

AGENDA ITEMS FOR FOLLOW-UP VISITS

The length of a Follow-Up Visit is variable and typically ranges from one to four days based on the number of Standards being reviewed; only the Standard(s) previously found in non-compliance will be reviewed*. You may use the sample agenda available on the ACEN website as a template for creating the agenda for Follow-Up Visit. However, not all items in the sample agenda may be necessary during a Follow-Up Visit. The nurse administrator should coordinate with the team chair to develop an agenda that efficiently utilizes time and resources based on the days of the scheduled visit. Meeting timeframes are only provided as a guide and visit activities may start on the afternoon/evening of the team's arrival.

Below is a list of items which must be included for all Follow-Up Visits and a table that includes additional agenda items based on the Standard(s) being reviewed as part of the Follow-Up.

Expected Agenda Items for a Follow-Up Visit (include all locations/methods of delivery as applicable):

- Welcome meeting with nurse administrator (30-60 minutes)
- Meeting with the nurse administrator at the beginning and end of each day of the visit (30 minutes)
- Meeting with Program Coordinator(s) as applicable (30-60 minutes)
- Conference with Administration (e.g., Chief Executive Officer/Provost/Vice President of Academic Affairs/Chief Academic Officer; Academic Dean, Finance Officer) (60 minutes)
- Student Meeting (60 minutes)
- Meeting with nursing faculty (2 hours)
- Review of supporting evidence
- Public Meeting (30 minutes)
- Final Meeting with the nurse administrator (30-60 minutes)
- Exit Meeting (30 minutes)

Additional Agenda Items based on Standard(s) being reviewed; include all locations/methods of delivery as applicable:

Standard 1	Review of Nurse Administrator Records Review of nursing Program Coordinator(s) records (as applicable)
Standard 2	Review of Faculty/Lab Personnel/Support Staff Record(s) Review of Preceptor Records/Documents/Contracts (as applicable)
Standard 3	Review of Student Records Meeting with support personnel (e.g., counselors, admissions, financial aid officers)
Standard 4	Classroom Observation(s) Clinical Observation(s) Review of Clinical Contracts/MOUs Review Samples of Student Work
Standard 5	Conference with librarian(s)/learning resource personnel Tour of library(ies)/learning resource center(s) Tour of educational facilities/additional locations (as applicable)
Standard 6	No additional agenda items

* **Note:** The peer evaluator(s) will not be expected to review other Standards and Criteria. However, if evidence of non-compliance with any additional Standards and/or Criteria is identified during the review, the peer evaluator(s) must include these findings in the Follow-Up Site Visit Report.

Document History
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