

Initial Meeting Script

(Please customize the [highlighted areas] of the script as needed.)

Thank you for such a warm welcome. [From what we can see, you have a beautiful campus]. We look forward to working with you over the next few days. The team's purpose is to clarify, verify, and amplify the content within the [Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report]. As such, we will ask a number of questions to understand your program. Our goal is to gain an understanding of your program and to write an accurate [Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report] that reflects the uniqueness of your program and overall findings of our site visit. We want to "tell your program's story." In order to meet our goal, we will review your program's documents, interview various personnel, make classroom and clinical observations, and tour clinical facilities and your educational facilities. Please understand that we read your [Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report] and prepared for this visit; however, while we are here, we will ask many, questions, most of which we know the answer to. This is the "verify" part of our work. We will also ask questions for which we do not know the answers or are uncertain of the "clarify" and "amplify" part of our work. Please remember to provide the team with an updated electronic copy of the faculty profile table, systematic plan for evaluation, interviewees, and documents as applicable. This information is part of the [Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report] and should be accurate based on the team's review at the time of the visit.

In the spirit of creating an open and honest environment, the nurse administrator will not be allowed to attend meetings with the faculty, students, public, or the governing organization's administrators. Faculty are not permitted to attend meetings with the students, public, or the governing organization's administrators.

The site visit represents the first level of review. There are two additional levels of review: the Evaluation Review Panel (ERP) and the Board of Commissioners (BOC). Beginning today, we will interview, review documents, tour, and observe clinical and classroom settings. On [Thursday] morning, we will conclude with the Exit Meeting. During this meeting, we will share our findings with attendees. The persons attending this meeting are determined by the nurse administrator. Within one week of this visit, we will submit our [Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit] report to the ACEN office. Approximately eight weeks after this visit, the nurse administrator will receive a draft of this report by email, and review it for errors of fact. The nurse administrator will provide errors of fact on the Nurse Administrator Response Form, which is due to the ACEN office one week after receipt of the draft report. The program will then receive a copy of the final Site Visit Report. The ERP will review the program's [Self-Study Report (SSR), the Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report], the site visit team's recommendation and the Nurse Administrator Response Form. The ERP scheduled for [DATES] will conduct their own independent review and analysis of these materials and submit a recommendation to the BOC. [DATES], the BOC will review this program's SSR/[Follow-up Report/FVR, the Site Visit Report/Follow-Up Site Visit Report/Focused Site Visit Report], the site visit team's recommendation, the Nurse Administrator Response Form, and the ERP's recommendation. The ACEN Board of Commissioners will also conduct their own independent review and analysis of these materials, and after careful and thoughtful deliberations, the BOC will make an accreditation decision. The nurse administrator and the chief executive officer will receive a decision letter within 30 calendar days after the BOC meets. Although the site visit team and the ERP make recommendations, the BOC makes the

accreditation decision.

Once we conclude the Exit Meeting [or in the case of a follow-up visit/focused visit, Final Meeting], the team will not be permitted to contact anyone from the governing organization. In like manner, personnel from the governing organization will not be permitted to contact any of the team members, including the team chair. Should you have questions after the visit, please contact a member of the professional staff at the ACEN office.

Do you have any questions?

Let's begin!