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.
“Our site visit team was incredible, both in their professional knowledge of the 'business' of EMS education, but extremely helpful in suggesting best practices and making the program stronger.”
Organizing Documents
On-Campus Site Visit Agenda

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>PRINCIPLES</th>
<th>WEB MEETING INFORMATION</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM – 8:00 AM</td>
<td>Pick SV team Arrive Campus</td>
<td>HOTEL</td>
<td></td>
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<tr>
<td>8:00 AM – 8:30 AM</td>
<td>Meet with the Program Director</td>
<td>Site Visit Team Program Director</td>
<td></td>
<td></td>
<td>Review the schedule of on-site activities planned by the program, adjusting as necessary.</td>
</tr>
<tr>
<td>8:30 AM – 9:15 AM</td>
<td>Meet with the Medical Director</td>
<td>Site Visit Team Medical Director</td>
<td>Meeting ID: Passcode:</td>
<td></td>
<td>Interview the Medical Director to assess medical accountability in all phases of training</td>
</tr>
<tr>
<td>9:15 AM – 9:30 AM</td>
<td>Tour Facilities</td>
<td></td>
<td></td>
<td></td>
<td>Lab and Simulation Inspection</td>
</tr>
<tr>
<td>9:30 AM – 10:00 AM</td>
<td>Host Opening General Session</td>
<td>List participants here</td>
<td>Meeting ID: Passcode:</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Break</td>
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</tbody>
</table>
Schedule

Recruit/Confirm Participants

Working Lunch

Secure Place to Meet/Work/Print

No Dinner or Entertainment

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
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

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