

I've Been Assigned as Team Leader: Now What?

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You're a Team Leader: Now What?

How the Team Leader best:

- Represents CCNE
- Communicates with the team and program
- Provides direction to the team and program

Advanced Planning for the On-Site Evaluation

Invitation and Notification

Several months prior to the on-site evaluation:

- You are invited to become the team leader
 - Reserve time necessary for travel, the on-site evaluation, and finalizing the team report after the evaluation is complete

Role of the Team Leader

- Sets the tone for the on-site evaluation:
 - Premised on the CCNE values and collegiality, collaboration, inclusiveness, and consensus building
- Is available to team members before, during, and after the accreditation review
- Acts as the liaison among the CCNE staff, team, and unit

Role of the Team Leader

- Communicates with the unit to be evaluated
- Leads team members to prepare an accurate, comprehensive, and analytical team report
- Conducts executive team sessions
- Makes decisions about issues that arise
- Obtains consensus regarding program compliance and meeting standards

Pre-Evaluation Processes

Approximately three months prior to the on-site evaluation you will receive the following materials from CCNE:

- A letter of appointment
- Program(s) to be evaluated
- Team contact information
- Links to standards, procedures, and additional documents

Evaluator Resources

<http://www.aacn.nche.edu/Accreditation/EvalResourceBG.htm>

- Accreditation Procedures
- Accreditation Standards
- Team Report Template
- CCNE Staff Directory
- Expense Reimbursement Form

Initial Communication with Team Members

Following packet arrival:

- Contact team members
- Ascertain their experience as a CCNE on-site evaluator:
 - Number of previous accreditation reviews
 - Types of programs
 - Previous writing assignments
 - Preferences for writing

Initial Communication with Team Members

- Laptop accessibility
- Any special dietary requests or physical needs/limitations
- Other support needed

Initial Communication with Team Members

- Discuss with team members your expectations regarding:
 - Team leader's role in communicating with team members, unit, and CCNE
 - Executive team sessions
 - Travel arrangements and exit interview
 - Questions that may arise

Initial Communication with Team Members

- Begin to READ the self-study document when they receive it
- Begin to draft assigned sections of the team report as soon as they have read the self-study document
- Begin to develop questions regarding aspects of the program that require clarification

Initial Communication with Chief Nurse Administrator

- Introduction
 - Team leader role
 - Remind them to review CCNE guidelines
- Common questions related to
 - Transportation
 - Accommodations
 - On-site resource file
 - Facilities and support
 - Agenda

Transportation

- Air travel
- Ground travel
- Car rental
- Share team's travel information with team and unit

Accommodations

- Space for the team to work in the evening:
 - Conference room
 - Larger room/suite for the team leader that accommodates a table, chairs, and electrical outlets with enough lighting to work
 - Consider whether access to a printer is necessary
 - Food onsite or very near hotel

On-Site Resources

- Refer to *CCNE Procedures for Accreditation of Baccalaureate and Graduate Degree Nursing Programs*
- Find materials referenced in self-study document
- Other items should include
 - Evidence from previous three years
 - Budgets, current and previous two fiscal years
 - Verification that program provided opportunity for Third-party comments

Facilities and Support

- Resource room, private/secured work area
- Availability of office supplies, printer
- Parking
- Directions/people to assist the team in getting to interviews, other sites, etc.
- Name tags

Agenda

- Chief nurse administrator (CNA) develops the agenda and shares it with the team leader
- The team leader reviews it and makes suggestions for additions, deletions, or other changes
- Make sure there is enough time in the resource room
- Obtain a list of classes and clinicals in session

Agenda

- Assist CNA with the organization of the agenda
- Agenda should include time for an on-site evaluator to visit one classroom and one clinical session for each degree program
 - Travel time to additional sites needs to be taken into consideration

The Self-Study Document

- Approximately six weeks prior to the on-site evaluation, the Program Information Form and self-study document arrive
 - Contact team and assure receipt of/access to materials
 - Reinforce expectations
 - Provide writing assignments
 - Remind reading thoroughly is necessary
 - Review and revise agenda as needed
 - Contact CCNE and/or unit as needed

Writing Assignments

- Structure of assignments varies
 - Team leader
 - Experience of team
 - Complexity of environment

Initial Executive Session

The Initial Executive Session...

- Can be both a dinner meeting and a planning meeting
- Is critically important that it be private, cordial, collegial, social, and team building

Initial Executive Session

- Review the agenda and make any changes to interview assignments
- Share any concerns and areas for clarification and further exploration
- Develop questions that will answer those concerns
- Determine whether there are any additional materials needed
- Review writing expectations: process, deadlines, plan for review, support

Initial Executive Session

- Delegate responsibilities
- Meet in the morning
- What to bring
- Conversation to/from the site/interviews
- Remind team members that we are not there to discuss our credentials, serve as a consultant, or discuss our own programs
- Review any last minute questions

Questions & Answers

**THANK YOU FOR YOUR
SERVICE AS A CCNE
VOLUNTEER EVALUATOR!**

