

# The On-Site Evaluation: Why Am I Here?

## Presenters:

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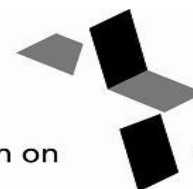
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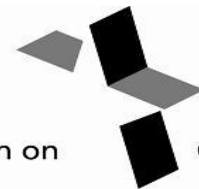
# As the Team Leader You Are:

- The face of CCNE for the faculty, students, administrators and constituents of the institution
- Responsible for ensuring that the team exemplifies the purposes, values, and goals of CCNE accreditation
- Responsible for ensuring that the program's story is told truthfully, thoroughly, and non-judgmentally

# Five General Purposes of CCNE Accreditation

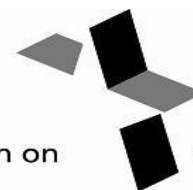
1. To hold nursing programs accountable to the community of interest – the nursing profession, consumers, employers, higher education, students and their families, nurse residents – and to one another by ensuring that these programs have mission statements, goals, and outcomes that are appropriate to prepare individuals to fulfill their expected roles.

2. To evaluate the success of a nursing program in achieving its mission, goals, and expected outcomes.
3. To assess the extent to which a nursing program meets accreditation standards.
4. To inform the public of the purposes and values of accreditation and to identify nursing programs that meet accreditation standards.
5. To foster continuing improvement in nursing programs – and, thereby, in professional practice.



# Purpose of the On-Site Evaluation

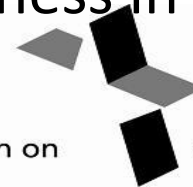
- Directly observe evidence of the program's compliance with the accreditation standards
- Serve as the “eyes and ears” of the Accreditation Review Committee and the CCNE Board of Commissioners
- Translate observations into a meaningful and useful document from which recommendations and decisions about accreditation can be made



# CCNE Accreditation: A Value Based Initiative

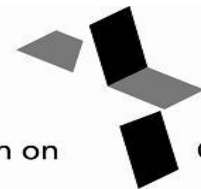
- Foster trust
- Stimulating and supporting continuous quality improvement
- Inclusive of diverse institutional and individual issues and opinions of the community of interest
- Review and oversight by peers in the community of interest

- Maintain integrity through a consistent, fair and honest accreditation process
- Value and foster innovation in educational and accreditation processes
- Facilitate and engage in self-assessment
- Foster an educational climate that supports life-long learning
- Maintain a high level of accountability
- Maintain cost-effective and cost-accountable processes
- Encourage development of effective professionals and socially responsible citizens
- Ensure autonomy and procedural fairness in deliberations and decision-making processes



# Setting the Tone as Team Leader

- Collegial, but not consultative
- Fair and deliberate
- Professional and kind





# Clear Expectations

## Be clear about:

- What you expect from team members
  - Demeanor, language, appearance, arrival and departure times, content of conversations with institutional representatives
  - Timeliness of written report
- Assignments
- What you expect from the institution
  - What resources the team needs in order to be efficient during on-site evaluation
    - Respect institutional constraints on budgets/space
    - Respect institutional culture
  - Managing transportation



# Demeanor

- Professional
- Collegial
- Calm
- Confident
- Appreciative
- Respectful
- Team cohesiveness



# Language

- Be clear about what you need
- Be familiar with CCNE terminology (e.g. evaluators, on-site evaluation, self-study document)
- Professional language at all times, be cautious of being overly familiar

# Appearance

- Dress professionally when on-site, including the exit interview
- Casual dress is acceptable in the evening hours and during executive sessions at the hotel
- Totally engaged in the business at hand

# Initial Executive Session

- First executive session is usually the first meeting of the team upon arrival
  - Usually held over dinner or at the hotel
  - It is both social (team building) and work related (discussing the activities ahead)
  - The entire team needs to be sensitive of the environment around the group



# Initial Executive Session

- If the dinner meeting affords you a certain level of privacy, the meeting session can continue there—or—
- Move to another location such as a conference room, team leader's hotel room, or other private location



# Initial Executive Session

- Encourage team members to bring their flash drive to the site as there may be opportunities to write during the day
- Discuss the report writing process
  - The documents or parts of documents will be assembled into one document during the last evening
  - There will need to be consensus regarding compliance with the standards and key elements



# The Need for More Executive Sessions

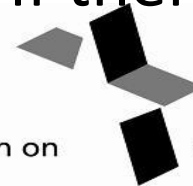
- The team may need to hold additional executive sessions
  - During breakfast the first and subsequent mornings
  - During time in the resource room
  - Prior to meeting with the Chief Nurse Administrator (CNA) at the end of the day (if scheduled)
  - While meeting in the hotel





# Interacting with Program Officials

- You represent CCNE and as such you have been invited to the accreditation experience
  - Thank the officials
  - Review the purpose of the evaluation
  - Describe your interest in understanding the program and its compliance with the Standards and Key Elements
  - At the end of the meeting, ask if there are questions



# Interacting with Program Officials

- The team leader often initiates questions during interviews, but all members are expected to fully engage and participate
- The team leader sets the tone for each meeting in which he/she takes part
- The team leader monitors time during the interviews
- The team leader ensures that the questions that have been predetermined by the team have been asked

# Who Should be Interviewed?

- Program administration
  - CNA and other program administrators
- Institutional officials
  - Leadership
  - Academics
  - Resources
- Faculty, clinical preceptors
- Students
- Alumni
- Employers, clinical partners
- Community of Interest

# Questions for Interviewees

- Questions should be appropriate for each constituency
- Use the self-study document and other materials to determine what questions to ask (e.g. Is there missing information or data? What items need clarification?)
- Questions should be relevant to the CCNE Standards and Key Elements

# Focus of Questions

- Who is being interviewed (sample suggestions)
  - President and academic leadership (focus on key elements in SI and SII)
  - Financial officer (II-A, II-B)
  - Students (I-D, F, G; II-B, D, E; III-B, C, D, E, F, G; IV-A)
  - Faculty (basically all standards/key elements)—give sufficient time in agenda with faculty
- Synthesize information from a variety of sources

# Observations

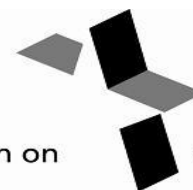
- Classroom(s)
  - If applicable: web based courses, distance sites
- Clinical site(s)
- Resource room documents
- Confidential files
  - Personnel/faculty
  - Student
  - Formal complaints



# Family Educational Rights and Privacy Act (FERPA)

During the on-site evaluation, the team must have access to student files and records, which may contain personally identifiable student information.

FERPA and the U.S. Department of Education's related regulations at 34 CFR Part 99 allow disclosure of such information to accrediting organizations carrying out their accrediting functions. Student files and records may therefore be provided without obtaining prior student consent. These files and records can not be removed from the program's property, and their contents must be kept confidential.

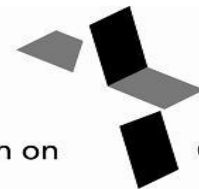


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# Time Management

- It is the responsibility of the team leader to manage the time during the evaluation
- It is very important to review the agenda to ensure sufficient time with each constituency
- Time in the resource room is essential
- Determine who and how many of the team members will be on any given interview





# Time Management

- Ask for the program's assistance in keeping the meetings on time
- It is important to plan time for short breaks
- It is typical to work into the evenings
- There needs to be enough flexibility in the schedule to reorganize it if needed

# Reaching a Consensus

- Every member of the team is going to have input into the decision as to whether there are compliance concerns.
- Every team member is going to have input into the decision as to whether the standards are met.

# Questions & Answers

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