

CANDIDACY: GUIDE FOR PRESENTATION

Candidacy Status

A program granted candidacy status is one that has demonstrated its potential to achieve NLNAC accreditation. This is determined through a review process of critical elements of the nursing program including faculty, curriculum, resources, and outcomes. The review is conducted by members of the professional staff of NLNAC based on a written presentation prepared by the nursing program administrator and faculty members.

The written presentation should be developed by the program faculty and the nurse administrator and be submitted in both paper and electronic versions. The paper copy should be mailed to the NLNAC office; the electronic version should be emailed to Dr. Cheryl Kish at ckish@nlnac.org.

The Candidacy presentation must include:

- Proof of State Board of Nursing approval (if appropriate)
- Proof of Governing Organization accreditation by an NLNAC approved agency (as defined in Policy #3)
- A completed Faculty and Staff Profile Form (form available on the NLNAC website)
- The number of faculty (full- and part-time) and staff (full- and part-time) employed at each location at which the program is offered. The number of students (full- and part-time) enrolled in each program type and at each location at which the program is offered
- A listing of the program of study including all courses and credit allocations as well as all options/tracks
- A listing of all program options including alternative methods of delivery and locations
- An abbreviated syllabus (two pages) for each nursing course
- A list of major clinical agencies used by the program(s)
- A College/University/Governing Organization catalog
- A narrative addressing specific sections of Accreditation Standards 2, 4, 5, and 6 as detailed below; programs should not address the entire Standard, only those portions indicated.

What to include in the narrative sections:

Standard 2 Faculty and Staff

The narrative should address the following Criteria of Standard 2:

- 2.1 (all programs)
- 2.1.1 (baccalaureate, associate, diploma, and practical programs only)
- 2.3 (all programs)
- 2.4 (baccalaureate, associate, diploma, and practical programs only)

Essential elements to include within the presentation:

1. A completed Faculty and Staff Profile Form; Include listing all full-time and part-time faculty (all programs)
 - a. Academic and experiential qualifications including all degrees and experience in education and clinical arenas

- b. Areas of teaching responsibilities
 - c. Areas of non-teaching responsibilities
 - d. Scholarly activities and maintenance of expertise
 - e. Enrollment in graduate programs with anticipated dates of completion
 - f. Experience with the program and in nursing education
 - g. Maintenance of evidence-based practice and expertise
2. The faculty-to-student ratios in theory, practice/simulation laboratories, and clinical settings (all programs)
 3. The roles and responsibilities of lab personnel (baccalaureate, associate, diploma, and practical programs only)
 - a. Job descriptions
 - b. Credentials and experiential qualifications

Standard 4 Curriculum

The narrative should address the following Criteria of Standard 4:

- 4.1 (all programs)
- 4.2 (clinical doctorate programs only)
- 4.3 (all programs *except* clinical doctorate)
- 4.4 (clinical doctorate programs only)
- 4.7 (all programs *except* clinical doctorate)
- 4.8 (all programs *except* clinical doctorate)

Essential elements to include within the presentation:

1. A discussion of the use of established professional standards, guidelines, and/or competencies
2. A discussion of how the student learning outcomes are used to organize and guide the delivery of the curriculum and evaluate student progress in the theory, practice laboratory, and clinical components of the program
 - An abbreviated syllabus (2 pages) for each nursing course to include:
 - Course name and number
 - Credit hours/Contact hours
 - Course description
 - Course objectives/outcomes
 - Methods of evaluation
3. A discussion of the major concepts/constructs of the nursing program's philosophy/mission with a clear depiction of the concepts/constructs as they progress throughout the curriculum (a table or chart may be used)
4. The program of study delineating the course credit to contact hour ratios for theory, skills laboratory, and clinical
5. A presentation of the clinical practice learning environments with a discussion of the appropriateness of learning opportunities, including precepted experiences, demonstrating that students are able to achieve all identified learning outcomes

Standard 5 Resources

The narrative should address the following Criteria of Standard 5:

- 5.1 (all programs)
- 5.2 (all programs *except* clinical doctorate)
- 5.3 (all programs *except* clinical doctorate)

Essential elements to include in the presentation:

1. A discussion of the adequacy of fiscal support for the program
2. A discussion of the adequacy, availability, currency, and relevance of the following:
 - a. Physical facilities
 - b. Learning resources
 - c. Practice laboratory/simulation materials and equipment
 - d. Technology and technical support for students and faculty including personnel, equipment, and software
3. If the program is offered via alternative modalities (including distance) and at multiple locations, discuss comparability of the identified resources across all modes of delivery and all locations.

Standard 6 Outcomes

The narrative should address the following Criterion of Standard 6:

- 6.1 (all programs)

Essential elements to include in the presentation:

1. A discussion of the development and implementation of the program's systematic evaluation plan by the faculty
2. A discussion of how the systematic evaluation plan addresses the student learning outcomes, the program outcomes, and the NLNAC Standards
3. Examples of data collection, analyses, trending, and use for the assessment of student learning outcomes
4. A discussion of specific examples of program changes made by the faculty using data
5. The Program Outcomes Chart with a minimum of three (3) years of data (unless the program is new)