

# THE DAYS OF BINDERS ARE OVER

*Strategically Aligning Multiple Regulatory Requirements  
through the Use of a Virtual File Room*

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# GOALS & OBJECTIVES

- ℵ Identify accurate and current regulatory standards
- ℵ Understand the spirit of the standards for regulatory compliance
- ℵ Assess current evidence for compliance with standards: location, domain, completeness
- ℵ Assess information technology (IT) infrastructure for establishing and maintaining virtual file room



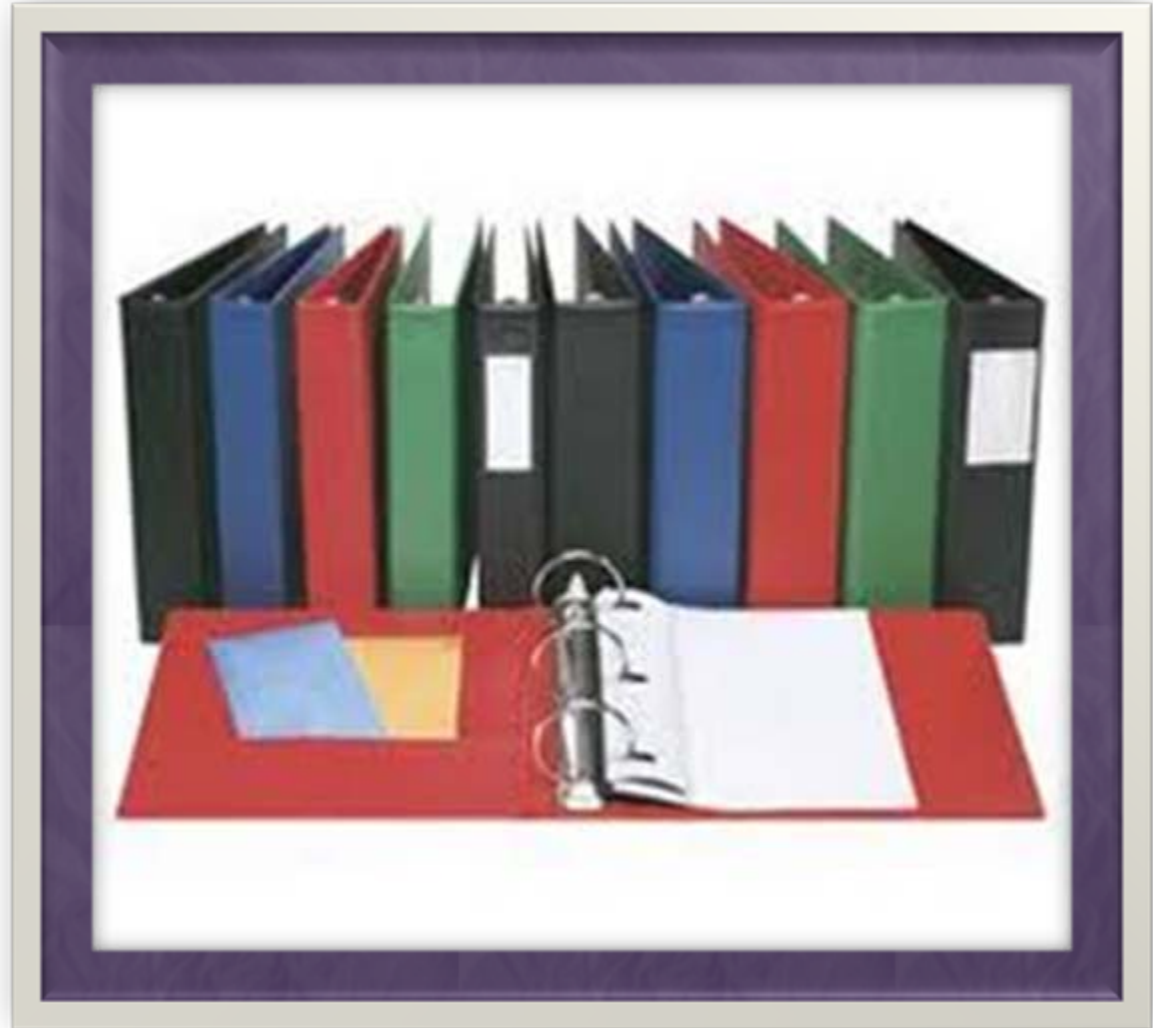
# GOALS & OBJECTIVES CONTINUED

- ☞ Assess website capabilities and systems
- ☞ Establish an effective committee and leadership gathering and uploading documents
- ☞ Train end users (internal and external) in use of virtual file room
- ☞ Maintain virtual file room for ongoing accumulation of evidence to be used for multiple regulatory requirements



# WHAT IS A VIRTUAL FILE ROOM?

- Places all documentation needed at visitor's finger tips using internet
- Provides a classification system for:
  - Presenting information
  - Archiving documents
  - Preserving a college or school's evaluation process
  - Seamlessly starting preparation for next review



# COMPARISON OF VIRTUAL FILE VS. NOTEBOOKS

## Virtual File Room

- ☞ Password protected, web-based access at any time & from any place
- ☞ Information is easily indexed & accessible
- ☞ Saves material resources
- ☞ Provides site for ongoing preparation for next visit
- ☞ Physical building space not required

## Notebooks

- ☞ Site visitors are limited to being on campus to view notebooks
- ☞ Individual binders must be indexed & finding material can be time consuming
- ☞ Uses vast amounts of paper
- ☞ Must be recreated for each visit
- ☞ Takes an entire room of space

# THE BENEFITS OF A VIRTUAL FILE ROOM

- Strategically align planning initiatives with technology
- Involve internal and external communities of interest
- Increase participation from all school employees
- Self-evaluation remains focal point
- Immediate access of information

**Extremely efficient!**



# WHAT CAN BE STORED IN A VIRTUAL FILE ROOM?

- ☞ The regulatory standards themselves
- ☞ Meeting minutes & attachments
- ☞ Charts, graphs & tables
- ☞ Correspondence
- ☞ Self-study documents
- ☞ Completed applications
- ☞ Catalogs & Handbooks
- ☞ Evaluation Plans



# THE STEPS IN CREATING A VIRTUAL FILE ROOM: STEP 1

☞ Appoint project manager

☞ Establish timeline

... Build in check points for follow-up

... Determine how to deal with missed deadlines before they occur

... **Build in a sense of urgency!**

☞ Educate & create buy-in

... People support what they understand!

... The positive spin





# THE STEPS IN CREATING A VIRTUAL FILE ROOM: STEP 2

☞ Choose an Open Source Content Management System (CMS):

☞ Drupal, Wordpress, Joomla, etc.

☞ Accreditation project manager is ultimately responsible for oversight of CMS

☞ CMS gets utilized as your website:

... It archives, advertises, & provides immediate notifications



# THE STEPS IN CREATING A VIRTUAL FILE ROOM: STEP 3

☞ Identify accurate and current regulatory standards.

... Understand the “spirit of the standards for regulatory compliance

... Use these standards as the shell for your virtual page

... Appoint committees for each regulatory standard

... Give key committee members CMS access



# THE STEPS IN CREATING A VIRTUAL FILE ROOM: STEP 4

## ☞ Ensure CMS training for key committee members

- ... Structuring & adding information to CMS can be accomplished by anybody with basic word processing skills
- ... Documents can be created in any format & added to virtual file room
- ... Hyperlinking & bookmarking
- ... Attention to detail & double-checking



# THE STEPS IN CREATING A VIRTUAL FILE ROOM: STEP 5

## ∞ Ensuring training of visitors

... Written instructions

... Password access

... Flash drives



# SUCCESSFUL USE:

## ☞ Testimony:

- ... Executive leadership team
- ... Committee members
- ... End user

☞ Success is not final, failure is not fatal: it is the courage to continue that counts.

... Winston Churchill

QUESTIONS?

