# Sample Site Visit Agenda

## Evening Prior to Visit

The site team meets at the hotel to: allow team members to become acquainted, review the schedule and complete preparations for the visit. Program representatives do not attend this meeting.

## Day 1

### Introductions (typically begins at 8:00 am)

Evaluators meet with institutional administrators, 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.

### Meeting with Administrator(s)

Evaluators meet with one or more institutional administrators as a group to discuss the program and the institution.

### Meeting with Program Director

Evaluators interview the Program Director to obtain a more complete understanding of the curriculum and the program objectives, operational procedures, student evaluation processes, graduate outcomes, program assessment processes, etc.

### Meeting with Clinical Coordinator

Evaluators interview the Clinical Coordinator to obtain a more complete understanding of the clinical curriculum and competencies, rotation scheduling, student evaluation/competency processes and assessment of the program’s clinical education offerings.

### Tour of Program Facilities

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

### Lunch (typically a working lunch for site team only)

### Interview Faculty (if others in addition to PD and CC)

Evaluators interview program faculty to discuss curriculum, instructional methods, evaluation mechanisms, course assessment and support from program leadership.

### 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, a separate interview time should be set for each cohort. The program should rearrange student schedules to facilitate student interviews. If that is not possible, students can be interviewed individually at clinical affiliates. **Faculty, staff and administrators do not attend student interview sessions.**

### Records Review

During this period evaluators review student academic and clinical records along with other records not provided digitally in advance of the visit. Refer to document *Materials to Be Available for the Site Visit.*
**Interview with Program Director & Clinical Coordinator (should conclude by 5:00 pm)**

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 schedule activities for the evening. The evaluators use dinner and evening hours to compile the information gathered on Day 1 and to prepare for Day 2.

### Day 2

**Visits to Clinical Affiliates (typically begins at 8:00 am)**

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 affiliate visit with a single rotation area takes approximately 20-30 minutes. To maximize efficiency, evaluators can 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 so the team can assess program oversight and communication with clinical affiliates, clinical teaching effectiveness, 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 the program prepared graduates for entry-level work.

**Lunch (typically a working lunch for site team only)**

**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.

**Concluding Meeting with Program Director**

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

**Exit Conference (typically concludes between 2:00 and 4:00 pm)**

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 go to the airport (or back to the hotel) immediately after the conference concludes.

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

Afternoon interviews on Day 1 can be exchanged with clinical visits on Day 2 to create a more efficient process.