

Iowa Board of Nursing

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

Materials Provided Prior to Site Visit

Please send the following required materials. If there are materials which cannot be sent, make available onsite.

1. Demographic data/NCLEX® Data.
2. Faculty list.
3. Evaluation plan, i.e., systematic evaluation, program assessment.
4. Policy and procedure for preceptorship program.
5. Head of program and faculty job descriptions.
6. Organizational chart of institution and organizational chart of nursing program (if separate document).
7. Working budget for program.
8. College catalog.
9. Policy for faculty development.
10. Teaching load policy.
11. Academic advising policy and advising/counseling form.
12. Policy for student, self and peer evaluation and evaluation forms.
13. Nursing Student Handbook.

Materials Provided Onsite

Please have the following materials available during the site visit:

1. Current demographic data/NCLEX® Data. **Day of the visit.**
2. Current faculty list, faculty employed at the time of the visit. **Day of the visit.**
3. Evaluation tools and outcomes to support evaluation plan. Example; completed graduate evaluations.
4. Contractual agreements for preceptors. **Day of the visit.**
5. List of current agencies with contractual agreements. Agencies being used at the time of the visit. **Day of the visit.**

At the time of the visit, we will check every contractual agreement for all current clinical agencies being utilized, for the accurate date and signature. Please have contracts pulled and in order as they appear on the list.
6. Letter of accreditation from approving agencies.
7. Current syllabi of program courses and clinical rotation schedules.
8. Current Chapter 2 Curriculum Requirement Form.
9. Personnel policies.
10. All pertinent faculty committee meeting minutes for the past two years.

11. Nursing Faculty Handbook.
12. Faculty organizational bylaws.
13. Five current student files for each type of program, i.e., student meeting program objectives without difficulty and student needing guidance.
14. Five graduate files for each type of program, which include official transcripts and a summative performance statement.
15. Résumés and educational transcripts of the head of program and faculty.

At the time of the survey, we will verify every nursing faculty member's highest degree. If the highest degree was awarded in another field, we will also verify the highest nursing degree. A copy of the official transcript denoting degree and graduation date that was submitted by the education program directly to your institution will meet this requirement. We will also review evidence of annual progress of faculty members enrolled in required degree programs.

<p>IF YOU HAVE CITED ADDITIONAL MATERIALS NOT INCLUDED ON THESE LISTS, PLEASE SEND OR HAVE AVAILABLE ONSITE FOR REVIEW.</p>
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