



Site Visitor E-Newsletter

Greetings from CoARC:

With this first 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 an update after each of three Board meetings each year.

If you have any ideas about what to add or change to the newsletter to make it more informative, please let us know!

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COMMUNICATIONS CORNER

The following are highlights of changes to the Site Visitor Policy and Procedure Manual approved by the CoARC Board this past June. For details on these changes, please visit the [Site Visitor Resources](#) web page.

- The status of “Probationary Site Visitor” was changed to “Provisional Site Visitor”
- Sponsors must inform the CoARC Executive Office in writing at least 10 (ten) days prior to the site visit if the site visit team members will be required to sign a non-disclosure agreement or similar documents. If the site visit team is required to sign such documents while on site without notice, the CoARC reserves the right to cancel the visit and to reschedule the site visit at the sponsor’s expense.
- The sponsor must provide video-free and audio-free facilities where the site visit team to can work and conduct interviews. Surveillance and/or recording of site visitors during the site visit are prohibited.
- Prepayment of hotels or car rentals is prohibited as last minute cancellations can occur.
- Both the Program Director and Director of Clinical Education must be in attendance and available to the On-Site Review Team at all times during 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



Congratulations to Dr. Tom Baxter! He will be receiving the 2016 Dr Ralph Kendall Outstanding Site Visitor of the Year Award during the Awards Ceremony at the AARC Congress in San Antonio in October. CoARC recognizes an active site visitor annually, for dedicated service and outstanding contributions to the CoARC’s mission of ensuring the high quality of respiratory care education. Dr. Baxter has been a CoARC site visitor since 1995.

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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.

- The DCE must be present and available available to the On-Site Review Team throughout the visit.
- Site visitors should not have any real or potential conflict of interest that may affect the evaluation as outlined in the Site Visitor Participation Form or the Conflict of Interest Form. If the site visitor, the CoARC, or the program has reason to believe that a conflict of interest may exist, the site visitor will be excused and another member will be selected.
- The Site Visit Interview Guide has been revised to reflect the changes with the 2015 Standards. It is available for download at our [website](#).

FAQS

What do I do with all those site visit documents from past site visits?

Site visitors must delete all electronic files (including temporary files) associated with the site visit of the program once the final accreditation action is taken and published by the CoARC (www.coarc.com/11.html) . Site visitors must either shred or return to the CoARC Executive Office all paper copies of site visit documents associated with the site visit of the program once the final accreditation action is taken and published by the CoARC. Site visitors shall not retain any confidential (see CoARC Accreditation Policy 14.03) information after the date of final accreditation action by the CoARC.

Do I need itemized receipts for every expense? What about expenses at the hotel?

Itemized receipts must be submitted to the Executive Office as part of the site visitor expense report within 2 weeks after the site visit. **Itemized receipts are required for all expenses (except tips) before reimbursement will be made.** This includes expenses at the hotel. Having a room charge without an itemized receipt is not acceptable. **TIP** - use your phone to take a picture of the receipt.

RECENT CoARC ACTIVITIES

Site Visit Retraining Webinars were completed in May. They have been very successful. Thanks to all who participated. CoARC is planning on offering site visit training to new site visitors by early 2017. Stay tuned for more information about that.

CALENDAR OF EVENTS

The AARC Congress is in San Antonio October 15th - 18th. Stop by the CoARC booth to pick up a site visitor ribbon for your badge and say hello to Bonnie Marrs!

SPOTLIGHT



Kelli A. Chronister, MS, RRT-NPS, CPFT, RCP

CoARC welcomes one of our newest Commissioners, Kelli Chronister! Kelli has been a site visitor since 2008 and joined the CoARC Board this past March as an AARC representative. Kelli was also recognized for outstanding service this past year with the Dr. Kendall Outstanding Site Visitor award. Kelli has 10 years' experience with Cuyahoga Community College in the roles of clinical instructor, program instructor and DCE. Since 2009, she has been the DCE at The University of Akron.

Bonnie Marrs, BA

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