

**VIRTUAL SITE VISIT AGREEMENT**

This Virtual Site Visit Agreement is entered into this day by the Paramedic program sponsored **Sponsor** and the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP), a committee on accreditation of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), collectively the parties, and sets forth the understandings and obligations of the Paramedic program and CoAEMSP relating to the conduct of a virtual site visit of the Paramedic program sponsored by **Sponsor** as part of CoAEMSP’s review of the program’s application for continuing accreditation.

Whereas the parties have determined that it is in their interest for **Sponsor** to host a virtual site visit of the Paramedic program, to assure the health and safety of the sponsor’s faculty, staff and students, and CoAEMSP’s representatives during the National State of Emergency caused by the COVID-19 pandemic; and

Whereas the Paramedic program sponsored by **Sponsor** agrees to proceed with a virtual site visit;

The parties therefore agree to the following terms and conditions:

**Terms and Conditions**

The **Sponsor** agrees that it has the resources and technological capacity to host the virtual site visit in a manner that complies with all applicable policies, procedures and guidelines established by CoAEMSP, as those policies, procedures and guidelines are updated and revised.

Outlined below is a description of virtual site visits as well as details about the requirements and guidelines for the site visit. If the program or the sponsor has any questions about these requirements, they should consult with the CoAEMSP, Jennifer Anderson Warwick, at [jennifer@coaemsp.org](mailto:jennifer@coaemsp.org).

A virtual site visit uses a web-based audio and visual connection so that the site visitors can interact effectively with the Paramedic Program Director and instructional staff, the program Medical Director, the sponsor administration and support staff, preceptors, the students and the graduates, employers, and the Advisory Committee.

The virtual site visit includes the same goals as a residential/in-person site visit:

* To validate the Self-Study Report (SSR), and
* To verify the sponsor’s and program’s commitment to the CAAHEP *Standards and Guidelines* and accreditation process.

**Technology and Security**

1. The **Sponsor** program represents that it has the technological capacity to host a virtual site visit to facilitate secure communication between and among visiting team members, and program administrators, faculty and students, and other participants.



1. **Sponsor** agrees to ensure that all potential participants are informed or trained on applicable videoconferencing guidelines and to use the technology selected for audio/video communication.
2. **Sponsor** represents that it has the capacity to securely share confidential files/documents with the site visit team in a manner that complies with the Family Education Right to Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) while maintaining custody and administrative control of the records.
3. **Sponsor** agrees to facilitate, in advance of the visit, a test run in the presence of CoAEMSP staff so that any issues related to the selected videoconferencing and file sharing platforms can be identified and resolved in advance of the visit.
4. **Sponsor** agrees to assure the confidentiality of interviews with the site visit team in the same manner as if the visit were to take place on site at the sponsor.
5. **Sponsor** agrees that it will not, and will assure that those present during the visit, do not audio or video record any portion of the visit, including the team’s exit summation.
6. CoAEMSP is responsible for hosting the technology platform, Zoom, that allows for audio and video to conduct the site visit meetings and has a platform that provides privacy and security to facilitate secure communication between the CoAEMSP site visitors and the program administrators, faculty and students, Medical Director, advisory committee, graduates, employers, and other sponsor representatives.
7. CoAEMSP will host a training session for the site visitors and program directors and other program staff to ensure access to the technology.
8. **Sponsor** and CoAEMSP will ensure that there is a backup plan if participants are not able to access the technology platform at the time of the meeting due to either technological limitations or internet access issues. All interviews with Paramedic Program Director and instructional staff, the program Medical Director, the sponsor administration and support staff, preceptors, the students and the graduates, employers, and the Advisory Committee must include both the audio and visual component. If the video component is not available for any given interview, it must be noted at the commencement of the interview.
9. To the extent permissible by applicable laws and regulations, **Sponsor** agrees to defend, indemnify and hold harmless CoAEMSP and CAAHEP, its officers, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with a breach of security or unlawful disclosure of confidential information occurring during preparation for or during the course of the virtual site visit.

**Preparation and Logistics**

1. The Program is responsible for setting up the meetings, inviting the participants, creating the list of participants, providing that information to site visit team, and finalizing the schedule at least two (2) weeks before the site visit and reviewing with the site visit team captain.
2. The Program is responsible for contacting all participants.
3. Many of the meetings take place without the Program Director in attendance. Due to the nature of the virtual site visit, the Program Director will need to provide the connection information to each of the participants to allow for confidential conversation.
4. The Paramedic program agrees that it will use its best efforts to assure that the visit proceeds according to the agreed upon schedule and to notify CoAEMSP of any needed changes to the schedule within a reasonable time period in advance of the visit.
5. While the bulk of the documentation has been provided to the site visit team in the original Self-Study Report, the program will be required to upload to the CoAEMSP-designated sharing application (i.e., ShareFile) the Addendum to the Self-Study Report at least two (2) weeks prior to the site visit.
6. Any additional documentation that is requested during the visit will be shared with the site visitors through the presentation software (for example review of student competency tracking and evaluations of students).
7. The Program Director will be required to have access to the campus to conduct a virtual visit of the lab areas. The virtual visit of the lab areas will be pre-recorded and provided to the site visit team in advance of the virtual site visit. The virtual tour must include viewing lab medical equipment and supplies (i.e., basic life support, advanced life support, etc.). Site visitors may request additional virtual review of space and equipment.
8. The Program Director will provide a video of the Paramedic program classrooms, offices, and other instructional sites. If the program is taught on satellite campuses or at alternate locations, site visitors will also need a tour of those facilities.

**Other Terms and Conditions**

1. To ensure transparency and open communication, the sponsor agrees that none of the site visit will be recorded, there will be no unannounced persons in any of the meeting.
2. The parties agree that legal counsel shall not be present at any stage of the virtual site visit, including the during site visit team’s exit presentation.
3. **Sponsor** agrees to accept the report of the site visit team and agrees that it will not challenge the team’s findings or the accreditation decision solely on the basis of the virtual format provided that the site visit is conducted in all material respects in accordance with applicable policies, procedures and guidelines of CoAEMSP and CAAHEP.

**Reservation of Rights**

In the event the site visit team is not able to complete its review, including the review of documents or to conduct meetings with required participants due to problems with technology or for any other reason, the CoAEMSP, in its sole discretion, may schedule another virtual visit or delay the visit until the CoAEMSP determines that an on-site visit to the program can safely take place. In the event this occurs, an additional fee may be assessed.

**Acknowledgment**

As the authorized program representatives for the Paramedic program sponsored by **Sponsor**, we have read and agree to the foregoing requirements for the program to participate in a virtual site visit conducted by CoAEMSP. We understand that unless CoAEMSP requires otherwise, the virtual site visit will be the only visit conducted by CoAEMSP as part of the accreditation review process and that the results will become part of the record to be reviewed by the CoAEMSP in making its recommendation to CAAHEP.

As the authorized representatives of the Program, we agree that the Program will not challenge the results of the visit or CoAEMSP’s recommendation relative to the accreditation of the program solely on the basis that the visit was conducted virtually. The program will, however, have the opportunity, based upon CoAEMSP’s practice to provide additional documentation.

We understand that once the program has agreed to participate in the virtual site visit and planning has begun, a program may not, without reasonable justification as determined by CoAEMSP, request an on-site visit in lieu of the planned virtual site visit.

Agreed to this day of 2020:

Program Director:

Name & Credentials (typed)

Signature

Date

Dean of Health Professions or Equivalent Position:

Name & Credentials (typed)

Signature

Date

CoAEMSP Representative:

Name & Credentials (typed)

Signature

Date