



The Survey Visit Process

Rule 4723-5-06, Ohio Administrative Code (OAC) requires the Board of Nursing (Board) to conduct an announced survey visit of a pre-license nursing education program at least once during the program's approval period. If a Board representative fails to conduct a survey visit before the Full approval status expires, the Board will issue a notice to the program administrator that extends Full approval until the Board conducts a survey visit and takes action regarding the program's approval status. In addition, a survey of a program on Provisional approval may be conducted prior to the Board's re-consideration of its approval status.

Approximately six to twelve (6-12) months prior to the expiration of the Full or Provisional approval, an e-mail will be sent to the program administrator, to establish mutually agreed dates of the survey. A confirmation letter will be sent to the program's administrator that will include the mutually-agreed survey dates and instructions on how to access the Pre-survey Visit Report (PVR) guidance materials on the Board's website.

The program administrator is responsible for the preparation and timely submission (no later than three weeks prior to the survey) of the PVR. The PVR is documentation of the program's compliance with all relevant rules in Chapter 4723-5, OAC. Part II of the PVR guidance contains a list of supporting documentation that may be considered as evidence of Rule compliance. In addition, the guidance includes a list of documents and materials that are to be made available for review on site during the survey visit. Chapter 4723-5, OAC, is available for review in its entirety on the Board's website www.nursing.ohio.gov under the "Law and Rules" link. The timeline for submission of the PVR is established in Administrative Rule, and late PVR submissions will be cited in the resulting survey visit report.

Survey visits take up to two (2) days. During this time, the Education Regulatory Surveyor will meet with students, faculty, teaching assistants, program administrator and a representative of the controlling agency, and tour the program facilities. In addition, a significant amount of time is devoted to reviewing program records that may only be accessible while on site. A "sample" agenda is included in the guidance materials and may be amended as needed. A completed proposed agenda is to be submitted with the PVR. The Education Regulatory Surveyor will review the agenda and will confirm its content and timeframe with the program administrator prior to the visit.

At the conclusion of the survey, the Education Regulatory Surveyor will discuss the preliminary results of the survey with the program administrator. The preliminary results may also be disclosed at an optional courtesy exit conference with others selected by the program administrator. This courtesy conference is dependent on both the program administrator's preference and the surveyor's discretion.

Survey Visit Findings and Response of the Administrator of the Program

Following the survey visit, a report will be prepared by the Education Regulatory Surveyor indicating whether or not the requirements of Chapter 4723-5, OAC, were met and maintained

by the program. If the survey visit report (SVR) indicates that the requirements were not met or maintained, the program administrator may submit documentation to the Board that the program is meeting and maintaining the requirement. In order to be considered by the Board, the documentation must be **submitted to the Board no later than forty-five (45) days prior to the scheduled Board meeting during which the Board will consider the SVR.**

Board Action

When making a determination about a program's approval status, the Board shall consider the SVR and any documentation submitted by the program administrator, provided the documentation was submitted within the required time frame. If the Board determines that a program has met and maintained the requirements as specified in Chapter 4723-5, OAC, Full approval will be granted. The program administrator will receive written notification of the Board's action that includes a Full approval certificate suitable for public display.

If the Board determines that a program with Full approval has not met and maintained each requirement specified by Chapter 4723-5, OAC, the program may be placed on Provisional approval for a specified period of time and the program administrator will be notified. When a program on Provisional approval status has continued not to meet or maintain the requirements of Chapter 4723-5, OAC, the Board may continue the Provisional approval for a specified period of time or propose to withdraw its approval in accordance with Chapter 119 of the Revised Code. In addition, the Board is required to propose to withdraw approval in accordance with Chapter 119 of the Revised Code if a program on Provisional approval demonstrates that an additional requirement of Chapter 4723-5, OAC, was not met or maintained.

Board meetings are open to the public and attendance by the program administrator and other representatives is welcome when the Board is considering the program's approval status. The Board cannot consider any information that was not provided 45 days prior to the date of the Board meeting at which the program is considered. Therefore, there is no exchange of information from a program representative concerning the program to the Board during a Board meeting.

Questions concerning any aspect of the Board's regulation of pre-license nursing education programs may be emailed to the Education Unit at education@nursing.ohio.gov.