

Relocation Survey – Self Study Guide – Programs of Professional Nursing

**Missouri State Board of Nursing
Relocation Site Visit – Self-Study**

**Please DO NOT change the format of this document. Please enter your information into the form.
All entries will show up as track changes.**

Please submit your completed Self-Study no later than six (6) weeks prior to the survey date!

Nursing Program Name:

Nursing Program Number:

Current Physical Address of the Nursing Program:

New Physical Address of the Nursing

Program Phone Number:

Person Completing the Self-Study Survey Guide:

Survey Team:

Survey Type:

Survey Date:

Driving Directions to the Nursing Program:

Preferred Start Time for the Site Survey:

General Information Regarding Program

Institution Sponsoring this Program (list name and location of the sponsoring institution):

Sponsoring Institution is accredited by (list national and/or regional accrediting bodies and dates):

Program is accredited by (list national or regional accrediting bodies and dates):

Date First Class was enrolled:

Date First Class Graduated:

Date of Initial Approval:

Date of Full Approval:

Present MSBN Approval Status:

Last Approval Visit:

Maximum Student Enrollment per class as Approved by MSBN:

Number of Admissions per Year:

Relocation Survey – Self Study Guide – Programs of Professional Nursing

Number of Full-time Faculty:

Number of Part-time Faculty:

Number of Clinical Adjunct Faculty:

Number of unfilled full-time faculty positions:

National Council Licensure Examination (NCLEX-RN) Program Results:

2011

2012

2013

2014

2015

20 CSR 2200-2.070 Physical Facilities

(1) Office Space and Equipment.

(A) The institution shall provide space and equipment to fulfill the purpose of the program.

(B) The administrator of the program shall have a private office.

(C) The coordinator(s) and faculty shall have office space sufficient to carry out responsibilities of their respective positions.

(D) Private areas shall be provided for faculty/student conferences.

(2) Library.

(A) Each program and each campus of each program shall have access to library resources with current and available resources to meet the educational needs of the students and the instructional and scholarly activities of the faculty.

(B) Management of library resources shall include:

1. Budget for acquisition of appropriate resources;

2. System for identifying or deleting outdated resources; and

3. Policies and procedures governing the administration and the use of the library resources shall be in writing and available to students and faculty.

(3) Quiet area designated for study.

(4) Classrooms.

(A) Classrooms shall be of size, number, and type for the number of students and teaching methodology.

(B) Classrooms shall have climate control, ventilation and lighting, seating, furnishings, and equipment conducive to learning.

(C) Storage space shall be available for equipment and supplies.

(5) Clinical Skills Laboratory.

(A) Each program and each campus of each program shall have a clinical skills laboratory sufficient to meet learning outcomes.

(B) Management of clinical skills laboratory shall include:

1. Designated faculty time to manage skills lab resources;

2. Budget allocation for equipment and supplies;

3. Plan for acquisition and maintenance of equipment and supplies; and

4. Policies and procedures governing the administration and the use of the clinical skills laboratory. These policies and procedures shall be in writing and available to students and faculty.

(6) Technology Resources/Computers.

(A) Each program and each campus of each program shall have access to current and available resources to meet the educational needs of the students and the instructional and scholarly activities of the faculty.

(B) Management of technology resources shall include:

1. Budget for acquisition of current technology, including computers;

Relocation Survey – Self Study Guide – Programs of Professional Nursing

2. System for identifying, deleting, and/or replacing resources; and
3. Policies and procedures governing the administration and the use of the technology/computers. These policies and procedures shall be made available to students and faculty.

20 CSR 2200-2.100 Educational Program

- (1) Distance Education. Courses/programs of study that utilize distance education shall have—
- (A) A course management/delivery platform that is reliable and navigable for students and faculty;
 - (B) Budgetary support;
 - (C) Collaborative and interactive learning activities that assist the student in achieving course objectives;
 - (D) Clinical courses shall be faculty supervised and include direct patient care activities with faculty oversight;
 - (E) Learning and technology resources, to include library resources, that are selected with input of the faculty and are comprehensive, current, and accessible to faculty and students;
 - (F) Technical support services for faculty and students;
 - (G) Access to appropriate and equivalent student services;
 - (H) Faculty and student input into the evaluation process; and
 - (I) Recurring interaction between faculty and students.

20 CSR 2200-2.110 Records

- (1) Transcripts.
- (A) Transcripts of all courses attempted or completed by each student attending the program shall be maintained permanently.
 - (B) The official transcript shall identify the following:
 1. Date of admission, date of separation from the program, hours/credits/units earned, and the diploma/degree awarded; and
 2. Transferred credits, including course titles and credits earned. Name and location of the credit-granting institution shall be maintained as part of graduate records.
 - (C) Transcripts, including microfiche and computer files, shall be stored in a secured area.
- (2) School Records.
- (A) Student records shall be stored in an area which is theft resistant and where confidentiality can be ensured or according to sponsoring institution policies for secure storage of records.
 - (B) The nursing program shall maintain records as required by institutional and nursing program policies.
- (3) Compliance with the Family Education Rights and Privacy Act (FERPA) and any applicable regulations shall be strictly maintained.