

## **Guidelines for Preparing the List of Individuals and Groups Interviewed** **Classes Attended** **Clinical Agencies and Facilities Visited**

### **Introduction**

- To ensure the accuracy of this information, the nursing program is asked to prepare a listing of all individual and groups interviewed, course numbers and names of classes attended, and names of clinical agencies visited.
- The list should be generated on a computer system so that it can be downloaded onto a disk/CD for the site visitors when they arrive onsite.

### **Directions**

Using the following category listings, prepare a file listing:

- The name, credentials, and title for all individuals and groups of individuals interviewed
- For classes attended, state course name and number
- For clinical agencies and or facilities visited, provide the agency or facility full name

Individual Conferences: Name of individual, credentials, title, and position or area of responsibility

*Examples:*

John Jones, PhD, President

Robert White, MS, Vice President of Finance and Administration

Group Conferences: Name of the Group, Names of Attendees, credentials and titles

\*\* For students groups, include the number for each program offered and/or per program level; names are not needed.

*Examples:*

Nursing Students, n=107

40 master's students

33 first level baccalaureate students

34 second level baccalaureate students

General Education Faculty

John Smith, PhD, Biology Department

Jane Doe, EdD, MA, Psychology Department

Henry Jones, MS, Microbiology Department

Helen Green, PhD, English Department

Nursing Faculty

Jane Smith, PhD, MSN, RN

Helen Jones, DNS, APRN, RN

Alex Marcum, MSN, RN

Jocelyn Pinet, EdD, RN

Classes Attended: Course Number and Title

*Examples:*

N250: Health Assessment Throughout the Life Span

N350: Adult Health Nursing III

Clinical Agencies and Facilities Visited: Full Name of the Institution

*Examples:*

Blue Moon Hospital and Medical Center

Tri-City Health Department