

Written Report Instructions Report Type: Focused Visit Report

Note: Terms that are written in **purple** are defined in the **ACEN Glossary**. Documents that are written in **blue** are documents and information that are available on the **ACEN Website**. Faculty are encouraged to review and use the ACEN Glossary and templates available on the ACEN Website when writing a report for the ACEN.

Purpose:

The Focused Visit Report (FVR) is written and submitted in preparation for a focused visit authorized by the ACEN Board of Commissioners (BOC) in response to a **substantive change** within the program (Refer to **ACEN Policy #19**). The Focused Visit Report is a report that provides a written summary and description of the program's compliance with **required ACEN Standards and specified Criteria**. The Focused Visit Report provides peer evaluators with an overview of the program and the program's assessment of its compliance with required Standards and *specified* Criteria in preparation for the site visit.

Required Focused Visit Report Content **Sample Template**

SECTION I: Program Information

(REQUIRED INFORMATION)

Governing Organization

Name:

Street Address:

Mailing Address: *(if applicable)*

Chief Executive Officer

Name:

Credentials:

Job Title:

Telephone:

Email:

Campus Chief Executive Officer (if applicable)

Name:

Credentials:

Job Title:

Telephone:

Email:

Governing Organization Accreditation

Accrediting Agency:

Current Accreditation Status:

Date of Last Review:

Date of Next Review:



Nursing Education Unit

Name of Nursing Education Unit/Program(s):

Program Type(s) (Include only those programs addressed in the written report; e.g., associate, baccalaureate):

Street Address:

Mailing Address:

Nurse Administrator

Name:

Credentials:

Job Title:

Telephone:

Email:

State Regulatory Status

Regulatory Agency:

Current Status with Regulatory Agency:

Date of Last Review:

Date of Next Review:

ACEN Accreditation

Year(s) Nursing Program(s) Established:

Date of Initial Accreditation:

Date of Last Review: (if applicable)

Current ACEN Accreditation Status:

Date of Next Review: (if applicable)

ACEN Accreditation Standards and Criteria used for this report:

Program of Study and Program Options

Name of Program option (as cited in the program of study):	
Program of study:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Both
Frequency of Admission:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Rolling <input type="checkbox"/> Other:
Type of Academic Term:	<input type="checkbox"/> Quarter <input type="checkbox"/> Trimester <input type="checkbox"/> Semester <input type="checkbox"/> Other:
Number of Weeks in an Academic Term:	

Add more tables as needed

Program Locations, Program Options, Methods of Delivery, and Enrollment

Program Location: Name/Address	Program Options Offered	Total Number of FT and PT Students Enrolled in Each Program Option	Methods of Delivery for Each Program Option (e.g., face-to- face, online, hybrid)

Add more lines as needed

Program Length Table

Program Option	Total Number of Academic Terms to Complete Program	Total Credit/Clock Hours Required to Complete Program	Total Nursing Credit/Clock Hours Required to Complete Program	Total Credit/Clock Hours Awarded for Prior Learning (if applicable)

Add more lines as needed

Planned Interviewee List (As applicable)

Note: The nurse administrator should work with the Team Chair/Peer Evaluator to identify which individuals should be interviewed during the Focused Visit, based on the Standards and Criteria to be reviewed.

- List individuals with whom interviews are planned.
- Include full names, titles, and credentials for:
 - Administrative Staff
 - Student Support Services Staff
 - Nursing Faculty
 - General Education Faculty
 - Support Personnel
- This list can be revised at the time of the visit.

Planned Supporting Evidence (As applicable)

- List supporting evidence (print and electronic) the program has *planned* to provide as evidence of compliance with the Standards and Criteria.
- List by category:
 - Catalogs, Handbooks, and Manuals
 - External Constituency Documents
 - Nursing/Governing Organization Documents
 - Meeting Minutes
 - Course Materials
- This list can be revised at the time of the visit.

SECTION II: Report Narrative

- Program Overview
 - Brief history of the program, including a summary of the reason for the Focused Visit.
- Narrative addressing the program's compliance with **REQUIRED Standards and Criteria**
 - Use the [ACEN Guidelines for Written Reports](#), available on the ACEN website, as a guide for writing the report and identifying supporting evidence for the required Standards and *required* Criterion
 - Include tables and graphs as appropriate to effectively describe and demonstrate compliance
 - Ensure internal consistency and accuracy of the information in the Focused Visit Report
 - Table I below outlines the required Standards and Criteria for commonly occurring Focused Visits; nurse administrators will be notified of the Criteria to be included for less commonly occurring Focused Visits

Table I

Focused Visit	Additional Agenda Items
Increase in Enrollment Standard 2: 2.1, 2.2, 2.5, 2.7 Standard 3: 3.4 Standard 4: 4.9, 4.10 Standard 5: 5.2	<ul style="list-style-type: none"> • None
Change in Ownership of the Governing Organization 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	<ul style="list-style-type: none"> • None <p><i>*Note: Review of faculty records is not required.</i></p>
Merger/Consolidation 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	<ul style="list-style-type: none"> • Classroom Observation (30 minutes) • Tour the additional locations (if applicable)
Change in State Regulatory Agency for Nursing Status/Decline in Program Outcomes	<ul style="list-style-type: none"> • Classroom/laboratory Observation (30 minutes)

Standard 1: 1.7, 1.8 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 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	<ul style="list-style-type: none"> None
For APRN Options – See Note 3 below	
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	<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>

SECTION III: Appendices

- **Required Appendices** (as applicable)
 - If Standard 2 is to be included in the Focused Visit Report:
 - **Faculty Profile Table**, including Cover Sheet, Tables, and Qualification and Professional Development addenda
 - **Laboratory Personnel Profile Table**, including Cover Sheet (if applicable).
Note: Use the most current versions of the Faculty and Laboratory Personnel Profile Tables posted on the ACEN website
 - If Standard 4 is to be included in the Focused Visit Report:
 - Abbreviated course syllabi (1-2 pages, all nursing courses)
Note: Abbreviated course syllabi requirements are described in the **ACEN Guidelines for Written Reports**
 - If Standard 6 is to be included in the Focused Visit Report:
 - Systematic Plan of Evaluation
- **Optional Appendices**
 - Selected documents, or excerpts from documents, and/or lengthy tables or exemplars referenced in the narrative, that provide supporting evidence of the program's compliance with the Standards and Criteria
Note: Optional appendices are included in the total page limitation for the written report.

Format for Sections I, II, & III:

- **Focused Visit Report and Appendices**
 - Electronic and searchable document (*avoid scanned documents*)
 - One single document (*narrative and appendices*)
 - Sequentially paginated (*including appendices*)
 - Written in English
 - Minimum of an 11-point font size for narrative sections; a 10-point font size may be used in tables
 - Tables:
 - Titled, numbered, and referenced in the written narrative
 - Columns or rows should be clearly labeled as appropriate
 - Tables included in the narrative should be a single page or less; when possible avoid tables that are multiple pages. Longer tables may be included as an appendix or may be used as supporting evidence onsite and the information referenced and summarized in the narrative
 - Hyperlinks may be included in the report. Ensure all hyperlinks are functioning prior to submission and are accessible to external reviewers (no intranet links)
 - The Focused Visit Report, including the program information, report narrative, and

optional appendices, should typically not exceed 100 pages

- Required appendices are not included in the page limitation

Supporting Evidence

Electronic (non-confidential) documentation providing evidence of the program's compliance (all non-confidential)

- Examples of supporting evidence and suggestions for organizing supporting evidence are available in the **ACEN Guidelines for Written Reports & Guidelines for Submitting and Organizing Supporting Evidence** available on the ACEN website

Supporting Evidence Format

- Electronic and searchable document (avoid scanned documents)
- Non-confidential or redacted documentation only
- For programs that conduct some, or all, of their program in a language other than English,
 - Substantive evidence should be provided in English (Refer to the **ACEN Guidelines for Written Reports** for additional information)
 - During the site visit, multiple translators/interpreters should be provided for the team

Submission of Focused Visit Report

- The Focused Visit Report is due no less than six weeks before the scheduled visit.
 - Send one USB storage device with a copy of the Focused Visit Report, inclusive of the narrative and required and optional appendices, directly to the ACEN at:
Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
 - Send one USB storage device with a copy of the Focused Visit Report, inclusive of the narrative, required and optional appendices, and supporting evidence, directly to each peer evaluator; and
 - Send one securely bound, paper copy of the Focused Visit Report, inclusive of the narrative and the required and optional appendices (*do not send paper copies of any supporting evidence*), directly to each peer evaluator
Note: refer to the team assignment letter for the names and contact information of each peer evaluator
 - The Team Chair assigned to the visit may contact the nurse administrator directly with requests for additional documentation prior to the visit
 - Additional documentation requested by the Team Chair prior to or during the site visit *should not* be submitted to the ACEN
 - Submission processes for additional documentation requested by the Team Chair are arranged between the Nurse Administrator and the Team Chair

Review Process

The peer evaluators will verify, clarify, and amplify what was written in the Focused Visit Report and will write a Focused Site Visit Report and make a recommendation about the program's compliance with the Standards and Criteria reviewed. The Focused Visit Report and the Focused Site Visit Report will be reviewed by the Evaluation Review Panel (ERP). The ERP then makes a recommendation to the Board of Commissioners whether the nursing education unit/program has demonstrated compliance with the Accreditation Standards reviewed during the Focused Visit. The peer evaluators' and Evaluation Review Panel's recommendations regarding compliance with the Accreditation Standards are forwarded to the Board of Commissioners for review and action. Decision options for the Board of Commissioners are based on [Policy #4](#). The dates for the Evaluation Review Panel and Board of Commissioners meetings are available on the ACEN website.

The ACEN Directors are available to answer questions you may have regarding the Focused Visit Report or the decision-making process. To speak with a Director, please call the ACEN office at (404) 975-5000.