



Site Visitor News

Greetings from CoARC:

We are pleased to bring you the latest news and information about the CoARC site visit process. We will send you three updates per year, after each of our Board meetings.

If you have any ideas about how to improve the newsletter, please let us know!

Spring 2018



Updates

Based on discussions at our March 2018 Board meeting, we have the following highlights relevant to site visitors:

- Please read the *Opening and Summation Scripts* (with the emphasis that the

Due to CoARC's updated website, the link to Programmatic Outcomes Data is different from what was previously required in the CoARC Standards. The Interpretive Guidelines for Entry Standard 5.03, DA Standard DA5.3, and APRT Standard E3 have been changed to reflect the new webpage. Programs will need to revise their website accordingly to reflect this

Referee's Analysis is the final report). There may be changes from the findings that you present in the Summation Conference and it is important that you make programs aware of that. **The CoARC now requires the Team Captain and PD to sign each page and return to Bonnie with SV Report.**

- Based on feedback from site visitors and programs, the Site Visit Evidence List for CSSRs and PSSRs has been revised (as well as the On-Site Review Checklist on page 2 of SV Reports). Please familiarize yourself with these changes.
- A reminder to wear appropriate business attire during the site visit - you are representing CoARC and the profession.
- Policy Change Regarding Key Personnel Involvement during a Provisional SV:
 - The Program Director must be in attendance and available to the on-site review team throughout the visit. If the start date of the DCE's employment occurs prior to the visit, the DCE must also be in attendance throughout the visit. If the start date will occur after the visit, the DCE must be available by phone (or other means) at a time to be

new link.



Tuesday, July 17, 2018

**5:00 - 5:30 - VIP Reception
for Site Visitors
(CoARC recognition of Site
Visitors)
followed by
5:30 pm - 7:00 pm
CoARC AWARDS
RECEPTION
Grand Oaks Ballroom E-G**



**RSVP for our Site
Visitor
Reception by June
25th!**

If so, please contact
[Michelle Poster.](#)

determined by the site visitors. If either of the Key Personnel is unable to meet the above requirements due to unanticipated circumstances, the on-site visit may be rescheduled at a later date at the discretion of the CoARC Executive Office and the Referee. Should it be determined, in spite of such absence/ unavailability, 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 rescheduled at a later date.

The Medical Director/Advisor should also be available for either a face-to-face visit or by conference call. This call may occur either prior to or during the visit and should include both the site visit team captain and the team member. The Program Director will be responsible for assisting the team captain with arranging the conference call. At least one representative from the sponsor's administration is also required to be available during the on-site review.

CALENDAR OF EVENTS

CoARC Board meetings are scheduled for **November 9-11, 2017** and **March 8-10, 2018** both in Bedford, TX.

RA SSR Review Tip

*Remember to focus on the highlighted items, Form X, and items that were not marked as met by the referee on the SV Report.
(you do not have to look at every Standard or piece of paper)*



You do not have to ask every question of the SV Interview Guide, but you do need to ask questions of the Faculty and Administration (even if you do not have any concerns). Give programs a chance to talk and brag about their program.



If you come across an issue you are not sure how to handle, remember to stick to problems/issues that can be cited with a Standard reference, and when in doubt call the Executive Director or the Referee.

AS A REMINDER...

- To maintain an Active Status - Site Visitors must participate in at least an average of one site visit per year every 3 years (i.e., a minimum of 3 SVs in a 3 year period).*
 - Send an updated CV to Bonnie if you have any changes in profession or credentials.*
 - Let Bonnie know if you are no longer interested in serving as a CoARC Site Visitor.*
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Bonnie Marrs, BA

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