Documentation for Re-Approval of RN Nursing Programs in Kansas 60-2-102 through 60-2-107

Program: ____________________________ Date(s): ____________________________

Last KSBN Visit: ____________________________ Accreditating Agency & Date of Last Visit: ____________________________

Visitors: ____________________________

<table>
<thead>
<tr>
<th>Topic &amp; Regulation</th>
<th>Supporting Information</th>
<th>Location</th>
<th>Met</th>
<th>Not Met</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>Home Institution &amp; Nursing Program</strong> 60-2-102</td>
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<tr>
<td>Description of legal body responsible for policy and support of the program and/or home institution</td>
<td>Address of the institution</td>
<td>Self-Study</td>
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<td></td>
<td>Names of primary administrative officials</td>
<td>Self-Study</td>
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<td></td>
<td>Organizational chart for the institution</td>
<td>Self-Study</td>
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<td></td>
<td>Current contact information</td>
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<td></td>
<td>An audited fiscal report covering the previous two years, including a statement of income and expenditures</td>
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<td></td>
<td>Copy of school’s current catalog</td>
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<tr>
<td>Description of nursing program</td>
<td>Organizational chart for nursing program</td>
<td>Self-Study</td>
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<td>Number of faculty</td>
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<td>Number of non-teaching staff</td>
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<td></td>
<td>Number of students admitted per year</td>
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<td>Topic &amp; Regulation</td>
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<tr>
<td>Nursing Program Administrator</td>
<td>Name and credentials</td>
<td>Self-Study</td>
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<td></td>
<td>Qualifications</td>
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<td>Responsibilities</td>
<td>Self-Study</td>
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<td>Faculty selection and input into program</td>
<td>Faculty organizational by-laws</td>
<td>Self-Study</td>
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<td></td>
<td>Faculty job description</td>
<td>Self-Study</td>
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<td>Faculty selection process</td>
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<td>Faculty orientation plan</td>
<td>Self-Study</td>
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<td>Faculty handbook</td>
<td>On-site</td>
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<td></td>
<td>General faculty meeting minutes for last 3 years</td>
<td>On-site</td>
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<tr>
<td>Faculty qualifications (Enclose a table that displays the following information):</td>
<td>Name of faculty</td>
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<td>FT or PT (use FTE)</td>
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<td>Academic Credentials</td>
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<td></td>
<td>Institution granting degree</td>
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<td>Area of clinical expertise</td>
<td>Self-Study</td>
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<td>Area(s) of assignment</td>
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<td>Licensure</td>
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<td>Indicate degree plan and progress towards degree if applicable</td>
<td>Self-Study</td>
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<td>List all faculty hire exceptions including course hired to teach</td>
<td>Self-Study</td>
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<td></td>
<td>Faculty file review</td>
<td>On-site</td>
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<td>Preceptor qualifications and information (for current semester)</td>
<td>Preceptor criteria &amp; selection</td>
<td>Self-Study</td>
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<td>Preceptor job description</td>
<td>Self-Study</td>
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<td></td>
<td>Identified roles of preceptors, faculty, and students</td>
<td>Self-Study</td>
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<td>Preceptor orientation materials</td>
<td>Self-Study</td>
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<td></td>
<td>Preceptor signatures showing date orientation completed</td>
<td>Self-Study/On-site</td>
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<td></td>
<td>Name of preceptor and course with Prefix &amp; number (NURS 1011)</td>
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<td></td>
<td>Preceptor State of license &amp; License number</td>
<td>Self-Study</td>
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<td>Topic &amp; Regulation</td>
<td>Supporting Information</td>
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<td><strong>Students 60-2-102 &amp; 60-2-107</strong></td>
<td>Student policies: Provide written evidence of the following</td>
<td>Self-Study</td>
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<td></td>
<td>Admission of generic, transfer, and articulation students</td>
<td>Self-Study</td>
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<td>Degree plan for each degree being granted</td>
<td>Self-Study</td>
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<td>Oral and written English proficiency</td>
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<td>Readmission</td>
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<td>Progression</td>
<td>Self-Study</td>
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<td>Counseling &amp; guidance</td>
<td>Self-Study</td>
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<td>Student role versus employee role</td>
<td>Self-Study</td>
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<td>Representation on faculty governance</td>
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<td>Graduation</td>
<td>Self-Study</td>
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<td>Refund policies governing all fees and tuition paid by students</td>
<td>Self-Study</td>
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<td></td>
<td>Ethical practices including recruitment, admission, and advertising</td>
<td>Self-Study</td>
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<td></td>
<td>Information to any student who may be subject to licensure denial under K.S.A. 65-1120. (Must be provided prior to program admission)</td>
<td>Self-Study</td>
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<td>Student Handbook</td>
<td>On-site</td>
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<td>Student support services</td>
<td>Self-Study</td>
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<td>Description of student safety measures</td>
<td>Self-Study</td>
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<td></td>
<td>Description of student health services (available on-site or students have knowledge of available health services)</td>
<td>Self-Study</td>
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<td></td>
<td>Student records</td>
<td>Review student files</td>
<td>On-site</td>
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<td></td>
<td>Student documentation submitted to meet course objectives</td>
<td>Samples of completed student work for both theory and clinical courses (include observational and preceptor experiences)</td>
<td>On-Site</td>
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<tr>
<td>Topic &amp; Regulation</td>
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<tr>
<td><strong>Curriculum 60-2-102, 60-2-104, &amp; 60-2-105</strong></td>
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<td>Curriculum Requirements: Copy of current curriculum with date of last revision. Include:</td>
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<td>Required non-nursing courses</td>
<td>Self-Study</td>
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<tr>
<td>Required Nursing courses that includes course description, objectives, content outline and method of evaluation (include list of clinical facilities if applicable)</td>
<td>Self-Study</td>
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<td>Credit hours for each non-nursing course</td>
<td>Self-Study</td>
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<td>Credit and clock hours for each nursing course (must equal or exceed 30 credit hours for RN programs and 15 credit hours for PN Programs)</td>
<td>Self-Study</td>
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<td>Identify clinical hours for combined nursing didactic and clinical courses</td>
<td>Self-Study</td>
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<tr>
<td>List all clinical observation hours for each relevant course (cannot exceed 15% of total clinical hours/course) and objectives for clinical observation experiences (reflect observation rather than participation in nursing activities)</td>
<td>Self-Study</td>
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<td>List all preceptor hours for each relevant course (cannot exceed 20% excluding capstone of total clinical hours/nursing program – does not apply to capstone course)</td>
<td>Self-Study</td>
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<td>Testing process with test analysis and the written test procedure</td>
<td>Self-Study</td>
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<td>Number of students per class</td>
<td>Self-Study</td>
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<td>Clinical rotation schedules with responsible faculty listed – (evidence of 1:10 clinical faculty/student ratio – includes observational sites)</td>
<td>Self-Study</td>
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<tr>
<td>Curriculum includes the following:</td>
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<tr>
<td>Content in biological, physical, social, and behavioral sciences that provides a foundation for safe and effective nursing practice</td>
<td>Self-Study</td>
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<td>Art and science of nursing</td>
<td>Self-Study</td>
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<td>Didactic content and clinical experiences to meet the objectives in curriculum table that follows</td>
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<td>Topic &amp; Regulation</td>
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<tr>
<td><strong>Curriculum Table:</strong></td>
<td><strong>Identify the nursing and non-nursing courses that contribute to the students’ learning for these outcomes:</strong></td>
<td>Self-Study</td>
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<tr>
<td>For Registered Nurse (professional) Program:</td>
<td>Aspects of a safe, effective care environment, including management of care, safety, and infection control</td>
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<td></td>
<td>Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease</td>
<td>Self-Study</td>
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<td></td>
<td>Psychosocial integrity, including coping, adaptation and psychosocial adaptation</td>
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<td></td>
<td>Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction of risk potential, physiological adaptation</td>
<td>Self-Study</td>
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<td><strong>KSBN ADN Alignment</strong></td>
<td>KSBN ADN alignment program outcomes included in curriculum, if applicable</td>
<td>Self-Study</td>
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<td><strong>Curriculum changes</strong></td>
<td>List current changes not requiring board approval that have occurred since last annual report submitted</td>
<td>Self-Study</td>
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**Educational Facilities 60-2-106**

<p>| Description of facilities and tour                      | Classrooms, laboratories and conference rooms adequate in size, number, and type to accomplish student learning.                                                                                                    | Self-Study &amp; On-Site |     |         |          |
|                                                        | Faculty offices are adequate in size, number, and type to provide the facility with privacy in counseling students                                                                                              | Self-Study &amp; On-Site |     |         |          |
|                                                        | Secure space for student records                                                                                                                          | Self-Study &amp; On-Site |     |         |          |
|                                                        | Technological resources are of sufficient quality and quantity to meet student learning needs and there is support available to student when accessing | Self-Study &amp; On-Site |     |         |          |
|                                                        | Satellite program facilities                                                                                                                              |                       |     |         |          |
|                                                        | Other points of interest                                                                                                                                |                       |     |         |          |
| Library resources and tour                              | Library materials are of sufficient quality and quantity to meet student learning                                                                        | Self-Study &amp; On-Site |     |         |          |</p>
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<th>Topic &amp; Regulation</th>
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<th>Location</th>
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<td><strong>Clinical Resources 60-2-105</strong></td>
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<tr>
<td>Written contractual agreements between the nursing education program and affiliating agencies</td>
<td>View current contracts with affiliating agencies for signatures. Ensure they are current and kept in nursing education program office</td>
<td>On-site</td>
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<tr>
<td>Clinical learning experiences and site are adequate</td>
<td>The number of affiliation agencies and types of patients are adequate to meeting curriculum objectives</td>
<td>Self-Study &amp; On-site</td>
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<td></td>
<td>If more than one nursing program uses the same affiliating agency, the nursing program documents availability of appropriate learning experiences for all students</td>
<td>Self-Study &amp; On-Site</td>
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<td></td>
<td>Each affiliating agency used for clinical instruction shall be staffed independently of student assignments</td>
<td>Self-study &amp; On-Site</td>
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<td></td>
<td>Tour selected clinical agencies to determine adequacy of facility to meet expected program and course objectives</td>
<td>On-Site</td>
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<tr>
<td><strong>Administrative Policies &amp; Procedures 60-2-102, 60-2-103, &amp;60-2-104</strong></td>
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<td>Program NCLEX pass rates</td>
<td>NCLEX RN or PN Pass rates for the last 5 years (first time candidates)</td>
<td>Self-Study</td>
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<td>Financial support for nursing program</td>
<td>Audited nursing program fiscal report for the previous two (2) years including income and expenditures</td>
<td>Self-Study</td>
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<td>Advisory Committee</td>
<td>Review Advisory Committee minutes</td>
<td>On-Site</td>
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<tr>
<td>Meet with the following members of the educational institution to determine adequate support for nursing program</td>
<td>Administration</td>
<td>On-Site</td>
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<td></td>
<td>General education and required support course faculty</td>
<td>On-Site</td>
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<td>Topic &amp; Regulation</td>
<td>Supporting Information</td>
<td>Location</td>
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<td>Meet with the following members of selected affiliating clinical agencies to determine adequacy of facility to meet expected program outcomes</td>
<td>Chief Nursing Officer</td>
<td>On-Site</td>
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<td>Staff RN’s</td>
<td>On-Site</td>
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<td>Preceptors</td>
<td>On-Site</td>
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<td>Individuals conducting observational experiences</td>
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<td>Program Evaluation</td>
<td>Program Evaluation Plan developed with faculty along with evidence of data (collected, aggregated, trended and analyzed) and actions taken</td>
<td>Self-study/On-site</td>
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<td>Use of program evaluation data for ongoing program improvement</td>
<td>Self-study/On-site</td>
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