



# THE ONSITE VISIT

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## Objectives

- List activities associated with the successful **preparation** for an onsite visit.
- List activities associated with the successful **conducting** of an onsite visit.
- List activities associated with the successful **follow-up** after an onsite visit.

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## Policies and Procedures

- Accreditation after First Class – A-1
- Accreditation Established Programs – A-3
- Decisions for Accreditation – D-3
- Onsite Review – O-2
- Record Retention – R-6
- Self Study – S-6
- Student Evaluations – S-13
- Summary Report of Onsite Review – S-14

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### Preparation for an onsite visit

- Self-Study completed and submitted!
- Complete review of policies and procedures for onsite visit
- Begin to plan for the visit
- COA will appoint reviewers and determine the length of the visit

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### Creating the Agenda for the meeting

- Develop the agenda with the Chair Reviewer approximately 8 weeks prior to the visit.
- Scheduling meetings with: Faculty, Students, Administrators, Student Support services, Clinical coordinators, anesthesiologists
- Plan for clinical site visits
- Review team needs during the creation of the agenda

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### Some questions?

- Can I initiate contact with my Chair before they contact me?
- How many clinical sites should the review team visit? And which sites should we pick/suggest?
- Who should the program invite to attend the various conferences (i.e. provost, Dean, IT, Financial Aid, Library and Student Services)?

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### Some Questions?

•What types of documents should I have onsite? Do the documents need to be printed or can we have a computer available for the review team to access the information electronically?

•If the review team requests additional information/documentation, how should we proceed with submitting the information via email or COAccess?

•The university has a preferred hotel guests can stay at; can the program make the reservations for the review team?

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### During the Onsite Visit



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### Materials for the review team (not all-inclusive Policy M-7)

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| 1. Access to online courses and materials including tracking program | 1. Examinations and testing materials.   |
| 2. Program philosophy, objectives, and master schedule.              | 2. Faculty teaching and time commitment data.                                      |
| 3. Organizational charts.  | 3. Alumni evaluations of the quality of the program for the preceding three years. |
| 4. Administrative policies.  | 4. Employer evaluations for the preceding three years.                             |
| 5. Budget data.  | 5. Clinical site contracts   |
| 6. Committee meeting minutes of the preceding three years.           | 6. Clinical coordinator CVs  |
| 7. Clinical site demographics and case experiences.                  | 7. Sample student files, any grievance files                                       |
| 8. Current course outlines, objectives, and student brochure.        |  |

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### Day of Review

- Review of the agenda
- Review of supporting documentation
- Conferences with communities of interest \*\*\*\*
- CRNA faculty and students
- Workspace and time
- (quiet private space, materials, food and drink, transportation)

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### Clinical Site Visits (Day 2)

- Access
- Appointed individual/ scheduled time
- Any necessary approval documentation
- Observation of teaching and learning
- Reviewer will need access to OR rooms to observe students\*\*\*\*\*

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### Clinical Site Visit (Day 2)

- Pre-exit summary report to program administrators and sometimes university officials
- Exit conference with communities of interest\*\*\*\*

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### After the onsite visit

- Summary report is submitted by the review team to the COA within 14 days
- COA accreditation specialists and CEO review of the summary report
- Any changes to compliance in the summary report will be communicated to the program
- PDF copies will be provided to the program by the CEO of the COA
- Response to the summary report submission will be due March 1st for May meeting and August 1 for October meeting

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### Accreditation Decision

COA decision letter will be distributed within 30 days of the Council's decision-making meeting.

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### Question

- What are your top 2 questions for/about the visit?

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**Contact information**

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**Questions?**

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