



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

PROGRAM NAME:

PROGRAM #:

DATE(S) OF SITE VISIT:

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

The agenda will be finalized with approval from the Team Captain and/or during the Pre visit meeting. 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:

Key Personnel		CoARC Site Visitors	
PD:	Cell #:	TC:	Cell #:
DCE:	Cell #:	TM:	Cell #:
PRE-VISIT MEETING (scheduled approximate two weeks prior to the first day of the Site Visit) with the PD, DCE, and SV Team			
Date:	Time:	Virtual Link:	

DAY ONE - Date		
Time	Activity	Meeting Attendees
8:00 am-8:45 am (45 minutes) Room #	Meet with RT Faculty and Tour Facilities	1. Team Captain 2. Team Member 3. PD Name 4. DCE Name 5. Faculty (if applicable or they can meet later in the day)
8:45 am-9:15 am (30 minutes) Room #	Meet with Administration (Read Opening Script) In Person PD/DCE will attend for the Opening Script at the beginning.	(Provide Name, Credentials, and Titles) 1. Site Visit Team 2. Dean and/or Assoc Dean 3. President and/or VP 4. Other Admin Reps
9:30 am-	Meet with PD and DCE only	1. SV Team

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10:00 am (30 minutes) Room #		<ol style="list-style-type: none"> PD DCE
10:15 am- 10:45 am (30 minutes) Room #	Meet with Graduates In Person and/or Virtual (Virtual session will often increase attendance)	<ol style="list-style-type: none"> SV Team Graduates – List names/information for the past 5 years on the Pre-Registration form only If Virtual, Provide Meeting link/ID (only) here: Join on your computer, smart phone, lap top or tablet in a quiet confidential location
11:00 am- 11:30 am (30 minutes) Room #	Meet with First Year Students In Person	<ol style="list-style-type: none"> Site Visit Team 1st Year Students – Provide names/information on the Pre-Registration form only Students are often more comfortable in lab or classroom
11:45 am- 12:30 pm (45 minutes) Room #	Meet with Second Year Students In Person	<ol style="list-style-type: none"> Site Visit Team 2nd Year Students – Provide names/information on the Pre-Registration form (Best if these students are in a different room)
12:30 pm 1:30 pm (60 minutes) Room # If Hybrid, will the room have a large screen w/ the virtual platform technology?	Meet with Study Group/ Advisory Committee and Luncheon In Person and/or Virtual (In person luncheon with the SV Team is highly recommended, preferred & beneficial to the program.)	If the Advisory Committee can meet in person a luncheon should be provided for a 60 minute session (12:30-1:30). If some members need to attend virtually, they must begin logging in at 12:55, so the meeting can start at 1:00. Lunch will be served at 12:30-12:55 for the SV Team, PD, DCE, and Advisory Committee & it might be helpful if it is served in a different location, if possible <ol style="list-style-type: none"> Site Visit Team Advisory Committee (List all members of the Advisory Committee on the Pre-Registration form provided) (If meeting with Medical Director is after the Advisory – see the schedule above or if the meeting with the Medical Director is before Advisory then lunch should be served after the meeting in consideration of the Medical Director's busy schedule.) If Hybrid or Virtual, Provide Meeting link/ID (only) here: Join on your computer, smart phone, lap top or tablet in a quiet confidential location

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1:45 pm- 2:15 pm (20-30 minutes) Room #	Meet with Medical Director In Person or Virtual	<ol style="list-style-type: none"> SV Team Meet with Medical Director (provide name(s) here) Co-Medical Director (if applicable) <p>If Virtual, Provide Meeting link/ID (only) here:</p>
2:30 pm- 3:00 pm (30 minutes) Room #	Meet with Clinical Instructors and Hospital Preceptors In Person and/or Virtual	<ol style="list-style-type: none"> SV Team Paid Clinical Instructors and Hospital Preceptors – Provide names/information on the Pre-Registration form (Refer to the end of the Agenda for additional information) <p>If Virtual, Provide Meeting link/ID (only) here:</p> <p>Join on your computer, smart phone, lap top or tablet in a quiet confidential location</p>
3:15 pm- 3:45 pm (30 minutes) Room #	Meet with Respiratory Faculty Only (if applicable) In Person	<ol style="list-style-type: none"> SV Team (provide names & titles here) Names and Titles of RT Faculty
4:00 pm- 4:30 pm (30 minutes) Room #	Tour LMS of Course with PD and DCE only	<ol style="list-style-type: none"> SV Team PD DCE
4:30 pm- 5:30 pm (60-90 minutes) Room #	Review Day One	<ol style="list-style-type: none"> SV Team Only (PD and DCE should be available to answer any questions or provide additional information)

DAY TWO - (The times on day two might need to be flexible)

	Activity	Meeting Attendees
9:00 am- 10:00 am (60 minutes) Room #	SV Team Preparation/Executive Session (Finalizing the SV Report)	<ol style="list-style-type: none"> Site Visit Team (PD and DCE should be available if needed)

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10:15 am- 11:15 am (60 minutes) Room #	Meeting with Key Personnel to review report	Required 1. SV Team 2. PD 3. DCE
11:30 am- 12:00 pm (30 minutes) Room # Note: This time might need to be scheduled earlier depending on the travel plans for the SV Team.	Summation Meeting (Read Summation Script and SV Report to be submitted to CoARC) <i>Provide a copy of the Summation Script to everyone that attends the Summation.</i> <i>The PD will need to assist collecting names/titles (correct spelling) of those attending the summation so they can be included in the report.</i>	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 For a Hybrid Session: Provide the Meeting ID/Link (only): Join on your computer, smart phone, lap top or tablet in a quiet confidential location

Additional Instructions:

- ❖ **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. The program is responsible for organizing these confidential sessions for the site visit team.
- ❖ **Virtual/Hybrid Sessions & WIFI** – Consider the room and platform being used. Will a screen or large TV monitor be available? The SV Team will need to use the program's technology. The PD and/or DCE will need to assist with security, confidentiality, and strongly encouraging those attending to have video on so the SV Team can ask yes/no questions and receive a physical response (thumbs up/down). Once the meeting starts, the SV Team will need controls of the session so the PD/DCE can leave the room.

The SV Team will also need access to WIFI for their personal laptops.
- ❖ **IT Department** – must be available as needed for technical difficulties.

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- ❖ **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. Virtual Sessions work well to increase attendance.
- ❖ **Clinical Instructors/Preceptors** – If you have paid clinical instructors, all are expected to be in attendance. If you use hospital preceptors you must work with employers on the Advisory Committee to ensure the attendance of at least one preceptor from each clinical affiliate is in attendance.
- ❖ **List of Evidence** – For questions regarding the List of Evidence, contact the Team Captain. The Site Visitors may request additional records during the visit. The Evidence and Videos must be uploaded to the links provided **6 weeks prior to the first day of the site visit**. (Refer to the specific directions on how to organize and title the List of Evidence so it may be compressed into a zipped file and uploaded.) If the Evidence is not uploaded by the 6 week due date, the site visit may be cancelled and the program would be responsible for the cancellation/rescheduling fee and any related cost that have occurred with travel arrangements.
- ❖ **PD and DCE** – must be available for questions throughout the visit.
- ❖ **Include Names and Titles on the Pre-Registration Form** - Once Team Captain and PD have agreed upon the agenda. The PD will need to complete the Pre-Registration form of those attending scheduled meetings on the Agenda. Once complete, send a **draft** of the Pre-Registration form to the SV Team and Bonnie Marrs **once the Evidence has been uploaded**. A final copy can be provided 4-5 days before the SV.
- ❖ **Other Details to Consider:** Please communicate with the SV Team to discuss Dietary Restrictions, preferred beverages, ground transportation to/from the school and to/from the college.

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