On-Campus Site Visits

Today's Topics

- Planning
- Technology Expectations
- SV Agenda
- Roles & Responsibilities
- Best Practices
- After the Site Visit

Philosophy

- Transparent
- Consultative
- Verify
- Confidential

Conflict of Interest

a real or perceived

site visitor is employed or lives in the same state as the Program

individuals have a close (positive or negative) personal, professional, academic or business relationship

acceptance of compensation or gifts related to the visitation

Site Visitors

Who are they?

Paramedic educator

Physician

Dean

How are they qualified?

meet *Standards* requirements

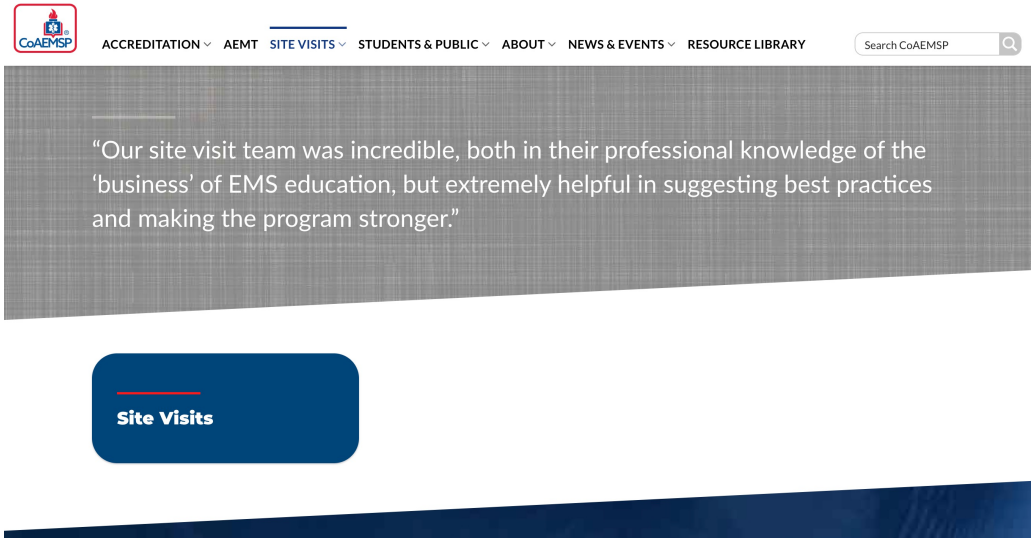
successfully complete the Site Visitor Workshop

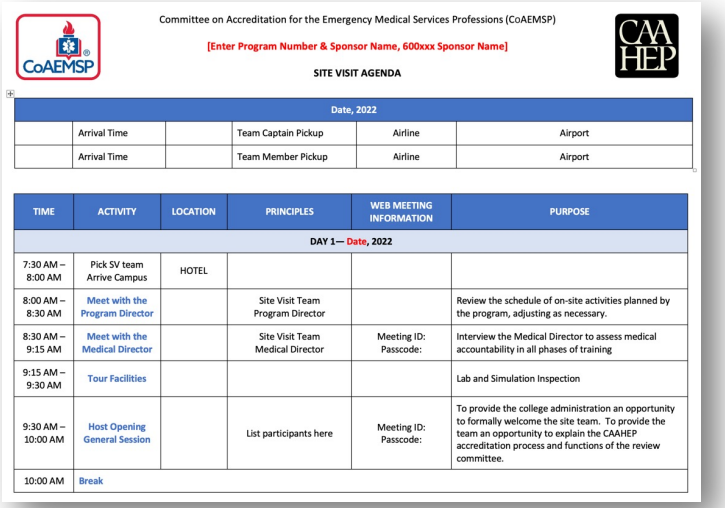
complete continuing education sessions

QA reports are positive

Expect someone from the State Office of EMS to observe the site visit

Resources





Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP)

[Enter Program Number & Sponsor Name, 600xxx Sponsor Name]

SITE VISIT AGENDA

Date, 2022					
	Arrival Time		Team Captain Pickup	Airline	Airport
	Arrival Time		Team Member Pickup	Airline	Airport

TIME	ACTIVITY	LOCATION	PRINCIPLES	WEB MEETING INFORMATION	PURPOSE
DAY 1— Date, 2022					
7:30 AM – 8:00 AM	Pick SV team Arrive Campus	HOTEL			
8:00 AM – 8:30 AM	Meet with the Program Director		Site Visit Team Program Director		Review the schedule of on-site activities planned by the program, adjusting as necessary.
8:30 AM – 9:15 AM	Meet with the Medical Director		Site Visit Team Medical Director	Meeting ID: Passcode:	Interview the Medical Director to assess medical accountability in all phases of training
9:15 AM – 9:30 AM	Tour Facilities				Lab and Simulation Inspection
9:30 AM – 10:00 AM	Host Opening General Session		List participants here	Meeting ID: Passcode:	To provide the college administration an opportunity to formally welcome the site team. To provide the team an opportunity to explain the CAAHEP accreditation process and functions of the review committee.
10:00 AM	Break				

COMMITTEE ON ACCREDITATION OF EDUCATIONAL PROGRAMS FOR THE EMERGENCY MEDICAL SERVICES PROFESSIONS

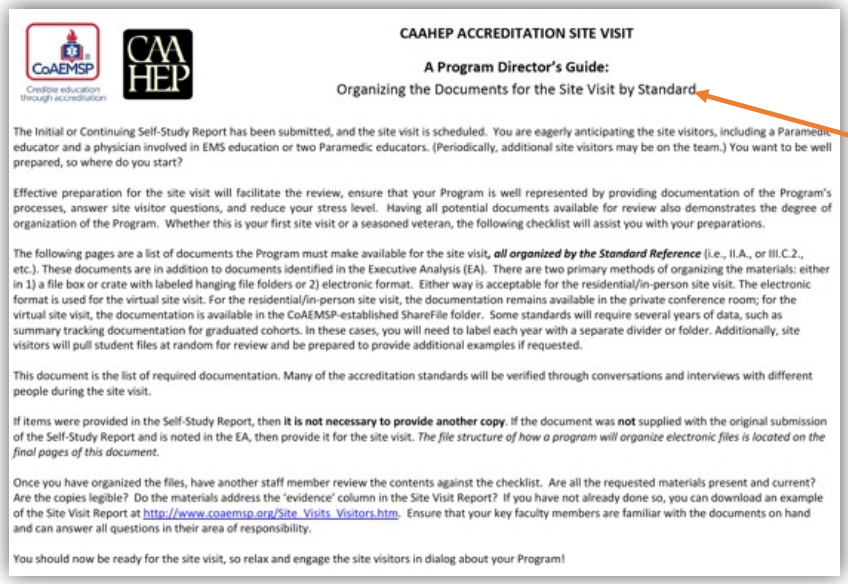
Site Visits and Visitor Manual

COMMITTEE ON ACCREDITATION OF EDUCATIONAL PROGRAMS FOR THE EMERGENCY MEDICAL SERVICES PROFESSIONS

Supplement to the
Site Visits and Visitor Manual

Virtual Site Visits

Organizing Documents



CAAHEP ACCREDITATION SITE VISIT

A Program Director's Guide:

Organizing the Documents for the Site Visit by Standard

The Initial or Continuing Self-Study Report has been submitted, and the site visit is scheduled. You are eagerly anticipating the site visitors, including a Paramedic educator and a physician involved in EMS education or two Paramedic educators. (Periodically, additional site visitors may be on the team.) You want to be well prepared, so where do you start?

Effective preparation for the site visit will facilitate the review, ensure that your Program is well represented by providing documentation of the Program's processes, answer site visitor questions, and reduce your stress level. Having all potential documents available for review also demonstrates the degree of organization of the Program. Whether this is your first site visit or a seasoned veteran, the following checklist will assist you with your preparations.

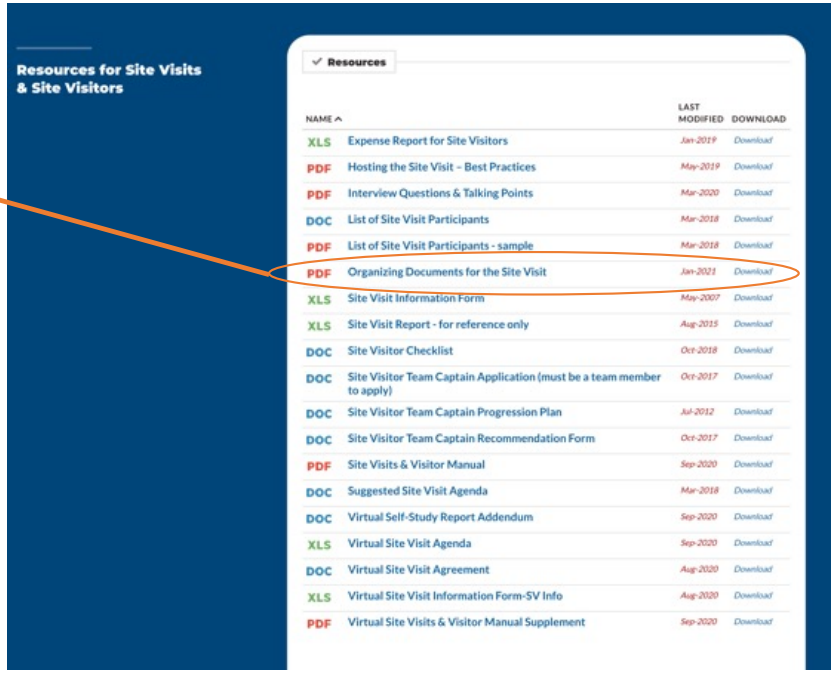
The following pages are a list of documents the Program must make available for the site visit, ***all organized by the Standard Reference*** (i.e., II.A., or III.C.2., etc.). These documents are in addition to documents identified in the Executive Analysis (EA). There are two primary methods of organizing the materials: either in 1) a file box or crate with labeled hanging file folders or 2) electronic format. Either way is acceptable for the residential/in-person site visit. The electronic format is used for the virtual site visit. For the residential/in-person site visit, the documentation remains available in the private conference room; for the virtual site visit, the documentation is available in the CoAEMSP-established ShareFile folder. Some standards will require several years of data, such as summary tracking documentation for graduated cohorts. In these cases, you will need to label each year with a separate divider or folder. Additionally, site visitors will pull student files at random for review and be prepared to provide additional examples if requested.

This document is the list of required documentation. Many of the accreditation standards will be verified through conversations and interviews with different people during the site visit.

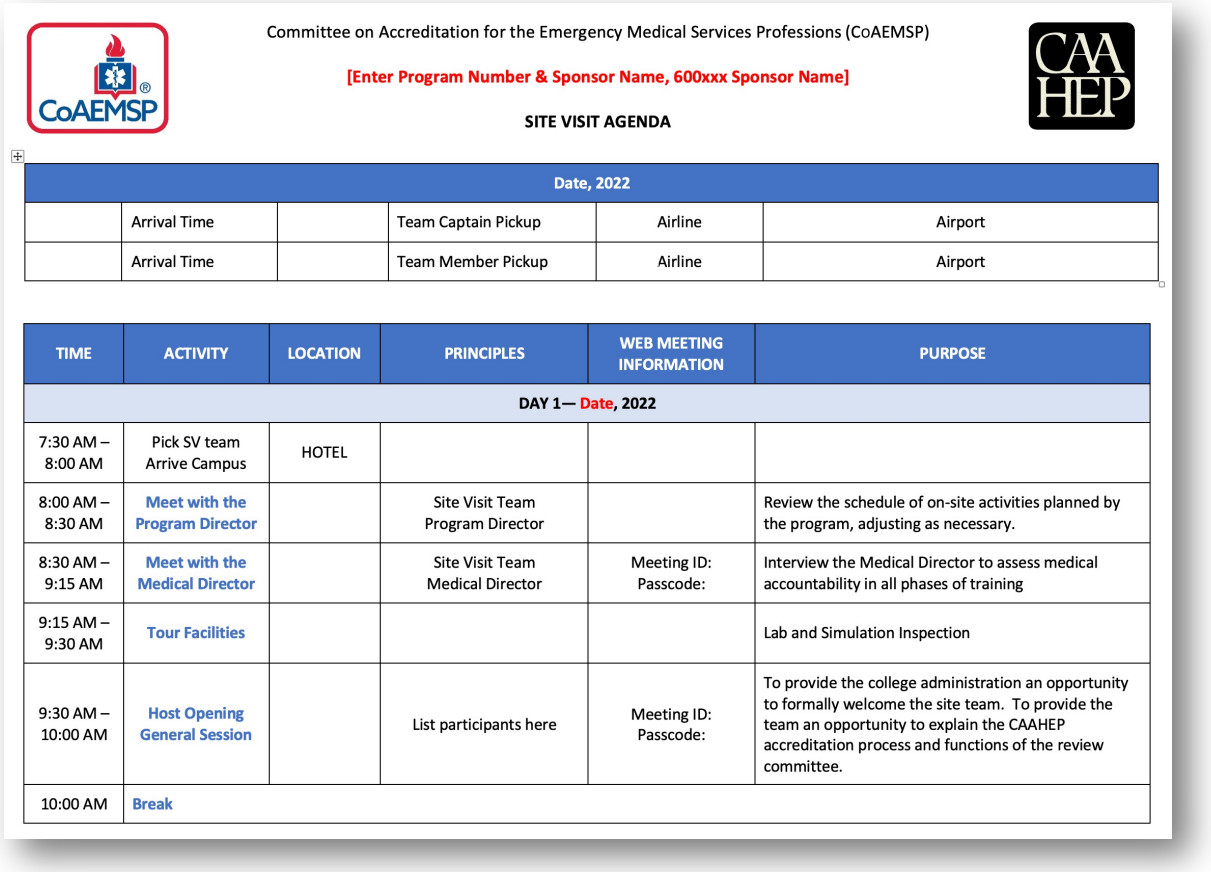
If items were provided in the Self-Study Report, then **it is not necessary to provide another copy**. If the document was **not** supplied with the original submission of the Self-Study Report and is noted in the EA, then provide it for the site visit. *The file structure of how a program will organize electronic files is located on the final pages of this document.*

Once you have organized the files, have another staff member review the contents against the checklist. Are all the requested materials present and current? Are the copies legible? Do the materials address the 'evidence' column in the Site Visit Report? If you have not already done so, you can download an example of the Site Visit Report at http://www.coaemsp.org/Site_Visits_Visitors.htm. Ensure that your key faculty members are familiar with the documents on hand and can answer all questions in their area of responsibility.

You should now be ready for the site visit, so relax and engage the site visitors in dialog about your Program!



On-Campus Site Visit Agenda



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Schedule

RECRUIT/CONFIRM PARTICIPANTS

WORKING LUNCH

On-Campus

SECURE PLACE TO MEET/WORK/PRINT

On-Campus

NO DINNER OR ENTERTAINMENT

On-Campus

EXIT SUMMATION IN TIME FOR OUTGOING FLIGHTS

Roles & Responsibilities

Program Director

- Complete SSR Addendum
- Create agenda
- Finalize the schedule 2+ weeks before site visit & review with the site visit team
- Invite the participants
- Set up the meetings
- Provide Zoom information to participants
- Provide the participants' information to the site visit team
- Securely share confidential files/documents

Self-Preparation:
Review Accreditation Documents

CoAEMSP Interpretations of the CAAHEP *Standards and Guidelines*	Site Visit Report form	have others review also
		• Medical Director • faculty • administrative personnel

Official Site Visit Report
& Findings Letter
will come from the CoAEMSP
Signature
Date

Program's Response Using Required Templates

Confirmation of Factual Accuracy

due 14 days after receipt of Findings Letter

- confirm accuracy
  – or –
- identify errors and submit supporting documentation (based on evidence provided at the time of the site visit)

Response to Site Visit Findings Letter

date set for program:
March 1, June 1,
September 1, December 1

- working on plans
- implementing plans
- already done

The CoAEMSP Board Meeting

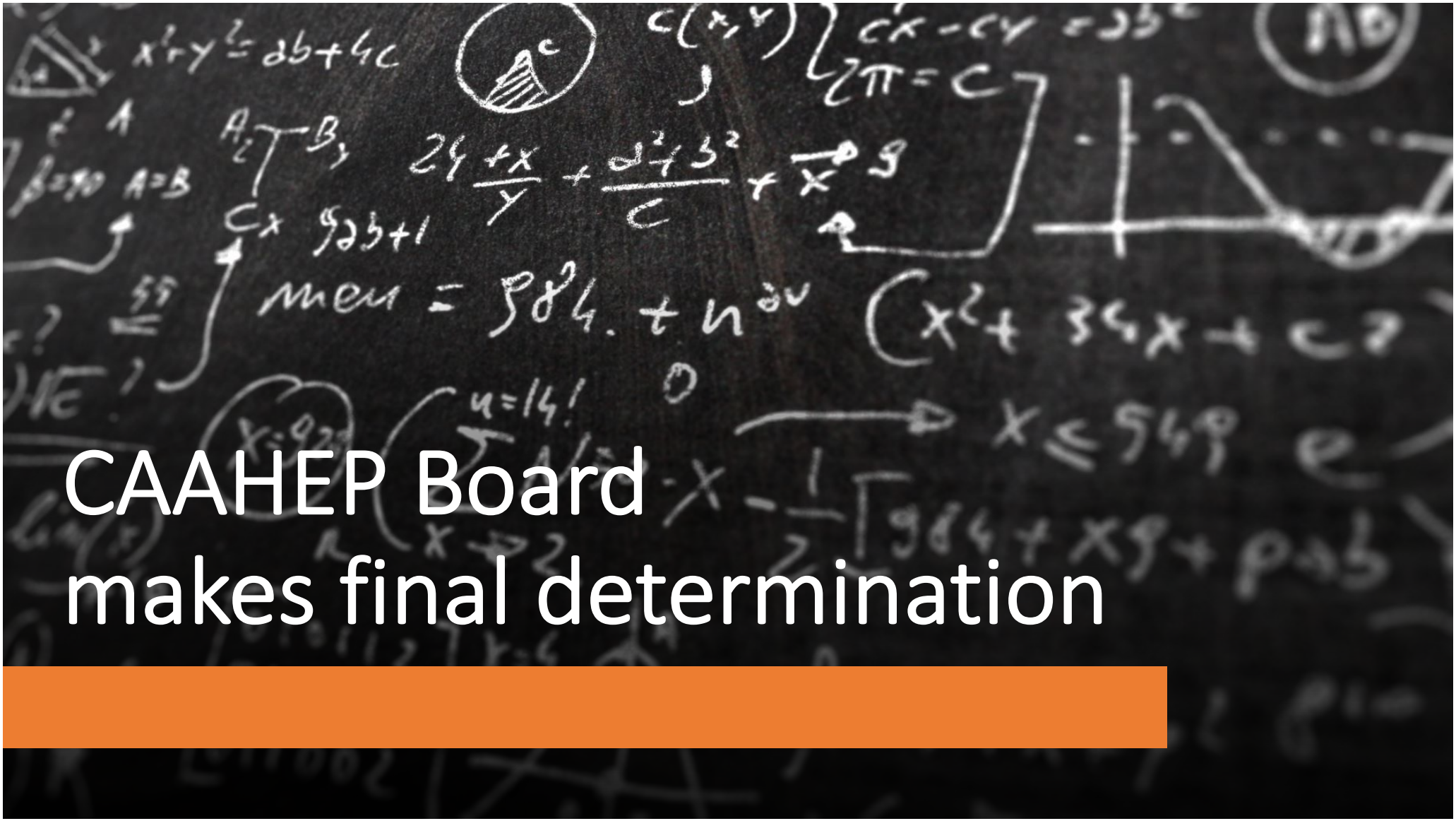
information from site visit and Program's response reviewed by a subgroup of CoAEMSP Board Members

subgroup of CoAEMSP Board Members make a recommendation to full CoAEMSP Board

CoAEMSP Board reviews Program's accreditation record and makes a ***recommendation*** to CAAHEP

Possible Actions by CAAHEP

Seeking Initial Accreditation	Initial Accreditation Withhold Accreditation (Initial Only)
Seeking Continuing Accreditation	Continuing Accreditation Probation Withdraw Accreditation



CAAHEP Board makes final determination

Questions or Comments

jennifer@coaemsp.org

214-703-8445, x114