



STATE OF WEST VIRGINIA
BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES

90 MacCorkle Ave., SW, Suite 203
South Charleston, WV 25303

Instructions for Completing a Nursing Education Program Evaluation for an On-site Visit

1. Prior to a scheduled on-site visit, program evaluation document(s) will be sent to the nursing education program nurse administrator.
2. The nursing education program nurse administrator is to notify the Board office when the program evaluation document(s) have been received.
3. It is recommended that the nursing education program evaluation have input from administration, faculty, students, and others deemed appropriate.
4. Each standard should be individually reviewed by the program and marked with an X if not met (NM), met (M) or in progress (IP), in the left side "program" columns. If a standard relates to a document within the school, please attach it as an addendum and assemble it as part of the materials to be submitted to the Board. It is important that comments be made when the program reports that the standard has been exceeded. It is essential that justification be provided when a required standard is not met or in progress.
5. Information is to be included for both inpatient clinical facilities and community agencies.
6. Submit **five (5) bound hardcopies** and **five (5) USB drive electronic copies** of the completed program evaluation document along with support documents inclusive of the current University or College catalog, nursing education program student handbook, and nursing education program meeting minutes to the West Virginia Board of Examiners for Registered Professional Nurse's office on or before close of business on a date that is no less than four weeks in advance of the scheduled site visit.
7. A tentative agenda for the on-site evaluation visit should be sent as soon as available for site visitor review and approval. The final two (2) to three (3) day agenda is to be sent with the evaluation document for on-site visitor review and preparation.
8. Documents will be reviewed by on-site evaluation visitors prior to arriving at the school.
9. The on-site evaluation team will be comprised of at least two or more of the following individuals: Executive Director of the Board, Associate Director of the Board, Board Member, and faculty from another nursing education program in the state.
10. During the survey visit, standards will be reviewed and validated by the on-site visit team.

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Executive Director

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11. A copy of the evaluation document will be returned to the nursing education program nurse administrator with comments of both the program and on-site visit team.
12. School faculty may send comments, questions or supplementary materials that address findings of the on-site visit team to the Board office. Comments, questions, or materials received at least fourteen (14) days prior to the date of the Board meeting when the report is to be reviewed, will be included in materials for consideration during Board review.
13. Contact the Board office if you have questions concerning the completion of the nursing education program evaluation document.