



Sample Site Visit Agenda

Evening Prior to Visit

The site visit team holds an initial meeting to: allow team members to become acquainted, review the schedule and complete preparations for the visit.

Day 1

8:00 am Preliminary Conference

Evaluators meet with institution officers, the program director, the clinical coordinator, and others as available. The purpose of the visit, the accreditation process, and the evaluators' role within the process are reviewed. If the institutional administrator that the team is scheduled to interview is in attendance then the team meets with this person alone after the introductions and overview are completed.

8:45 am Meeting with Program Director & Clinical Coordinator

This session provides the evaluators an opportunity to obtain a more complete understanding of the curriculum and the program objectives, operational procedures, student evaluation processes, graduate outcomes, program assessment processes, etc...

10:45 am Records Review

During this period evaluators review student academic and clinical records, radiation dosimeter reading files and other records maintained by the program. Refer to document *Materials to Be Available at the Site Visit* for specific documents to have ready for the team.

12:00 pm Lunch (typically a working lunch for site team only)

1:00 pm Interview Faculty

Evaluator meets the program faculty to discuss curriculum, instructional methods, evaluation mechanisms and course assessment.

2:00 pm Interview Students

Evaluator meets with all current students to discuss the program. A group meeting with an entire class of students is most efficient. If there are two student cohorts it's best to set up a separate interview time for each. The program should rearrange schedules to facilitate the student group meeting. If that is not possible students will be interviewed individually at clinical affiliates. **Faculty, staff and administrators do not attend student interview sessions.**

3:00 pm Tour of Sponsor Facilities

The tour permits evaluators to see classrooms, laboratories and other facilities used by students during didactic and laboratory components of the program.

4:00 pm Interview with Program Director & Clinical Coordinator

Obtain additional information, clarify points of information acquired during the day, and review the schedule for the second day of the visit. The team should be taken back to the hotel when this meeting concludes.

The program should not scheduled activities for the evening. The evaluators use dinner and evening hours to collate the information gathered during the day and to prepare for the next day.

Day 2

8:00 am Visits to Clinical Affiliates

These visits evaluate the quality of the clinical teaching environment and vary in duration based upon the number of rotation areas to review within a single affiliate. The typical visit to an affiliate with a single rotation area takes approximately 30 minutes. To maximize efficiency, evaluators will separate and visit clinical affiliates independently if two program escorts are available.

Clinical Affiliate Interviews

The Affiliate Education Supervisor (AES) tours the evaluator through the department and is interviewed to provide the team an opportunity to assess program oversight and communication with clinical affiliates, clinical teaching methods, and the type of supervision, instruction and evaluation afforded students at each affiliate. ***Program faculty make introductions but do not participate in the tour and AES/student interview session at affiliates.***

Recent program graduates employed at a clinical affiliate may be interviewed to provide the site team with an opportunity to evaluate graduate satisfaction with the educational process and the degree to which to the program prepares graduates for entry-level work.

2:30 pm Preparation of Site Visit Summary Report

The program provides private meeting space for the team to reach consensus on findings and prepare for the exit conference.

3:00 pm Concluding Meeting with Program Director

The team shares the preliminary findings with the program director privately, prior to the exit conference.

3:30 pm Exit Conference

The preliminary findings of the site visit are shared with the program director, clinical coordinator and others that the program invites to the conference. This session takes approximately 30 minutes. The site team should be taken to the airport (or back to their hotel) immediately after the conference concludes.

If the team is staying overnight, no evening activities should be scheduled by the program.
