



ONSITE OBSERVER INTAKE FORM

The information provided will be used when assigning the site visit dates and team. Please submit the **Onsite Observer Intake Form** and curriculum vitae to:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

Select your program(s) type(s)

- Clinical Doctorate
- Master's
- Master's with Post-Master's Certificate
- Baccalaureate
- Associate
- Diploma
- Practical

Complete the following information:

Name of Your Governing Organization

Address: Street City/Town State Zip Code

Name of Nursing Education Unit

Address: Street City/Town State Zip Code

Name, Credentials, and Title of Nurse Administrator

Nurse Administrator Phone Number Nurse Administrator Fax Number

Name, Credentials, and Title of the Observer

Observer Phone Number Observer Fax Number

Observer E-mail

Emergency Contact Number

Specify the Cycle (e. g., Fall or Spring) you would like to Observe:

Schedule of site visit dates:

The site visit is typically three days in length, beginning on a Tuesday and concluding Thursday. Travel days are Monday and Thursday, typically. Please specify the dates we should avoid.

General information – Governing Organization:

I. Identify the Carnegie Classification* of the governing organization by checking the appropriate box:

Doctorate-granting Universities: Includes institutions that awarded at least 20 research/scholarship doctoral degrees during the update year (this does not include professional practice doctoral-level degrees, such as the JD, MD, PharmD, DPT, etc.). Excludes Special Focus Institutions and Tribal Colleges.

- R1 - Doctoral Universities (highest research activity)
- R2 - Doctoral Universities (higher research activity)
- R3 - Doctoral Universities (limited research activity)

Master's Colleges and Universities: Includes institutions that award at least 50 master's degrees per year and fewer than 20 doctoral degrees during the update year. Excludes Special Focus Institutions and Tribal Colleges.

- M1 - Master's Colleges and Universities (larger programs)
- M2 - Master's Colleges and Universities (medium programs)
- M3 - Master's Colleges and Universities (smaller programs)

Baccalaureate: Includes institutions where baccalaureate or higher degrees represent at least 50 percent of all degrees but where fewer than 50 master's degrees or 20 doctoral degrees were awarded during the update year. Excludes Special Focus Institutions and Tribal Colleges.

- Baccalaureate Colleges - Arts & Sciences
- Baccalaureate Colleges - Diverse Fields

Baccalaureate/Associate's Colleges: Includes four-year colleges (by virtue of having at least one baccalaureate degree programs) with fewer than 50 percent of degrees awarded as the associate's level. Excludes Special Focus Institutions and Tribal Colleges.

- Baccalaureate/Associate's Colleges - Mixed Baccalaureate/Associate's Colleges
- Baccalaureate/Associate's Colleges - Associate's Dominant

Associate's Colleges: Includes institutions at which the highest level degree awarded is an associate's degree. The institutions are sorted into nine categories based on the intersection of two factors: disciplinary focus (transfer, vocational & technical or mixed) and dominant student type (traditional, nontraditional or mixed). Excludes Special Focus Institutions and Tribal Colleges.

- Associate's Colleges - High Transfer-High Traditional
- Associate's Colleges - High Transfer-Mixed Traditional/Nontraditional
- Associate's Colleges - High Transfer-High Nontraditional
- Associate's Colleges - Mixed Transfer/Vocational & Technical-High Traditional
- Associate's Colleges - Mixed Transfer/Vocational & Technical-Mixed Traditional/Nontraditional
- Associate's Colleges - Mixed Transfer/Vocational & Technical-High Nontraditional
- Associate's Colleges - High Vocational & Technical-High Traditional
- Associate's Colleges - High Vocational & Technical-Mixed Traditional/Nontraditional
- Associate's Colleges - High Vocational & Technical-High Nontraditional

Special Focus Institutions: Institutions awarding baccalaureate or higher-level degrees where a high concentration of degrees is in a single field or set of related fields. Excludes Tribal Colleges.

- Special Focus Two-Year - Health Professions
- Special Focus Two-Year - Technical Professions
- Special Focus Two-Year - Arts & Design
- Special Focus Two-Year - Other Fields
- Special Focus Four-Year - Faith-Related Institutions
- Special Focus Four-Year - Medical Schools & Centers
- Special Focus Four-Year - Engineering Schools
- Special Focus Four-Year - Other Technology-Related Schools
- Special Focus Four-Year - Business & Management Schools
- Special Focus Four-Year - Arts, Music & Design Schools
- Special Focus Four-Year - Law Schools
- Special Focus Four-Year - Other Special Focus Institutions

2. Check all the following characteristics that describe your governing organization:

- Private
- Public
- Religious-Affiliated
- Single Purpose
- Hospital
- Vocational/Technical School
- Public School System
- For-Profit

General Information - Nursing Programs:

4. Total enrollment of the nursing (by program type) if applicable: : _____

5. Number of Locations: _____

6. Does the program utilize distance education? _____

7. Entry options (e.g., LPN-RN, RN-to-BSN, generic, accelerated, second degree)

8. Track options:

- Nurse practitioner
- Clinical specialist
- Certified registered nurse anesthetist
- Certified nurse midwife
- Nurse educator
- Nursing administration
- Other, please specify

Post-Master's Certificate

9. Does the program participate in a state-wide curriculum?

No Yes

Signature of the Observer

Date

Signature of the Nurse Administrator

Date

OBSERVER ACKNOWLEDGEMENT FORM

All observers are under the same obligation as the site visit team members regarding the maintenance of confidentiality of governing organization/nursing program information, materials, and committee discussions and proceedings. See ACEN Policy Code of Conduct and Conflict of Interest.

Every effort will be made to ensure that the observer is included in all ACEN pre-visit conferences. **However, the observer must complete the Peer Evaluator Online Orientation prior to engaging in any pre-visit conferences or site visits.**

The observer is expected to make his/her own travel arrangements and to inform the host nursing program and committee chair regarding those arrangements. It is customary for the host nursing program to meet the site visit team members at the pre-arranged airport, train station, or bus station, and transport committee members to the place of lodging. It will normally be possible to include observers in those arrangements.

Reservations for hotel rooms are normally made by the host nursing program. The ACEN staff, in communicating with the host nursing program about the observer, will request that the host nursing program make a reservation for the observer as well. If the observer elects to make other arrangements for housing, the ACEN and the host nursing program need to be informed of that fact. It is recommended that the observer stay at the same place of lodging as the site visit team so as to facilitate prompt attendance at all committee meetings, make most effective use of local travel arrangements, and maximize interaction with the committee members.

Neither the ACEN nor the host nursing program is responsible for any expenses (e.g., travel, lodging, meal, etc.) incurred by the observer in connection with observing the site visit team process. All expenses must be borne by the observer and/or the observer's governing organization/nursing program.

The observer is expected to arrive at time for the organizational meeting on the first day of the site visit and to be punctual for all committee activities scheduled by the committee chair.

Observers should not be assigned any responsibility for data gathering, evaluation, or writing of the site visit report. The extent of verbal participation by the observer in executive sessions of the committee is at the discretion of the committee chair.

Site visit team members have a very full agenda and limited time in which to carry out their responsibilities. It is anticipated that there will be ample opportunities for the observer to interact with the site visit team members as they go about their responsibilities; however, the observer must anticipate the need to be flexible.

If the observer arranges to accompany a site visit team member on an interview, the observer should maintain a low profile so as not to interfere in any way with the committee member's ability to meet his/her responsibilities as a peer evaluator.

This authorization constitutes the initiation of planning between the observer and the ACEN. It is understood that the process can be terminated at any time in accordance with ACEN policies and procedures.

By:

Signature of Observer

Print Name, Credentials, and Title of Observer

By:

Signature of Nurse Administrator of the Nursing Unit

Print Name, Credentials, and Title of Nurse Administrator

Date:
