

AGENDA ITEMS FOR FOCUSED VISITS

The agenda should reflect all names of individuals included in the scheduled meetings, as well as their highest academic credential and title.

NOTE: Timeframes are only provided as a guide. Focused visits may be conducted in one day, two days, or even three days. The nurse administrator should coordinate with the team chair to develop an agenda that utilizes time and resources most efficiently. Select agenda activities may occur concurrently. Not all team members will participate in all scheduled activities. However, one peer evaluator may be assigned to conduct the entire focused visit.

- Welcome meeting with nurse administrator/orientation to evidence room (60 minutes)
- Conference with Administration (e.g., Chief Executive Officer of the governing organization or the Provost/Vice President of Academic Affairs/Chief Academic Officer; Academic Dean, Finance Officer) (60 minutes)
- Conference with support personnel, e.g., counselor, admissions officer, financial aid officer (60 minutes)
- Student Meeting (60 minutes)
- Meeting with nursing faculty (2 hours)
- Review of supporting evidence in the evidence room (minimum of 60 minutes)
- Conference with librarian; tour of library/learning resource center (30 minutes)
- Review of faculty/lab personnel/nursing education unit support staff records (minimum of 60 minutes)
- Final Meeting with the nurse administrator (60 minutes)

Table I

Focused Visit	Additional Agenda Items
<p>Increase in Enrollment</p> <p>Standard 2: 2.1, 2.2, 2.5, 2.7 Standard 3: 3.4 Standard 4: 4.9, 4.10 Standard 5: 5.2</p>	<ul style="list-style-type: none"> • None
<p>Change in Ownership of the Governing Organization</p> <p>Standard 1: 1.1, 1.2, 1.8, 1.9, 1.10, Standard 2: 2.5, 2.7 Standard 3: 3.2, 3.4, 3.6 (if applicable) Standard 5: All Criteria</p>	<ul style="list-style-type: none"> • None <p><i>*Note: Review of faculty/lab personnel/nursing education unit support staff records is not required.</i></p>
<p>Merger/Consolidation</p> <p>Standard 1: 1.1, 1.2, 1.7, 1.8, 1.9, 1.10 Standard 2: 2.1, 2.2, 2.5, 2.7 Standard 3: 3.2, 3.4, 3.6 (if applicable), 3.8 Standard 4: 4.1, 4.2, 4.3, 4.7, 4.8, 4.9 Standard 5: All Criteria</p>	<ul style="list-style-type: none"> • Classroom Observation (30 minutes) • Tour the additional locations (if applicable)
<p>Change in State Regulatory Agency for Nursing Status/Decline in Program Outcomes</p> <p>Standard 1: 1.7, 1.8</p>	<ul style="list-style-type: none"> • Classroom/laboratory Observation (30 minutes)

Standard 2: 2.1, 2.2, 2.4, 2.5 Standard 3: 3.1, 3.2, 3.4 Standard 4: 4.1, 4.2, 4.3, 4.7, 4.8, 4.9 Standard 5: 5.3 Standard 6: 6.1, 6.2, 6.3, and 6.4	
Implementation of Distance Education	
Standard 1: 1.11 Standard 2: 2.6, 2.10 Standard 3: 3.4, 3.8, 3.9 Standard 4: 4.9, 4.11 Standard 5: 5.4	<ul style="list-style-type: none"> Classroom/laboratory Observations of all nursing courses offered via distance education at the time of the focused visit <p><i>*Note: Review of faculty/lab personnel/nursing education unit support staff records is not required. Tour of educational facilities and conference with the librarian is not required.</i></p>
New Curriculum/ New Program Option	
Standard 2: 2.1, 2.2, 2.4, 2.6, 2.10 Standard 4: All Criteria Standard 5: 5.3 For APRN Options – See Note 3 below	<ul style="list-style-type: none"> None
New Off-Campus Instructional Site or Branch Campus	
Standard 1: 1.2, 1.7, 1.8 Standard 2: 2.1, 2.2, 2.7 Standard 3: 3.4, 3.8 Standard 4: 4.9, 4.10 Standard 5: All Criteria	<ul style="list-style-type: none"> None

Table 2

Focused Visits	Agenda Items
Nurse Administrator Qualifications Standard 1: 1.5, 1.6, 1.7, 1.8	<ul style="list-style-type: none"> Welcome meeting with nurse administrator/orientation to evidence room (60 minutes) Conference with Administration (e.g., Chief Executive Officer of the governing organization or the Provost/Vice President of Academic Affairs/Chief Academic Officer; Academic Dean, Finance Officer) (60 minutes) Meeting with Program Director(s), if applicable (30 minutes) Review of supporting evidence in the evidence room (e.g., review of the nurse administrator’s personnel file) (60 minutes) Final Meeting with the nurse administrator (60 minutes)

Note 1: The Standards and Criteria listed above will be reviewed. The ACEN may determine that an approved substantive change warrants the review of additional Standards and Criteria. The program will be notified if the review of additional Standards and Criteria is warranted.

Note 2: The Standards and Criteria listed above (including any additions as determined by the ACEN) will be reviewed by the peer evaluator(s). The peer evaluator(s) will not intentionally review other Standards and Criteria. However, if evidence of non-compliance with any additional Standards and/or Criteria is identified during the review of Standards and Criteria per Table 1 or Table 2, the peer evaluator(s) must include these findings in the Focused Site Visit Report.

Note 3: In addition to the Criteria listed in Table 1 for a New Curriculum and/or New Program

Option, new APRN options (either CNS or nurse practitioner) should include the following Criteria to ensure compliance with the current national guidelines (*Criteria for Evaluation of Nurse Practitioner Programs, 2016*). The link to the *Crosswalk of Criteria for Evaluation of Nurse Practitioner Programs (2016) and ACEN Standards and Criteria (2017)* is below along with the Criteria that should be included in the Focused Visit Report for new APRN options.

Standard 1: 1.7

Standard 2: 2.5, 2.9

Standard 3: 3.1, 3.4, 3.5

Standard 5: 5.1

<http://www.acenursing.net/resources/2017ACEN-2016NONPF.pdf>

Document History

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