



Site Visitor News

Greetings from CoARC:

With this second edition of the CoARC Site Visitor e-newsletter, 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!

COMMUNICATIONS CORNER

The following are highlights of changes to site visit

Issue #2
Fall/winter 2016

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[CoARC Website](#)

policies and procedures approved by the Commission at its meeting this past November. For details on these changes, please visit the [Site Visitor Resources](#) web page.

- The scripts for the Opening Meeting and the Summation Conference were revised. Please use these new formats during future site visits. The new formats are located on the CoARC website and will be included in the material Bonnie sends when you sign up for a site visit.
- There was also a Board discussion regarding document confidentiality related to Policy 14.03. The Board determined that since site visit materials are sent electronically, it isn't necessary for site visitors to return these documents to the Executive Office for disposal.

The Commission revised the policy as follows:

Site visitors must delete all electronic files (including temporary files) associated with a site visit once the final accreditation action for the program has been taken and published by the CoARC. Should there be any paper copies of these files, the site



Lot of old site visit documents lying around your house or cluttering up your computer???

Please be sure to remove old documents related to your site visits from your computer(s) and destroy any paperwork you've had from them once the CoARC Board has taken action on the program.

After each Board meeting, the CoARC posts on its website the final "[Accreditation Actions](#)" taken on programs. You can look up the programs that you site visited during this past year to see if action has been taken.

visitors will need to shred or return them to the CoARC Executive Office. Site visitors must not retain any confidential (as specified in CoARC Accreditation Policy 14.03) information after the date of the final accreditation action."

If you have any questions about this process, feel free to contact [Bonnie Marrs](#) or [Tom Smalling](#).

- Provisional Self Study Report (PSSR) – Standard 2.11

The Commission determined that, based on the timeline of starting a new program, the list of evidence for Standard 2.11(d) of the PSSR should read as “*not applicable*”:

*"Records of interaction with Key Personnel including attendance at Advisory Committee meetings (provide at time of on-site evaluation) - **not applicable**"*

- Site Visit Interview Guide for Degree Advancement (DA) Programs

The Commission is in the process of developing an On-Site Review Interview Guide for the Degree Advancement (DA) Standards. This document should be available after the March Board meeting.

- There is also the ongoing problem of the resignation of key personnel after a site visit

has been scheduled. The Commission reviewed Policy 5.22 in the Site Visit Manual and it was pointed out that the policy does not specify the employment status of a program's Key Personnel - permanent, acting, or temporary – necessary for a site visit to take place. There is also the possibility that a program's sponsor might want to avoid or delay a site visit by not hiring a permanent, qualified replacement PD or DCE. The Commission determined that, under such circumstances, a program should have the option of either continuing with the scheduled visit (knowing there might be the need for a focused site visit at a later date) or cancelling the visit and paying for all costs involved, including the Rescheduling Fee. This would apply regardless of the employment status of the current Key Personnel - temporary, interim, or permanent.

The Commission reviewed the policy and is recommending the policy be revised to read as follows:

A. Both the program's 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 of 'Acting' or 'Temporary' status (see CoARC Accreditation Policy 6.011 for explanation of status) , or 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 program's Referee. Should it be determined, in spite of such absence, that the site visit can proceed, the team will complete as much of the evaluation as possible. If deemed necessary by the Executive Office/Referee, a focused site visit will then be scheduled for a later date.

B. The Medical Director (MD) is also requested to be available for a face-to-face interview with the On-Site Review Team. Under special circumstances (i.e. the MD is out of town or is unavailable due to an emergency), at the site visit may continue as scheduled if the medical director agrees to a conference call interview with the site visit team captain and/or the other team member prior to or during the visit. The program director will be responsible for assisting the team captain with arranging the conference call.

C. At least one representative from the program sponsor's administration is also required to be in attendance during 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 the sponsor will be responsible for any costs incurred by the CoARC related to the canceled visit.

NEW TEAM CAPTAINS

At its November meeting, the CoARC Board approved the following site visitors as Team Captains:

- Ms. Gina Buldra,
- Ms. Karen McDonald, and
- Ms. Rose Rearley

Congratulations!

REMINDERS

1. If the referee has noted citations on the Referee's Analysis of the Self-Study Report or on the Site Visit Report and during the visit you determine that they are 'met', you should check 'met' on Form B and list your reasoning on Form

X. Conversely, if a Referee marks something as 'met' but the site visit team decides it is 'not met' this should be noted on Form B, with details supporting this determination provided on Form X.

2. The site visit agenda for evening programs need to be decided on an individual basis. It is up to the Team Captain to work out an agenda for such a visit with the program director prior to the visit.
3. Remember not to verbally compare your program to the program you are evaluating.

RECENT CoARC ACTIVITIES

Site Visit Retraining Webinars were completed in May. They have been very successful. Thanks to all who participated!

CALENDAR OF EVENTS

- New Site Visitor training is coming in early

2017. Dates to be determined.

- The Executive Office was closed from December 19th through January 1st for the holiday break. We are now open for business!
- Upcoming CoARC Board meetings are scheduled for **March 9-11, 2017** and **November 9-11, 2017** both in Bedford, TX. Our Summer Meeting will be at the [AARC Summer Forum June 24 - 26, 2017](#) in Tucson, AZ.
- Progress Reports are due **January 20th** for those programs that received a CoARC Action letter this past year. Please submit your progress report and related documentation to [Shelley Christensen](#) on or before the January 20th deadline.

SPOTLIGHT ON OUR SITE
VISITORS



During the Award Ceremony at the AARC International Congress in San Antonio this past October, the CoARC presented the 2016 Ralph Kendall MD Site Visitor of the Year Award to Dr. Tom Baxter. He has served as a CoARC site visitor since 1995. He consistently offers to assist with site visits, has positive peer evaluations and PSQs from programs, and assists with training new site visitors.

Congratulations Tom!!!



Don Samples, Ed.D., R.R.T., RPSGT
Allied Health Sciences
Professor
East Tennessee State University

I have been very fortunate to have had the opportunity to work as a respiratory care educator for the past 27 years. Over the years, I have enjoyed watching our profession grow and expand into many new areas of practice. I began my career in respiratory care education as the Director of Clinical Education at East Tennessee State University and over the years advanced into my current position as Dean of the College of Clinical and Rehabilitative Health Science. My time in the

classroom with the students and working to advance the respiratory therapy program has been the most rewarding aspects of my career.

Having the opportunity to serve as a CoARC site visitor for many years has provided me the ability to interact with educators and students from across the country. I enjoy the chance to meet students, have lunch with advisory board and observe the program faculty as they shape the future of our profession. Serving as an accreditation site visitor affords me the opportunity to give back to the profession and ensure we maintain high academic and professional standards.

I would encourage my professional colleague to consider serving as a CoARC site visitor. Visiting respiratory care programs is both rewarding and assists in shaping the future of our profession. I have always found it very interesting to discover the different approaches educators and academic institutions take to enhance the education of their students. I look forward to working with CoARC and supporting respiratory care programs as they continue their work to meet accreditation standards and provide competent respiratory care professionals for the future.

Bonnie Marrs, BA

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