

**SURGICAL TECHNOLOGY
REQUIRED VISIT MATERIALS CHECKLIST
CONTINUING SITE EVALUATION – VIRTUAL**

ALL materials on this checklist must be uploaded into the Google Drive link provided by the ARC/STSA for the virtual site visitors. **Electronic materials must be organized in an easily accessible format following the checklist order by Standard.** All documentation must be upright facing, following ARC/STSA Bookmarking Guidelines: <https://www.arcstsa.org/forms/>.

- Please note recording of the virtual site visit is **prohibited**
- Provide site visitors access to the program’s Learning Management System (LMS) system, as applicable
- Provide access to students’ digital clinical files or digital clinical tracking platform, as applicable
- Provide access to the program’s campus management system, as applicable
- Must have reliable internet connection that extends into the laboratory
- Must have computers with webcams and audio capability or other campus teleconferencing hardware
- Must participate in a test run of the technology prior to the virtual site visit
- Provide the **Virtual Site Evaluation Schedule** two weeks prior to visit

Standard		Google Drive Folder and Electronic Documentation that must be included
Please keep file names short, use abbreviations and acronyms when possible (i.e. Plan of Action – POA; Program Personnel Data form – Program Director – PPDF-PD; Outcomes Tracking Tool – OTT)		
<u>Program Annual Reports and Supporting Docs</u>		Annual Reports, Outcomes Tracking Tools, Outcomes Data <ul style="list-style-type: none"> <input type="checkbox"/> 2019 Annual Report Supporting Data for 2019 Annual Report; <u>and</u> , supporting data for students who graduated between 8/1/18-7/31/19 and 8/1/19-7/31/20 <ul style="list-style-type: none"> <input type="checkbox"/> Supporting Outcomes Tracking Tools (OTTs) <input type="checkbox"/> Supporting CST Examination Results <input type="checkbox"/> Supporting Graduate Surveys <input type="checkbox"/> Supporting Employer Surveys <input type="checkbox"/> COVID-19 Plan of Action Form
<u>I. Sponsorship</u>	I.A. I.B. I.C.	I. Sponsorship <ul style="list-style-type: none"> <input type="checkbox"/> Copy of institutional accreditation/other applicable agency approval <input type="checkbox"/> Organizational chart
<u>II. Program Goals</u>	II.A. II.A. II.B. II.C.	II. Program Goals-Outcomes <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Publications regarding Program Goals <input type="checkbox"/> Copy of Publications regarding Learning Domains <input type="checkbox"/> Copy of Publications regarding Minimum Expectations <input type="checkbox"/> ARC/STSA Program Advisory Committee Form <input type="checkbox"/> Program Advisory Meeting Minutes (Past 3 Meetings) <input type="checkbox"/> Proof of Credential for Practicing Surgical Technologist (i.e. Copy of Certification) <input type="checkbox"/> Public Member Resume
<u>III. Resources</u>	III.A.	III.A. Program Resources – Type-Amount <ul style="list-style-type: none"> <input type="checkbox"/> Financial (budget) <input type="checkbox"/> Classroom and classroom equipment <input type="checkbox"/> Student computer resources (hardware, software, printers, etc.) <input type="checkbox"/> Instructional reference material (aides, models, and audiovisual) <input type="checkbox"/> Laboratory facilities <input type="checkbox"/> Laboratory equipment <input type="checkbox"/> Laboratory supplies <input type="checkbox"/> Library resources and references

		<input type="checkbox"/> Ancillary student facilities <input type="checkbox"/> Offices and office equipment <input type="checkbox"/> Clerical/support staff <input type="checkbox"/> Pre-recorded tour of facilities - library, classrooms, computer labs, lab, breakrooms (only those used by ST or SA students), PD and faculty offices <input type="checkbox"/> Live tour of lab will be conducted in more detail during the virtual site visit
	III.B.	III.B. Faculty (Please note: Confidential information such as SSNs must be redacted) <input type="checkbox"/> ARC/STSA Program Personnel Data Form – President <input type="checkbox"/> ARC/STSA Program Personnel Data Form – Dean <ul style="list-style-type: none"> • Program Director <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Program Personnel Data Form – Program Director <input type="checkbox"/> ARC/STSA Schedule of Responsibilities (SoR) Form <input type="checkbox"/> Signed Job Description <input type="checkbox"/> Resume <input type="checkbox"/> Proof of Credential <input type="checkbox"/> Proof of Associate Degree or Higher <input type="checkbox"/> Proof of CEs <input type="checkbox"/> AFE Workshop Certificate • Clinical Coordinator <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Program Personnel Data Form – Clinical Coordinator <input type="checkbox"/> ARC/STSA Schedule of Responsibilities (SoR) Form <input type="checkbox"/> Signed Job Description <input type="checkbox"/> Resume <input type="checkbox"/> Proof of Credential <input type="checkbox"/> Proof of CEs • Core Faculty <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Program Personnel Data Form – Core Instructor <input type="checkbox"/> ARC/STSA Schedule of Responsibilities (SoR) Form <input type="checkbox"/> Signed Job Description <input type="checkbox"/> Resume <input type="checkbox"/> Proof of Credential <input type="checkbox"/> Proof of CEs
	III.C.	III.C. Curriculum <input type="checkbox"/> ARC/STSA Curriculum Attestation Form – CCST6e <input type="checkbox"/> ST Core Curriculum Syllabi <input type="checkbox"/> Course Content Outline <input type="checkbox"/> Instructional Tools, Handouts, Notes <input type="checkbox"/> Clinical Case Log Tool <input type="checkbox"/> Copy of Publication regarding Clinical Case Requirements <input type="checkbox"/> Distance Education Application (if applicable) <input type="checkbox"/> Access Instructions for LMS (if applicable)
	III.D.	III.D. Resource Assessment <input type="checkbox"/> ARC/STSA Program Evaluation Plan Form
<u>IV. Student and Graduate Evaluation and Assessment</u>	IV.A	IV. Student-Graduate Eval-Assess
	IV.B.	<input type="checkbox"/> Copy of Clinical Evaluations <input type="checkbox"/> Copy of Final Exam(s) <input type="checkbox"/> Copy of Each Lab Skill Competency Evaluation

<u>V. Fair Practices</u>	V.A.	<p>V.A. Publications</p> <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Fair Practices Reporting Form <input type="checkbox"/> Published institutional accreditation <input type="checkbox"/> Published Programmatic Accreditation <input type="checkbox"/> CAAHEP Contact Information <input type="checkbox"/> Non-Discrimination policy statement <input type="checkbox"/> Admissions policies and practices <input type="checkbox"/> Number of credits required for program completion <input type="checkbox"/> Tuition, fees, and other costs <input type="checkbox"/> Policy and procedure for withdrawal <input type="checkbox"/> Policy for refunds of tuition/fees <input type="checkbox"/> Academic calendar <input type="checkbox"/> Student grievance policy <input type="checkbox"/> Criteria for successful completion for the curriculum and graduation <input type="checkbox"/> Faculty grievance policy <input type="checkbox"/> Student health requirements <input type="checkbox"/> Student work policy <input type="checkbox"/> Clinical case requirements <input type="checkbox"/> School catalog <input type="checkbox"/> Program handbook <input type="checkbox"/> Program brochures and marketing materials (if applicable)
	V.B.	<p>V.B. Lawful & Non-discriminatory Practices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Forms Used in Student Selection Process
	V.B., V.C., V.D.	<p>Student Files (Please note, folders will be created prior to the program placing documents in these folders; staff will follow up to request specific student files based on submitted OTTs). Confidential information, such as SSNs, must be redacted.</p> <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Outcomes Tracking Tool (OTTs) for all currently enrolled students <input type="checkbox"/> List of documents contained in student files <input type="checkbox"/> Team requested clinical files (access to the clinical tracking platform as applicable) <input type="checkbox"/> Team requested student files (admissions, programmatic, and health records as required by clinical affiliates)
	V.E.	<p>V.E. Substantive Changes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any non-substantive changes that occurred after Submission of Annual Reports (if applicable)
	V.F.	<p>V.F. Agreements</p> <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Clinical Affiliation Site Reporting Form <input type="checkbox"/> Clinical Affiliation Signed Agreements