Objective:
- Describe the process of preparing for an on-site program evaluation visit.
- Discuss what to expect when the on-site team arrives on campus.
- Explain the review process following the on-site program evaluation visit.

NLN CNEA Mission
The NLN Commission for Nursing Education Accreditation (CNEA) promotes excellence and integrity in nursing education globally through an accreditation process that respects the diversity of program mission, curricula, students, and faculty; emphasizes a culture of continuous quality improvement; and influences the preparation of a caring and skilled nursing workforce.
Applying NLN Core Values to Accreditation

- **Caring**
  - Process to reflect a culture of advocacy for quality assurance in nursing education
  - Collegial, collaborative context
  - Uphold standards and rigor of process in a caring manner

- **Diversity**
  - All types of programs
  - Reflective of respect for programs' diversity of mission, curricula, faculty and students

- **Integrity**
  - Exercise personal, professional and organizational integrity throughout process
  - Transparent dialogue

- **Excellence**
  - Promote excellence through clarity of accreditation process
  - Emphasis on continuous quality improvement (CQI)

PREPARING FOR THE VISIT

Purpose of the On-site Visit

- Verify contents of the self-study report
- Clarify the self-study report
- Augment the self-study report by seeking additional evidence to confirm compliance
- Team accomplishes these goals through interviews and review of on-site documentation and records
Set the Timeline for Your Visit

- Know your pre-accreditation term
  - Must complete the accreditation process within your three year pre-accreditation term
  - CNEA staff can help you determine your program’s particular timeline
- When do you want your on-site visit to occur?
  - Fall or spring cycle
  - Students must be available in classes/clinical
- Notify CNEA staff 6 – 12 months ahead of desired visit to request your dates for the on-site visit
  - Team will be assigned
  - Self-study needs to be submitted 6 weeks prior to visit so plan accordingly

Writing Your Self-Study Report

- Beyond the scope of this one-hour webinar to discuss writing the self-study report
- Workshop on writing the self-study report is scheduled for August 24, 2017, in Washington DC
- Allow for 6 – 12 months for preparing/writing the self-study report

Assigning the On-site Program Evaluation Team

- NLN CNEA staff appoints the team
- 3 – 4 team members depending upon number of programs being evaluated
- Team will consist of nurse educators and a nursing practice representative
- Chief academic nurse administrator has the opportunity to review the assigned team before final appointment is made
Developing Agenda for On-Site Visit

- Agenda developed in consultation with team leader
- Team leader gives final approval to team visit agenda
- Plan ahead – once dates are confirmed, inform all relevant parties of the dates and ensure their availability
- It is the program's responsibility to set the times for the interviews/observations and make all of the arrangements to ensure the interviews are scheduled and necessary resources are available for team to review

Interviews to be Arranged

- Chief Academic Nurse Administrator (CANA)
- Institution's CEO (president)
- Provost
- Program administration
- Program faculty
- Students
- Program staff (selected, academic advisors, IT, etc.)
- Campus administrators (student services, library, IT, financial aid, etc.)
- Clinical site observations
- Classroom observations
- Alumni, community and public members
- Advisory boards, health practice partners
- Others as determined by team leader

Classroom and Clinical Observations

- Make available a list of all classes in session during the visit - the team will randomly select from the list
- Clinical visits will be pre-arranged – make available a list of all clinical sites where students are present during the visit and the team leader will select those to be visited
- Notify the clinical sites of the anticipated visits
- Arrange transportation for team members to the clinical sites
**Third-Party Comments**

- Program must post notice of upcoming visit a minimum of 8 weeks prior to the on-campus visit
- NLN CNEA staff will provide the wording for the notification statement
- Share evidence of posting the notice with the team leader and NLN CNEA staff 8 weeks prior to the visit
- Method of posting and notification to community of interest is up to the program

**On-Site Resource Room**

- Make decision about what will be available in the on-site resource room
- Clearly reference these on-site resources in your self-study report (i.e., what is in the report appendices and what is available on-site)

**Examples of Evidence for the On-site Resource Room**

- Faculty CVs
- Course syllabi
- Curriculum crosswalks
- Examples of evaluation tools for students/faculty
- Samples of student work
- Committee minutes
- Aggregate lists of faculty accomplishments
- Policies, procedures, handbooks, etc.
- Copy of systematic evaluation plan (SEP)
- Reports referenced in self-study report demonstrating program outcomes
- Clinical contracts, union contracts, etc.
Arrange for Team Access to the Following

- Online courses for all distance education programs
- Online program resources (catalogs, bulletins, handbooks, etc.)
  - Access to these records prior to arriving on campus can be helpful to the team
- Student records
- Faculty records
  - Will check academic preparation
  - Transcripts

Hotel Arrangements for the Team

- Program is responsible for selecting hotel and reserving rooms; near campus if possible
- Ensure that the hotel is situated in a safe environment and has easy access to dining options
- Hotel conference meeting room should be available for team to use in the evenings; or team leader room should have suite facilities allowing for team to meet
- **Team members are responsible for paying all hotel costs**

Travel Arrangements

- Team members are responsible for making all of their own travel arrangements
- It is appreciated if the program provides the team with any advance travel information specific to their community (ie, length of travel time from airport, estimated taxi costs, parking logistics, etc) that will facilitate the team’s arrival
ON-CAMPUS VISIT

Hospitality for Teams
- It is not expected, or appropriate for the program to entertain the team
- No need to plan social events or receptions – the team works from early morning to late evening during the entire 2½ day visit
- Information about convenient lunch options is appreciated
- It is acceptable to provide access to small snacks, drinks, etc. for team in the on-site resource room or hotel room while they are working

Team Transportation for On-Site Visit
- Team members will need to be transported to and from campus each day of the visit – the program is responsible for making these arrangements
- Transportation to clinical sites will need to be arranged by program – site visitors will need escorts to the clinical sites
- Arrangements for departure to airport following exit interview
- Team will need escorts to campus interviews
Arrival First Day on Campus

- Anticipate the team will meet first with the CANA and any other program personnel as requested by the CANA
- Tour of physical facility – classrooms, laboratories, restroom, resource room
- Primary point of contact with the program will always be the team leader
- End of each day will close with a brief touching base with CANA or designee

On-Campus Team Activities

- Time spent in resource room - provide notepads, pens, etc. to support team work in resource room
- Team will typically divide up interviews among the team members with a few exceptions
- Anticipate the entire team will meet with institution’s CEO, program’s CANA and faculty
- Team will hold executive session during the day

On-Campus Team Activities (cont)

- Team will leave promptly at pre-set time at end of day after meeting with CANA to report progress
- Work continues in the evening at the hotel
- Team members take abundant notes during visit to document evidence
- Looks at records, may request additional data through the team leader
- Will not disrupt the program’s normal schedule
**Exit Interview**

- Public exit interview is held on final day of visit – usually around mid-morning or so
- Team meets with CANA and designees prior to public exit interview
- Team leader shares findings related to standards compliance – **does NOT** make any statements related to accreditation status
- Team does not provide written report at this time; just verbal report
- Team leaves campus immediately following public exit interview

**FOLLOWING THE ON-SITE CAMPUS VISIT**

**Written Team Report**

- Written and submitted to NLN CNEA staff within two weeks of the visit
- NLN CNEA staff edit and format written report
- Team report sent to program to review for factual accuracy; program has opportunity to write response if desired
- Program given two weeks to review written team report
Program Review Process

- Following site visit, the self-study report, written team report, and program’s response (if any) are forwarded to the Program Review Committee (PRC)
- PRC reviews the written materials and formulates recommendation for the Board of Commissioners (BOC)
- BOC reviews written materials and PRC recommendation and renders final decision on accreditation
- Decision is effective on date of BOC action
- NLN CNEA staff communicate decision to program

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Questions