

Iowa Board of Nursing

*RiverPoint Business Park
400 S.W. 8th Street Suite B
Des Moines, IA 50309-4685*

Nursing Education Site Visit and Nursing Education Program Report Process and Guidelines

- The Nursing Education Program Report, derived from 655 Iowa Administrative Code, Chapter 2 will be sent to the nursing program per e-mail nine months before the scheduled site visit date with a date the completed report needs to be returned to the board office.
- The President of the college will be sent notification of the date of the site visit.
- The Nursing Education Program Report and requested materials shall be returned to the board office three months prior to the scheduled site visit. Board staff will confirm the date.
- Materials sent to the board office are requested in the following forms:
Nursing Education Report – hard copy, computer disk (as back-up) and sent as a word document, as an e-mail attachment (a working document). Other requested materials – hard copy
- Board staff will review the report and materials.
- Finalize agenda for site visit. (The agenda shall be flexible. The visitors will arrive at 9:00 a.m. unless otherwise indicated.) The program is not required to provide lunch to the visitors, lunch plans are at the discretion of the program. **For those programs in which travel time is longer than 2 hours the agenda may be divided into two days, the visitors will communicate with the head of the program at the time of finalizing the agenda.**

The following schedule is suggested for the day of the visit:

1. Meet with the head of the nursing program to finalize the site visit agenda (1/2 hour).
2. Review of written material. Please provide an office or conference room in which materials can be reviewed (3 hours). Head of the program to be available for any further questions.
3. Tour of the physical facilities including nursing lab, faculty offices and classrooms. If time allows, **this is optional**, may tour library, student services, computer lab and other. (1/2 hour to 45 minutes).
4. Conference with faculty members (45 minutes). This meeting should include faculty and the visitors.
5. Conference with students currently enrolled in the nursing program (45 minutes). This meeting should include students and the visitors.
6. Conference with head of the program to answer further questions and address findings. (1/2 hour).
7. Meet with interested individuals to give tentative report with recommendations, i.e., administration, head of the program, faculty and students. (1/2 hour).

8. It is not a requirement that visitors meet with the Institution's Administration unless it is the request of the Administration or the visitors have a specific request.
- Communicate with program as needed and finalize any further arrangements.
 - Visitors complete site visit.
 - Board staff will complete draft of Nursing Education Program Report including comments and recommendations.
 - Final draft of the report with recommendations will be sent to the program for review and any needed changes.
 - The Nursing Education Program Report will be submitted to the Board for approval.
 - President and head of the program will be notified of the Board's decision.
 - A copy of the final Nursing Education Program Report and the responses of the program to the recommendations of the site visitors will be sent to the college/university president and the head of the program.

2/2018