HEPDAK

EVALUATION GUIDE

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PREFACE

Welcome serves as a member of the evaluation team that evaluates nursing programs in an institution on behalf of the Association for Evaluation and Accreditation of Nursing Education Programs (HEPDAK). Your role carries great responsibility and importance for both the institutions whose programs will be evaluated and the entire nursing community.

As a member of the HEPDAK evaluation team, one is expected to evaluate nursing education, practice, and continuous quality improvement. Your contributions are crucial to the overall success of the program evaluation and team. A thorough and rigorous program evaluation involves preparation prior to the institutional visit; effective observation, analysis, and communication skills during the visit; sound and logical decision-making; and the ability to reach clear and concise conclusions and communicate them verbally and in writing.

You will be expected to make qualitative and, where appropriate, quantitative assessments of the following topics.

- The core mission of the program,
- The educational objectives of the program you are evaluating; the extent to which the needs of the various stakeholders of the program are taken into account in the determination and periodic evaluation of these educational objectives,

- The outcomes of the program you are assessing, the processes used to achieve them, and the extent to which the achievement of these intended outcomes is assessed,

- The extent to which the program you are evaluating has a system that continuously measures and evaluates the achievement of educational objectives and program outcomes and uses the results obtained to continuously improve the effectiveness of the program,

- The extent to which there is an integrated system to meet the achievement indicators and evidence specific to the standards (program objectives, program outcomes, education program, students, faculty members, education management, and physical infrastructure) specific to the nursing program evaluated.

Team members are expected to assume full responsibility for the interests of the program, HEPDAK, and the nursing profession. They should be prepared to devote considerable time and effort to the task. The evaluation process is an unusual, stimulating, and rewarding experience for evaluators.

I. INTRODUCTION

The purpose of this guide is to introduce the evaluation process to evaluators who will act as members of the evaluation team on behalf of HEPDAK. Applicable evaluation standards are published on the HEPDAK website (http://www.hepdak.org.tr/).

The main purpose of the HEPDAK Evaluation Standards and the program evaluation process is to ensure that graduates of an accredited program are adequately prepared to enter and succeed in the nursing profession. Additionally, the assessment process is expected to support new approaches to nursing education by enabling the improvement and development of educational outcomes.

II. INITIATION OF THE EVALUATION PROCESS

The HEPDAK evaluation process is voluntary and is initiated and maintained only upon the application of institutions to have their nursing programs evaluated by HEPDAK. The stages in the initiation of the HEPDAK evaluation process are as follows:

(a) A program that requests an evaluation for the first time for accreditation purposes or whose accreditation period expires and requests a general evaluation or interim evaluation by HEPDAK notifies HEPDAK in writing via HEMSIS.

(b) After the review by HEAK, HEPDAK informs the program director whether the programs applied for accreditation can be evaluated, the total accreditation fee determined for the programs that can be evaluated, and the payment terms.

(c) The application of the program that confirms the text confirms that it accepts the fee notification, and the conditions of HEPDAK via HEMSIS are finalized.

(d) Each program whose accreditation requests are finalized prepares a self-evaluation report in the format and content determined by HEPDAK. Instead of a comprehensive self-evaluation report, programs that will be evaluated by an interim visit will upload an interim report to HEMSIS to explain the improvements they have made for standards with a maturity level of three or below, as determined in the previous HEPDAK evaluation. If the institution has requested accreditation of more than one program, it uploads a separate self-assessment report for each program to the Nursing Information System (HEMSIS). The program does not send printed or flash-drive documents to HEPDAK.

(e) The self-assessment reports sent by the programs to HEPDAK are reviewed by the preliminary review team to ensure compliance with the required format. After the evaluation of the preliminary review team, the head of the team notifies the relevant program about aspects of the self-assessment reports that do not comply with the format.

(f) HEAK initiates the evaluation process of programs whose self-assessment reports are found to be appropriate in terms of format and programs that correct their format corrections within 15 days following the notification.

III. EVALUATION PROCESS

The evaluation of nursing programs conducted by HEPDAK is a lengthy process that takes several months. The evaluation process consists of three main phases:

A. Pre-visit activities,

B. Activities during his visit

C. Activities after the visit.

The success of the entire process depends on the comprehensive, timely, and professional completion of these three phases, carried out in a seamless and holistic manner. The improvement of the evaluation process depends on an understanding of the evaluation objectives, evaluation of the results of the process, and feedback from all participants. Key inputs to the process:

- The Nursing Education Programs Accreditation Board (HEAK), which appoints HEPDAK's team chair and program evaluators; and

- It is provided by the program, which must be demonstrated through a self-assessment report and other information that their program meets the HEPDAK Assessment Standards.

A. Pre-Visit Activities

Pre-visit activities start with the assignment of team members by HEPDAK and occur before the program visit.

Pre-visit activities have three purposes:

1. To form a team that represents a balanced representation of the nursing discipline from various perspectives and can accurately assess the quality of the programs to be visited,

2. To complete a significant part of the evaluation before the institutional visit based on the documentation provided by the program,

3. To create a plan for additional assessments to be made during the institutional visit and additional information to be requested from the program before or during the visit

PRE-VISIT EVENTS	
June - August	Pre-review of the program's SaR, preparation of the pre-review report
September - First Week	Discussion of the pre-review report at the HEAK meeting
September 5-November 5	- Review of the SAR by the teams - Evaluation team's work schedule and plan - Informing the program manager of the calendar and agreeing on it - Determining the additional documents required in the virtual room - Identifying the people to be interviewed during remote and on-site visits - Preparation of questions to be asked during remote and on-site visits - Review of documents uploaded to the virtual room (10 days before the remote visit) - Discussing the technical infrastructure for the remote assessment visit with the organization and testing the system - Realization of the remote visit - List of areas to be visited during the on-site visit - Writing the draft of the Program Evaluator Report (PER) - Making an on-site visit plan for the institution - Discussing the proposed institutional visit with the program manager - Planning the transportation and accommodation processes of the evaluation team with the program manager

	• Negotiate with the program manager to arrange for the institution to provide a special meeting room either in the accommodation facilities or in the institution's premises for team meetings to be held during the program visit • Involving the student evaluator in the relevant processes

B. Visit Activities

The program visit activities start with the arrival of the evaluation team members at their accommodation during the visit and end with the completion of all meetings, reading of the exit notice, and departure of the team members from the institution.

The objectives of the program were as follows:

1. To make a qualitative assessment of elements that cannot be documented in a written self-assessment report,

2. To make a detailed examination of the documents that are appropriate to be seen on site,

3. The program should be provided with a preliminary assessment of its strengths and areas for improvement.

ACTIVITIES DURING THE VISIT	
November 5 - December 5	**On-Site Visit Before** • Conducting the visit process in line with the planned schedule (Annex-1) Updating the Program Evaluator Report in line with the virtual room documents and the information and data obtained from the remote visit • On Day 0 or Day 1 of the program visit, the evaluation team and the team deemed appropriate by the program meet for lunch **Day 0 of the on-site visit** • Carrying out the visit process in line with the planned schedule (Annex-1) • Checking the technical equipment in the meeting room designated by the organization for the face-to-face visit (computer, printer, barcovision, etc.) • Sharing the names of the interviewees with the program manager **Day 1 and 2 of the on-site visit** • Carrying out the visit process in line with the planned schedule (Annex-1)

	• Editing the Program Evaluator Report after interviews and visits
	• Organizing the forms in the evaluation processes in line with the program's SLO
	✓ *Maturity Levels and Description of Observations (Form 4)*
	✓ *Maturity Levels Summary Form (Form 5)*
	✓ *Preparation of the Program Exit Statement (Form 6) and reading it on the last day of the visit*
	• Reminding the program manager to fill out the D3 form after the visit and send it to the HEPDAK chair
	• Reminding the program director to submit his/her views on the evaluation process to YÖKAK via the Program Accreditation Feedback Form on the Quality Assurance Management Information System (https://yonetim.yokak.gov.tr/) after the accreditation processes are completed

C. Post Visit Activities

Post-visit activities begin at the end of the program visit and last until the program is notified of the accreditation decision by HEAK.

Post-visit work has three objectives:

1. Inclusion of new information obtained during the visit in the evaluator's report

2. Allowing each group party to the visit to provide additional comments prior to the accreditation decision

3. Ensuring the consistency of similar maturity levels in each standard in assessments conducted in different programs in the same assessment period

POST-VISIT ACTIVITIES	
December - February	• Sending the Program Evaluator Report to the program manager (First 3 days after the end of the visit)
	• The Accreditation Decision-Form 7 completed in line with the opinions of the evaluation team is sent to the HEPDAK President via e-mail by the team leader (First 3 days after the end of the visit)
	• The program sends the Day 21 answer with evidence to the team leader
	• Preparation of the program evaluator's report including the 42nd day response of the evaluation team after the program's 21st day response
	• 42.day Forms to be filled out after the response and sent to HEPDAK President

	▪ Completion of the Program Evaluator Evaluation Form (D1) by all team members for each team member and e-mailing it to the HEPDAK Chairperson ▪ Filling out the Team Leader Evaluation Form (D2) for the team leader by the team members and sending it to the HEPDAK President via e-mail ▪ Completion of the HEPDAK Evaluation Processes Evaluation Form by all team members and e-mailing it to the HEPDAK Chairperson ▪ Completion of the HEPDAK Evaluation Process Evaluation Form (D4) for the team chair and evaluators to evaluate HEPDAK's evaluation processes and emailing it to the HEPDAK Chair ▪ Sending the HEPDAK Program Evaluator Report, including the 42nd day column, to the HEPDAK Presidency by the team leader
March-April	• Consistency meeting by the Consistency Control Committee to ensure consistency between assessments carried out in different institutions in the same assessment period and between years (+63. Day) • HEAK discusses the program accreditation decision according to the presentation including draft reports on the programs and HEAK makes accreditation decisions on the programs • Notification of the accreditation decision of the institutions after the HEAK meeting to the program by the HEPDAK President • Creation of final reports with final changes/corrections and official notification of Accreditation Notification Documents to the institutions by the Chairman of • HEPDAK Board of Directors

ANNEX-1: SAMPLE VISIT SCHEDULE

.... UNIVERSITY .... FACULTY OF NURSING PROGRAM

HEPDAK GENERAL EVALUATION VISIT PLAN 202...-202...

REMOTE ASSESSMENT (....November/December 202...)

ONLINE

DAY 1 (.../12/ 202...)		
09.00-09.15	**Meeting with the program manager** • Meeting with the program manager and reviewing the visit plan	-Evaluation Team -Program Manager
09:15-09.45	**Meeting with the rector or vice rector** *(Time can be changed according to the Rector's schedule)*	-Evaluation Team -Director/Assistant Director.
09:45-10:00	**Search**	
10:00-10:30	**Meeting with the Dean and Vice Dean**	-Evaluation Team -Dean -Deputy Dean
10:30-11:15	**Meeting with program manager/officials** - *Meeting of the **assessment** team with the dean, vice deans, department heads and assessment/quality development officers* **- Presentation** *by the training program manager on key results and continuous improvement efforts*	-Evaluation Team -Dean -Department Head -Deans / Deputy Heads of Departments -Chair of accreditation commission/working group -Measurement and Evaluation Officers -Quality Development Officers -Academic staff of the institution
11:15-11:30	**Search**	
11:30-12:00	**Evaluation team meeting with the program director** (applicable for locations with a Head of Nursing Department)	
12:00-13:00	**Lunch**	
13:00-13:45	**Meeting of the evaluation team with nursing service managers**	- Evaluation Team - Managers of the implementing organizations
13:45-14:30	**Meeting of the evaluation team with the nurse mentors**	- Evaluation Team - Guiding nurses of all departments that have a guiding nurse practice

14:30-14:45	**Search**	
14:45-15:15	**Meeting of the evaluation team with basic medical sciences faculty members**	- Evaluation Team - Basic medical sciences faculty members
14:45-16:00	**Evaluation team working on the program evaluation report**	

ON-SITE INSTITUTION VISIT

DAY 0…/12/ 202..	
14.00-16.00	**ARRIVAL** ✓ Transportation to and from accommodation ✓ Meeting with education program representatives
16.00-17.00	✓ Meeting with program managers and sharing the visit plan ✓ Transmitting the "*name list of students, faculty members/officials/administrative staff/managers and guide nurses by classes*" to the team leader by the institution, determining the people to be interviewed
17.00-18.00	**Dinner in the evening**
18.30-22.30	**Evaluation Team Meeting** ✓ Review of meetings to be held during the evaluation visit ✓ Decisions on standards are discussed by team members for consistency within the team ✓ Reviewing team members' individual pre-assessment reports on SER and other issues and filling in the *day zero (day 0)* column of the Program Evaluator Schedule (PES) ✓ Selection of internal/external units (classrooms, laboratories, libraries, dormitories, primary and secondary care institutions, etc.) to be visited and task sharing between evaluators for these visits

DAY 1/ (…/12/ 202…)		
08:30-09:00	Meeting with the Dean of the Faculty of Nursing / Faculty of Health Sciences	-Evaluation team -Dean
09:00-10:30 **(SIMULTANE OUSLY)**	**Meeting of the evaluation team with the faculty members** (*Interview with faculty members representing each department*)	**Student Evaluator meeting with students** (*Student representatives and students representing each class*)
10:30-10:45	**Search**	
10:45-11:15 **(SIMULTANE OUSLY)**	**Meeting of the evaluation team with the research assistants**	Student Evaluator touring the physical environment with the student representative
11:15-11:30	**Search**	
11:30-12:00	**Evaluation team meeting with students** (with 1st and 2nd graders)	
12:00-12:30	**Evaluation team meeting with students** (with 3rd and 4th graders)	
12:30-13:30	**LUNCH BREAK**	

14:30-17:00	**Visit of the physical environment and implementation institutions by the evaluation team (Internal/external)**
17:00-17:30	**Meeting of the evaluation team with the Head of Nursing Department**
17:30-18:30	**Team members come together and review individual notes**
18:30-19:30	**Dinner in the evening**
19:30-24:00	**Team members move to the hotel and come together for joint work**
	✓ Evaluating the program in the light of new information and discussing the problematic issues that emerged during the institutional visit on Day 1 and previous unresolved problematic issues ✓ Preparation of the draft *"Program Exit Notification"* for the program by all team members ✓ Reviewing the next day's plan and making necessary adjustments

DAY 2/ (.../.../202...)

09:00-11:00	**Classroom observation (at least one course) Application observation in skill laboratories**	
11:00-11:15	**Search**	
11:15 -12:15	**Evaluation team meeting** • Reviewing the draft "*Program Evaluation Form Description of Deficiencies (Form 4) Report*", "*Program Evaluation Form Summary of Deficiencies (Form 5) Report*", and *"Program Exit Statement "* by the evaluation team and making necessary corrections/changes • Filling in the *"Exit Statement"* column of the PES	
12:15-13:00	**Lunch (***in student cafeteria, canteen, etc...***)**	
13:00-14:30	**Evaluation team meeting-ONGOING** • Reviewing the draft "*Program Evaluation Form Explanation of Deficiencies (Form 4) Report, Program Evaluation Form Summary of Deficiencies (Form 5) Report*" and *"Program Exit Statement "* by the evaluation team, making necessary corrections/changes • Filling in the *" Exit Statement"* column of the PES	
14:30-14:45	**Search**	
14:45-15:45	**Meeting with institution and program managers** • Reading the exit notification • Leaving a copy of the reports (Form 4 and Form 5) with the head of the institution	-Evaluation Team -University and Program Manager -Instructors
15:45-16:30	**Concluding the visit** Leaving the institution	Evaluation Team -Program Manager -Instructors