and training process and materials
9. Institutional and nursing program student handbooks
10. Student and faculty files
11. Clinical evaluation tools for all levels
12. A catalog or inventory list of laboratory, library, audiovisual, and computer assisted instructional holdings, with dates of publication and acquisition
13. Examples of exams at all levels and any policies or procedures related to testing
14. Advanced standing policies and related student advisement and articulation plan
15. Institutional and program accreditation status and date of last visit
16. Copy of the nursing education program's audited fiscal report covering the previous two years, including income and expenditures
17. Program evaluation plan and evidence of program effectiveness
18. School's current catalog

The Virtual Survey Visit

If the virtual survey visit is being done in place of the onsite survey visit, then the following additional guidelines will be in place.

- The self-study report (reapproval visit) or the plan of action / correction (focus visit) and supporting documentation will be used to prepare for the virtual visit. Same guidelines will apply to content and timing as they would for an onsite survey visit.
- As the Board surveyors prepare for the virtual visit, a list of additional documents will be requested. These would be documents that normally would be available onsite such as Board and faculty minutes, current clinical contract information, curriculum documentation, access to student files and student work, faculty file information, preceptor orientation documentation, etc.
 - We will work with the schools in regard to the requested documentation. Schools can provide live links that allow access to websites / documents, upload documentation to an electronic database, use zip drives or OneDrive locations, or provide information by USB drive.
 - We will ask that you de-identify any student documentation you send (to protect student privacy)
- The Nursing program administrator will still need to do a draft agenda for the online interviews that will be done via an online meeting source such as Zoom or WebEx. The nursing program will be responsible for setting up the meetings and distributing information to the appropriate parties after agenda approved by KSBN. All times below are approximate and time should be allowed between groups to allow for possible overage and surveyor breaks .
 - Conference with nurse administrator (Review Agenda) (15 minutes)
 - Conference with 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, librarian - *may be arranged as a group* (30 minutes)
 - Conference with Nursing Service Representatives for clinical sites (30 minutes)
 - Conference with Nursing Faculty (1 hour)
 - Conference with General Education Faculty (30 minutes)
 - Conference with Advisory Council members (30 minutes)
 - Student meeting – not required; we will use student feedback survey for student input
 - 30-minute collaboration break for survey team to meet and put together a summary for exit
 - Exit Interview (30 minutes)

- Please allow extra time following the Exit Interview in case additional time is needed.
- Student feedback will be gathered via survey. KSNB will send a link to the nursing program administrator who will be responsible for sending the link, with instructions to complete, via the student emails. Survey responses will be anonymous by individual, and feedback will be used for a student response as part of the final survey report.
- The nursing program should know by the end of the Exit Interview if an onsite follow-up will be needed for any reason prior to the final report being drafted for the Board. Reminder that an onsite visit will always be needed for an Initial Visit and for most focused survey visits.

Any questions regarding the onsite or virtual survey visits should be directed to the KSNB Nursing Education Compliance Officer.

DRAFT

Student Feedback Survey for Nursing Programs

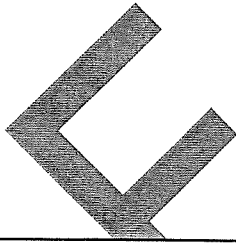
You are receiving this survey invitation as part of Kansas State Board of Nursing approval processes for your nursing program. Your feedback is highly valued and will help us to better understand your nursing program. Thank you for completing this short survey!

1. Does your nursing program provide the educational experiences necessary to prepare you for practice as a nurse?

Yes

No

Other (please specify):

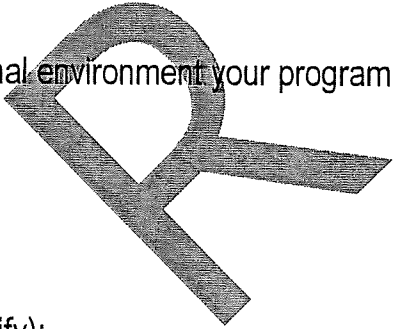


2. Is the instructional environment your program provides conducive to teaching and learning?

Yes

No

Other (please specify):



3. Upon admission to the nursing program were admission policies and standards clearly communicated?

Yes

No

4. Is nursing faculty available to you to provide advising, help with clarification of concepts/content and guide remediation, if necessary?

Yes

No

5. Are grading policies/standards for progression in the nursing program clearly communicated?

Yes

No

6. Do you have access to financial aid services and advisors?

Yes

No

7. Are library resources provided by the school/nursing program sufficient to meet your instructional/research needs?

Yes

No

8. Are you provided with opportunities to provide feedback/evaluate nursing courses and clinical experiences?

Yes

No

9. Does your nursing program utilize clinical simulation as part of your clinical learning experiences?

Yes

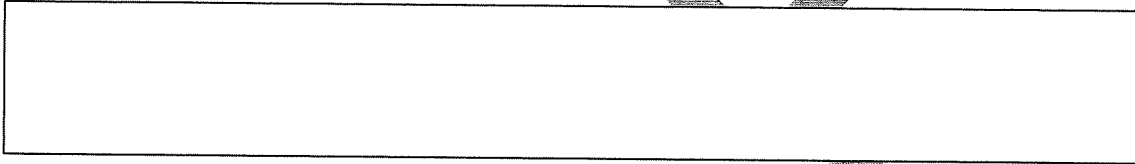
No

10. If you answered "yes" on number 9, do you have the opportunity to evaluate clinical simulation experiences?

Yes

No

Please specify:



11. Have you observed program changes that have been initiated in response to student /your feedback?

Yes

No

12. Is there anything that really stands out about your nursing program that you would like the Board of Nursing to know?

Yes

No

Please specify:

