

Virtual 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

A dark blue silhouette map of the United States, including Alaska and Hawaii, with white outlines for state boundaries. Each state is labeled with its two-letter abbreviation in white capital letters. The text "Expect someone from the State Office of EMS to observe the site visit" is overlaid in the center in a large, white, sans-serif font.

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

Resources



ACCREDITATION ▾ AEMT SITE VISITS ▾ STUDENTS & PUBLIC ▾ ABOUT ▾ NEWS & EVENTS ▾ RESOURCE LIBRARY

Search CoAEMSP

“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.”

Site Visits

Virtual Site Visit Agenda		enter sponsor's 600### & name		Which time zone is the program located?						
Activity	Length of Time	Zoom Connection Info	Participants	Eastern Time Zone	Central Time Zone	Mountain Time Zone	Pacific Time Zone	Alaska Time Zone	Hawaii-Aleutian Time Zone	
DAY 1										
Meet with Program Director	30 minutes	https://us02bueeb.zoom.us/j/xxx	Program_Director	9:00 AM	8:00 AM	7:00 AM	6:00 AM	5:00 AM	3:00 AM	
Transition	10 minutes	Meeting ID: xxx		9:30 AM	8:30 AM	7:30 AM	6:30 AM	5:30 AM	3:30 AM	
Opening Session	20 minutes		Opening_Session	9:40 AM	8:40 AM	7:40 AM	6:40 AM	5:40 AM	3:40 AM	
Transition	10 minutes	To connect to the Zoom session:		10:00 AM	9:00 AM	8:00 AM	7:00 AM	6:00 AM	4:00 AM	
Meet with Medical Director	45 minutes	OPTION #1: click on the weblink	Medical_Director	10:10 AM	9:10 AM	8:10 AM	7:10 AM	6:10 AM	4:10 AM	
Break	15 minutes	OPTION #2: www.zoom.com > 'Join a Meeting' > Enter the Meeting ID	Faculty_Program_Director	10:55 AM	9:55 AM	8:55 AM	7:55 AM	6:55 AM	4:55 AM	
Interview Faculty & Program Director	75 minutes	OPTION #3: iOS or Android Phone or Tablet		11:10 AM	10:10 AM	9:10 AM	8:10 AM	7:10 AM	5:10 AM	
Transition	10 minutes	Download the Zoom app for iPhone or Android > Click on 'Join' > Enter the Meeting ID		12:25 PM	11:25 AM	10:25 AM	9:25 AM	8:25 AM	6:25 AM	
Interview Students	45 minutes		Students	12:35 PM	11:35 AM	10:35 AM	9:35 AM	8:35 AM	6:35 AM	
Site Visit Team Meeting	30 minutes		Site Visit Team	1:20 PM	12:20 PM	11:20 AM	10:20 AM	9:20 AM	7:20 AM	
Lunch	30 minutes			1:50 PM	12:50 PM	11:50 AM	10:50 AM	9:50 AM	7:50 AM	
Transition	10 minutes			2:20 PM	1:20 PM	12:20 PM	11:20 AM	10:20 AM	8:20 AM	
Interview Graduates	30 minutes		Graduates	2:30 PM	1:30 PM	12:30 PM	11:30 AM	10:30 AM	8:30 AM	
Transition	10 minutes			3:00 PM	2:00 PM	1:00 PM	12:00 PM	11:00 AM	9:00 AM	
Interview Employers & Advisory Committee Members	30 minutes		Employers_Advisory_Committee	3:10 PM	2:10 PM	1:10 PM	12:10 PM	11:10 AM	9:10 AM	
Transition	10 minutes			3:40 PM	2:40 PM	1:40 PM	12:40 PM	11:40 AM	9:40 AM	
Interview Clinical Preceptors	45 minutes		Clinical_Preceptors	3:50 PM	2:50 PM	1:50 PM	12:50 PM	11:50 AM	9:50 AM	
Transition	10 minutes			4:35 PM	3:35 PM	2:35 PM	1:35 PM	12:35 PM	10:35 AM	
Review Records	60 minutes		Program_Director	4:45 PM	3:45 PM	2:45 PM	1:45 PM	12:45 PM	10:45 AM	

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

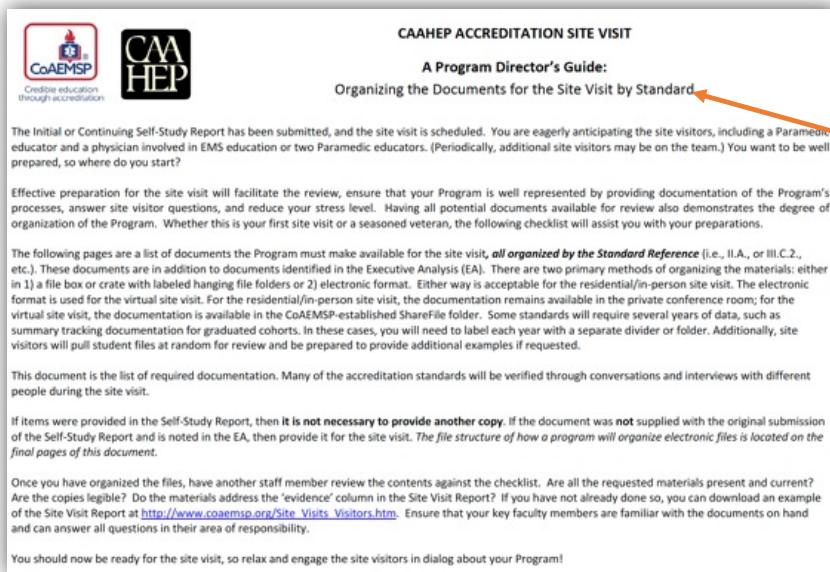
Site Visits and Visitor Manual

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.

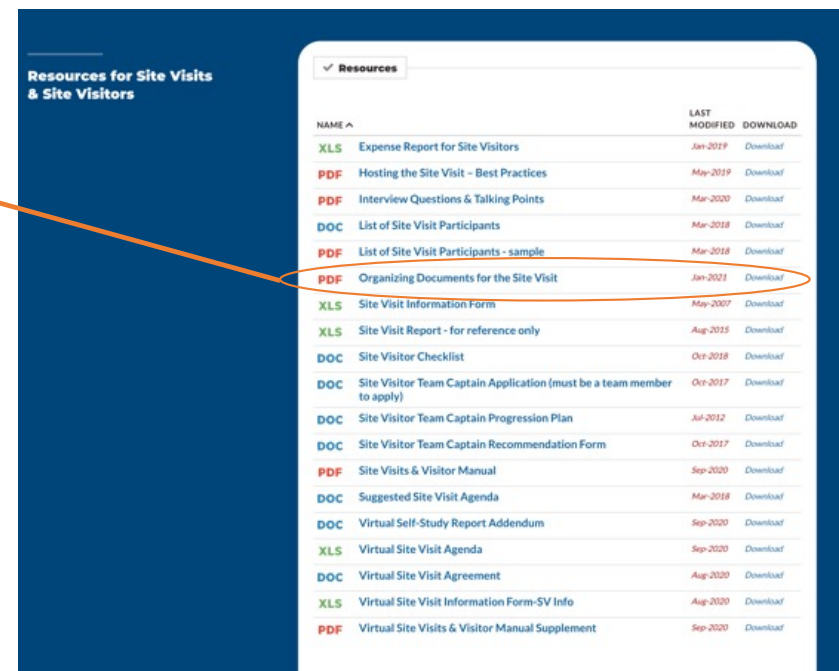
The following pages are a list of documents the Program must make available for the site visit, **all organized by the Standard Reference** (i.e., I.L.A., or III.C.2., etc.). These documents are in addition to documents identified in the Executive Analysis (EA). There are two primary methods of organizing 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!



Resources for Site Visits & Site Visitors

NAME ^	LAST MODIFIED	DOWNLOAD
XLS Expense Report for Site Visitors	Jan-2019	Download
PDF Hosting the Site Visit - Best Practices	May-2019	Download
PDF Interview Questions & Talking Points	Mar-2020	Download
DOC List of Site Visit Participants	Mar-2018	Download
PDF List of Site Visit Participants - sample	Mar-2018	Download
PDF Organizing Documents for the Site Visit	Jan-2021	Download
XLS Site Visit Information Form	May-2007	Download
XLS Site Visit Report - for reference only	Aug-2015	Download
DOC Site Visitor Checklist	Oct-2018	Download
DOC Site Visitor Team Captain Application (must be a team member to apply)	Oct-2017	Download
DOC Site Visitor Team Captain Progression Plan	Jul-2012	Download
DOC Site Visitor Team Captain Recommendation Form	Oct-2017	Download
PDF Site Visits & Visitor Manual	Sep-2020	Download
DOC Suggested Site Visit Agenda	Mar-2018	Download
DOC Virtual Self-Study Report Addendum	Sep-2020	Download
XLS Virtual Site Visit Agenda	Sep-2020	Download
DOC Virtual Site Visit Agreement	Aug-2020	Download
XLS Virtual Site Visit Information Form-SV Info	Aug-2020	Download
PDF Virtual Site Visits & Visitor Manual Supplement	Sep-2020	Download


Virtual Site Visit Agenda

Virtual Site Visit Agenda		enter sponsor's 600### & name		Which time zone is the program located?					
Activity	Length of Time	Zoom Connection Info	Participants	Eastern Time Zone	Central Time Zone	Mountain Time Zone	Pacific Time Zone	Alaska Time Zone	Hawaii-Aleutian Time Zone
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Interview Faculty & Program Director	75 minutes	OPTION #2: www.zoom.com > 'Join a Meeting' > Enter the Meeting ID	Faculty_Program_Director	11:10 AM	10:10 AM	9:10 AM	8:10 AM	7:10 AM	5:10 AM
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Site Visit Team Meeting	30 minutes		Site Visit Team	1:20 PM	12:20 PM	11:20 AM	10:20 AM	9:20 AM	7:20 AM
Lunch	30 minutes			1:50 PM	12:50 PM	11:50 AM	10:50 AM	9:50 AM	7:50 AM
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Transition	10 minutes			4:35 PM	3:35 PM	2:35 PM	1:35 PM	12:35 PM	10:35 AM
Review Records	60 minutes		Program_Director	4:45 PM	3:45 PM	2:45 PM	1:45 PM	12:45 PM	10:45 AM

Tour of Facilities

Virtual Site Visits

Virtual Site Visit Tour of Facilities – samples

 Video Skills Lab Areas - Storage Closet	 Video Skills Lab Areas - Static
 Video Skills Lab Areas - SIM Lab Walk Around	 Video Skills Lab Areas - Pediatric
 Video Skills Lab Areas - Medical Surgical	 Video Skills Lab Areas - Labor & Delivery
 Video Skills Lab Areas - ICU	 Video Skills Lab Areas - ER
 Video Skills Lab Areas - Ambulance Bay	 Video Classrooms - Classroom 2
 Video classrooms - Classroom 1	 Video Admin Areas - Student File Area
 Video Admin Areas - Faculty Offices	

Technology Expectations

Video / audio, including webcam

Contingency plan(s) for failed technology

No recording

No lurking

HIPAA & FERPA compliance

Provide documents for the site visit in advance via ShareFile

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

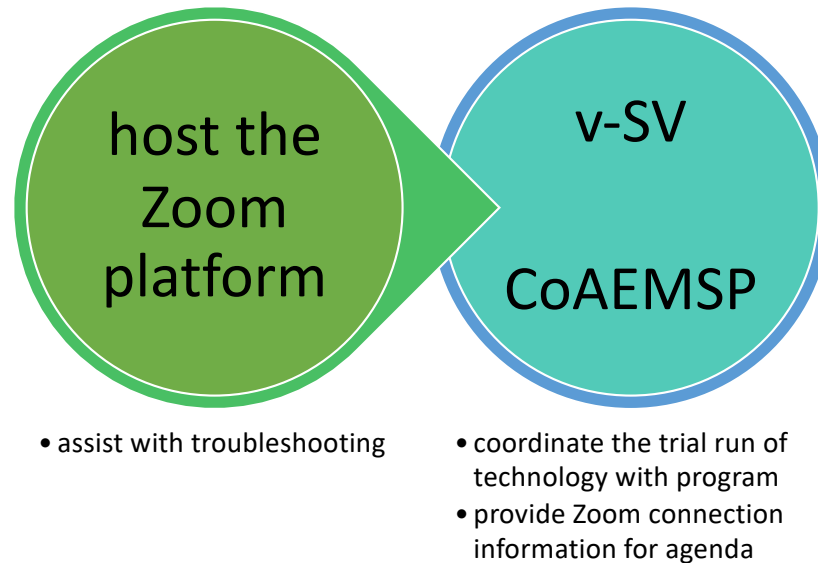
CoAEMSP Interpretations
of the CAAHEP *Standards
and Guidelines*

Site Visit Report form

have others review

- Medical Director
- faculty
- administrative personnel

Roles & Responsibilities: Zoom Tech Host



Best Practices

Virtual Site Visits



Look at the camera and stay focused

No multi-tasking



Mute when not talking

Individuals on their own device



Cell phone #s

Program Director
Site Visit Team
Zoom Facilitator





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

Name _____

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

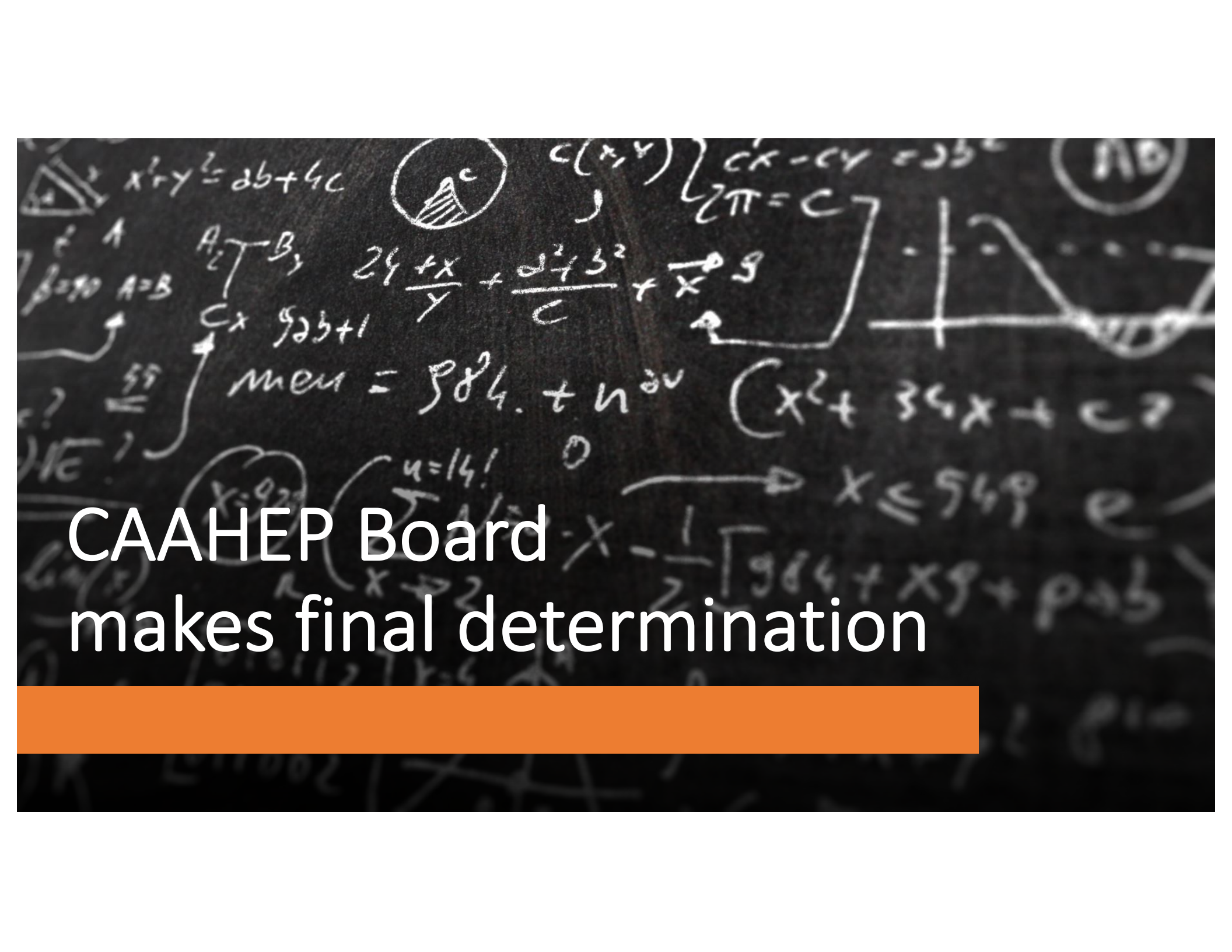
Possible Actions by CAAHEP

Seeking
Initial
Accreditation

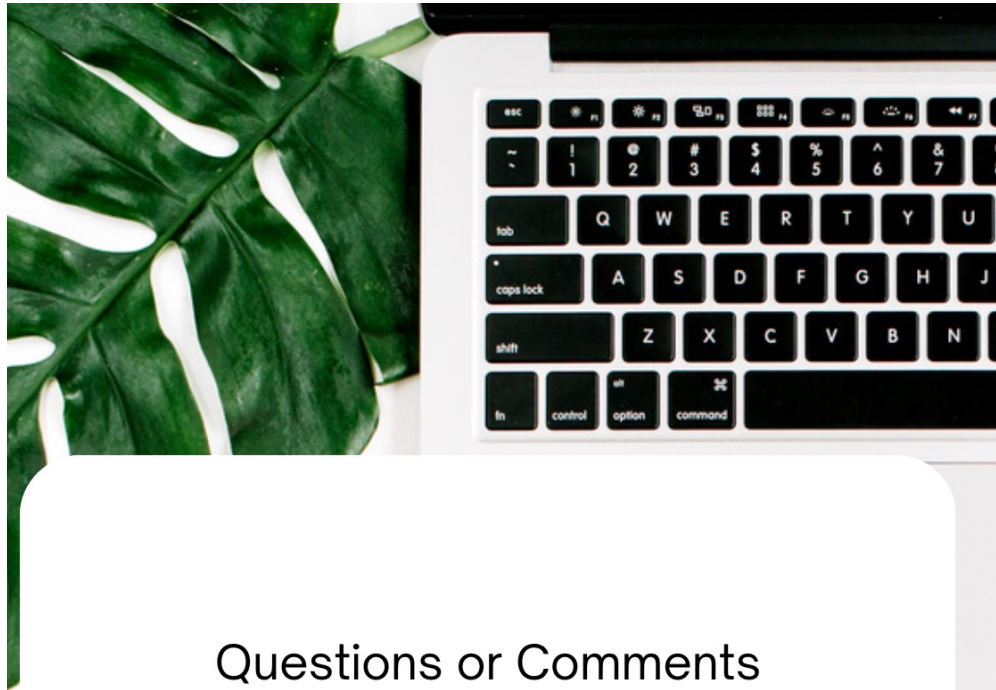
Initial Accreditation
Withhold Accreditation (Initial Only)

Seeking
Continuing
Accreditation

Continuing Accreditation
Probation
Withdraw Accreditation



CAAHEP Board
makes final determination



Questions or Comments



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