

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

The document was created as a quick usable guide to support nursing education programs focus on types of evidence that would demonstrate alignment with the education WACs. The list provides suggested options for each applicable education WAC. It may serve as a type of checklist prior to the site visit to help in the verification of the self-study. One of the goals in preparing the document was to decrease stress and anxiety frequently associated with site visits because programs are not clear of what the WABON site team is “looking for.”

We look forward to visiting your program and thank you for all of your efforts to provide quality nursing education in WA State.

WAC	Suggested Evidence Options/Documentation
<b>246-840-500</b> <b>Philosophy governing approval of nursing education programs.</b>	<p>Philosophy Statement including purposes and objectives</p> <p>Table or document demonstrating congruence of program activities with stated philosophy, purposes and objectives</p> <p>Student Handbook</p> <p>Faculty Handbook</p> <p>SEP</p> <p>Faculty Meeting Minutes</p> <p>Program Evaluation Meeting Minutes</p>
<b>246-840-511</b> <b>Accreditation requirements for all nursing education programs located in Washington state.</b>	<p>Accreditation granting letter with dates from national nursing accrediting body approved by DOE</p>
<b>246-840-512</b> <b>Standards and evaluation of nursing education programs.</b>	<p>Systematic Evaluation Plan including items in 2a and 2g of WAC</p> <p>Faculty Meeting Minutes showing program evaluation and faculty input</p> <p>Evaluation Committee Meeting Minutes</p>

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WAC	Suggested Evidence Options/Documentation
	<p>Program (mid and end of program) surveys, course evaluation, raw and aggregate data showing trends over time and faculty analysis</p> <p>Student course evaluation data and faculty analysis</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><b>246-840-513</b> <b>Reporting and recordkeeping requirements for nursing education programs.</b></p>	<p>Log of student incidents reported to the Commission containing all of the elements listed in the WAC</p>
<p><b>246-840-514</b> <b>Purpose and outcomes for approved nursing education programs.</b></p>	<p>Written purpose statement and expected outcomes consistent with the parent institution that are available to the public</p> <p>Website</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 purposed and expected outcomes of the program</p>

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WAC	Suggested Evidence Options/Documentation
<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 minutes demonstrating faculty involvement in academic program policies, procedures, curriculum planning, and program evaluation</p> <p>Curriculum meeting minutes 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 nursing education programs located in Washington state.</b></p>	<p>CV of Nurse Administrator</p> <p>Current WA State nursing license verification</p> <p>Faculty/Curriculum Meeting Minutes</p> <p>Program Evaluation Meeting Minutes</p> <p>List of college/university committees NA is a member</p> <p>Documentation of NA completing clinical performance evaluations of faculty, faculty performance reviews, faculty hiring and appointment, input into NP budgets, decision making and facilitation of faculty development</p> <p>Admission Committee Minutes</p> <p>Documentation of time to fulfill relevant admin duties and responsibilities</p>

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WAC	Suggested Evidence Options/Documentation
<b>246-840-518</b> <b>Resources, facilities and services for approved nursing education programs.</b>	<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>
<b>246-840-519</b> <b>Student requirements in all approved nursing education programs.</b>	<p>Nursing Student Handbook with written policies as indicated in (3)(a) of the WAC, label each policy as indicated in the WAC</p> <p>Website 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 student performance evaluations for clinical courses</p> <p>Written statement of students right and responsibilities</p> <p>Policies on readmission and transfer from another approved program</p> <p>Documentation of encouragement of admission of students from diverse populations</p>

WAC	Suggested Evidence Options/Documentation
<b>246-840-521</b> <b>Additional student requirements for prelicensure registered nurse nursing education programs located in the state of Washington.</b>	<p>Nursing Student Handbook or a document 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>
<b>246-840-523</b> <b>Faculty requirements for nursing education programs.</b>	<p>Faculty table demonstrating sufficient faculty</p> <p>Faculty CVs demonstrating professionally and academically qualified faculty and diversity of expertise</p> <p>Faculty Handbook</p> <p>Faculty orientation policies specific to the nursing program</p> <p>Completed faculty orientation checklists</p> <p>File documenting faculty professional development</p> <p>File documenting current unencumbered faculty licenses</p> <p>Faculty, curriculum, program evaluation meeting minutes documenting faculty responsibility in developing, implementing, and evaluating all aspects of the program</p> <p>Documentation of academic guidance and advising for students</p> <p>Documentation of continued clinical competence of each faculty member</p> <p>Guidelines for the selection of clinical sites</p> <p>Clinical site student and faculty evaluations aggregated and trended over time</p> <p>Guidelines for faculty evaluation of student achievement of curricular objectives</p> <p>Guidelines for the evaluation of students in precepted or mentored experiences</p>

WAC	Suggested Evidence Options/Documentation
<b>246-840-529</b> <b>Exceptions to nursing faculty degree requirements in prelicensure registered nurse nursing education programs.</b>	<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>
<b>246-840-531</b> <b>Clinical and practice experiences for students in approved nursing education programs.</b>	<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>Samples of clinical evaluations done each quarter of the program that document that faculty plan, oversee and evaluate student clinical and practice experiences</p> <p>Student files with clinical faculty evaluations for each term</p>
<b>246-840-532</b> <b>Faculty to student ratios for clinical and practice experience in nursing education programs.</b>	<p>Table listing clinical courses and faculty to student ratios</p> <p>Table listing skill practice lab courses and faculty to student ratios</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>Table listing preceptors, years of experience, area of practice and current nursing license</p> <p>Preceptor Handbook including 2a, b, c</p> <p>Documents demonstrating orientation of preceptor to written course and student learning objectives, written role expectations of the faculty, preceptor and student</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>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>

WAC	Suggested Evidence Options/Documentation
	<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 evaluation 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 debriefing guidelines post simulation</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>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 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>

WAC	Suggested Evidence Options/Documentation
	Table indicating courses using external exams for competency testing and percent of final grade
<b>246-840-541</b> <b>Curriculum for prelicensure registered nursing education programs.</b>	<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>
<b>246-840-546</b> <b>Distance-learning nursing education course or courses offered by approved nursing programs.</b>	<p>Written policies and procedures ensuring quality and security standards, assurance controls, security, maintenance and service supports 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 Commission</p>
<b>246-840-547</b> <b>Extended or satellite nursing campus of nursing education programs approved in Washington state.</b>	<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>
<b>WAC 246-874-030 General requirements for an ADDD.</b>	Written policies and procedures for students and faculty regarding ADDD