



Residency Site Visit Process

Site Visit Process

Purpose of Site Visit

- Validate the self-study report
- Validate compliance with the appropriate *CAATE Standards*
- To aid CAATE in reaching an accreditation decision that
 - is defined
 - is consistent
 - is free of personal biases
 - is free of conflicts of interest
 - is free of non-sanctioned interpretations
 - upholds respect for institutional autonomy

Site Visit Process

Overview

- Expectations of Site Visitors
 - Conduct the evaluation in a manner that is free and absent of personal biases and opinions
 - Conduct the visit with respect for the sponsoring institution's autonomy, self-governance and self-management within the scope of the *appropriate Standards*
- Site Visitor's do not make accreditation recommendations
- Site Visitor's should not provide specifics on how the institution/organization may rectify non-compliances

Conflict of Interest

- Conflict of Interest survey sent to SVer in listing all institutions hosting a SV for that year
- Disclose any circumstances where a conflict of interest may occur
- Justifications for conflicts of interest include, but are not limited to:
 - The institution/organization is in the same state as the SVer
 - Has worked or interviewed at the institution/organization
 - Was a SVer at the institution/organization for most recent site visit
 - Attended the institution/organization
 - Has served as a consultant to the institution/organization
 - Worked closely with the Program Director previously (i.e., previous position, graduate school)

Site Visit Process

Review of Self Study

- Each team member is responsible for reviewing the materials in eAccreditation independently prior to the on-site visit
 - Completed in the Pre-Site Visit Module in eAccreditation
- All Standards and supporting materials should be discussed among all team members ***a minimum of one month prior*** to the visit

Site Visit Process

Review of Self Study

- When reviewing the Standards, attempt to determine a preliminary degree of compliance/non-compliance with the *Standards*
 - Compliant, Non-Compliant, Needs Discussion, Need More Information, Follow-up on Site Visit, Reopen
- If needed, the SV chair should contact the program to request any additional materials or to clarify areas of question
 - Reopen specific Standards via eAccreditation

Site Visit Process

Site Visit Agenda

- Residency program site visits are usually about 2 days
- Established by the Program Director and SV Chair in consultation with team members
- Expectations
 - Site visitors are expected to remain throughout the entire visit
 - The reader should be available for consultation during the visit or travel in case of an emergency

Site Visit Process

Site Visit Agenda

- Will include sessions with representatives from:
 - Institution's administration
 - Faculty
 - Program officials
 - Clinical personnel
 - Students
- Review student records; visit sites
- A conference room or office, with internet access, should be available for the SV Team to use throughout the entire visit

Site Visit Process

Initial Meeting

- Should be a small group and includes the Program Director and/or Program Administrators
- Introduce team and share an overview of the process for the next three days
- Reinforce the process as a fair and unbiased assessment of the program
- Alleviate any fears about the process

Site Visit Process

On-Site Visit

- *Standards* are the minimum requirements that a program must meet
 - **Triangulate** the information from the self-study, interviews with various personnel, and what is viewed during the on-site visit
 - Only report the findings!
 - Avoid imposing personal judgments or opinions and focus on the facts
- Meet with the program director daily to keep him/her apprised of concerns, areas of non-compliance, etc.

Site Visit Process

Exit Conference

- A time for the program to receive validations of the data gathered
 - Most program officials are not surprised at the findings
 - If program officials are surprised or become defensive, reiterate that they will have an opportunity to respond to the concerns through the rejoinder
- Review the findings with the Program Director prior to the exit conference; a forewarning of potential concerns and/or non-compliances
- The sponsoring institution/organization determines who may attend the exit conference

Site Visit Process

Exit Conference

- Express thanks for help received
- Description of programmatic strengths
- List non-compliance(s) with rationale from the *Standards*
- Recommendations that may strengthen the program

Site Visit Process

Site Visit Report (SVR) –

- Introduction – Brief History of the Program
- Strengths – Positive Aspects of the Program
- Standards – Report areas of non-compliance with a rationale
- Recommendations – Suggestions that might strengthen the program
- Individuals interviewed – List name, credentials, and role in program

Site Visit Process

Writing the Site Visit Report (SVR)

- A confidential report completed jointly by members of the SV team
 - Only the SV Chair has access to write within eAccreditation

Review Team Process

Reviewing Site Visit Reports

- The SVR is submitted via eAccreditation to the CAATE Office and checked for typos, grammatical errors and proper format prior to being sent to a Review Team
- The CAATE Office provides access to the SVR to a pre-assigned Review Team in eAccreditation
- All members of the primary Review Team examine the report and make an initial assessment of the report's findings

Review Committee Process

Reviewing Site Visit Reports

- When necessary, the report is forwarded to a secondary Review Team to comment on the findings of the primary Review Team
- The report is then finalized by the primary Review Team
- Report sent to Review Committee Chair
- The finalized report is then submitted via eAccreditation to the CAATE Office. The Review Teams complete their review and submit the report to the CAATE Office within approximately 8 weeks from its receipt

Site Visit Process

- If there are NCs, the program will have 90 days to complete the rejoinder within eAccred
- When the rejoinder is submitted back to the CAATE, it will go through the same review process as the comprehensive review
- Sent to Commission for accreditation decision
- If there are still NC's, program will be required to complete a progress report

