



## The Survey Visit Process

Rule 4723-5-06, Ohio Administrative Code (OAC) requires the Board of Nursing (Board) to conduct a 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.

Approximately six to twelve (6-12) months prior to the expiration of the program's current approval, an email 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 Education Program RN or PN Presurvey Visit Report Form (PVR) and instructions on the Board's website.

The PVR contains a significant portion of the program's documentation of its compliance with rules in Chapter 4723-5, OAC. The program administrator is responsible for the preparation and timely submission (no later than three weeks prior to the survey) of the PVR. This submission timeline is established in Administrative Rule as a requirement. The Education Regulatory Surveyor reviews the program information contained in PVR prior to arriving on site for the survey. Part II of the PVR instructions contains a list of document content to support Rule compliance to be included in the PVR. In addition, the instructions include 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](http://www.nursing.ohio.gov) under the "Law and Rules" link.

Survey visits take up to two (2) days or longer, depending on the size of the program and number of locations. During this time, the Education Regulatory Surveyor will meet with students, faculty and teaching assistants, associate administrators (if applicable), the program administrator, and a representative of the controlling agency. The surveyor will also tour the laboratory and view applicable simulation. If the program to be surveyed has two or more locations, the program administrator shall notify the faculty, teaching assistants and students at each program location of the anticipated date of the survey, and provide contact information for the Board so that faculty, teaching assistants and students at each location may directly forward any comments to the Board concerning the program. 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 instruction 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 survey 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 exit conference with others selected by the program administrator. This exit 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. This timeline is established in Rule and is a requirement.**

### **Board Determination of Program Approval Status**

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 shall 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 additional program response information that not provided 45 days prior to the date of the Board meeting at which the program is considered.

Questions concerning the Board's regulation of pre-license nursing education programs may be emailed to the Education Unit: [education@nursing.ohio.gov](mailto:education@nursing.ohio.gov)