



Keys to A Successful Site Visit, the Logistics

Your site visit is scheduled. This site visit may be your first, second, third, or fourth. Whether experienced or not, we hope you will find this document helpful with simple suggestions to facilitate a smooth site visit!

Site visitors volunteer their time to prepare for and conduct the site visit. The SV Agenda is compact, and the Site Visit Team works from when they arrive to when they depart the host city. When the SV Team's basic needs are met, they can focus on the program. If the team needs to consider finding their lunch and beverages, it will interrupt the flow of the site visit.

Below are some necessities and suggestions to reduce the stress level for the program director and make the site visit more straightforward for everyone.

PREPARING FOR THE SITE VISIT

1. Review the *Documents for the Site Visit* and discuss them with the SV Team Captain. These documents serve as a bridge from submitting the Self-Study Report (SSR) to the site visit, including items like the Advisory Committee meeting minutes, updated contracts, summary tracking for recent cohorts, new student handbook, and other new or updated materials. Include any information that relates to changes since the SSR was submitted. Upload all documents to the CoAEMSP-designated fileshare at least 2 weeks before the site visit.
2. Complete the SV Agenda and upload it to the CoAEMSP-designated fileshare at least 2 weeks before the site visit. Consult the SV Team Captain if changes need to be made to the suggested agenda.
3. Ask site visitors if they have dietary requirements (e.g., decaf, gluten-free, sugar-free, or food allergies).
4. Ask site visitors what beverage they prefer (coffee, soda, pop, water).
5. Provide lunch, which may be giving the SV Team a deli menu to order from or catering lunch. Going out to eat or walking across campus are not options because site visitors and program personnel assisting with the document review work through lunch.
6. Ensure the hotel has meal choices within walking distance. If this is not possible, recommend that the SV Team rent a car or use a ride share if available in your area.
7. Read the Executive Analysis (EA) you received from the CoAEMSP and prepare a response for each area noted in red. Complete the *Response to EA Program Update* form found on the CoAEMSP website (www.coaemsp.org > Resource Library > Site Visits) and upload it to the CoAEMSP-designated fileshare at least 2 weeks before the site visit.
8. Work with the SV Team Captain to coordinate transportation between the hotel and the program.
9. Provide a confidential workspace for the SV Team that is quiet, private, and large enough for conversations with the various stakeholders. The workspace for the SV Team should provide an uninterrupted environment. A conference room works great.

10. Have instructions for and access to WiFi in the confidential workspace where the SV Team will be based. If dependable WiFi is unavailable, let the site visitors know before the site visit.
11. Prepare your students for the site visit by discussing the purpose of the accreditation site visit and what the students might expect from the SV Team.
12. Confirm and reconfirm individuals for the conversations, including the Medical Director, Advisory Committee members, employers, graduates, clinical/field experience preceptors, and capstone field internship preceptors. The SV Team wants to speak with as many individuals as possible, so invite all external communities of interest on the Advisory Committee and more graduates and preceptors rather than less. A good rule of thumb is to have at least 6 graduates, 6 clinical preceptors, and 6 capstone field internship preceptors for these conversations. Since there are often individuals who cannot attend at the last minute, invite twice that number.
13. SV Teams no longer make the trip to clinical and field internship sites. The best practice is to invite the preceptors to campus. However, some or all can participate remotely via web-based conferencing (e.g., Zoom, Teams). The program is responsible for coordinating the web-based conferencing.

CONDUCTING THE SITE VISIT

14. Confirm Internet access and power are available and working in the confidential workspace where the SV Team is based.
15. Make readily available beverages and snacks.
16. Include on the SV Agenda a list of individuals the SV Team will meet with and the community of interest everyone represents (i.e., administration, faculty, employers, students, graduates, preceptors).
17. If one or more individuals must be interviewed via video conferencing, provide the link to the site visitors. Individuals must be on separate devices with a camera.
18. Ensure key members of the Program sponsor are available during the site visit. The Program Director and the faculty must be readily available for questions throughout the day.
19. Provide suggestions for dinner near the hotel, preferably one with local flair.
20. No gifts. There is no arranged dinner. The site visitors prepare for the site visit or draft the SV Report.
21. Provide a program computer for the SV Team to review electronic documents, such as the gradebook, attendance, tracking, etc.
22. Remain flexible, as the proposed SV agenda might need last minute changes.

The SV Team will provide a thoughtful, unbiased review of your program. Do not be intimidated by their questions. The site visitors have hosted multiple site visits, too, and volunteered to conduct site visits. The goal is to support the program's success! Consider the SV Team members your colleagues and ask questions.