



## Site Review Summation Conference Script

[Note to Site Visit Team: Please read this script at the Summation Conference]

[Following your thank you for the hospitality and consideration shown to the site review team, please read the following:]

This Summation Conference is an opportunity for us to present to the program's communities of interest the content of the report that we will submit to the CoARC. It should be noted that the contents of this report have already been discussed with Program Faculty.

Based on the information gathered during this site review:

We have identified the following program **strengths**:

*[Read the Strengths listed.]*

We have also identified the following potential *Standards* citations:

*[State the Standard and the Rationale for each of the program deficiencies listed.]*

We have made the following **Suggestions for Enhancement**:

*[Read the Suggestions for Enhancement listed.]*

Lastly, we have the following **Additional Comments**:

*[Read the Additional Comments listed.]*

Here is a handout with the information I am about to read so that you may follow along. *[Distribute the Summation Conference Handout.]*

As Team Captain, I will submit the Site Visit Review Report to the CoARC Executive Office within five business days. Following its review, the Executive Office will forward the report to the program's Referee, who is the individual on the CoARC Board responsible for this program. The Referee will review our findings and, based on available data, **may modify the report content from what we have presented today. Modifications may include the addition or deletion of citations.**



## COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE SITE VISIT REVIEW SUMMATION CONFERENCE

Accordingly, the program need not take any corrective action based on the information provided at this Conference and should wait until the report is finalized by the Referee.

Once the Referee has finalized the Report and submitted it to the Executive Office, it will be sent to the Program Director. The Report will specify what documentation the program will be expected to provide to address any *Standards* citations and the date by which this information must be submitted. The program is not required to respond to any "Suggestions for Enhancement" or "Additional Comments" listed in the final report.

The program will have 14 calendar days to bring any factual inaccuracies in the report to the attention of the CoARC. This response should include a cover letter clearly identifying these errors and copies of documentation available to the site visitors during the visit that verify this contention. In addition, the program may submit, by the deadline stated in the Executive Office communication, **new** information that addresses any *Standard* citations.

Prior to the next meeting of the CoARC Board, the Referee will review all relevant information that was submitted by the Executive Office deadline, and prepare a status of public recognition recommendation for consideration by the Board at the meeting. CoARC usually meets in March, July, and November.

Team Captain should read **one of the following statements** according to the Program's current Accreditation status:

- A) As this program currently holds an Approval of Intent, the possible status recommendations include: Provisional Accreditation or Withhold of Provisional Accreditation.
- B) As the program currently holds Provisional Accreditation, the possible status recommendations include: Continuing Accreditation, Probationary Accreditation or Withhold Accreditation.
- C) As this program currently holds Continuing Accreditation, the possible status recommendations include: Continuing Accreditation, Probationary Accreditation, or Withdrawal of Accreditation.

Following the meeting, CoARC will notify the Program Director and the program's sponsor of the program's status of public recognition. This notification will include the due date(s) for any Progress Report(s) the program must submit to the CoARC Executive Office to address any *Standards* citations. The program director should contact the Referee or the Executive Office for clarification if s/he has any concerns regarding this process. Do you have any questions?



## Site Review Summation Conference Handout

I, as Team Captain, will submit the Site Visit Review Report to the CoARC Executive Office within five business days. It will then be forwarded to the program's Referee, who is the individual on the CoARC Board responsible for this program. The Referee will review our findings and based on the available data, **may modify the report content from what we have presented today. Modifications may include the addition or deletion of citations.** Accordingly, the program need not take any corrective action based on the information provided at this Summation Conference and should wait until the report is finalized by the Referee.

Once the Referee has approved the Report, the Executive Office will send it to the Program Director. The Report will specify what documentation the program will need to provide to address any *Standards* citations and the date by which this information must be submitted. The program is not required to respond to "Suggestions for Enhancement" or "Additional Comments" listed in the final report.

The program will have 14 calendar days to bring any factual inaccuracies in the report to the attention of the CoARC. This response should include a cover letter clearly identifying these errors and copies of documentation available to the site visitors during the visit that verifies this contention. In addition, the program may submit, by the deadline stated in the Executive Office communication, **new** information that addresses any *Standards* citations.

Prior to the next meeting of the CoARC Board, the Referee will review all relevant information that was submitted by the Executive Office deadline and prepare a status of public recognition recommendation for consideration by the Board at the meeting. CoARC usually meets in March, July, and November. **A)** If the program currently holds an Approval of Intent, the possible status recommendations include: Provisional Accreditation or Withhold of Provisional Accreditation. **B)** If the program currently holds provisional accreditation, the possible status recommendations include: Continuing Accreditation, Probationary Accreditation or Withhold Accreditation. **C)** If the program currently holds Continuing Accreditation, the possible status recommendations include: Continuing Accreditation, Probationary Accreditation, or Withdrawal Accreditation.

Following this meeting, the CoARC will notify the Program Director and the program's sponsor of the program's status of public recognition. This notification will include the due date for any Progress Report(s) the program must submit to the CoARC Executive Office to address any *Standards* citations. The program director should contact the Referee or the Executive Office for clarification if s/he has any questions related to this process.

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Program Director Signature

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Team Captain Signature

Program Number: \_\_\_\_\_

Date: \_\_\_\_\_