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

Program: _____Date(s): _____

Last KSBN Visit: _____Accrediting Agency& Date of Last Visit: _____

Visitors: _____

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Home Institution & Nursing Program 60-2-102					
Description of legal body responsible for policy and support of the program and/or home institution	Address of the institution	Self-Study			
	Names of primary administrative officials	Self-Study			
	Organizational chart for the institution	Self-Study			
	Current contact information	Self-Study			
	An audited fiscal report covering the previous two years, including a statement of income and expenditures	On Site			
	Copy of school's current catalog	Self-Study			
Description of nursing program	Organizational chart for nursing program	Self-Study			
	Number of faculty	Self-Study			
	Number of non-teaching staff	Self-Study			
	Number of students admitted per year	Self-Study			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Nursing Program Administrator and Faculty 60-2-102 & 60-2-103					
Nursing Program Administrator	Name and credentials	Self-Study			
	Qualifications	Self-Study			
	Teaching load	Self-study			
	Responsibilities	Self-Study			
Faculty selection and input into program	Faculty organizational by-laws	Self-Study			
	Faculty job description	Self-Study			
	Faculty selection process	Self-Study			
	Faculty orientation plan	Self-Study			
	Faculty handbook	On-site			
	General faculty meeting minutes for last 3 years	On-site			
Faculty qualifications (Enclose a table that displays the following information):	Name of faculty	Self-Study			
	FT or PT (use FTE)	Self-Study			
	Academic Credentials	Self-Study			
	Institution granting degree	Self-Study			
	Area of clinical expertise	Self-Study			
	Area(s) of assignment	Self-Study			
	Licensure	Self-Study			
	Indicate degree plan and progress towards degree if applicable	Self-Study			
	List all faculty hire exceptions including course hired to teach	Self-Study			
	Faculty file review	On-site			
Students 60-2-102 & 60-2-107					
Student policies: Provide written evidence of the following	Admission of generic, transfer, and articulation students	Self-Study			
	Degree plan for each degree being granted	Self-Study			
	Oral and written English proficiency	Self-Study			
	Readmission	Self-Study			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
	Progression	Self-Study			
	Counseling &guidance	Self-Study			
	Student role versus employee role	Self-Study			
	Representation on faculty governance	Self-Study			
	Graduation	Self-Study			
	Refund policies governing all fees and tuition paid by students	Self-Study			
	Ethical practices including recruitment, admission, and advertising	Self-Study			
	Information to any student who may be subject to licensure denial under K.S.A. 65-1120. (Must be provided prior to program admission)	Self-Study			
	Student Handbook	On-site			
Student support services	Description of student safety measures	Self-Study			
	Description of student health services (available on-site or students have knowledge of available health services)	Self-Study			
Student records	Review student files	On-site			
Student documentation submitted to meet course objectives	Samples of completed student work for both theory and clinical courses (include observational and preceptor experiences)	On-Site			
Curriculum 60-2-102, 60-2-104, & 60-2-105					
Curriculum Requirements: Copy of current curriculum with date of last revision. Include:	Required non-nursing courses	Self-Study			
	Required Nursing courses that includes course description, objectives, content outline and method of evaluation (include list of clinical facilities if applicable)	Self-Study			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
	Credit hours for each non-nursing course	Self-Study			
	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)	Self-Study			
	Identify clinical hours for combined nursing didactic and clinical courses	Self-Study			
	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)	Self-Study			
	List all simulation hours for each relevant course (cannot exceed 50% of total clinical hours /course) and objectives for simulation experiences.	Self-study			
	Testing process with test analysis and the written test procedure	Self-Study			
	Number of students per class	Self-Study			
	Clinical rotation schedules with responsible faculty listed – (evidence of 1:10 clinical faculty/student ratio – includes observational sites)	Self-Study			
Curriculum includes the following:	Content in biological, physical, social, and behavioral sciences that provides a foundation for safe and effective nursing practice	Self-Study			
	Art and science of nursing	Self-Study			
	Didactic content and clinical experiences to meet the objectives in curriculum table that follows	Self-Study			
Curriculum Table: Identify the nursing and non-nursing courses that contribute to the students' learning for these outcomes: For Practical Nurse Program	Aspects of a safe, effective care environment, including coordination of care, safety, and infection control	Self-Study			
	Health promotion and maintenance, including growth and development through the life span and prevention and early detection of disease	Self-Study			
	Psychosocial integrity, including coping, adaptation and psychosocial adaptation	Self-Study			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
	Physiological integrity, including basic care and comfort, pharmacology, parenteral therapies, reduction of risk potential, physiological adaptation	Self-Study			
Curriculum changes	List current changes not requiring board approval that have occurred since last annual report submitted	Self-Study			

Educational Facilities 60-2-106					
Description of facilities and tour	Classrooms, laboratories and conference rooms adequate in size, number, and type to accomplish student learning.	Self-Study & On-Site			
	Faculty offices are adequate in size, number, and type to provide the facility with privacy in counseling students	Self-Study & On-Site			
	Secure space for student records	Self-Study & 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 & 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 needs	Self-Study & On-Site			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Clinical Resources 60-2-105					
Written contractual agreements between the nursing education program and affiliating agencies	View current contracts with affiliating agencies for signatures. Ensure they are current and kept in nursing education program office	On-site			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Clinical learning experiences and site are adequate	The number of affiliation agencies and types of patients are adequate to meeting curriculum objectives	Self-Study & On-site			
	If more than one nursing program uses the same affiliating agency, the nursing program documents availability of appropriate learning experiences for all students	Self-Study & On-Site			
	Each affiliating agency used for clinical instruction shall be staffed independently of student assignments	Self-study & On-Site			
	Tour selected clinical agencies to determine adequacy of facility to meet expected program and course objectives	On-Site			
Administrative Policies & Procedures 60-2-102, 60-2-103, &60-2-104					
Program NCLEX pass rates	NCLEX PN Pass rates for the last 5 years (first time candidates)	Self-Study			
Advisory Committee	Review Advisory Committee minutes (for 3 most current years)	On-site			
Financial support for nursing program	Audited nursing program fiscal report for the previous two (2) years including income and expenditures	Self-Study			
	Budget procedures				
Meet with the following members of the educational institution to determine adequate support for nursing program	Administration	On-Site			
	General education and required support course faculty	On-Site			
	Support services	On-Site			
	Students	On-Site			

Topic & Regulation	Supporting Information	Location	Met	Not Met	Comments
Meet with members of selected affiliating clinical agencies to determine adequacy of facility to meet expected program outcomes	Chief Nursing Officer	On-Site			
	Staff RN's	On-Site			
	Individuals conducting observational experiences	On-Site			
Program Evaluation	Program Evaluation Plan developed with faculty along with evidence of data (collected, aggregated, trended and analyzed) and actions taken	Self-study/ On-site			
	Use of program evaluation data for ongoing program improvement	Self-study/ On-site			

Interviews: