

## Written Report Instructions Report Type: Focused Visit Report

**Note:** Terms that are written in **purple** are defined in the **ACEN Glossary**. Documents that are written in **blue** are documents and information that are available on the **ACEN Website**. Faculty are encouraged to review and use the ACEN Glossary and templates available on the ACEN Website when writing a report for the ACEN.

### **Purpose:**

The Focused Visit Report (FVR) is written and submitted in preparation for a focused visit authorized by the ACEN Board of Commissioners (BOC) in response to a **substantive change** within the program (Refer to **ACEN Policy #19**). The Focused Visit Report is a report that provides a written summary and description of the program's compliance with **required ACEN Standards and specified Criteria**. The Focused Visit Report provides peer evaluators with an overview of the program and the program's assessment of its compliance with required Standards and *specified* Criteria in preparation for the site visit.

### **Required Focused Visit Report Content** **Sample Template**

#### **SECTION I: Program Information**

*(REQUIRED INFORMATION)*

#### **Governing Organization**

Name:

Street Address:

Mailing Address: *(if applicable)*

#### **Chief Executive Officer**

Name:

Credentials:

Job Title:

Telephone:

Email:

#### **Campus Chief Executive Officer (if applicable)**

Name:

Credentials:

Job Title:

Telephone:

Email:

#### **Governing Organization Accreditation**

Accrediting Agency:

Current Accreditation Status:

Date of Last Review:

Date of Next Review:



**Nursing Education Unit**

Name of Nursing Education Unit/Program(s):

**Program Type(s)** (Include only those programs addressed in the written report; e.g., associate, baccalaureate):

Street Address:

Mailing Address:

**Nurse Administrator**

Name:

Credentials:

Job Title:

Telephone:

Email:

**State Regulatory Status**

Regulatory Agency:

Current Status with Regulatory Agency:

Date of Last Review:

Date of Next Review:

**ACEN Accreditation**

Year(s) Nursing Program(s) Established:

Date of Initial Accreditation:

Date of Last Review: (if applicable)

Current ACEN Accreditation Status:

Date of Next Review: (if applicable)

ACEN Accreditation Standards and Criteria used for this report:

**Program of Study and Program Options**

Name of Program option (as cited in the program of study):	
Program of study:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Both
Frequency of Admission:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Rolling <input type="checkbox"/> Other:
Type of Academic Term:	<input type="checkbox"/> Quarter <input type="checkbox"/> Trimester <input type="checkbox"/> Semester <input type="checkbox"/> Other:
Number of Weeks in an Academic Term:	

Add more tables as needed

## **Program Locations, Program Options, Methods of Delivery, and Enrollment**

Program Location: Name/Address	Program Options Offered	Total Number of FT and PT Students Enrolled in Each Program Option	Methods of Delivery for Each Program Option (e.g., face-to- face, online, hybrid)

*Add more lines as needed*

## **Program Length Table**

Program Option	Total Number of Academic Terms to Complete Program	Total Credit/Clock Hours Required to Complete Program	Total Nursing Credit/Clock Hours Required to Complete Program	Total Credit/Clock Hours Awarded for Prior Learning (if applicable)

*Add more lines as needed*

## **SECTION II: Report Narrative**

- **Program Overview**
  - Brief history of the program, including a summary of the reason for the Focused Visit.
- **Narrative addressing the program’s compliance with **REQUIRED Standards and Criteria****
  - Use the **ACEN Guidelines for Written Reports**, available on the ACEN website, as a guide for writing the report and identifying supporting evidence for the required Standards and *required Criteria*
  - Include tables and graphs as appropriate to effectively describe and demonstrate compliance
  - Ensure internal consistency and accuracy of the information in the Focused Visit Report
  - Table I below outlines the required Standards and Criteria for commonly occurring Focused Visits; nurse administrators will be notified of the Criteria to be included for less commonly occurring Focused Visits

**Table I**

Focused Visit	Additional Agenda Items
<p style="text-align: center;"><b>Increase in Enrollment</b></p> <p>Standard 2: 2.1, 2.2, 2.5, 2.7            Standard 3: 3.4            Standard 4: 4.9, 4.10            Standard 5: 5.2</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p style="text-align: center;"><b>Change in Ownership of the Governing Organization</b></p> <p>Standard 1: 1.1, 1.2, 1.8, 1.9, 1.10,            Standard 2: 2.5, 2.7            Standard 3: 3.2, 3.4, 3.6 (if applicable)            Standard 5: All Criteria</p>	<ul style="list-style-type: none"> <li>• None</li> </ul> <p><i>*Note: Review of faculty records is not required.</i></p>
<p style="text-align: center;"><b>Merger/Consolidation</b></p> <p>Standard 1: 1.1, 1.2, 1.7, 1.8, 1.9, 1.10            Standard 2: 2.1, 2.2, 2.5, 2.7            Standard 3: 3.2, 3.4, 3.6 (if applicable), 3.8            Standard 4: 4.1, 4.2, 4.3, 4.7, 4.8, 4.9            Standard 5: All Criteria</p>	<ul style="list-style-type: none"> <li>• Classroom Observation (30 minutes)</li> <li>• Tour the additional locations (if applicable)</li> </ul>
<p style="text-align: center;"><b>Change in State Regulatory Agency for Nursing Status/Decline in Program Outcomes</b></p> <p>Standard 1: 1.7, 1.8            Standard 2: 2.1, 2.2, 2.4, 2.5            Standard 3: 3.1, 3.2, 3.4            Standard 4: 4.1, 4.2, 4.3, 4.7, 4.8, 4.9            Standard 5: 5.3            Standard 6: 6.1, 6.2, 6.3, and 6.4</p>	<ul style="list-style-type: none"> <li>• Classroom/laboratory Observation (30 minutes)</li> </ul>
<p style="text-align: center;"><b>Implementation of Distance Education</b></p> <p>Standard 1: 1.11            Standard 2: 2.6, 2.10            Standard 3: 3.4, 3.8, 3.9            Standard 4: 4.9, 4.11            Standard 5: 5.4</p>	<ul style="list-style-type: none"> <li>• Classroom/laboratory Observations of <b>all</b> nursing courses offered via distance education at the time of the focused visit</li> </ul> <p><i>*Note: Review of faculty records is not required. Tour of educational facilities and conference with the librarian is not required.</i></p>
<p style="text-align: center;"><b>New Curriculum/ New Program Option</b></p> <p>Standard 2: 2.1, 2.2, 2.4, 2.6, 2.10            Standard 4: All Criteria            Standard 5: 5.3</p> <p>For APRN Options – See Note 3 below</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p style="text-align: center;"><b>New Off-Campus Instructional Site or Branch Campus</b></p> <p>Standard 1: 1.2, 1.7, 1.8            Standard 2: 2.1, 2.2, 2.5, 2.7            Standard 3: 3.4, 3.8            Standard 4: 4.3, 4.9, 4.10            Standard 5: All Criteria</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>

**Table 2**

Focused Visits	Agenda Items
<p><b>Nurse Administrator Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Welcome meeting with nurse administrator/orientation to evidence room (60 minutes)</li> <li>• Conference with Administration (e.g., Chief Executive Officer of the governing organization or the Provost/Vice President of Academic Affairs/Chief Academic Officer; Academic Dean, Finance Officer) (60 minutes)</li> <li>• Meeting with Program Director(s), if applicable (30 minutes)</li> <li>• Review of supporting evidence in the evidence room (e.g., review of the nurse administrator’s personnel file) (60 minutes)</li> <li>• Final Meeting with the nurse administrator (60 minutes)</li> </ul>

**Note 1:** The Standards and Criteria listed above will be reviewed. The ACEN may determine that an approved substantive change warrants the review of additional Standards and Criteria. The program will be notified if the review of additional Standards and Criteria is warranted.

**Note 2:** The Standards and Criteria listed above (including any additions as determined by the ACEN) will be reviewed by the peer evaluator(s). The peer evaluator(s) will not intentionally review other Standards and Criteria. However, if evidence of non-compliance with any additional Standards and/or Criteria is identified onsite, the peer evaluator(s) must include these findings in the Focused Site Visit Report.

**Note 3:** In addition to the Criteria listed in Table 1 for a *New Curriculum and/or New Program Option*, new APRN options (either CNS or nurse practitioner) should include the following Criteria to ensure compliance with the current national guidelines (*Criteria for Evaluation of Nurse Practitioner Programs, 2016*). The link to the *Crosswalk of Criteria for Evaluation of Nurse Practitioner Programs (2016) and ACEN Standards and Criteria (2017)* is below along with the Criteria that should be included in the Focused Visit Report for new APRN options.

Standard 1: 1.7

Standard 2: 2.5, 2.9

Standard 3: 3.1, 3.4, 3.5

Standard 5: 5.1

<http://www.acenursing.net/resources/2017ACEN-2016NONPF.pdf>

- **Required Documents**

Required documents are not included in the page limitation for the written report.

- Standard 2:

- **Faculty Profile Table** including Cover Sheet, Tables, and Qualification and Professional Development addenda (*As applicable*)

- Standard 4:

- Abbreviated course syllabi (1–2 pages, all nursing courses)

**Note:** *Abbreviated course syllabi requirements are described in the **ACEN Guidelines for Written Reports** (As applicable)*

- Standard 6:

- Systematic Plan of Evaluation (*As applicable*)

## **Written Report Format**

- Refer to the [Guidelines for Organizing and Submitting a Written Report and Supporting Evidence](#) for guidance on the format and structure of a written report.

## **Supporting Evidence**

Electronic documentation providing evidence of the program's compliance

- *Examples* of supporting evidence are available in the [ACEN Guidelines for Written Reports](#) available on the ACEN website
- For programs that conduct some, or all, of their program in a language other than English,
  - Substantive evidence should be provided in English (Refer to the [ACEN Guidelines for Written Reports](#) for additional information)
  - During the site visit, multiple translators/interpreters should be provided for the team

## **Supporting Evidence Format**

- Refer to the [Guidelines for Organizing and Submitting a Written Report and Supporting Evidence](#) for guidance on the format and structure of a written report.

## **Review Process**

The peer evaluators will verify, clarify, and amplify what was written in the Focused Visit Report and will write a Focused Site Visit Report and make a recommendation about the program's compliance with the Standards and Criteria reviewed. The Focused Visit Report and the Focused Site Visit Report will be reviewed by the Evaluation Review Panel (ERP). The ERP then makes a recommendation to the Board of Commissioners whether the nursing education unit/program has demonstrated compliance with the Accreditation Standards reviewed during the Focused Visit. The peer evaluators' and Evaluation Review Panel's recommendations regarding compliance with the Accreditation Standards are forwarded to the Board of Commissioners for review and action. Decision options for the Board of Commissioners are based on [Policy #4](#). The dates for the Evaluation Review Panel and Board of Commissioners meetings are available on the ACEN website.

The ACEN Directors are available to answer questions you may have regarding the Focused Visit Report or the decision-making process. To speak with a Director, please call the ACEN office at (404) 975-5000.