



SUGGESTED SITE VISIT AGENDA
SPONSOR NAME, City State
DATE

REQUIRED:

- A private room must be available to the Site Visit Team. This room will be used to review the documents, conduct interviews, and work on the Site Visit Report. *The room can be a conference room or a classroom; the primary need is for it to be private.*
- Program Director must be accessible at all times during the visit.
- Flexibility is key for the site visitors and the program personnel. The Site Visit Team will adhere as closely as possible to the schedule; however, will adapt as necessary.
- The agenda that follows below is a sample. Before scheduling the interviews and setting the agenda, contact the Site Visit Team Captain and work together to set the agenda for the site visit.
- Review the following documents for preparation, available on https://coaemsp.org/Site_Visits_Visitors.htm:
 - *Site Visit Prep List: The Site Visitors are Coming! + Keys to a Successful Site Visit, the Logistics*
- Gather the necessary evidence for presentation to the team.
 - Sources of evidence listed in the “CoAEMSP Interpretations of the CAAHEP Standards” and in the Site Visit Report
- This schedule may be modified in its order and length of time for each activity. The final agenda times will vary based on the scheduling of interview sessions, the program’s location in relation to clinical and field sites, and flight departure times on the final day.
- Note: The Program Director is strongly encouraged to work closely with the Team Captain prior to the site visit to address any issues found in the Executive Analysis. This will allow for a more efficient site visit.

Questions? Contact Jennifer with the CoAEMSP Executive Office at jennifer@coaemsp.org, 214- 703-8445 ext 114.

TIME	ACTIVITY	PARTICIPANTS	PURPOSE
DAY 0 Travel Day for the SV Team			
	Meet Site Visit Team at airport & Transport to hotel	Site Visit Team Program Director	Opportunity to have light conversation and meet the Program Director and SV Team in advance of the site visit.
Evening <i>allow 60 minutes</i>	Meet with Current Students <i>if needed</i>		If a program only has students together for class on the evening before the visit. No other formal activities are planned.
Evening	Site Visit Team Meeting	Site Visit Team	To discuss concerns and plans for the visit.

TIME	ACTIVITY	PARTICIPANTS	PURPOSE
DAY 1 Site Visit			
7:30 am – 8:00 am	Arrive on Campus	Program Director Site Visit Team	Program Director meets the SV Team at hotel and transfers them to program. The SV Team settles into the private conference room.
8:00 am – 8:30 am	Meet with Program Director <i>must occur first on Day 1</i>	Program Director Site Visit Team	Review the schedule of on-site activities planned by the program, making adjustments as necessary. Briefly discuss what has changed since the submission of the Self Study Report.
8:30 am – 9:00 am	Opening Session <i>must occur on Day 1</i> <i>List the names and titles of individuals anticipated to attend meeting</i>	Site Visit Team Program Director Medical Director, <i>recommended</i> Dean, <i>recommended</i> Other Administration, <i>recommended</i> Faculty, <i>recommended</i> Administrative Staff, <i>recommended</i>	Provides the SV Team an opportunity to explain the CAAHEP accreditation process, the functions of the CoAEMSP, the type of CAAHEP accreditation statuses, what the accreditation status implies, and the purpose of the Site Visit. Discuss the sponsor's accreditation status and the sponsor's financial support for the program.
9:00 am – 9:30 am	Meet with Medical Director <i>must occur on Day 1</i>	Site Visit Team Medical Director	Assess medical accountability in all phases of training.
9:30 am – 12:00 noon	Interview Faculty & Program Director <i>must occur on Day 1</i>	Site Visit Team Program Director Faculty	Obtain information on course selection and content, instructional methods and objectives, testing mechanisms, lab sessions, clinical issues, etc. This provides an opportunity for an exchange of ideas between the Faculty and the Site Visit Team. Team members may conduct separate interviews as desired. The informal discussions allow the SV Team to obtain general reactions to the program, its objectives, and the quality of the students. The meetings will allow the SV Team to assess the classroom, labs, clinical and field internship issues from their perspective. Obtain information on course selection and content, instructional methods and objectives, testing mechanisms, etc. SV Team members may conduct separate interviews as desired or break Faculty into didactic, lab, clinical and field internship pieces depending on the responsibilities of Faculty.
12:00 noon – 2:00 pm	Review Records (Working Lunch) <i>must occur on Day 1</i>	Site Visit Team Program Director <i>available</i>	Review how the program maintains academic records of students, how the clinical practice instruction and field internship experiences are evaluated, and related matters.

TIME	ACTIVITY	PARTICIPANTS	PURPOSE
2:00 pm – 2:45 pm	Interview Students <i>must occur on Day 1</i>	Site Visit Team Students <i>If different cohorts are at different stages within the curriculum, then the best approach is interviewing the cohorts separately.</i>	Obtain the students' reactions to the program. The discussions will allow the Site Visit Team to assess the students' perception of the program, their responsibilities as paramedics, their knowledge and skills as developing paramedics, and views of their relationships with others in the clinical and field settings.
2:45 pm – 3:15 pm	Interview Recent Graduates <i>(invite the cohorts for the 2 most recent graduating classes)</i> <i>must occur on Day 1</i> <i>Recent Graduate is one who has graduated within the last 6-12 months.</i>		Obtain the recent graduates' reactions to the program. The discussions will allow the Site Visit Team to assess the graduates' perception of the program, their responsibilities as paramedics, their knowledge and skills as recent graduate paramedics, and views of their relationships with others in the clinical and field settings.
3:15 pm – 3:45 pm	Interview Employers & Advisory Board Members <i>either day, prefer Day 1</i>	Site Visit Team Employers Senior Administrative Officers of EMS system(s) that employ recent graduates Advisory Committee Members – <i>Program personnel (i.e., adjunct instructors, program director, and medical director) do not attend this interview.</i>	EMPLOYERS: Provide the SV Team with the employers' assessments of the program's graduates and of the general quality of the programs' clinical education and training. ADVISORY COMMITTEE: Obtain information on its relationship with the program and how it represents the communities of interest. Seeking the perspective of stakeholders. Provide the list names and titles/positions of those representing the Advisory Committee.
3:45 pm – 5:00 pm	Visit Clinical Sites Interview Preceptors <i>either day</i>	Site Visit Team Preceptors Others who work directly with the students Program Director – <i>transports team, does not attend interviews</i>	Obtain information on the objectives for supervised clinical practice, instructional methods, and student activities and evaluation processes. The Site Visit Team can be split up to conduct interviews in separate facilities if necessary. Refrain from conducting a tour of the ED or other hospital areas.
5:00 pm – 5:30 pm	Informal feedback to Program Director <i>must occur on Day 1</i>	Site Visit Team Program Director	Site Visit Team provides input on preliminary observations to the Program Director and clarifies any issues. Provide list of items needed for next day to conclude the visit.

TIME	ACTIVITY	PARTICIPANTS	PURPOSE
Evening of Day 1	Site Visit Team Meeting	Site Visit Team	The Site Visit Team completes as much of the report as possible with the information obtained on Day 1.
DAY 2 Site Visit and Travel Day for the SV Team			
8:00 am – 10:00 am	Visit Field Internship Sites Interview Preceptors <i>either day</i>	Site Visit Team Preceptors Program Director - <i>transports team, does not attend interviews</i>	Assess the resources available in the field internship, adequacy of preceptor training and student evaluation/progress during internship, with emphasis on the internship process and quality and quantity of clinical experience.
10:00 am – 10:30 am	Meet with Program Director <i>must occur on Day 2</i>	Site Visit Team Program Director	Clarify remaining major concerns. If problems areas have been noted, the interview provides the Program Director an opportunity to clarify issues that are questionable to the SV Team.
10:30 am – 1:00 pm	Review Records <i>if needed</i> & Prepare Site Visit Report (Working Lunch) <i>must occur on Day 2</i>	Site Visit Team Program Director <i>available</i>	Prepare the SV Report, which is completed by SV Team.
1:00 pm – 1:30 pm	Meet the Program Director <i>must occur on Day 2</i>	Site Visit Team Program Director	Inform the Program Director of the content of the Exit Summation. Program Director may respond to this report, allowing for clarification and correction in the report to ensure that it is reflective of the current state of the program and its compliance with the CAAHEP <i>Standards</i> .
1:30 pm – 2:00 pm	Exit Summation <i>must occur on Day 2</i> <i>List the names and titles of individuals anticipated to attend meeting</i>	Site Visit Team Program Director Medical Director, <i>recommended</i> Dean, <i>recommended</i> Other Administration, <i>recommended</i> Faculty, <i>recommended</i> Administrative Staff, <i>recommended</i>	Provide an oral, consultative summary of the SV Team's assessment of the program's strengths and to make suggestions for improvement. The SV Team does not make final conclusions concerning the program's compliance with the CAAHEP <i>Standards</i> ; only the CoAEMSP Board can do this. The site visit team may leave with the program director an unofficial Summary of Findings .
2:15 pm	Depart for Airport		