



SUGGESTED SITE VISIT AGENDA



TIME	ACTIVITY	PURPOSE
DAY 1		
Evening before	<p>Team Meeting</p> <p>Possible meeting with current students if together in class</p>	<p>To discuss concerns and plans for the visit.</p> <p>If a program only has a group of students together for class on the evening before the visit, it would be helpful to meet with the entire class and conduct interviews rather than to only meet with a few on Day 1.</p>
7:30 AM – 8:00 AM	Arrive on Campus	
8:00 AM – 8:30 AM	Meet with the Program Director	Review the schedule of on-site activities planned by the program, making adjustments as necessary.
8:30 AM – 9:00 AM	<p>Host General Group Session</p> <p>Attendees: Site Visit Team, Program Director, Dean and/or higher level administration, members of administrative staff, other Faculty as Program Director wishes</p>	<p>Provide the Site Visit Team an opportunity to explain the CAAHEP accreditation process, the functions of the CoAEMSP, the type of CAAHEP accreditation statuses, what the accreditation status implies, and the purpose of the Site Visit.</p> <p>Interview the Dean to assess the Program Director’s accountability in all phases of training and gain the Dean’s perspective of the program. Additionally, financial commitment and sustainability and institutional accreditation can be addressed.</p>
9:00 AM – 9:45 AM	Meet with the Medical Director	Interview the Medical Director to assess medical accountability in all phases of training.
9:45 AM – 12:00 Noon	Interview Program Director & Faculty	<p>Obtain information on course selection and content, instructional methods and objectives, testing mechanisms, lab sessions, clinical issues, etc. This provides an opportunity for an exchange of ideas between the Faculty and the Site Visit Team. Team members may conduct separate interviews as desired.</p> <p>The informal discussions allow the Site Visit Team to obtain general reactions to the program, its objectives, and the quality of the students. The meetings will allow the Team to assess the classroom, labs, clinical and internship issues from their perspective.</p> <p>Obtain information on course selection and content, instructional methods and objectives, testing mechanisms, etc. Team members may conduct separate interviews as desired or break Faculty into didactic, lab, clinical and internship pieces depending on the responsibilities of Faculty.</p>

TIME	ACTIVITY	PURPOSE
12:00 Noon – 2:00 PM	Working Lunch & Review Records	Review how the program maintains academic records of students, how the clinical practice instruction and field internship experiences are evaluated, and related matters. (include a list of all needed printed materials)
2:00 PM – 2:45 PM	Interview Students	Obtain the students' reactions to the program. The discussions will allow the Site Visit Team to assess the students' perception of the program, their responsibilities as paramedics, their knowledge and skills as developing paramedics, and views of their relationships with others in the clinical and field settings.
2:45 PM – 3:15PM	Interview Graduates	Obtain the graduates' reactions to the program. The discussions will allow the Site Visit Team to assess the graduates' perception of the program, their responsibilities as paramedics, their knowledge and skills as graduate paramedics, and views of their relationships with others in the clinical and field settings.
3:15 PM – 3:45 PM	Interview Employers & Advisory Board Members, including senior administrative officers of EMS systems employing graduates of the program	Provide the Site Visit Team with the employers' assessments of the program's graduates and of the general quality of the programs' clinical education and training. Gain information on the role of the advisory committee, how often it meets, and the communities of interest it represents.
3:45 PM – 5:00 PM	Visits to clinical sites Students and preceptors should be available	Obtain information on the objectives for supervised clinical practice, instructional methods, and student activities and evaluation processes. The Site Visit Team can be split up to conduct interviews in separate facilities if necessary.
5:00 PM – 5:30 PM	Informal feedback to Program Director	Site Visit Team provides input on preliminary observations to the Program Director and clarifies any issues. Provide list of items needed for next day to conclude the visit.
Evening of Day 1	The Site Visit Team completes as much of the report as possible with the information obtained on Day 1.	

TIME	ACTIVITY	PURPOSE
DAY 2		
8:00 AM – 10:00 AM	Visit to Field Internship Sites & Interview Preceptors	Assess the resources available in the field internship, adequacy of preceptor training and student evaluation/progress during internship.
10:00 AM – 10:30 AM	Meet with Program Director	Clarify remaining major concerns. If problems areas have been noted, the interview provides the Program Director an opportunity to clarify issues that are questionable to the Site Visit Team.
10:30 AM – 1:00 PM	Lunch & Prepare the Site Visit Report a small conference room should be reserved for use by the Site Visit Team	Prepare the Site Visit Report. This report is completed jointly by team members immediately before conclusion of the Site Visit.
1:00 PM – 1:30 PM	Meet with the Program Director	Inform the Program Director of the content of the exit summation.
1:30 PM – 2:00 PM	Exit Summation: Meet with the Program Director and other Principals Attendees: Program Director, Medical Director, Educational Coordinator, Dean, and representative(s) of the administration of the sponsoring institution, and other individuals the Program Director wishes to include.	Provide an oral, consultative summary of the Site Visit Team's assessment of the program's strengths and to make suggestions for improvement. The Site Visit Team does not make final conclusions concerning the program's compliance with the <i>Standards</i> , only the CoAEMSP Board can do this. Program representatives may respond to this report, allowing for clarification and correction in the report to ensure that it is reflective of the current state of the program and its compliance with the <i>Standards</i> . The Program will receive within 3 weeks of the Site Visit Report and the Findings Letter. The Program will have an opportunity to respond before the CoAEMSP reviews the Program's request for accreditation.
2:15 PM	Depart for Airport	

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