

Wrapping it Up: The Exit Interview

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Commission on

Collegiate Nursing Education

The Exit Interview

Getting Ready for the Exit Interview: Team

- Role
- Departure Plans
- Consensus
- Record keeping

Getting Ready for the Exit Interview: Chief Nurse Administrator (CNA)

- Brief on team's findings
- Setting
- Review CCNE process

Setting the Stage

- Institutional context/culture
- Audience
- Collegial
- Respectful
- Balanced and consistent reporting



The Exit Interview

The team leader begins by

- Introducing each member of the team
- Thanking the CNA
- Expressing appreciation for the hospitality
- Explaining next steps in the CCNE process
- Providing dates of the Accreditation Review Committee (ARC) and the Board of Commissioners meetings



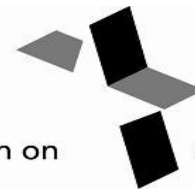
The Exit Interview

- The CNA determines who to invite
- Not an opportunity for discussion, debate, questions, or other comments regarding the findings
- Not to be recorded (ok to take notes)

The Exit Interview

The Team Leader

- Verbally summarizes the team report by providing an overview as to whether standards are met/not met and whether there are compliance concerns at the key element level, for each degree program under review
- Provides specific information about the findings (e.g. What is the specific concern and is this related to one or more program levels?)
- Presents a balanced report



Accreditation Review Committee

- Reviews all team reports, program responses and self-study documents
- Makes a confidential recommendation to the CCNE Board of Commissioners
- Opportunity for representation by the program if requested

What Do You Do When...

Rules to Live By

- All team members attend the exit interview
- The team leader is responsible for presenting the findings
- Leave nothing behind in the resource room (e.g. drafts of the team report, notes, electronic documents, etc.)
- Depart from campus following the exit interview



Questions & Answers

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