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Evidence Table Example*

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

Document (in original supporting evidence file): italics with page number

Self Study (Print): regular font with page numbers

New or updated document (posted on site visitor document/evidence site): bolded

WAC	Suggested Evidence Options/Documentation
246-840-500 Philosophy governing approval of nursing education programs.	Philosophy Statement including purposes and objectives: Student Handbook: Actions *(pp 7-9)* Faculty Handbook: Actions *(pp 6-9)*

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	Table or document demonstrating congruence of program activities with stated philosophy, purposes and objectives: Self Study Actions (pp 14-15)
246-840-511 Accreditation requirements for all nursing education programs located in Washington state.	Yakima Valley Community College NA _ 08012013 Actions Yakima Valley Community College CEO_ 08012013 Actions

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246-840-512 Standards and evaluation of nursing education programs.	Systematic Evaluation Plan including items in 2a and 2g of WAC
	
	• Appendix 6.1-2 – SPE 2017-2020
	
	  Actions
	
	  (Self Study pp 224-235)
	
	• 2020-2023 SPE Standard 6
	
	  Actions
	
	  (Nursing: Program Director: Systematic Plan 2020-2023)- updated since SS published
	
	• 2020-2023 YVC SPE Standards 1-5
	
	  Actions
	
	  (Program Director: Systematic Plan- in process post later this week – New/updated since SS published)
	
	• Appendix 6.1-3 Standard 6 Faculty Meeting Minutes (Self Study pp. 236-240)
	• Appendix 4.3-2 Standard 4 Minutes – Faculty Meeting Minutes; Curriculum Meeting Minutes (Self Study Study pp. 162-167)
	
	Course Evaluation Surveys: (W2020, S2020, F2020)

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	110_v2.pdf
	Actions
	120_v2.pdf
	Actions
	111_v2.pdf
	Actions
	121_v2.pdf
	Actions
	130_v2_Redacted.pdf
	Actions
	131_v2_Redacted.pdf
	Actions
	220_v2_Redacted.pdf
	Actions
	221_v2_Redacted.pdf

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	Actions
	P112_v2.pdf
	Actions
	P212_v2_Redacted.pdf
	Actions
	P250_v2.pdf
	Actions
	Faculty action on course surveys, Faculty Minutes 11.2.20
	Actions ; 2.1.21 Actions ; 2.22.21 Actions
	Plans for survey evaluation, see SPE 2020-2023
	Actions , Other Measures, Course Surveys, Analysis Add 2020-2023 SPE

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	SGID Fall 2020-2021
	Actions
	Health care partner evaluation data: Standard 6 SPE 2017-2020
	Actions , Other measures, employer satisfaction, analysis (SS pp 232)
	SPE 2020-2023
	Actions – Other Measures, employer satisfaction
	Communication of Program Information:
	www.yvcc.edu/nursing (Links to an external site.) College Catalog 2020-2021 (Links to an external site.)
	Nursing Program Recruitment:
	NRSE Brochure 2018-2019.pdf
	Actions
	NRSE brochure 2020.pdf
	Actions
	Nursing Information Session 2019.pdf
	Actions

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	Nursing Rack Card_april 2018_A.pdf Actions

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246-840-513 Reporting and recordkeeping requirements for nursing education programs.	Log of student incidents reported to the Commission containing all of the elements listed in the WAC: JC- Medication Administration Error Rubric Actions JC- Incident Log 2019-2021 Actions J.C. QRT 4 eval.pdf Actions

SAMPLE

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246-840-514
Purpose and outcomes for approved nursing education programs.
	Written purpose statement and expected outcomes consistent with the parent institution that are available to the public: Self Study (pp 14-16)
	
	Website: Nursing Program Outcomes (Links to an external site.)
	
	Student Handbook:
	
	Actions
	  (pp 7-9)
	
	Faculty Handbook:
	
	Actions
	  (pp 6-9)
	
	Advisory Board Minutes partners, community members are considered in developing and evaluating the purposed and expected outcomes of the program: Advisory Committee Minutes 11.1.17
	
	Actions
	; 11.13.18
	Actions
	; 11.20.19
	Actions
	; 5.13.2020
	Actions
	 and Standard 6 SPE Self Study (pp.224-235)

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246-840-516 Organization and administration for all nursing education programs.	<u>Organizational chart demonstrating relationships and lines of authority and responsibility of the nursing program and college/university –</u>Self Study (pp 115-116), Nursing Faculty Handbook Evidence: Category 1 (p 5) Self Study – <u>YVC Associate Degree Nursing Self Study Report March 2021.pdf</u> Actions Standard 5 (pp. 90-101) Nursing program budgets <u>Faculty, curriculum meeting minutes demonstrating faculty involvement in academic program policies, procedures, curriculum planning and program evaluation:</u> Appendix Table A: 4.3-1 Faculty Meeting Minutes: Curriculum Committee Meeting Minutes. Self Study (pp. 162-167) Faculty Meeting Minutes <u>5.18.20,</u> Actions <u>9.21.20;</u> Actions <u>10.12.20</u> Actions (need to add); <u>11.9.20</u> Actions ,<u>12.9.20</u> Actions <u>Curriculum meeting minutes demonstrating student involvement in academic program policies, procedures, curriculum planning, and program evaluation:</u>

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	Appendix Table 1.2-3 Self study (p. 125)

YVC Nursing Program Curriculum Committee meeting 12219.pdf

Actions

Curriculum meeting minutes demonstrating student involvement in academic program policies, procedures, curriculum planning, and program evaluation:
Appendix Table A 3.3-1 Standard 3: Curriculum Meeting Minutes. Self Study (pp 160-161)
Faculty Meeting Minutes 5.18.20

Actions
; 10.26.20
Actions
 : Faculty Meeting Minutes 2.22.2021.docx
Actions

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:

YVC Nursing Website (Links to an external site.)

Brochure: 2018-2019

Actions

Brochure: 2020-2021

Actions |

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	Nursing Rack Card Actions Information Session poster 2019 Actions

246-840-517 Nurse administrator qualification requirements in nursing education programs located in Washington state.	CV of Nurse Administrator Actions Nurse Administrator current WA State nursing license verification: Baker ARNP Actions Baker RN Actions DNP is a member of Dean of WED Program Coordinators Council. With the transition to the administrative exempt role, the DNP could no longer serve on faculty committees for the WED Division. Documentation of NA role in faculty performance evaluations: With implementation of Director of Nursing Programs role in Fall 2020, the period of Fall to Spring 2021 was a transition period between the WED Dean and the DNP in conducting evaluations. See See Site Visitor Canvas Shell: 2.9 Table of Faculty Evaluation Schedule DNP Role in Hiring: During 2019-20 and 2020-21 the DNP hired 3 faculty members. Two of these positions, the skills lab instructor and simulation instructor, required writing new job descriptions. In addition, the Interim DNP wrote the job description for the role. DNP Input in budgets: During the 2019-20 and 2020-21 the DNP facilitated the purchase of Simulation equipment, Virtual Simulations, Simulation training for faculty (SIRC) and an online testing application (ExamSoft). Nursing Budget. See Self Study Appendix 5.1-2 Workforce education Investment Act - Nursing Program Funding (p 220) and Budget

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	The Director of Nursing Programs position is Administrative Exempt, with 0% time spent teaching

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246-840-518 Resources, facilities and services for approved nursing education programs.	Faculty Surveys Actions of resources and facilities Student Surveys of resources and facilities: (Winter Actions and Spring 2020 Actions) Note: Faculty and Student survey data have not yet been analyzed by the faculty since surveys were implemented in Fall 2020 (Faculty) and Winter and Spring 2020 (Students). See SEP 2020-23 Actions (Other Measures, Faculty satisfaction Actions and Student, Faculty, Resources Survey.) Nursing program budgets Table of library resources (Links to an external site.) Description of facility resources Documentation of financial resources for support personnel: we have one program assistant (Program Coordinator-Nursing). During Fall 2020 a part-time, 16 hour per week temporary administrative assistant position was approved to support the Program Coordinator, through the site

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	visit. The DNP is including a request for permanent assistance for the Program Coordinator-Nursing in the 2021-22 budget.
	List of equipment purchased: See Self Study (p.93) last paragraph of Criterion 5.1 narrative and Table 5.2-3 Resources in the Simulation Lab (p.95)
	List of technology resources (Links to an external site.) List of available student services (Links to an external site.)
	Video tour of nursing program facilities

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246-840-519 Student requirements in all approved nursing education programs.	Student Handbook with written policies as indicated in (3)(a) of the WAC: Nursing Student Handbook Actions (i) Student selection website, (Links to an external site.) admission(website) (Links to an external site.) , progression, remediation, graduation, withdrawal, and dismissal of students: NSHB (pp. 26-29) (ii) Student recordkeeping and systems: Self Study. Standard 3.5, (pp. 46-48) (iii) ADA accommodations for students: (NSHB p. 39) (iv) Student rights and responsibilities (Links to an external site.): NSHB (pp. 14-18, 22, 36-37) (v) Grievances and complaint processes; NSHB (pp. 37-38) (vi) Incident reports and tracking of reports: NSBH (pp. 64-65) (vii) Medication administration or selection by students and faculty role in supervising students during medication administration or selection processes (Category 5: Full Syllabi) (viii) Reporting and logging of events involving a student and faculty member that the nursing education program has reason to believe resulted in patient harm, unreasonable risk of patient harm, or diversion of legend drugs: NSHB (pp. 64-65) (ix) Documenting student near miss errors incidents; NSBH (pp. 15-16, 51-52) (x) Student professional dress; NSHB (p.21) (xi) Professional behavior; NSHB (pp. 11-13)

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	(xii) Background check requirements **Website (Links to an external site.), orientation to nsg program handou** **Actions** **t** (xiii) Immunization requirements: NSHB (p.35), program website (Links to an external site.) (xiv) Clinical practice expectations; **Syllabi and Handbook** (xv) Student performance evaluations (xvi) Other expectations of nursing students, including providing direction to students on how to apply for national council licensing examination (NCLEX) testing and licensure: NSHB (p. 53) Website or LMS with written policies and procedures available to students indicated in (3)(a) of the WAC: The NSHB is provided to each student during orientation to the program and is posted on each CANVAS course shell. File of student performance evaluations for clinical courses: See Site Visitor CANVAS shell Standard 3: Student Evaluations Policies on transfer from another approved program: Website (Links to an external site.) Documentation of encouragement of admission of students from diverse populations: Website: Selection and Prioritization for Admission (Links to an external site.)
246-840-521 Additional student requirements for prelicensure registered nurse nursing education programs located in the state of Washington.	Nurse Technician License: NSHB (pp. 54-55)

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246-840-523 Faculty requirements for nursing education programs.	Faculty table demonstrating sufficient faculty: Self Study Table 2.5-1 Faculty Workload for Academic Year 2019-2020, (pp.157-158) Faculty CVs demonstrating professionally and academically qualified faculty and diversity of expertise Faculty job descriptions and orientation specific to nursing program: Faculty Handbook Actions pp. 14-16, 20-23; Self Study Criterion 2.8 (pp. 16, 34-35) Completed faculty orientation checklists: Checklist was developed in December 2020 and first used in January 2021 with Maria Perez Actions File documenting faculty professional development/clinical competence: Self Study Faculty Profile Tables Part III for Full Time faculty (pp. 130-140) and Part Time Faculty (pp. 147-152). File documenting current unencumbered faculty licenses Current unencumbered part time faculty licenses Faculty, curriculum, program evaluation meeting minutes documenting faculty responsibility in developing, implementing, and evaluating all aspects of the program Documentation of academic guidance and advising for students: This is documented electronically via an Advising Pathway portal. The DNP can demonstrate how the documentation is completed via the CANVAS portal.

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	Guidelines for the selection of clinical sites: The Nursing Program Curriculum Committee and faculty plan to conduct a comprehensive review of clinical experiences in the program as well as selection of clinical sites in Spring 2021.

Clinical site student and faculty evaluations aggregated and trended over time: At this time, student evaluations of clinical sites are returned directly to the clinical sites. Our major clinical site has requested "Weekly Communicators" completed by faculty that allow timely communication of problems and kudos for staff who have helped the students. They no longer want us to do end of quarter evaluations of the units except for preceptorship. Future clinical site student evaluations are under discussion (we have not been happy with the survey used in the past). We plan to include an agenda item at each end of quarter faculty meeting to evaluate clinical sites.

Guidelines for faculty evaluation of student achievement of curricular objective: Faculty Handbook, (pp. 18-20)

Guidelines for the evaluation of students in precepted or mentored experiences: See Preceptorship Packet link in WAC 246-840-533 |

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2246 Exceptions to nursing faculty degree requirements in prelicensure registered nurse nursing education programs.	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
246-840-531 Clinical and practice experiences for students in approved nursing education programs.	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. Program Clinical Hours with Observation Table Actions Samples of clinical evaluations done each quarter of the program that document that faculty plan, oversee and evaluate student clinical and practice experiences; **Site Visitor Canvas Shell: Criterion 3; Student Files**
246-840-532 Faculty to student ratios for clinical and practice experience in nursing education programs.	*Clinical Courses Faculty to Student Ratios* | Term	Nursing Clinical Courses	Faculty to student ratio in clinical	Faculty to student ratio in Skills/practice lab
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	Quarter 1	NRSE 111	1:10	1:10
	Quarter 2	NRSE 121	1:10	1:10
	Quarter 3	NRSE 131	1:10	1:10
	Quarter 4	NRSE 211	1:10	1:10
	Quarter 5	NRSE 221	1:10	1:10
	Quarter 6	NRSE 231	1:10 – 1:11	1:10 – 1:11

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246-840-533 Nursing preceptors, interdisciplinary preceptors, and proctors in clinical or practice settings for nursing students located in Washington state.	Table listing preceptors, years of experience, area of practice and current nursing license: Preceptor Licensure information.xlsx Preceptor Handbook including 2 a, b, c and documents demonstrating orientation of preceptor to written course and student learning objectives, written role expectations of the faculty, preceptor and student: Preceptor introduction email - 2021 Winter.pdf Actions Email - Mid-Preceptorship Site Visit - 2021.pdf Actions Preceptor thank you email - End of Preceptorship 2020.pdf Actions 2.4 - Preceptor Packet current.pdf Actions

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246-840-534 Use of simulation for clinical experiences in LPN, RN, or RN to BSN nursing education programs located in Washington state.	Simulation handbook Actions documenting organizing framework, resources to include adequate fiscal, human, technological and material resources to support simulation activities, (pp. 3-17) Documentation of faculty education/training and ongoing professional development in simulation Actions Documentation of a simulation manager who is academically and experientially qualified who is current and competent in the use of simulation: Janet Coffman CV Actions 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: Simulation Questions Actions Table on pp 15-19 and Appendix 4.6-1 Simulation Across the curriculum Actions Provide aggregate data of student evaluation of the simulation R/T achievement of program outcomes: YVC was approved for Sim in October 2020. Our Simulation Coordinator started in

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	September 2020. We are in the process of implementing a workable evaluation system. We used the SET-M tool
	Actions
	to evaluate VSims during Spring 2020 but had difficulty tracking all the forms (given faculty were overwhelmed with switching to all online labs and Sim). We have collated SET-M data for Spring 2020 Quarter 4
	Actions
	and Quarter 6.
	Actions
	We also have collated group data on student comments on Sim
	Actions
	. Our plan to develop an electronic system for the SET-M data in Spring 2021 (using our college's Qualtrix system). We also plan to implement the DASH survey in 2021. Our Simulation Coordinator summarizes the data in this way: "the student experience with SIM is positive. The results show that they are more confident and prepared to enter the clinical setting. The students felt that Live Simulation did better prepare them in all domains and when V Sim was mentioned it was better than not having any SIM but live SIM was preferred."
	Simulation Handbook
	Actions
	documenting written policies and procedures on topic described in (3)(b) of the WAC:
	(i) Short-term and long-term plans for integrating simulation into the curriculum (p14)
	(ii) An identified method of debriefing each simulated activity; (pp. 15-16) and
	(iii) A plan for orienting faculty to simulation: (pp 10-14)
	Simulation Handbook describing debriefing guidelines post simulation: (pp. 24-27)

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246-840-536 Dedicated education units for practical nurse or registered nurse nursing education programs.	Yakima Valley College Associate Degree program does not have any Dedicated education units.
246-840-537 Curriculum for approved nursing education programs.	Written curricular plan demonstrating credits, courses, length, and organization of program: Table 4.8-2 Total Nursing Credits and Non-Nursing Credits **See Criterion 4.8 Site Visitor Canvas Shell** Curriculum grid Actions matched to end of program student learning outcomes Syllabi reflecting professional and practice standards, evidence based learning experiences, methods of instruction: see full syllabi under WAC 246-840-541. Also see Unit Study Guides posted in each theory course under each unit for frequent updating, e.g. NRSE 120 CANVAS shell: Antepartum & Intrapartum Exam 2 Study guide (also see NRSE 110, 120, 130, 210, 220, 230 on CANVAS). Also see Table 4.7-3 Evidence Demonstrating How Clinical Assignments across the Program relate to EPSLOs - Spring 2020 Self Study (pp 177-182). Syllabi course outcomes reflecting practice opportunities for care of clients from diverse ethnic and cultural backgrounds: See Table 4.5-1 How Diversity Concepts are Integrated across the Curriculum, Self Study (pp. 72-73) and Table 4.5-2 Incorporating Diversity Concepts, Self Study (p. 74)

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	<u>Table indicating courses using external exams for competency testing and percent of final grade:</u> We use ATI NCLEX-RN predictor, score on physiologic adaptation, as a measure for EPSLO 1 but plan to switch this in Spring 2021 and as a tool for students to study for NCLEX only. Due to poor correlation between this measure and NCLEX success we are reconsidering it. <u>Course Catalog Descriptions: (Links to an external site.)</u>

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246-840-541 Curriculum for prelicensure registered nursing education programs.	Table of prerequisite courses and credits
	Actions all must be transferable as identified in the DTA/MRP Actions
	Curriculum grid
	Actions demonstrating course content noted in (1) (c)(d), student program progression, philosophy, mission objectives and EPSLOs
	Curriculum/Faculty/Program Evaluation Meeting Minutes
	Actions
	Program syllabi (full)
	NRSE 110 Winter 2021.pdf
	Actions , NRSE 111 Winter 2021.pdf Actions , NRSE 120 Winter 2021.pdf Actions , NRSE 121 Winter 2021.pdf, Actions NRSE 130 Winter 2021.pdf Actions , NRSE 131 Winter 2021.pdf, Actions

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	NRSE 210 Winter 2021.pdf, Actions NRSE 211 Winter 2021.pdf Actions , NRSE 220 Winter 2021.pdf, Actions NRSE 221 Winter 2021.pdf Actions , NRSE 230 Winter 2021.pdf Actions , NRSE 231 Winter 2021.pdf, Actions PHIL 112 Winter 2021.pdf Actions , PHIL 212 Winter 2021.pdf, Actions PSYCH 250 Winter 2021.pdf, Actions PSYCH 251 Winter 2021.pdf Actions

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246-840-546 Distance-learning nursing education course or courses offered by approved nursing programs.	Only theory/didactic courses are online temporarily during COVID (NRSE 110, 120, 130, 210, 220, 230, PSYCH 250 and 251, and PHIL 110 and 112). These courses are face to face during non-COVID times.
246-840-547 Extended or satellite nursing campus of nursing education programs approved in Washington state.	The Yakima Valley College Associate Degree Nursing Program has only one campus, in Yakima.
WAC 246-874-030 General requirements for an ADDD.	YVC nursing students administer medication only under the direct supervision or their instructors and do not have independent signons to the ADDD. Instructors receive training on the ADDD when they receive their agency badge. Our draft policy summarizing this will be reviewed with the nursing faculty at our December 2021 meeting. See YVC ADDD Policy Draft Actions

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