



**COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE  
IN PERSON/HYBRID PROVISIONAL SITE REVIEW AGENDA**

**PROGRAM NAME:**

**PROGRAM #:**

**DATE(S) OF SITE VISIT:**

**AGENDA FOR A CoARC IN-PERSON/HYBRID SITE VISIT Template**

The agenda will be finalized when all names/titles of attendees for each scheduled meeting are included in the column below. The program will be responsible for arranging any virtual sessions during an In-Person Site Visit. **Please highlight the sessions below that will need to be a Virtual or Hybrid meeting and name the Virtual Platform the Program will be using here:**

<b>DAY ONE</b>		
Time	Activity	Meeting Attendees
8:00 9:00 AM Room #	<b>Meet with RT Faculty and Tour Facilities</b> (45 minutes)	<ol style="list-style-type: none"> <li>1. Site Visit Team</li> <li>2. PD Name and cell ph #</li> <li>3. DCE Name and cell ph #</li> <li>4. Faculty (if applicable)</li> </ol>
9:00 9:30 AM Room #	<b>Meet with Administration</b> <b>(Read Opening Script)</b> (30 minutes) <b>In Person</b>	<p align="center"><b>(Provide Names, Credentials and Titles)</b></p> <ol style="list-style-type: none"> <li>1. Site Visit Team</li> <li>2. Dean and/or Assoc Dean</li> <li>3. President and/or VP</li> <li>4. Other Admin Reps</li> </ol>
9:30 10:30 AM Room #	<b>Meet with PD and DCE</b> (60 minutes)	<ol style="list-style-type: none"> <li>1. SV Team</li> <li>2. PD</li> <li>3. DCE</li> </ol>
10:30 11:00 AM	<b>Meet with Medical Director</b> (30 minutes) <b>In Person and/or Virtual</b>	<ol style="list-style-type: none"> <li>1. SV Team</li> <li>2. Medical Director (provide names/titles here)</li> <li>3. Co-Medical Director (if applicable)</li> </ol>

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11:00 11:30 AM	<b>Meet with Study Group/ Advisory Committee</b> (30 minutes) <b>In Person and/or Virtual</b>	<ol style="list-style-type: none"> <li>SV Team</li> <li>Advisory Committee (<u>List names all members of the Advisory Committee on the Pre-Registration form provided</u>)</li> </ol> <p><b>(In person luncheon with the SV Team is highly recommended and preferred)</b></p>
11:30 12:00 PM	<b>Lunch Break</b> (30 minutes)	<p><b>Lunch should be provided for the SV Team.</b> <b>If the Advisory Committee can meet in person a luncheon should be provided for a 60 minute session (11:00-12:00).</b></p> <p><b>Or if some can meet in person &amp; others meet virtually, the first 20 minutes could be lunch and then have the virtual attendees begin logging in at 11:20</b></p>
12:15 PM 12:45 PM	<b>Meet with Support Personnel</b> (30 minutes) <b>In Person</b>	<ol style="list-style-type: none"> <li>SV Team (<u>provide name(s) and titles here</u>)</li> <li>Student Advisors/Counselors</li> <li>Librarian</li> <li>Administrative Assistant</li> <li>Science and Liberal Arts Instructors</li> <li>Informational Technology (IT)</li> </ol>
1:00 PM 1:30 PM	<b>Meet with Clinical Instructors and/or Hospital Preceptors</b> (30 minutes) <b>In Person and/or Virtual</b>	<ol style="list-style-type: none"> <li>SV Team</li> <li>Paid Clinical Instructors and/or Hospital Preceptors – <u>Provide names/information on the Pre-Registration form</u> (See below if program uses preceptors instead of paid instructors)</li> </ol>
1:45 PM 2:15 PM	<b>Meet with Respiratory Faculty Only (if applicable)</b> (30 minutes) <b>In Person</b>	<ol style="list-style-type: none"> <li>SV Team</li> <li>Names and Titles of RT Faculty (<u>provide name(s) and titles here</u>)</li> </ol>
2:30 PM 3:00 PM	<b>Tour LMS of Course</b> (30 minutes) <b>If applicable</b>	<ol style="list-style-type: none"> <li>SV Team</li> <li>PD</li> <li>DCE</li> </ol>
3:00 PM 4:00 PM	<b>Review Day One</b> (60 minutes)	<ol style="list-style-type: none"> <li>SV Team Only (PD and DCE should be available if needed)</li> </ol>

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<b>DAY TWO - (The times on day two might need to be flexible)</b>		
Time	Activity	Meeting Attendees
9:00 am-10:00 am	<b>SV Team Preparation/Executive Session</b> (Finalizing the SV Report) (60 minutes)	1. Site Visit Team (PD and DCE should be available if needed)
10:15 am-11:15 am	<b>Meeting with Key Personnel to review report</b> (60 minutes)	<b>Required</b> 1. SV Team 2. PD 3. DCE
11:30 am-12:00 pm	<b>Summation Meeting (Read Summation Script and SV Report to be submitted to CoARC)</b> (30 minutes)  Provide a copy of the Summation Script to everyone that attends the Summation	<b>Required (provide names, credentials and titles below)</b> 1. PD 2. DCE 3. Dean/Assoc Dean 4. VP and/ or President <b>Optional</b> 5. Medical Director 6. Advisory Committee Chair 7. Other Paid Faculty 8. Student Rep for each cohort

*Note:*  
This time might need to be scheduled earlier depending on travel plans for the SV Team.

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### Additional Instructions:

- ❖ **Clinical Instructors** – If you have paid clinical instructors, all are expected to be in attendance. If you use hospital paid preceptors, work with employers on the Advisory Committee to ensure the attendance of at least one preceptor from each clinical affiliate.
- ❖ **List of Evidence** – For questions regarding the List of Evidence, contact the Team Captain.
- ❖ **PD and DCE** – must be available for questions throughout the visit.
- ❖ **Virtual Sessions during On-Site Review** – The Program Director may discuss having some sessions virtually with the Team Captain if it would improve attendance for those sessions, such as graduates or preceptors. The program is responsible for organizing these confidential sessions for the site visit team.
- ❖ **Hybrid Virtual Meetings** – If necessary, programs can arrange virtual meetings with the Preceptors, Medical Director and/or Advisory Committee to meet with the SV Team to increase participation.
- ❖ **IT Department** – must be available as needed for technical difficulties.
- ❖ **Include Names and Titles** - Once Team Captain and PD have agreed upon the agenda, the PD will need to include all names/title of those attending scheduled meetings and send to Bonnie Marrs two weeks prior to the VSV.

\*\*\*For additional questions, please contact your Team Captain\*\*\*