

# Model Site Visit Agenda

## DAY ONE

Time	Agenda Item	Purpose/Comments
8:30 a.m.	Preliminary Conference	a meeting with institution officers, program director, medical director and others as appropriate: <ul style="list-style-type: none"> <li>to allow evaluators to summarize the purpose of the site visit, the accreditation process, and the roles and functions of the site visitors and Program Accreditation Committee; and</li> <li>to review the schedule for the first day as planned by the program and make adjustments as necessary</li> </ul>
9:00 a.m.	Meeting with Program Director	to provide the site visit team with an opportunity to obtain a more complete understanding of the curriculum and the program objectives, philosophies, course objectives, operational procedures, student selection criteria (if used), student evaluation protocols, enrollment, student attrition rates, processes for monitoring progress in development of student knowledge and skills, success of program graduates, etc.
11:00 a.m.	Visits to Support Services	to review library facilities, audio-visual resources, health services, etc.
12:00 p.m.	Working Lunch	site visit team only
1:00 p.m.	Interviews	<p><b>Faculty</b> - to discuss (e.g., with basic science instructors) course selection and content, instructional methods and objectives, evaluation mechanism, etc. – 1 hour</p> <p><b>Students</b> - to obtain reactions to all phases of the program through a group meeting or private interviews, without faculty or others being present – 1 to 2 hours</p> <p><b>Program Director, Medical Director</b> - to obtain additional information, to clarify points of information acquired during the day, and to review the schedule for the second day of the visit – ½ hour</p> <p><b>Note:</b> sequence and times may vary as desired</p>
4:30 p.m.	Tour of Facilities	a brief tour to familiarize site visitors with the classroom, laboratory, and other facilities used by students during didactic and/or supervised practice components of the program
Evening		program is requested not to schedule activities for the evening since site visitors use dinner and evening hours to discuss

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		information acquired throughout the day, to identify areas requiring further inquiry the following day, and to commence drafting the site visit team report

## DAY TWO

Meeting times are based on need and meetings normally conclude by mid-day.

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Visits to Affiliate Sites	<p>clinical faculty and supervisors are brought to campus for interviews to review the clinical settings or affiliate sites. (Preferably, this is done by visiting representative (or all) facilities, which have been chosen as affiliates, to survey the quality of their teaching environment.)</p> <p>time required for site visits to clinical settings varies due to factors such as distance</p> <p>if several sites are to be visited, the site visitors may separate</p> <p>visits to affiliate sites are not required in a number of areas</p>
Interviews	<p><b>Supervisor and Instructional Personnel at Clinical Sites</b> - to provide site visitors with an opportunity to assess the faculty's involvement in the program, their contacts with program administration, teaching methods, and the type of supervision, instruction and evaluation afforded students in the setting</p> <p><b>Students at Affiliate Sites</b> - to obtain students' reactions to the program</p> <p><b>Employed Program Graduates</b> (if possible and reasonable) - to provide site visitors with an opportunity to evaluate graduates' satisfaction with the educational process and the degree to which the program prepares graduates to perform entry-level functions. If face-to-face interviews are impractical due to practice demands and/or geographic distribution of employment sites, the program may arrange for telephone interviews.</p>
Preparation of Site Visit Team Report	program provides private meeting space for ½ to 1 hour to enable site visit team members to reach consensus on findings, complete their written report and prepare for the exit conference
Concluding Meeting with Program Director	a brief meeting of 15 minutes or less to share the findings and conclusions in the draft site visit team report with the program director prior to the exit conference
Exit Conference	a concluding meeting with the program director, medical director and other institutional officers of 30 minutes or less to share the site visit team's initial findings