

Please do not change the format of the Self-Study Survey Guide.

Preparing for the Survey Visit

The pre-visit **Self-Study Survey Guide** (attached) is completed by the nursing education program and is used by the survey visitor(s) as one of the primary documents in the program evaluation process. **At least six (6) weeks prior to the survey visit, the nurse administrator should electronically submit one copy of the completed Self-Study Survey Guide to the Missouri State Board of Nursing (MSBN) at mallory.ainsworth@pr.mo.gov or bibi.schultz@pr.mo.gov.** All items included in the Self-Study Survey Guide should be addressed.

While completing the Self-Study Survey Guide, please note in the space following each item if you are sending the information with the Self-Study Survey Guide or if it will be reviewed on site. If you are sending the information, please indicate the document and page number where the information can be found. If the evidence is a publication, you may provide the internet link. If evidence must be physically seen on site, please indicate how you meet the criteria but indicate that the review of evidence must occur on site. Submission of review materials at least six (6) weeks prior to the visit helps to expedite the survey process.

Submitted review materials should include a copy of the parent institution's catalog or bulletin, faculty handbook, student handbook (college), and nursing program handbook(s). Other reference materials noted within the survey may also be sent in advance either by hard copy or electronically.

Prior to the survey Board staff will notify the nursing program who the adjunct surveyor(s) for the visit will be. The nursing program has the option to request a different adjunct surveyor(s), if deemed necessary. Any conflict of interest should be addressed.

The Survey Visit

The visit is usually completed in one day, although this may vary for large programs.

Upon completion of the Self-Study Survey Guide, the nurse administrator should prepare a tentative agenda for the visit and submit it to the MSBN along with a copy of class, clinical laboratory, and clinical learning experience schedules available during the visit. **All completed survey materials should be received at the board office least six (6) weeks prior to the scheduled visit.**

The agenda will be reviewed with the nurse administrator at the beginning of the visit. The agenda and suggested times serve as a guide for the visit. It will be the nurse administrator's responsibility to manage the agenda during the visit.

Sample Agenda for the Site Visit

- Conference with Nurse Administrator--Review of agenda (15 minutes)
- Tour of educational facilities including learning resource center and lab(s)
- Conference with Librarian; Tour of library (20 minutes)
- Conference with Chief Executive Officer of the governing organization (10 minutes)
- Conference with other administrative persons (15 minutes per person)
- Conference with support personnel—May be arranged as a group (Counseling, Admission Officer, Financial Aid Officer)
- Meet with nursing faculty (30 minutes)
- Conference with general education faculty if applicable
- Meet with students (30 minutes)
- Document Review including student and faculty records
- Exit interview with Nurse Administrator and nursing faculty

Missouri State Board of Nursing Guidelines for Nursing Program Surveys

Board staff will meet with the Nurse Administrator as necessary throughout the day. The order of the agenda may be rearranged if necessary. Times given are approximate. Board staff will need adequate time prior to and during the visit to review written materials/documents.

The following materials should be available for review during the visit:

1. Faculty policy manual or other materials that indicate policies for faculty
2. Job description for Nurse Administrator, nursing faculty and support/clerical staff
3. Faculty committee bylaws and minutes for the past five academic years
4. Course syllabi, including course outlines, class schedules, clinical schedules, and clinical rosters with name(s) and qualifications of instructors
5. Institutional student handbook
6. Samples of student files
7. Samples of student projects or papers
8. Current clinical affiliation agreements
9. Job description for adjunct clinical faculty/preceptors to include adjunct faculty/preceptor training process and policies governing their utilization in the clinical setting
10. Clinical evaluation tools/rotation schedules for all levels
11. A catalog or inventory list of laboratory, library, audiovisual, and computer assisted instructional holdings, with dates of publication and acquisition
12. Examples of exams at all levels and any policies or procedures related to testing
13. Advanced standing policies and related student advisement and articulation plan
14. Institutional and program accreditation/approval status and date of last visit
15. Program budget for the last 3 years and any policy or procedure governing the budget process
16. Student admission/progression data
17. Standardized exam policies and data, if applicable
18. Systematic evaluation plan and evidence of corresponding program modification – Evidence that program evaluation data is utilized in program planning and improvement

Timely completion of each site survey is essential. While appreciated, please refrain from elaborate lunch plans. A short working lunch is appreciated.

Upon completion of the visit an exit interview is completed. The survey report completed by MSBN representatives will be sent to the program for review. The completed report will be submitted to the MSBN and reviewed by the board members during the next board meeting. Board decisions will be communicated to the nurse administrator shortly after review of the survey report by the Board.

For any questions please contact Mallory Ainsworth at mallory.ainsworth@pr.mo.gov or Bibi Schultz at bibi.schultz@pr.mo.gov. We are committed to providing your school with an optimal survey experience and are ready to assist as necessary.