



5.22-CANCELLATION AND RESCHEDULING OF AN ON-SITE EVALUATION

This policy specifies the individuals and documentation that must be available during On-Site evaluations. Should cancellation of an On-Site Review be based on a program's failure to meet any of the conditions delineated in the following sections, the program will be responsible for a Rescheduling Fee as well as any costs incurred by the CoARC related to rescheduling the visit.

Provisional Accreditation Site Visit:

- A. The Program Director must be in attendance and available to the on-site review team throughout the visit.
- B. The documentation pertaining to the hiring of a qualified Director of Education must be received and approved by the Executive office before the On-Site Review will be scheduled. 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 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. If the On-Site Review is cancelled and rescheduled or if a focused site visit is required, the program will be responsible for all related costs; including the rescheduling fee.
- C. The Medical Director/Advisor should also be available for an either 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.
- D. While it is preferable that the President or Provost and divisional (i.e., Dean) members of the sponsor's administration be present during the On-Site visit, at least one such individual must be in attendance.



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Continuing Accreditation Site Visit:

The Program Director and Director of Clinical Education as well as appropriate members of the sponsor's administration must be present during the On-Site visit, and all required documentation (as specified in the *Standards*) must be readily available for review by the On-Site Visitors. If all these 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 visit should be cancelled and rescheduled at the program's expense.

- 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, prior to the visit, it is determined that either of them will be unable to attend the entire evaluation, the visit will be rescheduled. If, due to unanticipated circumstances, this occurs during the Review, 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 an absence, that the site visit can proceed, the team will complete as much of the evaluation as possible. Should it be deemed necessary by the Executive Office/Referee, a focused, follow up site visit will be scheduled.
- B. The Medical Director (MD) must also be available for an interview with the On-site Review Team. Although this should be done face to face, under special circumstances (i.e. the MD is out of town or dealing with an emergency), a conference call interview is acceptable. The Program Director will be responsible for arranging the conference call, either prior to or during the visit.
- C. While it is preferable that the President or Provost and divisional (i.e., Dean) members of the sponsor's administration be present during the On-Site visit, at least one such individual must be in attendance.

(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