



## Site Visit Suggested Options of Evidence/Documentation of Alignment with Education Rules (WACs)

This document was developed as a practical guide to support nursing education programs in identifying types of evidence that demonstrate alignment with the Nursing education WACs. A key objective in creating this resource is to reduce the stress and uncertainty often associated with site visits.

The list offers suggested examples for each applicable Nursing WAC and may be used as a checklist to assist in verifying appropriate evidence documentation.

We appreciate your commitment to delivering high-quality nursing education in Washington State and look forward to visiting your program.

We recommend using a learning management system such as Canvas to organize your WAC evidence documentation. If you choose not to use Canvas, please contact [WABONEducationUnit@doh.wa.gov](mailto:WABONEducationUnit@doh.wa.gov) to verify whether the learning management system or file hosting system you want to use is compatible with WABON. For instance, Dropbox is not compatible. You can structure the files by WAC, with individual documents placed under each relevant section. Since many WACs contain overlapping information, there's no need to upload the same meeting minutes multiple times. Instead, simply list the applicable meeting dates under each WAC, and we will reference the minutes accordingly.

WAC	Suggested Evidence Options/Documentation
<p><b>246-840-511</b>  <b>Accreditation requirements for all nursing education programs located in Washington state.</b></p>	<p>Accreditation granting letter with dates from national nursing accrediting body approved by DOE.</p> <p>Accreditation granting letter for the educational institution with dates from regional accrediting body approved by DOE.</p>
<p><b>246-840-512</b>  <b>Standards and evaluation of nursing education programs.</b></p>	<p>Systematic Evaluation Plan that includes:            Faculty, student and graduate satisfaction surveys, facility, resource and services surveys of faculty and students, faculty workload surveys and evaluations, national council licensing examination (NCLEX) pass rates, post licensure certification examination pass rates, student attrition and completion rates, employment rates after graduation, employer satisfaction, and end of program student learning outcomes.</p> <p>Evaluation of didactic and clinical course effectiveness.</p>



WAC	Suggested Evidence Options/Documentation
	<p>Evaluation or Faculty and or Curriculum Committee Meeting Minutes <b>dates</b>* that reflect ongoing program evaluation that is based on program outcomes data and input from faculty, students, health care partners (advisory board) and consumers.</p> <p>Program (mid-end and end-of-program) surveys, course evaluation, raw and aggregated data showing trends over time and faculty analysis. Suggest SEP includes 3 years of data.</p> <p>Student course evaluation data and faculty analysis.</p> <p>Advisory board meeting minutes.</p> <p>Health care partner evaluation data and program analysis.</p> <p>Minutes that reflect actions taken as a result of program evaluation analysis.</p> <p>Evaluation of evaluative methods used in the SEP.</p> <p>Website link and a folder of program materials such as brochures, program handouts, curriculum flyers, catalogs that demonstrate accuracy, completeness, and consistency of program information communicated by the nursing program (NP).</p> <p>*All meeting minutes may be placed in one file.</p>
<p><b>246-840-513</b>  <b>Reporting and recordkeeping requirements for nursing education programs.</b></p>	<p>Log of student incidents reported to the WABON containing:</p> <ul style="list-style-type: none"> <li>(a) The date and nature of the event;</li> <li>(b) The name of the student or faculty member involved;</li> <li>(c) The name of the clinical faculty member responsible for the student's clinical experience;</li> <li>(d) Assessment of findings and suspected causes related to the incident or root cause analysis;</li> <li>(e) Nursing education program corrective action; and</li> <li>(f) Remediation plan, if applicable.</li> <li>(g) Just culture tool used by the program.</li> </ul>



WAC	Suggested Evidence Options/Documentation
<p><b>246-840-514</b>  <b>Purpose and outcomes for approved nursing education programs.</b></p>	<p>Written purpose/mission statement and expected end of program student learning outcomes and program outcomes consistent with the parent institution that are available to the public.</p> <p>Website (nursing program)</p> <p>Student Handbook*</p> <p>Faculty Handbook*</p> <p>Advisory Board Minutes or surveys demonstrating documentation of input from healthcare partners, community members are considered in developing and evaluating the purpose/mission and expected end of program student learning and program outcomes.</p> <p>*Place in Evidence Documentation File (overlap)</p>
<p><b>246-840-516</b>  <b>Organization and administration for all nursing education programs.</b></p>	<p>Organizational chart demonstrating relationships and lines of authority and responsibility of the nursing program and college/university.</p> <p>Nursing program budgets.</p> <p>Financial records for expenditures for NP.</p> <p>Faculty, curriculum meeting minute dates demonstrating faculty involvement in academic program policies, procedures, curriculum planning, and program evaluation.</p> <p>Curriculum meeting minute dates demonstrating student involvement in academic program policies, procedures, curriculum planning, and program evaluation.</p> <p>Website link and a folder of program materials such as brochures, program handouts, curriculum flyers, catalogs that demonstrate accuracy, completeness, and consistency of program information communicated by the NP.</p>
<p><b>246-840-517</b>  <b>Nurse administrator qualification requirements in</b></p>	<p>CV of Nurse Administrator.</p> <p>Current WA State nursing license verification.</p>



WAC	Suggested Evidence Options/Documentation
<p><b>nursing education programs located in Washington state.</b></p>	<p>Faculty/Curriculum Meeting Minute dates.</p> <p>Program Evaluation Meeting Minute dates.</p> <p>Admission Committee Minutes dates.</p> <p>List of college/university committees NA is a member.</p> <p>Evidence the NA completing, and actively involved in:</p> <ol style="list-style-type: none"> <li>1. clinical performance evaluations of faculty,</li> <li>2. faculty performance reviews,</li> <li>3. faculty hiring and appointment,</li> <li>4. input into NP budgets,</li> <li>5. decision making and facilitation of faculty development.</li> </ol> <p>Documentation of time to fulfill relevant admin duties and responsibilities. List any courses taught each term.</p>
<p><b>246-840-518</b>  <b>Resources, facilities and services for approved nursing education programs.</b></p>	<p>Faculty and Staff Surveys of resources and facilities trended and analyzed.</p> <p>Student Surveys of resources and facilities trended and analyzed.</p> <p>Nursing program budgets.</p> <p>Table of library resources.</p> <p>Description of facility resources.</p> <p>Documentation of financial resources for support personnel.</p> <p>List of equipment purchased.</p> <p>List of technology resources.</p> <p>List of available student services.</p> <p>Video tour of nursing program facilities.</p>
<p><b>246-840-519</b>  <b>Student requirements in all</b></p>	<p>Nursing Student Handbook with written policies as indicated in (3)(a) of the WAC, label each policy as indicated in the WAC.</p>



WAC	Suggested Evidence Options/Documentation
<p><b>approved nursing education programs.</b></p>	<p>Written statement of students right and responsibilities specific to the nursing program.</p> <p>Provide examples of student grievances with their outcomes.</p> <p>Website, Student Handbook, or LMS with written policies and procedures available to students indicated in (3)(a) of the WAC.</p> <p>Student records maintenance policy.</p> <p>Expectations Guidelines for students- how to apply for NCLEX, clinical practice expectations.</p> <p>File of sample student performance evaluations for each clinical course taught in the program.</p> <p>Provide access to courses for review of completed assignments.</p> <p>Policies on readmission and transfer from another approved program.</p> <p>Documentation of encouragement of admission of students from diverse populations.</p> <p>Provide information on what is expected to be present in a student file.</p> <p>10% of student files will be reviewed for expected documentation. The files can be uploaded or viewed visually.</p> <p>Review 10% of student immunization files and clinical onboarding documents.</p>
<p><b>246-840-521</b> <b>Additional student requirements for prelicensure registered nurse nursing</b></p>	<p>Nursing Student Handbook or a document accessible to students which includes written information on the legal role of the nursing technician provided to students prior to the time of completion of the first clinical course</p>



WAC	Suggested Evidence Options/Documentation
<p><b>education programs located in the state of Washington.</b></p>	
<p><b>246-840-523</b>  <b>Faculty requirements for nursing education programs.</b></p>	<p>Faculty table demonstrating sufficient faculty and diversity of faculty expertise.</p> <p>Faculty load table for the past three years.</p> <p>Official college transcript showing highest degree awarded or conferred (academic preparation).</p> <p>Faculty CVs demonstrating professionally (experientially) qualified faculty.</p> <p>Faculty Handbook.</p> <p>Provide the Collective Bargaining Agreement for the parent institution.</p> <p>Faculty orientation policies specific to the nursing program.</p> <p>Completed faculty orientation checklists.</p> <p>File documenting faculty professional development with source documents (certificate of completions, hours/credits earned etc.)</p> <p>Documentation of continued clinical competence of each faculty member.</p> <p>Provide clinical faculty files, including required immunizations and clinical onboarding documents.</p> <p>File documenting current unencumbered faculty licenses.</p> <p>Faculty, curriculum, program evaluation meeting minute dates documenting faculty responsibility in developing, implementing, and evaluating all aspects of the program.</p> <p>Documentation of faculty providing academic guidance and advising for students.</p> <p>Guidelines document for the selection of clinical sites.</p>



WAC	Suggested Evidence Options/Documentation
	<p>Clinical site student and faculty evaluations aggregated and trended over time.</p> <p>Faculty evaluation rubrics used for student achievement of curricular objectives.</p> <p>Faculty evaluation rubric of students in precepted experiences.</p>
<p><b>246-840-529</b>  <b>Exceptions to nursing faculty degree requirements in prelicensure registered nurse nursing education programs.</b></p>	<p>Table identifying faculty exceptions including nursing degree, date of hire, current clinical experience of at least three years, area of teaching (skills, didactic, clinical), graduate education status.</p>
<p><b>246-840-531</b>  <b>Clinical and practice experiences for students in approved nursing education programs.</b></p>	<p>Table listing each clinical course and hours of direct care clinical experiences and observation hours in each course and totals for the entire nursing program.</p> <p>Clinical evaluations of each site done each quarter of the program that document that faculty plan, oversee and evaluate student clinical and practice experiences.</p> <p>Student file samples with clinical faculty evaluations for each term.</p>
<p><b>246-840-532</b>  <b>Faculty to student ratios for clinical and practice experience in nursing education programs.</b></p>	<p>Table listing clinical courses and faculty to student ratios.</p> <p>Table listing skill practice lab courses and faculty to student ratios.</p>
<p><b>246-840-533</b>  <b>Nursing preceptors, interdisciplinary preceptors, and proctors in clinical or practice settings for nursing students located in Washington state.</b></p>	<p>Table or file documenting preceptors, years of experience, area of practice and current nursing license.</p> <p>Preceptor Handbook.</p> <p>Documents demonstrating orientation of preceptor to written course and student learning objectives, written role expectations of the faculty, preceptor and student.</p>



WAC	Suggested Evidence Options/Documentation
	Documentation that the faculty, preceptor, and student confer together at the beginning, midpoint, and end of the precepting experience.
<p><b>246-840-534</b>  <b>Use of simulation for clinical experiences in LPN, RN, or RN to BSN nursing education programs located in Washington state.</b></p>	<p>Simulation handbook documenting organizing framework, resources to include adequate fiscal, human, technological and material resources to support simulation activities.</p> <p>Documentation of faculty education/training and ongoing professional development in simulation.</p> <p>Documentation of a simulation manager who is academically and experientially qualified who is current and competent in the use of simulation.</p> <p>Table indicating course and types of simulation completed, faculty/student ratios, how simulation activities are linked to program outcomes, and criteria faculty use to evaluate achievement of outcomes.</p> <p>Provide aggregate data of student evaluations of the simulation R/T achievement of program outcomes.</p> <p>Simulation Handbook documenting written policies and procedures on topic described in (3)(b) of the WAC.</p> <p>Simulation Handbook describing pre and post debriefing guidelines.</p>
<p><b>246-840-536</b>  <b>Dedicated education units for practical nurse or registered nurse nursing education programs.</b></p>	<p>Affiliation agreement identifying roles, responsibilities of healthcare staff, nursing education program staff, and nursing students.</p> <p>Table of nurse preceptors used including academic and professional qualifications as described in WAC 246-80-533, preceptor/student ratios.</p> <p>Policy on the evaluation of the student on the DEU.</p>
<p><b>246-840-537</b>  <b>Curriculum for approved nursing education programs.</b></p>	<p>Written curricular plan demonstrating credits, courses, length, and organization of program.</p> <p>Provide the link to the college catalog.</p>



WAC	Suggested Evidence Options/Documentation
	<p>Curriculum grid matched to end of program student learning outcomes.</p> <p>Syllabi reflecting professional and practice standards, evidence-based learning experiences, methods of instruction, including distance education.</p> <p>Syllabi or course outcomes reflecting practice opportunities for care of clients from diverse ethnic and cultural backgrounds.</p> <p>Evaluation of distance education courses documenting curriculum is comparable to in person teaching, aggregated and analyzed by faculty.</p> <p>Table indicating courses using external exams for competency testing and percentage of external exams for final grade.</p>
<p><b>246-840-541</b>  <b>Curriculum for prelicensure registered nursing education programs.</b></p>	<p>Table of prerequisite courses and credits all must be transferable as identified in the DTA/MRP.</p> <p>Curriculum grid demonstrating course content noted in (1)(c)(d), student program progression, philosophy, mission objectives and EPSLO.</p> <p>Curriculum/Faculty/Program Evaluation Meeting Minutes.</p> <p>Program syllabi.</p>
<p><b>246-840-546</b>  <b>Distance-learning nursing education course or courses offered by approved nursing programs.</b></p>	<p>Written policies and procedures ensuring quality and security standards, assurance controls, security, maintenance and service support for students and faculty who use the system.</p> <p>Evaluations by students and faculty of distance education courses documenting curriculum is comparable to in person teaching, aggregated and analyzed by faculty.</p> <p>Provide access to distance education courses LMS if requested by the WABON.</p>



WAC	Suggested Evidence Options/Documentation
<p><b>246-840-547</b>  <b>Extended or satellite nursing campus of nursing education programs approved in Washington state.</b></p>	<p>Surveys/ data demonstrating extended or satellite campus meets the curriculum and academic standards of the main campus (aggregated and analyzed by faculty).</p> <p>Surveys/data indicating adequate practice experiences (aggregated and analyzed by faculty).</p> <p>Surveys/data demonstrating adequate administration, resources, and facilities, for the campus (aggregated and analyzed by faculty).</p> <p>Annual reports of survey data coordinated with main campus.</p>
<p><b>WAC 246-874-450 General requirements for an ADDD.</b></p>	<p>Written policies and procedures for students and faculty regarding ADDD.</p>
<p><b>WAC Evidence Documentation (overlap)</b></p>	<ul style="list-style-type: none"> <li>• Faculty, Curriculum, Advisory, Evaluation Committee meeting minutes (or whatever terms the program uses)with attendees identified as student, faculty, clinical partner etc.</li> <li>• Nursing Student Handbook.</li> <li>• Faculty Handbook.</li> </ul>