FINAL SCHEDULE

TIME	ACTIVITY AND PARTICIPANTS (List names and titles)

Program Director: Add more rows as needed.

JOINT REVIEW COMMITTEE ON ACCREDITATION IN CARDIOVASCULAR TECHNOLOGY

SUGGESTED SITE VISIT AGENDA)

INITIAL ACCREDITATION

TIME, ACTIVITY, AND PARTICIPANTS (List names and titles)	PURPOSE AND *INSTRUCTIONS TO PROGRAM DIRECTOR*

Approximately TWO WEEKS before the site visit
 	
Planning Session
 	
Name, v-Site Visit Team Leader
 	
Name, Program Director
 	
This can be conducted by phone or Zoom.
	The Team Leader and Program Director will review the final schedule and make any adjustments. *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.*
	
	Program Director:
	    (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.

(30 minutes) Recommend starting this session not later than 8:30 am local time (the time zone for the program). 8:00 am is preferred. **Meet with the Program Director** Name, Site Visit Team Leader Name, Site Visit Team Member Name, Program Director	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. *Program Director:* *(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.*
30 minutes **Opening Session** Attendees: Site Visit Team, Dean and/or higher-level administration, members of administrative staff, as appropriate. Name, Site Visit Team Leader Name, Site Visit Team Member Name, Program Director Name, President/VPAA/Dean	Accreditation is a voluntary activity, and the site visit team is the guest of the institution. During the group session with administrators, the site visit team will explain the CAAHEP accreditation process, the functions of the JRC-CVT, and the purpose of the site visit. Site visit team will interview the Dean/Administrator to: (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) determine how the institution has determined the program's goals and outcomes are compatible with the mission of the sponsoring institution and the communities of interest (Standard II.A). *Program Director:* *(1) Make sure the administrator(s) can speak to the overarching institutional process for program review/evaluation.*

90 minutes **Interview Program Director &** **Faculty** **Review Documents** Name, Site Visit Team Leader Name, Site Visit Team Member Name, Program Director Name, Faculty	The site visit team will: (1) 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); (2) review the process by which the curriculum course content was determined (Standard III.C); (3) review the process used by the institution and program faculty to determine that instructional methods are appropriate for the course type (Standard III.C); (4) 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.3.b) (5) address any questions about classrooms, labs, and other program resources based on viewing the virtual tour (Standard III.A); (6) discuss the comprehensive resource assessment plan (Standard III.D); (7) discuss the comprehensive process for evaluating students, including how records of student evaluations are maintained (Standard IV.A.1 and 2); (8) discuss the comprehensive process for assessing the JRC-CVT mandated outcomes (Standard IV.B.1); and, (9) determine 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). *Program Director: You will have received a list of documents to have available for the team to review on-site during the site visit. These documents must either be filed in DropBox or available on the LMS for the team to review, at least two weeks before the date of the virtual site visit. All documents should be labeled referencing the appropriate Standard. During this interview session the team will clarify and verify information you provided in the Self-Study Report.*
These are two, separate 30-minute sessions, one with each cohort of students **Interview First Year Students** **(including students who are** **enrolled in all of the concentrations** **offered in the program)** Name, Site Visit Team Leader Name, Site Visit Team Member Names of students from list provided by program director. 30 minutes **Interview Second Year Students** **(including students who are** **enrolled in all of the concentrations** **offered in the program)** Name, Site Visit Team Leader Name, Site Visit Team Member Names of students from list provided by program director	The site visit team will evaluate the students' satisfaction with the program, including: (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 students perceive the program is preparing them for their role as competent entry-level cardiovascular technologists (Standard II.C); and, (7) confirming that students know the identity of the medical director(s) (Standard III.B.2.a) *Program Director: As many students as possible should be included in the interview. You must make appropriate arrangements for students who are enrolled in a clinical course to participate in the interviews.*

30 minutes
Interview with Advisory Committee and Employers
Name, Site Visit Team Leader
Name, Site Visit Team Member
Names of Advisory Committee members
Names of Employers
	The site visit team will interview members of the Advisory Committee to determine:
	  (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,
	      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.
	Program Director: At least one graduate must be included in the people who will be interviewed.

30 minutes
Interview with Clinical Instructors/Preceptors
Name, Site Visit Team Leader
Name, Site Visit Team Member
	The Site visit team will interview clinical instructors to determine:
	  (1) the degree to which they are informed about the objectives for the supervised clinical practice (Standard III.C);
	  (2) how instructional methods are chosen to allow the student(s) to achieve the course/clinical objectives (III.C);
	  (3) how students are evaluated during the clinical education experience (Standard IV.A.1);
	  (4) how the instructors were trained (Standard III.B.3.a);
	  (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.D); and,
	  (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)
	
	Program Director: You must include at least one preceptor from each concentration in this interview.

15 to 30 minutes
Interview Medical Director(s)
Name, Site Visit Team Leader
Name, Site Visit Team Member
Name, Medical Director
	The site visit team will Interview the Medical Director to assess:
	  (1) level of involvement in program, including instruction and evaluation (Standard III.B.2.b);
	  (2) level of participation in resource assessment and outcomes assessment (Standard IV.B.1 and III.D);
	  (3) participation in curriculum review to insure the program meets current standards of medical practice (Standard III.B.2.b).

30 to 45 minutes (this session should be scheduled not later than 3:30 pm local time) **Executive Session** Name, Site Visit Team Leader Name, Site Visit Team Member	The site visit team will use this time to finalize the Site Visit Report, including reviewing any records not seen earlier in the day. ***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.***

15 minutes (This session should be scheduled not later than 4:30 pm local time. **Meet with the Program Director** Name, Site Visit Team Leader Name, Site Visit Team Member Name, Program Director	The site visit team will clarify any questions identified during the day and inform the Program Director of the content of the exit summation.
15 minutes (This session should be scheduled not later than 4:45 pm local time) **Exit Summation** Attendees: Site Visit Team, Dean and/or higher-level administration, members of administrative staff, as appropriate. Name, Site Visit Team Leader Name, Site Visit Team Member Name, Program Director Name, President/VPAA/Dean	The site visit team will: (1) thank the program and sponsor personnel for site visit accommodations; (2) read the Standardized Statement from the Site Visit Report; (3) 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. (4) Identify the anticipated date the JRC-CVTwill review the program in order to formulate a recommendation regarding the accreditation status to forward to CAAHEP for action; and, (5) Identify the anticipated date the program will be appear on the CAAHEP agenda for an accreditation decision. *Program Director:* *(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 site visit findings report from the JRC-CVT within 30 days following the site visit.* *(4) The program will identify any errors or omissions in the site visit report and notify JRC-CVT within 14 days of receiving the report.* *The JRC-CVT requires a response to the site visit report if potential Standards citations have been identified by the team.*

NOTE: The template is a suggested timeline; the final agenda times will vary based on the scheduling of interview sessions.

NOTES TO PROGRAM DIRECTOR:

A private conference room should be scheduled for the team's use throughout the day.

The team will appreciate coffee/tea/water being available in the conference room.

Lunch can be ordered and delivered for the team (working lunch) or the team can purchase lunch from the onsite cafeteria.

The team will take an Uber/Lyft/taxi from the hotel to the campus. Please let the team know where you will meet them once they arrive at the facility.