

Kansas State Board of Nursing  
Landon State Office building  
900 SW Jackson, Ste 1051  
Topeka, KS 66612-1230  
(785) 296-4929

## 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. Approximately six months before the survey visit, the nurse administrator of the program will be contacted by the Education Specialist 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.

The pre-visit 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 copy of the self-evaluation report to the Education Specialist at the Board office. The items to be included in the report are listed in the document **Documentation for Re-Approval of Nursing Programs**.

### **Self-Evaluation Report**

The self-evaluation report should be typed on 8 ½ x 11" white paper with 1" margins, printed only on one side of the paper. The pages should be numbered, including any appendices. Please use a table of contents. The report does not need to be bound but should be 3-hole punched. Include a copy of the parent institution's catalog or bulletin with the report.

If the survey visit is being conducted in conjunction with NLNAC 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 NLNAC or CCNE self-study should accompany the self-study in a separate document.

Please send the faculty handbook, student handbook (college), and nursing program handbook(s) with your report.

The material should be received by the visitor(s) one (1) month prior to the visit.

## The Survey Visit

The visit usually is 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 NLNAC 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 Specialist 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 (30 minutes)
- 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 Specialist 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 Specialist will meet with the nurse administrator as necessary throughout the day.

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

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

Name

FT or PT (use FTE)

Date of Appointment

Rank

Bachelor Degree

Institution Granting Degree

Graduate Degrees

Institution Granting Degree

Area of Clinical Expertise

Areas of Responsibility (academic teaching, clinical instructor, administration, other –use FTE)

Licensure

Indicate degree plan 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"> <li>Aspects of safe, effective care environment, including the management of care, safety, and infection control</li> </ul>	
<ul style="list-style-type: none"> <li>Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease</li> </ul>	
<ul style="list-style-type: none"> <li>Psychosocial integrity, including coping, adaptation, and psychosocial adaptation and</li> </ul>	
<ul style="list-style-type: none"> <li>Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction or risk potential and physiological adaptation</li> </ul>	

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