

Team Chair Checklist

Nurse Administrator Communications

At least 12 weeks (or more) prior to the Visit:

Contact the nurse administrator, and verify the:

- Airport the team should utilize.
- Announcement of the public meeting.
- The number of locations in which the program is offered.
- Agenda.
- Student meetings have been scheduled.
- If this will be a coordinated visit with another agency such as the Board of Nursing or State Department of Education.
- Hotel reservations have been made.
- Verify ground transportation.

At least 11 weeks (or more) prior to the Visit:

Contact the nurse administrator, and inform him/her of:

- The team's travel itineraries.
- Food allergies.
- Technology needs.
- Changes in the agenda.

At least three (3) weeks (or more) prior to the Visit:

Contact the nurse administrator, and:

- Ask for information that was unavailable in the SSR/FVR/FUR, USB drive, and/or the program's website.
- Verify the agenda (once again).
- Verify the program options, credits/contact hours per option, general education credits/hours, nursing credits/hours, prerequisite credits/hours.
- Share the team's cell phone numbers.
- Obtain the transporter's contact information.
- Answer questions.
- Alleviate anxiety.

At least one (1) week prior to the Visit:

Contact the nurse administrator, and:

- Confirm team's travel itineraries.
- Verify the time program representative(s) will transport the team from the hotel to the school on Day 1 of the visit.
- Seek additional clarification if necessary.
- Answer questions.
- Alleviate pre-visit anxiety.

Team Communications

At least 12 weeks (or more) prior to the Visit:

Contact the team, and:

- Introduce yourself.
- Inform the peer evaluators of the airport they should utilize for travel, and urge them to travel within the timeframes determined by the team chair and the nurse administrator. Remember to consider the time and distance to/from the airport as the team books return flights. All team members are expected to attend the Exit Meeting.
- Instruct the peer evaluators to send the team chair their flight itineraries. Establish a deadline to submit travel itineraries.

Ask the team to:

- Verify technology needs.
- Send the team chair food allergies.
- Verify knowledge, familiarity, and/or preference with Standards and Criteria.

At least eight (8) weeks prior to the visit, send the team the:

- Agenda.
- SVR assignments.
- Deadlines for sending questions and requests for additional information.
- ACEN *Style Guidelines* and your expectations for each team member. The team's goal is to document observations, interviews, and the review of evidence in a precise, clear, and unbiased manner. Emphasize the ACEN writing guidelines.
- Hotel reservations.

At least eight (8) weeks prior to the visit, verify:

- All team members have received the travel packet and have booked travel.

At least three (3) to four (4) weeks prior to the visit:

- Review the team's requests for additional information, and send to the nurse administrator.
- Confirm all peer evaluators have received the SSR/FVR/FUR.
- Deadlines for sending questions and requests for additional information.
- Confirm arrival times.
- Confirm location and time the team will meet on the day of arrival.
- Verify all team members have received the agenda.
- Verify all team members have received the SVR/FSVR template from the ACEN.
- Obtain cell phone numbers from each peer evaluator, and send to the nurse administrator.

One (1) week prior to the visit:

- Confirm the location and time the team will meet on the day of arrival.
- Answer questions.
- Alleviate anxiety.
- Rally the group!

The Day of ArrivalMeet with the team, and discuss:

- Points of clarification, verification, and amplification.
- Questions and the need for additional information.
- The deadline for the second draft (due the first night of the visit) and the deadline for the third draft (due the second night of the visit).
- The use of the *ACEN Style Guidelines and Conforming Language*
- The time program representative(s) will transport the team from the hotel to the school on Day 1 of the visit.
- Obtain revised documents such as faculty profile tables, the systematic plan of evaluation, the document list, and the interviewee list.

At the conclusion of Day 1:Meet with the team, and discuss:

- Points of clarification, verification, and amplification.
- Questions and the need for additional information.
- Potential strengths, potential areas of non-compliance, and potential areas needing development.
- Continue to review documents and write the SVR/FSVR.
- Obtain revised documents such as faculty profile tables, the systematic plan of evaluation, the document list, and the interviewee list.

At the conclusion of Day 2:Meet with the team, and:

- Discuss evidence that supports, strengths, compliance, areas needing development, Non-compliance, and the team's recommendation.
- Discuss logistics of the Exit Meeting such as the presentation of the Standards and Criteria, time, location, etc.
- Emphasize the deadline to submit the third draft of the SVR/FSVR including summaries of compliance.
- Discuss return flights, transportation times, hotel check-out, etc.
- Continue to review documents and write the SVR/FSVR.
- Thank everyone for their hard work.

Morning of the Exit Meeting:Meet with the team, and:

- Discuss any issues and confirm the recommendation.
- Discuss logistics of the Exit Meeting.
- Emphasize the deadline to submit the third draft of the SVR/FSVR including summaries of compliance.
- Discuss return flights and transportation times.
- Continue to review documents and write the SVR/FSVR.
- Thank everyone for their hard work.

Morning of the Exit Meeting:Meet with the nurse administrator, and:

- Discuss the preliminary findings including strengths, areas needing development, and areas of non-compliance.
- Thank the nurse administrator for his/her hospitality.

After your meeting with the nurse administrator, proceed with the formal Exit Meeting. Refer to the team chair script for Exit Meetings.

Just to Emphasize...During the Site Visit

Dates and times of activities will vary based on the program needs and the type of visit.

- Meet with the nurse administrator (at least twice per day).
- Meet with the college administrators.
- Meet with student services staff.
- Meet with the nursing faculty.
- Meet with the students.
- Meet with the general education faculty.
- Tour clinical facilities.
- Observe classroom activities including online classrooms.
- Meet with the librarian.
- Tour the library.
- Tour the educational facilities.
- Review student records.
- Review faculty records.
- Meet with members of the public.
- Review materials in the document room (daily).

Post-Site VisitWithin (1) week following the Site Visit:

- Submit the Site Visit Report to the ACEN office.
- Complete the Site Visit Evaluation (ACEN Staff will email the link).
- Submit the Travel Reimbursement form along with detailed receipts.

Within three (3) weeks following the Site Visit:

- Approximately three (3) weeks after the site visit, the professional staff will send the team questions and comments related to narrative in the Site Visit Report. Please send responses within five (5) days of receiving professional staff's questions/comments.

Notes from the site visit should be maintained until the decision letter has been issued.