



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE
GENERAL GUIDELINES FOR SITE VISITORS

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1. The Team Captain coordinates the site visit schedule/agenda with the program director and Executive Office as early as possible.
2. The Team Captain must arrange time to meet with the Team Member prior to the visit to discuss documents reviewed and prepare for the meeting.
3. The SV Team must work as a team prior and during the site visit and that the site visit team member is well informed of any changes made to the agenda or if additional documentation was provided.
4. Both team members must be active participants during the visit, interviews review of documents, and summation conference.
5. Ensures that prior to each interview; the interviewees are informed about the accreditation process, the importance that the CoARC places on confidentiality, the specific role of the site visitors and the lack of effect of this process on past and current students.
6. The Team must review the referee's special instructions to the site visit team on Form X of the "Referee's Analysis of Self Study Report." Then responds to the Referee on Form X of the Site Visit Report.
7. The Team Captain must prepare the electronic Site Visit Report and submits it to the Executive Office within 5 working days following the visit.
8. Maintain the highest standard of professionalism that fosters respect, integrity, and confidentiality.
9. 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.
10. Do not discuss salary issues or engage in either personnel recruitment or job hunting activities/behavior.
11. 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.
12. It is important to be consultative and facilitative; and under no circumstances should the team indicate their estimate of the nature of the CoARC recommendation.

Emergency Assistance

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