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 emailed 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

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should submit an electronic copy of the self-evaluation report, along with faculty and student handbooks, 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 handbooks 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 form.**
- 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.

At least two weeks prior to the site visit, a virtual resource room is requested to be set up by the Program Administrator for KSBN site visitors. The virtual site should contain all documents needed for the site visit, including those listed below: (others may be requested before or during the site visit). Program has discretion as to how they set up the virtual resource room and how access is given. If a program does not have a secure way to set up the virtual room for site visitors, they may contact the Nursing Education Compliance Officer for alternative provision.

1. Faculty policy manual or other materials that indicate policies for faculty (if different than the handbooks)
2. Nursing faculty committee bylaws
3. Organizational charts for college and nursing programs
4. Faculty meeting minutes for the three most current years
5. Course syllabi, including course outlines, class schedules, clinical schedules, and clinical rosters with name(s) of instructors
6. Samples of student projects or papers (include observational and preceptor experiences)
7. Current clinical affiliation agreements (those used in current AY)
8. Job description for nursing faculty and nurse administrator
9. Institutional and nursing program faculty handbooks
10. Institutional and nursing program student handbooks
11. Job description for preceptors and the preceptor orientation and training process and materials (if preceptors used)
12. Student and faculty files (may be done onsite if VRR not secure or per request of Administrator)
13. Clinical evaluation tools for all levels
14. A catalog or inventory list of laboratory, library, audiovisual, and computer assisted instructional holdings, with dates of publication and acquisition
15. Any policies or procedures related to testing – faculty and student

16. Copy of school catalog (or web link)
17. Admission packet for nursing (or web link to online admission process)
18. Copy of the nursing education program's audited fiscal report covering the previous two years, including income and expenditures
19. Program evaluation plan and evidence of program effectiveness
20. Advisory Committee minutes for last 3 years

Self-Evaluation Report

The self-evaluation (self-study) report applies to all survey visits whether in person or virtual and should be:

- Done in an 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) <u>nursing program</u> handbooks for faculty and students on <u>USB drive</u> with report**

Document guidance for specific report items:

➢ **Faculty Table** (include the following information)
    Name
    FT or PT (use FTE)
    Date of Appointment
    Rank
    Initial Licensure degree (might be same as Bachelor's degree)
        Institution Granting Degree
        Date
    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 #, multi-state or single-state
    Indicate degree plan if applicable and progress towards the degree
    Indicate if on a Hire Exception and the expiration of the exception

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> ➤ **Curriculum Table**

Requirements 60-2-104 (c) Professional nursing programs	Courses in curriculum that meet requirements – *includes non-nursing courses*
• Aspects of safe, effective care environment, including the management of care, safety, and infection control	
• Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease	
• Psychosocial integrity, including coping, adaptation, and psychosocial adaptation and	
• 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 *including non-nursing courses*
• Aspects of safe, effective care environment, including the coordination of care, safety, and infection control	
• Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease	
• Psychosocial integrity, including coping, adaptation, and psychosocial adaptation and	
• 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.** *A KSBN crosswalk must be completed along with the ACEN or CCNE self-study (use re-approval of RN program template for the crosswalk.)*

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. KSBN may complete prior to accreditation team and exit at the end of day two.

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 3-4 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 (Onsite and Virtual)

Day 1 – *all times are suggestions – may need additional time if larger groups*

- 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 (45 minutes)
- Meet with students – *as a group* (60 minutes)
- Tour educational facilities including learning resource center
- Document Review

Day 2
- Observe classroom activities (15-30 minutes)
- Tour of clinical agencies
  - Conference with Nursing Service Representatives (time varies)
- Meet with Nursing Faculty (1 hour)
- Conference with General Education Faculty (15-30 minutes)
- Review student and faculty records
- Meet with members of the Advisory Council (30 minutes) – **may be done in conjunction with Public meeting if site visit is being done with accreditation
- Document Review (as needed)
- 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 KSBN survey visitors.**

The order of the agenda may be rearranged as needed to accommodate groups. Times given are approximate.

The survey visitor(s) may still need time during the visit to review written materials /documents even if Virtual Resource Room provided.

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