



STATE OF WEST VIRGINIA
BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES

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

Instructions for Completing Self-Evaluation

1. Prior to a scheduled on-site survey visit, the self-evaluation documents will be sent to the nursing education program nurse administrator.
2. The nursing education program is to contact the Board office when the self-evaluation documents have been received.
3. It is recommended that the self-evaluation have input from administration, faculty, students, and others deemed appropriate.
4. Each standard should be individually reviewed and checked if met, in progress or not met 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 faculty feel 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 self-evaluation document along with support documents inclusive of the current University or College catalog, nursing education program student handbook, and all 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 survey 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 self-evaluation document for on-site visitor review and preparation.
8. Documents will be reviewed by on-site survey visitors prior to arriving at the school.
9. The on-site survey team will be comprised of at least two or more of the following individuals: Board Member, Executive Director of the Board, Associate Director of the Board, 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 survey team.

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Executive Director

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11. A copy of the self-evaluation document will be returned to the nursing education program nurse administrator with comments of both the program and on-site team.
12. School faculty may send comments, questions or supplementary materials that address findings of the on-site survey 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 this form.