

TEXAS BOARD OF NURSING
3.2.3.a. EDUCATION GUIDELINE
Conducting Survey Visits

Revised: 06/05/2020

Board Staff conduct survey visits to pre-licensure nursing education programs to evaluate the programs' status for the following purposes:

- A regular six-year survey visit to programs with full approval (not required for the program that is accredited by a Board-recognized national nursing accrediting agency) [Rules 214.4(c)(4) and 215.4(c)(4)]
- An initial visit to a proposed or new program [Rules 214.3(a)(2)(G) and 215.3(3)(a)(2)(H)]
- A focused visit after the program's approval status has been changed to Full with Warning [Rules 214.4(a)(3)(A) and 215.4(a)(3)(A)]
- A focused visit to investigate complaints about the program that suggest noncompliance with Board rules or teaching practices that may jeopardize student safety or the quality of the education [Rules 214.4(b)(2)(A) and 215.4(b)(2)(A)]
- A focused visit to a program under additional monitoring requirements to evaluate the status of the program [Rules 214.4(b)(1) and 215.4(b)(1)]
- A focused visit to investigate other factors jeopardizing program approval status [Rules 214.4(b) and 215.4(b)]

Survey visits may be conducted through on-site visits (face-to-face) or through virtual visits (using remote technology).

On-site survey visits shall be conducted when:

- The program's approval status has been changed to Full with Warning.
- The program is being monitored by Board Staff related to restrictions imposed by the Board.
- Multiple complaints about the program have been received in the Board Office that suggest noncompliance with Board rules.
- There is evidence of serious noncompliance issues.
- An on-site visit to a new program is preferred over a virtual visit.

Virtual survey visits are conducted for:

- Regular survey visits to fully-approved programs with no apparent issues of noncompliance
- Site visits to new programs as appropriate prior to the presentation of the proposal for approval at a regularly scheduled Board meeting
- Any other visit that would normally be conducted on-site but external factors preclude an on-site visit and the risk of delaying a visit outweighs the risk of conducting it virtually.

Documents Required for the On-Site or Virtual Survey Visit:

When a survey visit is scheduled, the Program Director will be requested to submit program documents at least three weeks before the visit, that include:

- Curriculum Plan, Philosophy, Program Objectives
- Syllabi for each nursing course in the program
- Copies of clinical evaluation tools for each clinical course with criteria for grading
- Nursing Faculty and Student Handbooks
- Preceptor policies and agreements, if applicable
- Total Program Evaluation Plan with current data
- Director and Faculty Job Descriptions
- Copies of minutes of faculty meetings (if available) indicating decision-making
- Other items as requested by Board Staff

Board Staff will review all program documents and prepare a set of interview questions and areas for clarification during the visit.

During on-site survey visits, it is also possible to review the following documents on campus:

- Agreements with clinical affiliating agreements
- Student files
- Faculty files
- Clinical schedules for current semester
- Completed clinical evaluation tools

Suggested Agenda for the Virtual or On-Site Survey Visit:

The survey visit agenda provides an opportunity for Board Staff (Education Consultants) to evaluate the educational program by Board Staff (Education Consultants) through the following interviews and meetings via conference calls, online or face-to-face meetings, examination of documents or visuals (videos or photographs), and observations (videos or online):

Venue	Parties Involved	Approximate Time	Purpose
Meeting with Administrative Officers	Board Staff Administration Program Director	30 -60 minutes	To gain the administrative perspective of the nursing program
Meeting with Program Director	Board Staff Program Director	60 minutes	To seek clarification of questions noted in documents. To explore current issues and challenges.
Optional: Observation of an online class or videotaped class in session	Board Staff	20 minutes	To evaluate teaching strategies

Meeting with students	Board Staff Nursing Students	30-45 minutes	To learn about the education and compliance with rules; to determine student satisfaction with the program
Meeting with nursing faculty	Board Staff Nursing Faculty	30-60 minutes	To meet faculty; to learn of issues, challenges, and faculty satisfaction with the program.
Tour of nursing facilities* (video walk through or F2F tour)	Board Staff Tour Representative	30-45 minutes	To observe the space: offices, classrooms, labs, lounges, etc.
Review and synthesis of information from visit	Board Staff	60 minutes	To prepare for exit interview
Meeting with Program Director	Board Staff Program Director	60 minutes	To present findings and conclusions with rationale for any recommendations
Exit Interview with Administration, Program Director, and Faculty (others as invited by Program Director)	Board Staff Program Representatives	60 minutes	To provide a review of findings and conclusions with attendees. To report recommendations.

*The tour should include the buildings, classrooms, skills and simulation laboratories, equipment, storage areas, lounges and restrooms, study areas, director and faculty offices, reception, library resources, student services, parking, etc.

Survey visits are usually completed within two days. On-site visits usually involve eight to 10 hours on site scheduled for one day or divided between two half-days. Virtual visits may also be scheduled over the two days to accommodate all parties involved.

Following the survey visit, Board Staff will prepare a written report of the survey visit and forward a copy to the Program Director for his/her review and feedback. The survey report will be attached to a Board Report as a consent agenda item. for a regularly scheduled Board meeting.

A Focused Survey Visit will follow the same process as a regular survey visit and requested program documents will be specific to the areas to be evaluated. An **unannounced visit** may be conducted if Board Staff choose an unannounced approach to evaluate a program at a given

moment. If a **site visit** is conducted prior to the approval of a new program, the evaluation will be based upon requirements in Rules 214.11 and 215.11.

All survey visits will be individualized to fulfill the goals for the visits and will provide a record of program compliance with Board rules related to the learning environment.