



Keys to a Successful Site Visit

Your accreditation site visit will take place shortly. We hope you will find this document helpful with simple suggestions to facilitate a smooth site visit.

Site visitors are volunteering their time to prepare for and conduct your site visit. The site visit schedule is compact, and the site visit team is working from the moment they arrive on campus to the moment they depart after the Exit Summation. If their basic needs are met, the team can focus on the job at hand. The following outlines a few requirements and some suggestions to make the site visit easier for the site visitors and less stressful for you.

Preparing for the Site Visit

1. Read the Executive Analysis you received from LEAARC and prepare a response for each area cited. The response may take the form of a document answering the questions or referencing where the team can look for answers. Or it may be a verbal response during the initial meeting with the program director at the start of the visit.
2. Collate all the documents listed on the *Program Director Checklist* and make them available upon arrival. If the files are stored digitally, ensure that a computer is available and a list of where the documents may be found on the computer. It is helpful that the files are organized using the suggested table in the *Program Director Checklist*.
3. Make meeting space available to the Site Visit Team that is quiet, private, and large enough for interviews. The team needs a space where they will not be interrupted. A conference room works great. It is most convenient if the files and work area are the same conference room being utilized for interviews and lunch.
4. Have instructions for and access to WiFi in the meeting room. If dependable WiFi is not available, let the site visitors know before the site visit.
5. Plan beverages throughout the day based on site visitor preferences (coffee, soft drinks, water) and light morning and afternoon snacks.
6. Arrange for a simple, light lunch for the site visitors. This may be supplying the team with a deli menu in advance of the site visit or upon arrival or catering in lunch. The team will remain in the meeting room and work through lunch. It is helpful for the program director to be available during lunch in case the site visit team has questions about the documents reviewed.
7. Work with the Site Visit Team Captain to arrange transportation to the clinical sites.
8. Prepare your students and clinical sites for the site visit with some discussion about why the site visit team is coming and what they can expect during the site visit.

Conducting the Site Visit

1. Confirm Internet access is available and working in the Site Visit Team meeting room.
2. If one or more individuals must be interviewed by phone, have a speakerphone available in the meeting room. (Preference is given to conducting interviews face-to-face.)
3. If documents are digital, have a list of content to reduce the time looking through the digital documents.
4. Provide beverages and light morning and afternoon snacks.
5. Provide a list of individuals the Site Visit Team will interview and which communities of interest they represent (administration, faculty, employers, students, graduates, preceptors, advisory committee).
6. Ensure key members of the College and the Program are available by email or phone during the site visit. The Program Director and the faculty must be readily available for questions throughout the day.
7. Ensure that lunch arrives by the time indicated on the agenda. Ensure that the program director is available during lunch in case the site visit team has questions about the documents reviewed.
8. Remain flexible, as the proposed agenda might need last minute changes.

Relax and Enjoy the Visit!

The site visit team will do their best to provide a thoughtful, unbiased review of your program. Do not be intimidated by their questions. The goal is to support your program's success! Consider the site visit team members your colleagues and ask questions as you wish. Please note that site visitors are not allowed to accept gifts and are not available for arranged dinners.