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## **244 CMR 6.05 (1)(c) Site Survey Guidelines**

### **Introduction**

The Massachusetts Board of Registration in Nursing, as a regulatory agency of state government, protects the health, safety and welfare of the citizens of the Commonwealth through the regulation of nursing practice and education. Authorized by General Laws, Chapter 112, section 81A to establish uniform standards (i.e., regulations) for the approval of pre-licensure nursing education programs, the Board, on behalf of the public, monitors program compliance with the established standards to ensure that graduates are educated for safe and effective nursing practice.

Approval of a nursing education program is a public action, determined by the Board, which signifies regulatory compliance. Such compliance is based on the program's Annual Report to the Board, and through an on-site survey scheduled at intervals prescribed by regulation. The Board's regulations at [244 CMR 6.00: Approval of Nursing Education Programs](#) address the following operational areas: program mission and governance, faculty qualifications, students, curriculum and resources.

### **6.05: Procedures for the Establishment and Continuing Operation of Nursing Education Programs**

The Board shall approve the establishment and continuing operation of nursing education programs. Before the admission of students, a program shall receive both Prerequisite and Initial Approval Status. Thereafter a program shall maintain ongoing compliance with 244 CMR 6.04 to continue operations. Programs seeking Board approval shall adhere to the following procedures:

- (1) Prerequisite Approval Status. A parent institution seeking to establish a program shall:
  - (a) apply in writing to the Board for Prerequisite Approval Status a minimum of 12 months before the proposed date for student admissions to the proposed program;
  - (b) complete the application for Prerequisite Approval Status, including:
    1. the name under which the program shall be operated and which shall be used by the program in all communications;
    2. the rationale for establishing the program and details of the type of program planned, length of the program, and expected opening date;
    3. the philosophy and objectives of the parent institution;
    4. the statute, charter or articles of incorporation authorizing the institution to conduct a program;
    5. evidence of accreditation of the parent institution;
    6. verification of approval of the program by the chief executive officer of the parent institution;

7. a description of the relationship of the proposed program to the parent institution;
  8. a comprehensive feasibility study which shall include, but not be limited, to the following:
    - a. documentation of the need and demand for such a program in Massachusetts;
    - b. projected impact on other programs in the region where the program has been proposed;
    - c. availability of a qualified program administrator and faculty; and
    - d. source(s) and number of potential students;
  9. names of proposed cooperating agencies, including evidence of their intent to contribute to the achievement of the clinical objectives of the program;
  10. satisfactory evidence provided by the parent institution of:
    - a. adequate support resources including a library, audio/visual resources, classroom(s), laboratory, supplies, equipment, offices, secretaries, and academic counseling;
    - b. adequate financial resources for planning, implementing and continuing the program; and
  11. a timetable for planning and implementing the entire program, including the dates of the appointments of the program administrator and faculty;
- (c) demonstrate compliance with 244 CMR 6.00 through a site survey and verification of information presented in the Prerequisite Approval Status application; and
- (d) provide satisfactory evidence of the appointment of a program administrator qualified in accordance with 244 CMR 6.04(2)(a) at least 12 months before the proposed date for student admissions.

### **Prepare an Agenda**

A tentative agenda for the survey is to be prepared by the program administrator, and should be received in the Board office three weeks prior to the survey.

The agenda should include:

- initial conference with the program administrator; (1 hour)
- conference with chief executive officer (CEO) of the parent institution and program administrator; (45 minutes)
- conference with nursing faculty (if available); (1 hour)
- review of records; (1 hours)
- tour; and (30 min)
- summation conference with administration, program administrator and faculty (1 hour)

### **Arranging for the Review of Records**

A room in which the Board surveyors can review data is to be arranged by the program administrator.

To make the most efficient use of time, please ensure the following is complete:

- All documents be placed in appropriately labeled folders; and
- Documents should be paginated and have developed, reviewed, and revised dates in footer

Materials which are to be available for review include:

- Proposed organizational chart;
- Program administrator job description;
- Nursing faculty job description;
- Proposed budget for the nursing program;
- Names of proposed cooperating agencies;
- Evidence of Parent Institution accreditation including last site survey and findings;
- Parent institution policies for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances (when available); and
- Plans for classroom, lab, and other spaces designated to the Program.

## **Activities**

The following activities should be included during the scheduled site survey:

### **Initial Conference with Program Administrator**

Purpose: to discuss the purpose of the survey, the purpose of Board approval and the general process for the survey, as well as to provide an opportunity for the administrator to respond to any questions prompted by the prerequisite approval application.

### **Conference with CEO of the Parent Institution and Program Administrator**

Purpose: Same as A above, scheduling of conference can be at any time prior to the summation conference.

### **Conference with Faculty (if available)**

Purpose: to discuss program philosophy, outcomes, educational resources, evaluation activities, application of student policies, to determine communication process between cooperating clinical agencies and to clarify methodologies used to assess students' abilities in applying theoretical concepts into clinical practice.

### **Review of Records**

Purpose: to review materials that support the pre-requisite application.

### **Tour of Educational Facilities with Program Administrator**

Purpose: to evaluate the adequacy of the educational facilities, including skills laboratory, conference space, offices, classrooms, and library.

### **Summation Meeting**

Purpose: to share preliminary findings of the site survey with administrators and faculty.