



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE
GENERAL GUIDELINES FOR SITE VISITORS

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1. Schedule your travel arrangements with the CoARC Travel Agent once the program has agreed to the site visit dates and site visit team to ensure the least expensive cost for travel. If possible, please make reservations at least 30 days in advance, by contacting CoARC's travel agency:

Monica Shaw
Hartmann Travel
6311 Malcolm Dr.
Dallas, TX 75214
PH: 214.926.7329
monica@routercad.com

If you prefer to drive to the visit, contact Jana Anderson at jana@coarc.com to receive prior approval.

2. Contact the other team member to coordinate arrival and departure times. This will allow the team to rent only one vehicle, when it is **not** convenient for program faculty to provide transportation or to use limo/taxi service.

If a rental car is needed for the Site Visit, CoARC has set up a contract with Enterprise Car Rentals to assist with reducing cost. Contact Bonnie Marrs or Jana Anderson for account information.

3. Be mindful of all expenses incurred. The program is responsible for paying all site visit expenses. Submit all travel/expense reports with receipts to Jana Anderson, jana@coarc.com, within two (2) weeks of completion of the site visit.
4. Maintain the highest standard of professionalism that fosters respect, integrity, and confidentiality.
5. Be prepared and evaluate the program objectively on its own merit. It is best not to draw any comparison between your program and the one you are site visiting.
6. Do not discuss salary issues or engage in either personnel recruitment or job hunting activities/behavior.



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7. Do not accept gifts, favors, or services from any person associated with the program being evaluated. (This includes: souvenirs, key chains, pens, coffee mugs, shirts, restaurant dinners outside of the program, etc.)
8. Remember that the mission of the site visit team is to gather information relative to the CoARC Standards and to address any Referee questions or concerns.
9. Be consultative and facilitative; and under no circumstances should the team indicate their estimate of the nature of the CoARC recommendation.
10. Do not leave any of the written report with the program; and videotaping or recording of any type is prohibited.

Emergency Assistance

Bonnie Marrs, CoARC Site Visit Coordinator 817-283-2835 ext. 102
Tom Smalling, CoARC Executive Director 817-283-2835 ext. 101
Shane Keene, CoARC Associate Executive Director 817-283-2835 ext. 107