



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

PROGRAM NAME:

PROGRAM #:

DATE(S) OF SITE VISIT:

SAMPLE AGENDA FOR A CoARC IN-PERSON/HYBRID SITE VISIT

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:**

DAY ONE		
Time	Activity	Meeting Attendees
8:00 am-8:45 am	Meet with RT Faculty and Tour Facilities (45 minutes)	<ol style="list-style-type: none"> 1. Site Visit Team 2. PD Name and cell ph # 3. DCE Name and cell ph # 4. Faculty (if applicable)
8:45 am-9:15 am	Meet with Administration (Read Opening Script) (30 minutes) In Person	(Provide Name, Credentials s and Titles) <ol style="list-style-type: none"> 1. Site Visit Team 2. Dean and/or Assoc Dean 3. President and/or VP 4. Other Admin Reps
9:30 am-10:00 am	Meet with PD and DCE (30 minutes)	<ol style="list-style-type: none"> 1. SV Team 2. PD 3. DCE
10:15 am-10:45 am	Meet with Graduates (30 minutes) In Person and/or Virtual	<ol style="list-style-type: none"> 1. SV Team 2. Graduates – List names/information for the past 5 years on the Pre-Registration form

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11:00 am- 11:30 am	Meet with First Year Students (30 minutes) In Person	<ol style="list-style-type: none"> 1. Site Visit Team 2. 1st Year Students – Provide names/information on the Pre-Registration form
11:45 am- 12:30 pm	Meet with Second Year Students (45 minutes) In Person	<ol style="list-style-type: none"> 1. Site Visit Team 2. 2nd Year Students – Provide names/information on the Pre-Registration form
12:45 pm – 1:15 pm	Lunch Break (30 minutes)	<p>Lunch should be provided for the SV Team. If the Advisory Committee (preferred) can meet in person a luncheon should be provided for a 60 minute session.</p> <p>Or a hybrid visit could be schedule with lunch 12:45-1:05 and virtual attendees begin logging in at 1:05</p>
1:15 pm- 1:45 pm	Meet with Advisory Committee (30 minutes) In Person and/or Virtual	<ol style="list-style-type: none"> 1. SV Team 2. Advisory Committee – List names of all members of the Advisory Committee on the Pre-Registration form provided (In person luncheon with the SV Team is highly recommended and preferred)
1:45 pm- 2:15 pm	Meet with Medical Director (30 minutes) In Person or Virtual	<ol style="list-style-type: none"> 1. SV Team 2. Meet with Medical Director (<u>provide name(s) here</u>)
2:30 pm- 3:00 pm	Meet with Clinical Instructors and/or Hospital Preceptors (30 minutes) In Person and/or Virtual	<ol style="list-style-type: none"> 1. SV Team 2. Paid Clinical Instructors and/or Hospital Preceptors – Provide names/information on the Pre-Registration form (See below if program uses preceptors instead of paid instructors)
3:15 pm- 3:45 pm	Meet with Respiratory Faculty Only (if applicable) (30 minutes) In Person	<ol style="list-style-type: none"> 1. SV Team (provide names & titles here) 2. Names and Titles of RT Faculty
4:00 pm – 4:30 pm	Tour LMS of Course (30 minutes)	<ol style="list-style-type: none"> 1. SV Team 2. PD 3. DCE

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

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

Additional Instructions:

- ❖ **Graduates** – Invitations should be limited to graduates from the past five years, with emphasis on the most recent graduates. Invite all graduates from these classes and try to get a good representation to meet with the site visit team. (15 max)
- ❖ **Students** – Submit list of all students to Bonnie Marrs. Depending on the size of the class, some TCs will ask to meet with all students in a class, while others will ask the program to select students using a specific method, i.e. every third student alphabetically.
- ❖ **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. The program must provide documentation on 1 satisfactory student and 2 challenging students (1 student with grade issues & 1 student with behavioral or clinical issues). It does not have to be the whole folder but the SV team would definitely want to see the counseling form that the faculty used on the student. Recommended to document secure filing space of 5 years of files in the program's video tour mentioned above.
- ❖ **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 graduates, 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