

5.24- CANCELLATIONS AND RESCHEDULING OF A SITE VISIT REVIEW

This policy specifies the individuals and documentation that must be available during Site Visit Evaluations. If rescheduling or the cancellation of a Site Visit Review is based on a program's failure to meet any of the conditions delineated in the following sections, the program will be responsible for a Rescheduling Fee (www.coarc.com) as well as any costs incurred by the CoARC related to rescheduling the visit. Should a natural disaster (hurricane, earthquake, etc.) occur just before or during the site visit, the program should contact the CoARC's Chief Operating Officer (COO), who will determine whether the site visit should proceed. If the visit is postponed, there will be no rescheduling fee, but the program will be responsible for any costs incurred by the CoARC related to the rescheduling of travel.

CoARC Policy 6.01 Key Personnel are the Program Director (PD), the Director of Clinical Education (DCE), and the Medical Director(MD). For Satellite and SDS Program Options, the Satellite Coordinator and Primary Sleep Instructor are considered key personnel.

Provisional Accreditation Site Visit:

- A. A Permanent or Transitional PD (see CoARC Accreditation Policies 2.023 and 6.01) must be in attendance and available to the site review team throughout the visit. If the start date of the Permanent or Transitional DCE's and Satellite Coordinator employment occurs prior to the visit, the DCE and Satellite Coordinator must also be in attendance throughout the visit. If the start date of employment will occur after the visit, the DCE and Satellite Coordinator must be available for an interview via a virtual meeting (or other means) at a time to be determined by the site visitors. If either of the Key Personnel is unable to meet the above requirements due to unanticipated circumstances, the site visit may be rescheduled at a later date at the discretion of the CoARC COO. ***The PD must be present and the DCE available via a virtual meeting or the visit is cancelled.*** Should it be determined, despite such absence/unavailability, that the site visit should proceed, the team will complete as much of the evaluation as possible during the visit. Should it be deemed necessary by the Executive Office/Referee, a focused site visit will then be rescheduled at a later date.
- B. The Medical Director/Advisor should also be available for an either face-to-face visit or via a virtual meeting. This call may occur either prior to or during the visit and should include both the site visit team captain and the team member. The Program Director will be responsible for arranging the conference call after consultation with the Team Captain.
- C. At least one representative from the sponsor's administration is also required to be available during the site visit review. While it is preferable that both the President or Provost and at least one divisional (i.e., Dean) member of the sponsor's administration be present during the Site visit, at least one such individual must be in attendance.

Continuing Accreditation Site Visit:

- A. The Program Director and Director of Clinical Education as well as appropriate members of the sponsor's administration and additional faculty, students, graduates, advisory committee members and clinical instructors/preceptors must be present during the site visit, and all required documentation (as specified in the *Standards*) must be readily available for review by the Site Visitors. If all these are not available, the site review team will consult with the CoARC COO to determine whether the site visit should be cancelled and rescheduled. Should this occur, the program will be responsible for a rescheduling fee as well as any expenses occurred by the CoARC. (This includes the Satellite Coordinator and Primary Sleep Instructor, when applicable)
- B. Both the Program Director and Director of Clinical Education (see CoARC Accreditation Policies 2.024 and 6.01 - this includes a Temporary, Permanent, Acting, or Transitional Replacement (as well as the Satellite Coordinator and Primary Sleep Instructor, when applicable) must be in attendance and available to the Site Visit Review team throughout the visit. If, prior to the visit, it is determined that either of them will be unable to attend the entire evaluation, the visit will be rescheduled. If, due to unanticipated circumstances, this occurs during the Review, the CoARC COO will assess the situation. Should it be determined, in spite of such an absence, that the site visit can proceed, the team will complete as much of the evaluation as possible. Should it be deemed necessary by the Executive Office/Referee, a focused, follow-up site visit will be scheduled.
- C. The Medical Director (MD) must also be available for an interview with the Site Review Team. Although this should be done face to face, a conference call/virtual interview is acceptable. The Program Director will be responsible for arranging the meeting, either prior to or during the visit.
- D. The President or Provost and at least one divisional (i.e., Dean) member of the sponsor's administration must be present during the Site visit.

Virtual Accreditation Site Visit for Degree Advancement Programs

The Program Director must be available to the site visit team throughout the visit. Appropriate members of the sponsor's Administration must be available for scheduled interviews during the visit. (If clinical training is included in the program's curriculum, the DCE (as well as the Satellite Coordinator and Primary Sleep Instructor, when applicable) must also be available throughout the visit.) All required documentation must be provided to the site visit team according to the due dates listed in the Site Visit Confirmation Email, as well as any additional materials requested by the site visitors. All groups of interviewees must be available as scheduled on the Site Visit Agenda. Should any of such meetings fail to occur as scheduled, they must be rescheduled to occur within 48 hours or as determined by the SV team. Failure to provide the SV team with access to all materials and individuals according to the required due dates and the Site Visit Agenda will result in the program's being responsible for the Cancellation/Rescheduling fee.

Additional Information for all Site Visits

CoARC reserves the right to cancel a site visit at any time prior to or during the scheduled visit, and to schedule a complete site visit or a focused site visit. While the program/institution will be provided with the reason for the change, they will not be allowed to appeal against this decision. The CoARC will reschedule the visit as soon as necessary arrangements can be made and the program will be charged a site visit cancellation fee, as well as any expenses occurred by the CoARC.

The use of a recording device by anyone attending an online or in-person interview, or by the institution or the program, during any portion of the site visit, is strictly prohibited. Based on CoARC *Policy 1.04*, if evidence of such a recording is discovered during the visit, the team captain shall terminate the virtual site visit immediately. If evidence of such a recording is discovered after the visit, the program may be subject to adverse action by the CoARC Board.

If there is a technology failure prior to or during the visit that significantly impairs the site visitors' ability to have an engaged, real-time interactive review, the TC will terminate the site visit, and an in-person or focused site visit will be scheduled to occur within a reasonable period of time. Depending on the cause, the program may be responsible for the Cancellation/Rescheduling fee.