



Pre-Survey Visit Report (PVR) PN Program Part II Instructions

In Part II of the PVR, the program administrator submits existing and prepared documents that evidence the program's ongoing compliance with the relevant Administrative Rules contained in [Chapter 4723-5, of the Ohio Administrative Code \(OAC\)](#). It is the program administrator's responsibility to identify and submit program documents that respond to specific requirements. The document list below is provided as guidance. There are additional materials required for review that are not included in the PVR, but are to be made available on site during the survey. These materials are also listed below in guidance. The Program Administrator shall indicate in the designated area of the PVR, the documents that will be made available on site and the Rule requirement to which the document responds.

Supporting Documentation for Rule 4723-5-09, OAC, Organization and administration of the program, to include in the PVR:

1. The organizational table/chart for the controlling agency.
2. The organizational table/chart for the nursing education program.
3. The job description for the program administrator, that includes all responsibilities listed in Rule 4723-5-09 (B), OAC.
4. Submit the following information in chart format for all program locations, if applicable:
 - a. Name;
 - b. Location;
 - c. Associate administrator, if applicable;
 - d. Average student census; and
 - e. Geographic proximity to main campus.
5. If applicable, include a narrative describing how the program locations are consistent in their philosophy, conceptual framework, etc. as required by Rule 4723-5-09 (C), OAC.
6. The nursing faculty by-laws or a description of the organizational structure and function of the nursing faculty.
7. A description of processes used for obtaining faculty and student involvement in determining academic and program policies and procedures, curriculum planning, and evaluation.

8. A copy of the budget for the program and the process for maintaining resources for classroom and skills laboratory equipment and supplies.
9. A copy of the faculty appointment, promotion, tenure or retention, and termination policies in effect for the program.
10. A copy of the policy related to evaluation of faculty, teaching assistants and preceptors, and how the evaluation is documented (if a form is used please attached the form).
11. A description of the orientation process for new faculty and how it is documented (if a form is used please attach the form).
12. The process for verifying that each nurse teaching in the program holds a current valid license.

Supporting Documentation for Rule 4723-5-09, OAC, to be available on site for the Education Regulatory Surveyor(s):

1. Program faculty meeting minutes for the current and preceding two (2) years and other documents that reflect compliance.
2. A copy of the budget for the nursing program for the current year and the previous two years.

Supporting Documentation for Rule 4723-5-11, OAC, Qualifications of administrators faculty, teaching assistants and preceptors for a practical nursing education program, to be included in the PVR:

1. Submit the following information in a chart format for all administrative, faculty, and teaching assistants employed by or under contract with the nursing program;
 - a. Full name and license number as it appears on their nursing license;
 - b. Title (Program administrator, associate administrator, faculty teaching a nursing course, or teaching assistant);
 - c. Academic preparation;
 - d. Year and month of appointment;
 - e. Years of experience as faculty teaching a nursing course (if applicable) and type of program(s) taught RN or LPN;
 - f. All states in which a current active nursing license is held;
 - g. Nursing courses for which individual was responsible to teach as Faculty (if applicable); and
 - h. The names of teaching assistants (if applicable) that Faculty supervise.
2. Submit the following information in a chart format for all preceptors used in the nursing program:

- a. Full name as it appears on their nursing license and license number;
- b. Employment title;
- c. Documentation of length of practice by month and year as a nurse;
- d. Documentation of demonstrated competence in clinical area where preceptor supervised student.
- e. Clinical facility and clinical practice area;
- f. Highest nursing academic degree achieved; and
- g. License verification.

Supporting Documentation for Rule 4723-5-11, OAC, to be available on site for the Education Regulatory Surveyor(s):

1. Files for administrators, nursing faculty, teaching assistants that contain transcripts, resume, and license verifications.
2. Documentation of each preceptor's qualifications.

Supporting Documentation for Rule 4723-5-12, OAC, Program policies to be included in the PVR:

1. Written policies for the following:
 - a. Admission;
 - b. Readmission;
 - c. Advanced Standing, including a process for review of an individual's military experience and training, and awarding of credit for any substantially equivalent military education or skills training;
 - d. Progression;
 - e. Completion;
 - f. Student notification of program policy changes
 - g. Payment of fees and expenses;
 - h. Procedure for student illness in the classroom and clinical setting;
 - i. Availability of student guidance and counseling services;
 - j. Process for students filing grievances and appeals;
 - k. Faculty responsibilities related to the supervision of students;
 - l. Periodic evaluation of each student's progress in each course; and
 - m. All Student Codes of conduct in accordance with 4723-5-12 (C), OAC.

Supporting Documentation for Rule 4723-5-12, OAC, to be available on site for the Education Regulatory Surveyor(s):

1. All Faculty meetings minutes;
2. A list of all current students from which the surveyor(s) will randomly select files for review of evidence of implementation of the following written policies:
 - a. Admission;
 - b. Readmission;
 - c. Advanced Standing, including review of individuals' military education, training as applicable;

- d. Progression;
 - e. Completion;
 - f. Student notification of program policy changes
 - g. Payment of fees and expenses;
 - h. Procedure for student illness in the classroom and clinical setting;
 - i. Availability of student guidance and counseling services;
 - j. Process for students filing grievances and appeals;
 - k. Faculty responsibilities related to the supervision of students;
 - l. Periodic evaluation of each student's progress in each course; and
 - m. All Student Codes of conduct in accordance with 4723-5-12 (C), OAC.
3. College Catalog, Program Brochure, Student Handbook(s), and Faculty handbook or any other publications that contains Program policies.

Supporting Documentation for Rule 4723-5-14, OAC, Curriculum for a practical nursing education program, to be included in the PVR:

1. The Program's philosophy or list of assumptions.
2. The Program's conceptual framework or organizing theme.
3. The Program's objectives or outcomes.
4. **All** nursing course syllabi (excluding daily/weekly outlines).
5. The curriculum plan showing the sequence of courses and the number of clock hours or units of credit allotted to class, clinical, and laboratory experiences.
6. Complete the Location of Curriculum **Form C** and include as an addendum to Part II of the PVR.

Supporting Documentation for Rule 4723-5-14, OAC, to be available on site for the Education Regulatory Surveyor(s):

1. Examples of teaching strategies utilized.
2. Student performance evaluations.
3. Student and faculty evaluations of clinical sites.
4. Student completed course and faculty evaluations.
5. **All** course syllabi (including daily/weekly outlines).

Supporting Documentation for Rule 4723-5-15, OAC, Evaluation plan of the program, to be included in the PVR:

1. The written systematic plan of evaluation.

2. A written summary of the results of the evaluation and any action taken as a result.
Supporting Documentation for Rule 4723-5-15, OAC, to be available on site for the Education Regulatory Surveyor(s):

1. Example of evaluation tools used in collecting data.
2. Faculty meeting minutes regarding the SPE.

Supporting Documentation for Rule 4723-5-17, OAC, Program contractual relationships, to be included in the PVR:

1. In chart format, list all agencies used for student clinical experiences and include:
 - a. Name of agency;
 - b. Address of agency;
 - c. Type of agency (acute care, long term care, home health care, etc.);
 - d. Corresponding course in which agency is used;
 - e. Indicate whether or not preceptors are used at the agency; and
 - f. Semester/quarter and year the agency was last utilized.

Supporting Documentation for Rule 4723-5-17, OAC, to be available on site for the Education Regulatory Surveyor(s):

1. Current contractual agreements with all cooperative entities utilized by the Program.
2. If facilities are used for clinical experiences in another jurisdiction (another jurisdiction includes federal facilities that are located in Ohio), documentation that the program is complying with any and all requirements of the jurisdiction in which the clinical experience is held.

Supporting Documentation for Rule 4723-5-19, OAC, Responsibilities of faculty teaching a nursing course, to be included in the PVR:

1. Position descriptions for faculty, teaching assistants.

Supporting Documentation for Rule 4723-5-19, OAC, to be available on site for the Education Regulatory Surveyor(s):

1. All nursing course syllabi.

Supporting Documentation for Rule 4723-5-20, OAC, Responsibilities of faculty, teaching assistants and preceptors in a clinical setting, to be included in the PVR:

1. Position descriptions for faculty, and teaching assistants.

2. A description of the role and responsibilities of faculty, teaching assistants, and preceptors (if applicable).
3. Any prepared informational material provided to preceptors (as applicable).

Supporting Documentation for Rule 4723-5-20, OAC, to be available on site for the Education Regulatory Surveyor(s):

1. Clinical evaluation tools for each clinical course.
2. Clinical objectives for each clinical course.
3. Lists of clinical group assignments, e.g., students, clinical agency and responsible faculty and teaching assistant.

Supporting Documentation for Rule 4723-5-21, OAC Program records, to be included in the PVR:

None.

Supporting Documentation for Rule 4723-5-21, OAC, to be available on site for the Education Regulatory Surveyor(s):

The Rule lists the records that are **required to be maintained by the Program**. There will be an on-site review and verification that the required records are maintained.

1. Provision of the requested records that may include:
 - a. Currently enrolled students;
 - b. Program graduates;
 - c. Minutes of all scheduled faculty meetings;
 - d. Records for all faculty responsible for teaching nursing courses, and teaching assistants; and
 - e. Records for preceptors utilized by the program to supervise students in clinical.