



EVIDENCE TO BE MADE AVAILABLE TO VIRTUAL SITE VISIT EVALUATION TEAM

During the evaluation of your program the following evidence must be available for review by the site visit team. The evidence should be uploaded six weeks prior to the visit to be used during discussions on the first day of the site visit. Other documents not identified below may be requested by the site visit team to assist them in evaluation of the program's compliance with the *Standards (in parentheses)*.

COURSE MATERIALS

- Course syllabi for all respiratory care (or sleep specialist) courses which include course description, content outline, general and specific course objectives, methods of evaluation, and criteria for successful course completion (**4.01/4.02/4.03**)

KEY PERSONNEL / FACULTY

- Records of MD interaction with Key Personnel including attendance at Advisory Committee meetings (**2.11**)

CLINICAL MATERIALS

- List of all sites used for clinical training (**1.03/4.09**)
- Detailed clinical schedules (**4.09**)
- Formal written clinical affiliation agreements or memoranda of understanding with each clinical site (**1.03/4.09/5.08/5.09**)
- Documentation of DCE contact with clinical faculty/affiliates (**2.10**)
- Clinical syllabi detailing student competencies (**4.01**)

MEETING MINUTES

- Advisory Committee meeting minutes (**5.12**)