



5.22-CANCELLATIONS AND RESCHEDULING OF AN ON-SITE EVALUATION

The Program Director and Director of Clinical Education as well as a representative of the sponsor's administration must be present during the On-Site visit, and all required documentation must be readily available for review by the On-Site Visitors. If all these individuals and all required documentation are not available, the On-Site review team will consult with the CoARC Executive office and the program's referee to determine whether the on-Site should be cancelled and rescheduled for a later date.

Should cancellation of the On-Site Review visit be based on any of these conditions, the program will be responsible for a Rescheduling Fee as well as any costs incurred by the CoARC related to rescheduling the visit.

- A. Both the Program Director and Director of Clinical Education must be in attendance and available to the on-site review team throughout the visit. If either of them is unable to attend the entire evaluation due to unanticipated circumstances, the on-site visit may be rescheduled for a later date at the discretion of the CoARC Executive Office and the Referee. Should it be determined, in spite of such absence, that the site visit should proceed, the team will complete as much of the evaluation as possible during the visit. Should it be deemed necessary by the Executive Office/Referee, a focused site visit will then be scheduled at a later date.
- B. The Medical Director is also requested to be available for a face-to-face interview with the On-site Review Team, but in special circumstances (i.e. out of town or sudden emergency), a site visit may continue as scheduled if the medical director agrees to a conference call interview prior to or during the visit with the site visit team captain and/or the team member. The program director will be responsible for assisting the team captain with arranging the conference call.
- C. At least one representative from the sponsor's administration is also required to be in attendance at the on-site review.

(Note: Starting January 1, 2014, if a program cancels a scheduled On-Site Review, the program will be charged a Rescheduling/Cancellation Fee; in addition to any cost that may have incurred by the CoARC in association with the upcoming scheduled visit. (See Fee Schedule at www.coarc.com/28.html))