

COMMITTEE ON ACCREDITATION FOR EDUCATION IN NEURODIAGNOSTIC TECHNOLOGY (JRC-CVT)

SUGGESTED SITE VISIT AGENDA, TWO DAY

CVT PROGRAM: INITIAL ACCREDITATION

TIME	ACTIVITY	PURPOSE AND INTRUCTIONS TO PROGRAM DIRECTOR
Approximately TWO WEEKS prior to the on-site visit	The Team Leader will call the Program Director to review the purpose of the site visit and to discuss the activities scheduled for the site visit.	<p>The Team Leader and Program Director will review the final schedule and make any adjustments. <u>Times set by the program for meetings with administrators should never be changed, unless it is at the request of the institution being site visited.</u></p> <p>Program Director:</p> <ul style="list-style-type: none"> (1) The JRC-CVT Executive Office will provide you with names of the site visit team members, including identifying the Team Leader, eight to twelve weeks prior to the site visit. (2) If you have not heard from the Team Leader one week in advance of the site visit, please contact the JRC-CVT Executive Office for assistance.
7:30 AM -8:00 AM	Site Visitors ready for pick-up by program representative.	<p>Pick-up time determined by hotel distance from institution.</p> <p>Program Director:</p> <ul style="list-style-type: none"> (1) Please note the time you will pick up the site visitors on the final agenda. (2) Please note the location and invited participants for each session on the final agenda. (3) Interviews with institutional administrators may be scheduled in an administrative area; interviews with other groups/individuals should be scheduled either in the work room assigned to the site visit team or in a conference room in close proximity to enhance the efficiency of the site visit.
8:00 AM – 8:30 AM	Meet with the Program Director	<p>The site visit team will introduce themselves and explain the CAAHEP accreditation process, the functions of the JRC-CVT, and the purpose of the Site Visit to the program director.</p> <p>The site visit team and Program Director will review the schedule of on-site activities planned by the program, making adjustments as necessary.</p> <p>Program Director:</p> <ul style="list-style-type: none"> (1) The site visit team may ask to have this meeting shortened or lengthened, based on their review of the Self-Study Report and supporting documents. (2) A small conference room should be identified and reserved for use by the site visit team throughout the visit. The room should be secure since program records

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		<p><i>and personal property of the site visit team (e.g., computers, tablets) may also be left in the room while interviews with other individual or groups take place.</i></p>
<p>MORNING; as early as the administrators' schedules permit. (30 – 45 minutes)</p>	<p>General Group Session</p> <p>Attendees: Site Visit Team, Dean and/or higher level administration, members of administrative staff, as appropriate.</p>	<p>The site visit team will explain the CAAHEP accreditation process, the functions of the JRC-CVT, and the purpose of the site visit.</p> <p>Site visit team will interview the Dean/Administrator to:</p> <ol style="list-style-type: none"> (1) confirm the institutional accreditation (Standard I.A); (2) determine the process by which the sponsoring institution assures the program meets the requirements of the Standards and Guidelines (Standard I.C); (3) assess the institution's financial resources, including the institutional commitment to the program (Standard III.A); (4) discuss the institution's process for evaluating the program, including program's process for resource and outcomes assessments (Standard III.D and Standard IV.B.1 and 2); and, (5) confirm the process/procedures the institution used to determine the program's goals and outcomes are compatible with the mission of the sponsoring institution and the communities of interest (Standard II.A). <p><i>Program Director:</i></p> <ol style="list-style-type: none"> <i>(1) Make sure the administrator(s) can speak to the overarching institutional process for program review/evaluation.</i> <i>(2) Make sure to keep an accurate list of everyone who is interviewed by the Site visit team; include the role for each individual (e.g., dean, first year student, employer, medical director).</i>
<p>MORNING: 90 minutes</p>	<p>Tour Educational Facilities and Interview Program Director & Faculty</p>	<p>The site visit team will:</p> <ol style="list-style-type: none"> (1) evaluate the classrooms, labs, and other program resources (Standard III.A) (2) review the program's goal and outcomes (Standard II.A) and the role played by the Program Advisory Committee in developing and reviewing the goals and outcomes (Standard II.A and II.B); (3) review the process by which the curriculum course content was determined (Standard III.C); (4) review the process used by the institution and program faculty to determine that instructional methods are appropriate for the course type (Standard III.C);

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		<ul style="list-style-type: none"> (5) review the process by which the institution assures that all instructors (didactic, lab and clinical) are knowledgeable in subject matter and effective in teaching the assigned subjects (Standard III.B.1.c.(1); (6) review the methods used to assure physician interaction during the instruction of students (Standard III.C.2); (7) discuss the comprehensive resource assessment plan (Standard III.D); (8) discuss the comprehensive process for evaluating students, including how records of student evaluations are maintained (Standard IV.A.1 and 2); (9) discuss the comprehensive process for assessing the JRC-CVT mandated outcomes (Standard IV.B.1); and, (10) confirm how the program director/clinical coordinator ensures that that a formal affiliation agreement has been signed by both parties before a student is assigned to the affiliate for clinical education (Standard V.F). <p><i>Program Director: You will have received a list of documents to have available for the team to review on-site during the site visit. Please have those documents available and filed, with labels referencing the appropriate Standard. During this interview session the team will clarify and verify information you provided in the Self-Study Report.</i></p>
30 minutes	<p>Interview First Year Students</p> <p>(A second interview session with students may need to be schedule if the program includes a satellite location.)</p>	<p>The site visit team will evaluate the students' satisfaction with the program, including:</p> <ul style="list-style-type: none"> (1) evaluating the students' experience with the sponsor's publications and disclosures (Standard V.A.); (2) evaluating the degree to which students are aware of practices to assure their health and safety and the safety of their patients during clinical and/or laboratory experiences (Standard V.C); (3) evaluating the degree to which students are aware that all programmatic activities must be educational, including evaluating how the students know they are not to be substituted for staff during clinical education (Standard V.C); (4) determining how students are involved in assessing the program resources (III.A); (5) determining the degree to which students are aware of the program's goals and outcomes (Standard II.A); (6) assessing the degree to which the student perceive the program is preparing them for their role as competent entry-level neurodiagnostic technologists (Standard II.C); (7) confirming that students know the identity of the medical director(s) and how the individual(s) are involved in the program (Standard III.B.1.b); and,

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		<p>(8) confirming that physicians are involved in the instruction of students (Standard III.C.2).</p> <p><i>Program Director: Include as many students as possible.</i></p>
30 minutes	<p>Interview Second Year Students</p> <p>(A second interview session with students may need to be schedule if the program includes a satellite location.)</p>	<p>The site visit team will evaluate the students' satisfaction with the program, including:</p> <ol style="list-style-type: none"> (1) evaluating the students' experience with the sponsor's publications and disclosures (Standard V.A.); (2) evaluating the degree to which students are aware of practices to assure their health and safety and the safety of their patients during clinical and/or laboratory experiences (Standard V.C); (3) evaluating the degree to which students are aware that all programmatic activities must be educational, including evaluating how the students know they are not to be substituted for staff during clinical education (Standard V.C); (4) determining how students are involved in assessing the program resources (III.A); (5) determining the degree to which students are aware of the program's goals and outcomes (Standard II.A); (6) assessing the degree to which the student perceive the program is preparing them for their role as competent entry-level neurodiagnostic technologists (Standard II.C); (7) confirming that students know the identity of the medical director(s) and how the individual(s) are involved in the program (Standard III.B.1.b); and, (8) confirming that physicians are involved in the instruction of students (Standard III.C.2). <p><i>Program Director: Include as many students as possible.</i></p>
45 Minutes	Review Records	<p>The site visit team will:</p> <ol style="list-style-type: none"> (1) review how the program maintains academic records of students (Standard V.D); (2) review completed evaluations of the students, including lab and clinical evaluations (Standard IV.A.1 and 2); (3) review completed and graded examinations and quizzes from each course in the curriculum (Standard IV.A.1 and 2); (4) review student evaluations of faculty, clinical instructors, and courses in the curriculum (Standard III.A); (5) review representative student folders documenting student advisement (Standard V.D);

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		<p>(6) verify information provided in the self-study, including review of raw data used in resource assessment and outcomes assessment (Standard III.D and IV.B.1)</p> <p>Program Director: A list of on-site materials to be available will be provided by the JRC-CVT. The on-site materials <u>must be filed neatly</u>, with labels for the Standard(s) being evaluated through the use of the materials.</p>
90 Minutes	Working Lunch & Review Records OR This can be lunch with the Advisory Committee.	<p>If working lunch: The site visit team will review the records as described above.</p> <p>If lunch with the Advisory Committee: The site visit team will interview members of the Advisory Committee to determine:</p> <ol style="list-style-type: none"> (1) how the Committee is involved in evaluating the program’s goals and objectives, and outcomes (Standard II.A and B); (2) how the Committee has participated in formulating and revising the program’s goals and learning domains (Standard II.B); (3) examples of how the Committee has assisted the program with monitoring programmatic needs (Standard II.B); (4) examples of how the Committee has assisted the program with monitoring expectations from the communities of interest; and, (5) examples of how the program has implemented changes described in an Action Plan, and communicated the impact of those changes to the members of the Committee. <p>Program Director: <i>If a working lunch is scheduled, the site visit team will appreciate you identifying options from which lunch can be ordered and delivered to the work room. The Site visit team will pay for their own lunch.</i></p> <p><i>If lunch with the Advisory Committee is planned, the faculty and any administrators may stay for lunch and then leave the room while the Site visit team interviews members of the Program Advisory Committee.</i></p>
Allow sufficient travel time and approximately 30 minutes for the interview(s). <u>Additional time should be allotted if</u>	Visit clinical site(s) INCLUDE ONE SITE VISIT FOR EACH CONCENTRATION The site team can split up in order to visit the clinical sites.	<p>The Site visit team will interview clinical instructors to determine:</p> <ol style="list-style-type: none"> (1) the degree to which they are informed about the objectives for the supervised clinical practice (Standard III.B.1.c.1); (2) how instructional methods are chosen to allow the student(s) to achieve the course/clinical objectives (Standard III.B.1.c.1 and III.C);

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<u>interviews with employers, the medical director(s), and program graduates are scheduled at the clinical site(s).</u>	<p>Clinical instructors/preceptors must be available.</p> <p>INTERVIEWS WITH CLINICAL INSTRUCTORS/PRECEPTORS</p> <p>Interviews with clinical preceptors from other sites can be scheduled via teleconference if a sufficient sample was not included among the membership of the Advisory Committee. This activity can occur on either Day One or Day Two.</p>	<p>(3) how students are evaluated during the clinical education experience (Standard IV.A.1);</p> <p>(4) how the instructors were trained (Standard III.B.1.c.2);</p> <p>(5) how the instructors are evaluated by the students, and what kind of feedback they get about their performance as a clinical instructor (Standard III.B.1.c.2); and,</p> <p>(6) how the clinical instructor ensures that all activities during the day are educational, and what steps are taken to make sure that no student is substituted for staff (Standard V.C)</p> <p><i>Program Director: It is preferable that the clinical site chosen for a visit include clinical opportunities for more than one concentration. Visiting only one clinical site that serves multiple purposes will enhance the efficiency of the site visit.</i></p>
<p><i>Program Director: Additional interviews/meetings: can be conducted in conjunction with clinical visits or scheduled separately based on availability of the participants. If these meetings do not occur on DAY ONE they should be scheduled early in the second morning.</i></p>		
15 Minutes to 30 minutes	<p>Interview Medical Director(s)</p> <p>Medical directors for additional concentrations must be included in the interviews.</p>	<p>The site visit team will Interview the Medical Director to assess:</p> <p>(1) level of involvement in program, including instruction and evaluation (Standard III.B.1.b.1);</p> <p>(2) level of participation in resource assessment and outcomes assessment (Standard IV.B.1 and III.D);</p> <p>(3) how cooperation and support from physicians is promoted (Standard III.B.1.b.1); and,</p> <p>(4) participation in curriculum review to insure the program meets current standards of medical practice (Standard III.B.1.b.1).</p>
30 Minutes	<p>Advisory Committee (if the program does not host a luncheon for the Advisory Committee)</p>	<p>The Site visit team will interview members of the Advisory Committee to determine:</p> <p>(1) how the Committee is involved in evaluating the program’s goals and objectives, and outcomes (Standard II.A and B);</p> <p>(2) how the Committee has participated in formulating and revising the program’s goals and learning domains (Standard II.B);</p> <p>(3) examples of how the Committee has assisted the program with monitoring programmatic needs (Standard II.B);</p> <p>(4) examples of how the Committee has assisted the program with monitoring expectations from the communities of interest; and,</p>

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		<p>(5) examples of how the program has implemented changes described in an Action Plan, and communicated the impact of those changes to the members of the Committee.</p> <p><i>Program Director: Employers and the Advisory Committee interviews can be scheduled concurrently, especially if several employers are members of the Advisory Committee.</i></p>
4:30 PM – 4:45 PM	Informal feedback to Program Director	The site visit team will clarify any questions/issues identified during the day.
4:45 – 5:00 PM	Travel back to hotel	<p><i>Program Director: The site visit team will be involved in drafting the Site Visit Report during the evening; therefore, social activities (e.g., dinner) should not be planned. The faculty will also most likely appreciate being able to go home and decompress from the day's activities.</i></p>
DAY TWO		
7:30 AM - 8:30 AM	Pick up Site Visitors from hotel	<p>Pick-up time determined by hotel distance from institution and the number of interviews that are scheduled early in the morning of Day TWO.</p> <p><i>Program Director: (1) Please note the time you will pick up the site visitors on the final agenda.</i></p>
30 minutes	Meet with Program Director	The site visit team will clarify questions from Day One and previous evening work on the Site Visit Report.
	SCHEDULE INTERVIEWS NOT COMPLETED ON DAY ONE	
45 to 60 minutes	Executive Session: Site Visit Report Completion - a small conference room should be reserved for use by the Site Visit Team	<p>The site visit team will use this time to finalize the Site Visit Report, including reviewing any records not seen during Day One.</p> <p><i>Program Director: Questions identified during interviews that occurred during the morning may require additional meetings with the program director and/or faculty; therefore, please make sure these individuals are available during the beginning of this session.</i></p>
15 minutes	Meet with the Program Director	The site visit team will inform the Program Director of the content of the exit summation.

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(Not later than 11:30 AM)		
Immediately following meeting with the Program Director, but not later than 12:00 pm	<p>Exit Summation</p> <p>Attendees: Site Visit Team, Program Director, Dean and/or higher level administration, Medical Director, and other Faculty as Program Director wishes</p>	<p>The site visit team will:</p> <ol style="list-style-type: none"> (2) thank the program and sponsor personnel for site visit accommodations; (3) read the Standardized Statement from the Site Visit Report; (4) deliver an oral summary of the findings/observations related to each Standard; the oral summary will identify areas of strength; areas of possible non-compliance with the Standards; and recommendations for improvement. (5) Identify the anticipated date the JRC-CVT will review the program in order to formulate a recommendation regarding the accreditation status to forward to CAAHEP for action; and, (6) Identify the anticipated date the program will be appear on the CAAHEP agenda for an accreditation decision. <p>Program Director:</p> <ol style="list-style-type: none"> (1) The site visit team does not make final conclusions concerning the program's compliance with the Standards; (2) The Site Visit Report will be considered as part of the accreditation record, and the JRC-CVT will make decisions about the program's compliance with the Standards; (3) The program will receive a written Findings Letter from the JRC-CVT within 14 days following the site visit; (4) The program must respond to the Findings Letter within 30 days; (5) The JRC-CVT will not review the program for an accreditation recommendation to CAAHEP before the institutional response to the Findings Letter has been received.
Site visit team departs following the Exit Summation.		

NOTE: The template is a suggested timeline; the final agenda times will vary based on the scheduling of interview sessions and the program's location in relation to clinical sites.

Two Day Visit Initial Accreditation