

Kansas State Board of Nursing
Landon State Office building
900 SW Jackson, Ste 1051
Topeka, KS 66612-1230

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, or focus survey visits. However, survey visits may be done fully, or partially, as a virtual visit if there are circumstances beyond the control of KSBN agency or the nursing program being surveyed at the time of the scheduled survey visit. Decision regarding method of survey visit will be through a collaborative process with KSBN Education Compliance Officer, KSBN Executive Administrator, other Board site visitors, and the nursing program administrator.*

Nursing program administrators may still request the KSBN survey visit and Accreditation survey visit be done as a joint survey whether the visit is planned as an onsite visit or virtual visit.

All initial program approval site visits must have an onsite visit component prior to approval by the Board. [K.A.R. 60-2-101(c)] Focused site visits may be done as a virtual visit but may have an onsite component at the earliest possible time in order to complete the process for Board review. [K.A.R. 60-2-102 (e)(f)] Reapproval survey visits may be done entirely as virtual visits at the discretion of the Board reviewers after consultation with the program administrator.

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 an electronic copy of the self-evaluation report with supporting documentation to the Education Compliance Officer at the Board office via USB flash drive or by secure file transfer directly to the Education Compliance Officer.

***If unable to provide all documentation electronically, please submit one printed copy of the self-study report, and all supporting documentation, to the KSBN office at least 30 days prior to the survey visit.*

- 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" document with 1" margins,
- Pages should be numbered, including any appendices, and
- A table of contents should be included for the report.
- Include a current copy of the parent institution's catalog or bulletin with the report.
- Also include a copy of the 1) college faculty handbook, 2) college student handbook, and 3) nursing program handbooks for faculty and students
- If report is not submitted electronically, then report should be 3-hole punched (binding is not necessary) and printed on one side only.

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
 Indicate if on a Hire Exception and the time period of the exception

➤ **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.

All conferences may be done in person (onsite survey visit) or by interactive video application such as Zoom or WebEx (virtual visits). In the case of an entirely virtual visit, documents normally reviewed onsite will be requested by Education Compliance Officer and should be sent by secure electronic transmission.

Sample Agenda for Site Visits (Onsite and Virtual)

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 (time varies)
- 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: *(same documents will be needed for review when a virtual survey visit is done in lieu of the onsite survey 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

The Virtual Survey Visit

If the virtual survey visit is being done in lieu of, or as partial fulfillment of, an 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 Advisory and faculty minutes, current clinical contract information, curriculum documentation, access to student files and student work, faculty file information, preceptor orientation documentation, etc.*
 - *KSBN 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, OneDrive locations, or USB drive, or by virtual interactive access for confidential information.*
 - *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 are approximate, and time should be allowed between groups to allow for possible overage and site visitor 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)*
 - *Conference with Students (30-60 min)*
 - *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 can be gathered via survey if students not available during the prescribed time. KSBN 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 not be individually identified for reporting purposes. Responses will go directly to KSBN and group feedback will be utilized for 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 KSBN Nursing Education Compliance Officer.