



PREPARING FOR A SUCCESSFUL SITE VISIT

LOGISTICS

- Feel free to contact the Team Captain to discuss preparing for the site visit.
- Confirm flight details and hotel arrangements.
- Discuss transportation (to/from airport and to/from campus daily) and parking details with Team Captain.
- Arrange for the site visitors to have a room in which all documentation/evidence will be available and the Site Visit Team can work privately to review it.
- Site Visitors should have access to Wi-Fi.
- Share cell phone numbers with the SV Team.
- Provide a campus map with meeting and parking locations if necessary.

AGENDA AND WHO SHOULD BE INVITED

- Program Director (PD) and Director of Clinical Education (DCE) should be available to the SV Team throughout the site visit. (Arrange for a substitute to teach classes if necessary)
- Representative(s) of the Administration (Dean responsible for the program and Administrator above the Dean, i.e. Provost, Vice President or President) are required to be at the meeting with administration at the beginning of the visit.
- First and Second Year Students
- Invite Graduates from the past 3 to 5 years
- Medical Director and Co-Medical Director if applicable
- Advisory Committee Members
- Didactic and Clinical Instructors
- Summation Conference (PD, DCE, and Dean must be in attendance. - Administration, faculty, students, graduates, Medical Director, Advisory Committee members, clinical instructors, etc. are welcome to attend. (Site Visitors typically invite members of each group they interview during the visit.)
- Make sure a laptop are available for the SV Team's use if needed for any virtual sessions during the site visit.
- If you have a large screen set up for virtual sessions that works well, especially if you have people attending in person and virtually.

FILES AND REQUIRED DOCUMENTATION

- Review Evidence Checklist and the Referee's Analysis to determine what must be made available to the SV Team.



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE CONTINUING ACCREDITATION SITE VISIT

- The site visitor team will need to review a great deal of documentation and information prior to the visit. The Program Director should communicate with the team captain prior to uploading the documentation to determine if any specific program records should be available.

- The program will need to upload the last 3 years of evidence 6 weeks prior to the site visit to the Egnyte Link provided in the SV Confirmation Email. An additional 2 years of evidence should be available if requested by the site visit team.

- Organizing the List of Evidence according to the Checklist:** Create a folder titled: "Program # List of Evidence" and then create sub-folders with the same categories that are listed on the List of Evidence Checklist. (Course Materials, Key Personnel/Faculty, Clinical Materials, etc.) Then file your documents of evidence in those sub folders by standards and turn that one file into a zipped compressed file (just like your self-study). Please limit the title of your folders/document to 3-4 words (abbreviate when possible) and do not use special characters in labeling the files or documents, such as: underscore, colon, semi colon, ampersand, parenthesis, etc., as this will make it difficult to zip the file into a compressed folder or it will be difficult for the SV Team to down load the evidence.

You also need to have documents on 1 good student and 2 difficult students (1 student with grade issues & 1 student with behavioral issues or clinical issue). It doesn't 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.

- Flag any information requested by the Referee or Team Captain prior to the visit so the site visit team will have it readily available.

HOSPITALITY AND ADVISORY COMMITTEE LUNCHEON

- Consider dietary needs of the SV Team and those in attendance at the Advisory Committee luncheon.

- Coffee or tea, water, and light snacks are appreciated throughout the visit.