

**Alabama Board of Nursing Survey Visit General Information
ABN Administrative Code Chapter 610-X-14**

The Alabama Board of Nursing conducts survey visits and evaluates Medication Assistant, Certified (MA-C) programs to ensure compliance with ABN-approved guidelines and that the program meets curriculum requirements for the training and preparation for MA-Cs through competency evaluation.

Prior to the visit, the ABN staff will provide the potential dates of the survey visit to the MA-C Program Coordinator. Documents for the survey visit are located under the MA-C Program Resources tab on the website at <https://www.abn.alabama.gov/mac/>.

A Board Survey Visit will include the following:

- Interviews with the Program Coordinator, Lead Program Instructor, and Students
- Tour of facilities, including classrooms and labs
- Copy of contract if teaching services performed by an outside agency
- Review of any additional documents that were not submitted to the Board via flash drive*

TIMELINE FOR SURVEY VISIT AT A GLANCE	
Time Frame	Activity
30 days prior to Survey	a) The ABN staff telephones to provide general information about the entire process. b) Following the phone call, you will receive a letter informing you of the upcoming Survey Visit month. The letter will specify a time frame for the survey and may suggest two possible dates for the visit.
20 days prior to Survey	The ABN staff sends a letter confirming the date for the Survey.
15 days prior to Survey	The program sends the completed MA-C Self-Compliance Evaluation Tool to the Alabama Board of Nursing office no later than the date listed in the confirmation of survey visit letter. <i>Other documents may be requested after the MA-C Self-Compliance Evaluation Tool is reviewed, either to be sent via email or to have on-site during the survey.</i> *There is no need to duplicate documents previously submitted for the on-site review.
7 days prior to Survey	The ABN staff sends a letter with a tentative agenda and details about the Survey.
30-60 days post-Survey	The ABN sends a post-survey letter with recommendations and an electronic copy of the Survey Tool, utilized for the program evaluation.

Basic Instructions:

1. Save the MA-C Self-Compliance Evaluation Tool with narratives, embedded links, along with supporting documentation to a flash drive.
2. Instructions and examples of the following required forms are available under the MA-C Program Resources tab on the website at <https://www.abn.alabama.gov/mac/>.
 - MA-C Self-Compliance Evaluation Tool: Write a narrative to address each criterion within the MA-C Self-Compliance Evaluation Tool. Provide evidence of compliance such as links to the documents, webpages, uploads, etc. Sources of information/assessment methods are provided but are not all-inclusive.

- Qualifications of Program Coordinator, Lead Instructor, Classroom, and Clinical Instructors: Download and complete the Excel spreadsheet from the website. Ensure that information related to all classroom, clinical, and lab instructors is entered on the correct tab(s). Please remember to include the Program Coordinator's and Lead Instructor's information as well. Complete and save the Excel spreadsheet. Then embed the link to the MA-C Self-Compliance Evaluation Tool where applicable.
- ACCS POI & ABN Module Checklist: Download and complete the Word document; specify the location within instructional material (ex. textbook, clinical evaluation tool, skills checklist, etc.). Save the completed document to the flash drive.
- Educational Facilities Tool: Download and complete the Word document. Complete and submit one tool for **each MA-C instructional site**. Then embed the link to the MA-C Self-Compliance Evaluation Tool where applicable.
- Clinical Affiliations Grid: Download and complete the Word document. Then embed the link to the MA-C Self-Compliance Evaluation Tool where applicable.

If you have questions, please do not hesitate to contact the Alabama Board of Nursing Education Programs staff by phone at 334-293-5200 or via email at abn-educationprograms@abn.alabama.gov.