



Credible education  
through accreditation

## Site Visitor Checklist

Thank you for agreeing to serve on a site visit team; so, what next? The checklist below will aid the newer site visitors and jog the memory of the seasoned site visitors. Remember that the Site Visit Team is the face of CoAEMSP and CAAHEP and frequently the only face-to-face contact the program may have with the representatives. Proper planning and attention to detail can make all the difference in the program perception of the CAAHEP accreditation process.

✓	Activity
<b>Scheduling</b>	
	Receive confirmation of the program location and site visit dates from CoAEMSP. Hold those dates on your schedule.
	<b>Do not</b> make reservations (air or hotel) until directed to do so by CoAEMSP.
<b>Travel Arrangements</b>	
	Once the site visitors have been notified via email to make travel arrangements:
	<i>Team Captain</i>
	<ul style="list-style-type: none"> <li>• Contact the Program Director (and copy your Site Visit Team Member) <i>as soon as CoAEMSP staff has confirmed the visit</i>, reassuring them your intent is to be helpful as they prepare for the site visit.</li> </ul>
	<ul style="list-style-type: none"> <li>• Confirm proposed lodging, arrival airport, travel timing, and ground transportation to hotel and program with the Program Director.</li> </ul>
	<ul style="list-style-type: none"> <li>• Begin the discussion with the Program Director for the site visit agenda.</li> <li>• Schedule a meeting with the Program Director and the Site Visit Team, preferably via web meeting (i.e., Zoom, Teams, Webex, or other)</li> <li>• Review the schedule:               <ul style="list-style-type: none"> <li>○ purpose of each meeting and who is expected to attend.</li> <li>○ purpose of conversations with the preceptors (you do not meet with management at clinical and field internship sites).</li> <li>○ program personnel, , medical director, and administrative staff are not included in the conversations with the Advisory Committee, employer, graduate, or preceptor conversations, even if they function in both roles. Individuals associated with the program inherently have a potential conflict of interest in providing unbiased feedback.</li> <li>○ Preceptors will be interviewed via a web meeting (i.e., Zoom, Teams, Webex, or other)</li> </ul> </li> <li>• Review the Executive Analysis (EA) with the Program Director and request they complete the Response to the Executive Analysis form and upload</li> <li>• Review the uploading of all documents to the CoAEMSP-designated fileshare.</li> <li>• All documents are uploaded at least 2 weeks before the site visit.</li> <li>• Answer questions</li> </ul>
	<ul style="list-style-type: none"> <li>• Schedule additional calls with the Program Director as needed for further review of the EA and to answer questions. The typical site visit prep should require one or two phone/web meetings.</li> </ul>
	<ul style="list-style-type: none"> <li>• Request a final schedule to review approximately 2 weeks before the visit and confirm travel arrangements.</li> </ul>
	Once travel questions have been answered

✓	Activity
	<ul style="list-style-type: none"> <li>Site Visit Team makes travel arrangements via CoAEMSP travel portal or directly with the travel agent.</li> </ul>
	<ul style="list-style-type: none"> <li>Coordinate the arrival and departure times of Site Visit Team Members and ensure the same airport is used; attempt to arrive at similar times, if possible.</li> </ul>
	<ul style="list-style-type: none"> <li>Site Visit Team Captain confirms hotel of choice: try to select one with a restaurant if available or within close walking distance.</li> </ul>
	<ul style="list-style-type: none"> <li>When all arrangements are confirmed, forward them to the Program Director.</li> </ul>
	<ul style="list-style-type: none"> <li>Obtain cell phone numbers for Site Visit Team Members and the Program Director.</li> </ul>
	<p><b>Note:</b> do <b>not</b> plan social visits with friends or family in the local area or with program personnel on the night of arrival or the evening(s) of the site visit.</p>
<b>Program Materials</b>	
	Download the program's materials as soon as available from the CoAEMSP-designated fileshare.
	Review all materials before arriving in the host city. Make notes/questions as appropriate.
	Review Site Visit Report
	<ul style="list-style-type: none"> <li>Complete demographic data on the Site Visit Report (site visitor names, contact info, etc.).</li> </ul>
	References (electronically or paper copies)
	<ul style="list-style-type: none"> <li>CAAHEP <i>Standards</i> and CoAEMSP <i>Interpretations</i> documents</li> </ul>
	<ul style="list-style-type: none"> <li>CoAEMSP <i>Site Visitor Manual</i> (includes question guide for use during the site visit)</li> </ul>
	<ul style="list-style-type: none"> <li>Accreditation process flow charts</li> </ul>
<b>Preparing to Travel</b>	
	Take your laptop and accessories.
	Take your CoAEMSP issued name tag.
<b>During the Site Visit</b>	
	Focus on the program: only reply to calls, texts, or other communications at break or after hours.
	Take notes during interviews: these may be important during the preparation of the Site Visit Report and later responding to concerns addressed in the <i>Findings Letter</i> .
	Dress code for the site visit is business formal.
<b>Post Site Visit</b>	
	Submit the <i>Site Visit Report</i> within one week.
	Submit CoAEMSP <i>Expense Report</i> within two weeks.
	Respond to the CoAEMSP regarding the accuracy of the <i>Findings Letter</i> within one week.
	Complete the peer evaluation of your Site Visit Team Member.
	Upon request from CoAEMSP, destroy all paper and delete any electronic copies of program materials.
<b>Other Notes</b>	