



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Bureau of Health Professions Licensure
Board of Registration in Nursing
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244 CMR 6.06 (1) Site Survey of Nursing Education Programs

I. Guidelines

A. 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 visit 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.

1. A general information sheet is provided to the surveyors.

Information to be included:

- parent institution;
- Chief Executive Officer (CEO)
- date of last Board of Registration in Nursing survey;
- date of last accrediting body survey, and accreditation status;
- year established;
- cooperating institutions, including address and accreditation body
- chronology of request for Board approval since the last survey
- number of students currently enrolled

2. The administrator of the program must have available the following documents:

- current catalog/brochure
- current student handbook
- current faculty handbook
- Program Bylaws, Contractual (union) agreement handbooks
- Board's last site survey with recommendations

3. A written list of the names and titles of all individuals with whom the Board surveyor meets is to be provided by the program administrator at the summation meeting.

B. 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.

C. Arranging for the Review of Records

Please provide electronic documentation (*not on a shared drive or drive where the documents need to be downloaded to view*) of all evidence to support the Program's compliance with 244 CMR 6.04. Note: when arranging the documents electronically, please try file/save in order to demonstrate compliance. For example: Folder 1-Mission and Governance, all documents for 1(a), 1(b), etc.. is stored under folder 1.

Materials which are to be available for review include:

- Annual Program Reports for the last three academic years
- Systematic evaluation plan and calendar (3 years)
- List of Faculty committee membership for University and Program
- Minutes of faculty and committee meetings (last three years)
- Program administrator and faculty (full, part-time adjunct) job descriptions
- Program administrator and faculty official academic transcripts
- Faculty records
- Documentation of program administrator and faculty maintenance of expertise/appropriate to administrative or teaching responsibilities [e.g. current CV, etc.]
- Faculty table (full-time, part-time, and adjunct) demonstrating recent professional development
- Class and clinical schedules for days of survey
- Course outlines/syllabi including clinical evaluation tools and sample of exams, evaluation methods
- Clinical placements spreadsheet for each semester for AY 22-23, AY 23-24, AY 24-25 (includes clinical agency, course number/name, students, clinical faculty and days/hours of placement).
- All agreements with cooperating agencies (this can be onsite in the records room)
- Program operational budgets (last three years)
- Student records; current admissions, current enrolled, withdrawn, graduate records 3 years, enrolled student immunization records.
- NCLEX results for the last three years.

II. Activities

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

A. 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, to provide an opportunity for the administrator to respond to any questions raised by the pre-survey report; and to clarify information prior to meeting with CEO, faculty and students.

B. Conference with CEO of the Parent Institution and Program Administrator

Purpose: Same as A above.

C. Conference with Students

Purpose: to discuss the curriculum, learning experiences, application of student policies, educational resources and services, and participation in the program's development and evaluation. The surveyors attend this conference alone but advise students that their feedback will be shared as part of the evaluation with the program administrator and/or faculty.

D. Conference with Faculty

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.

E. Review of Records

Purpose: to review

- 1) Educational and experiential credentials of faculty, policy for maintenance and retirement of program, faculty, student and graduate records, student immunization records.
- 2) Course outlines, clinical evaluation tools, and sample examinations; test blueprints, test reliability and validity references.
- 3) Minutes of meetings for three previous years to determine application of the systematic evaluation plan.
- 4) The required 14 published student policies.
- 5) All current contracts with cooperating clinical agencies.

F. 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.

G. Summation Conference with Faculty and Program Administrator