

## SAMPLE AGENDA FOR ACCREDITATION VISIT

- DAY ONE**
- Welcome meeting with nurse administrator, associates/assistants, and available faculty
  - Conference with nurse administrator<sup>1</sup>
  - Conference with the Chief Executive Officer of the governing organization (30 minutes<sup>2</sup>)
  - Conference with other administrative persons of the institution i.e. Academic Dean, Finance Officer (30-60 minutes)
  - Conference with support personnel i.e.: counseling, admissions officer, financial aid officer (30-60 minutes; may be arranged as a group)
  - Meet with students (60 minutes)
  - Meet with Nursing Faculty (2-3 hours)
  - Read materials in "reading room"
- DAY TWO**
- Tour of clinical agencies<sup>3</sup>
  - Conference with Nursing Service Representatives i.e. nurse administrators, nurse managers, graduates
  - Observe classroom activities
  - Conference with General Education Faculty (if appropriate)
  - Conference with Librarian; Tour of Library/Learning Resource Center (60 minutes)
  - Tour educational facilities
  - Review student/faculty records
  - Meet with members of the Public
  - Read materials in "reading room"
- DAY THREE<sup>4</sup>**
- Exit Meeting

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- 1 The team chairperson will arrange to meet with the nurse administrator at the beginning and end of each day and throughout the day.
  - 2 Timeframes are provided only as a guide.
  - 3 Clinical units selected for visitation should have students present and prepared to meet with the program evaluators.
  - 4 Accreditation visit activities may continue into the third day.