

# NLNAC

National League *for* Nursing Accrediting Commission, Inc.

## Guidelines for the Preparation of the Follow-Up Report

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*Assuring Quality for the Future of Nursing Education*

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## **Follow-Up Report**

### **Purpose:**

To provide the nursing education unit the opportunity to demonstrate paper compliance with one or two specific accreditation standard(s).

### **Assignment Process:**

A Follow-Up Report may be recommended to the Commission by the site visit team, the ERP, or a Commissioner as part of the accreditation review when it is found that the nursing program is out of compliance with one or two of the NLNAC accreditation standards.

The decision to assign a nursing education unit a Follow-Up Report is made by the Commission after review of the recommendation(s) and other documents associated with the accreditation review process.

### **Review Process:**

Follow-Up Reports are reviewed by the ERP to establish whether the nursing education unit has demonstrated compliance with the identified one or two NLNAC Standards. The panel recommendation regarding compliance with the NLNAC Standard(s) is forwarded to the Commission for action.

Based on the Follow-Up Report and the recommendation of the ERP, the decision regarding the accreditation status of the nursing program is made by the Commission.

### **Decision Options:**

- Affirm continuing accreditation; the program is in compliance with all NLNAC standards. Next accreditation site visit in six (6) years for Master's, Baccalaureate, Associate, and Diploma Programs, and six and one half (6<sup>1</sup>/<sub>2</sub>) years for Practical Nursing Programs; or
- Deny continuing accreditation and remove the nursing program from the listings of accredited programs. The program is not in compliance with NLNAC Standard(s).

## Guidelines for Preparing the Follow-Up Report:

### (1) Organization

The report is to be presented in two sections, Introduction and Presentation of the identified NLNAC Standard(s).

### (2) Content

- Introduction
  - Name and address of the governing organization
  - Name, credentials, and title of the chief executive officer of the governing organization
  - Name of institutional accrediting body (date of last review and action taken)
  - Name and address of nursing education unit
  - Name, credentials, title, telephone number, fax number, and email address of the administrator of the nursing education unit
  - Name of State Board of Nursing (date of last review and action taken)
  - Date of most recent NLNAC accreditation visit and action taken
  - Year the nursing program was established
  - Total number of full-time and part-time faculty teaching in the specified nursing program
    - A completed Faculty Profile Form (see *Interpretive Guidelines*)
  - Total number of full-time and part-time students currently enrolled in the specified nursing program
  - Length of program in semester or quarter credits, hours, or weeks
  
- Presentation of the identified NLNAC Standard(s)
  - State the standard
  - State the evidence of non-compliance (from the Commission accreditation decision letter)
  - Offer a narrative addressing the current NLNAC interpretive guidelines for the **entire** standard with emphasis on the areas of non-compliance
    - Address all criteria for the standard including the 'Documentation confirms' sections

If Standard IV Curriculum and Instruction is to be presented, include brief syllabi (2 pages) for all nursing courses. Also include clinical evaluation tool(s) with an explanation of the student evaluation process. Each course syllabus should include:

- Course title and description
- Total course hours (theory hours and, as appropriate, laboratory and/or clinical hours)

- Placement of course, number of times course is presented to each class, and the number of students enrolled at any one time
- Name(s), credentials and title(s) of faculty responsible for the course
- Course objectives
- Teaching methods and evaluation methods unique to the course
- A topical outline (for theory courses)
- Description of the sequential arrangement of the theoretical content and related major clinical and laboratory experiences, including a typical plan for the clinical and laboratory experiences; indicate the type of patient units and any other major agencies used (for clinical courses).

If Standard VII Educational Effectiveness is to be presented, include the entire program evaluation plan with outcome data/information for the past three (3) years.

### (3) Format

- The number of text pages should not exceed fifty (50).
- The appendix has no page limit.
- The report should be typed on both sides of the page using 1½ or double-spacing, 1 inch margins, and bound securely.
- All pages, including the appendices are to be numbered consecutively, and ordered according to a table of contents.
- Each copy of the report should have a title page.
- Confidential records (e.g., faculty transcripts, student records) should not be included without written permission.

### (4) Submission

- Six (6) copies (paper and CD/Diskette) of the Follow-Up Report and six (6) copies (paper and CD/Diskette) of the current school catalog are to be sent to NLNAC on or before the date indicated in the NLNAC Board of Commission accreditation decision letter.
- Submission dates
  - Reports due in the Fall must be submitted by October 1st.
  - Reports due in the Spring must be submitted by February 15th.

**The NLNAC Professional Staff is available to answer questions.**

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