

**SURGICAL TECHNOLOGY  
REQUIRED VISIT MATERIALS CHECKLIST  
INITIAL 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 a copy of program Self-Study with associated supporting documentation
- Provide site visitors access to the program’s Learning Management System (LMS), 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

<u>Standard</u>		<u>Google Drive Folder and Electronic Documentation that must be included</u>
<p><b>Please be sure to follow the file naming as the items below;</b> also 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)</p>		
		Program Self-Study <input type="checkbox"/> Completed Program Self Study (SS) <input type="checkbox"/> COVID-19 Plan of Action Form (COVID-POA)
<u>I. Sponsorship</u>	<u>I.A.</u>	I. Sponsorship <input type="checkbox"/> Copy of institutional accreditation/other applicable agency approval <ul style="list-style-type: none"> <li>• Consortium documentation (if applicable)               <ul style="list-style-type: none"> <li><input type="checkbox"/> Consortium Agreement</li> <li><input type="checkbox"/> Consortium Report Form</li> </ul> </li> <li><input type="checkbox"/> Organizational chart</li> </ul>
	<u>I.B.</u>	
	<u>I.C.</u>	
<u>II. Program Goals</u>	<u>II.A.</u>	II. Program Goals-Outcomes <input type="checkbox"/> ARC/STSA Clinical Sufficiency Form <input type="checkbox"/> Letter of Institutional Support <input type="checkbox"/> Letter of Community Support <input type="checkbox"/> Clinical Slot Letters <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 (PAC) Form <input type="checkbox"/> Program Advisory Meeting Minutes <input type="checkbox"/> Proof of Credential for Practicing Surgical Technologist (i.e. Copy of Certification) <input type="checkbox"/> Public Member Resume
	<u>II.A.</u>	
	<u>II.B.</u>	
	<u>II.C.</u>	
<u>III. Resources</u>	<u>III.A.</u>	III.A. Program Resources – Type-Amount <input type="checkbox"/> Financial (budget) <input type="checkbox"/> Classroom and classroom equipment <input type="checkbox"/> Student computer resources (hardware, software, printers, etc.)

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Instructional reference material (aides, models, and audiovisual)</li> <li><input type="checkbox"/> Laboratory facilities</li> <li><input type="checkbox"/> Laboratory equipment</li> <li><input type="checkbox"/> Laboratory supplies</li> <li><input type="checkbox"/> Library resources and references</li> <li><input type="checkbox"/> Ancillary student facilities</li> <li><input type="checkbox"/> Offices and office equipment</li> <li><input type="checkbox"/> Clerical/support staff</li> <li><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</li> <li><input type="checkbox"/> Live tour of lab will be conducted in more detail during the virtual site visit</li> </ul>
	<b>III.B.</b>	<p>III.B. Faculty (Please note: Confidential information such as SSNs must be redacted)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Program Personnel Data Form – President (PPDF-Pres)</li> <li><input type="checkbox"/> ARC/STSA Program Personnel Data Form – Dean (PPDF-Dean)</li> <li>• Program Director <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Program Personnel Data Form – Program Director (PPDF-PD)</li> <li><input type="checkbox"/> ARC/STSA Schedule of Responsibilities (SoR) Form</li> <li><input type="checkbox"/> Signed Job Description</li> <li><input type="checkbox"/> Resume</li> <li><input type="checkbox"/> Proof of Credential</li> <li><input type="checkbox"/> Proof of Associate Degree or Higher</li> <li><input type="checkbox"/> Proof of CEs</li> <li><input type="checkbox"/> AFE Workshop Certificate</li> </ul> </li> <li>• Clinical Coordinator <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Program Personnel Data Form – Clinical Coordinator (PPDF-CC)</li> <li><input type="checkbox"/> ARC/STSA Schedule of Responsibilities (SoR) Form</li> <li><input type="checkbox"/> Signed Job Description</li> <li><input type="checkbox"/> Resume</li> <li><input type="checkbox"/> Proof of Credential</li> <li><input type="checkbox"/> Proof of CEs</li> </ul> </li> <li>• Core Faculty <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Program Personnel Data Form – Core Instructor (PPDF-CI)</li> <li><input type="checkbox"/> Schedule of Responsibilities (SoR) Form</li> <li><input type="checkbox"/> Signed Job Description</li> <li><input type="checkbox"/> Resume</li> <li><input type="checkbox"/> Proof of Credential</li> <li><input type="checkbox"/> Proof of CEs</li> </ul> </li> </ul>
	<b>III.C.</b>	<p>III.C. Curriculum</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Curriculum Attestation Form – CCST6e</li> <li><input type="checkbox"/> ARC/STSA Curriculum Outline Comparison Form</li> <li><input type="checkbox"/> Mock Student Schedule</li> <li><input type="checkbox"/> ST Core Curriculum Syllabi</li> <li><input type="checkbox"/> Course Content Outline</li> <li><input type="checkbox"/> Instructional Tools, Handouts, Notes</li> <li><input type="checkbox"/> Copy of Clinical Case Log Tool</li> <li><input type="checkbox"/> Copy of Publication regarding Clinical Case Requirements</li> <li><input type="checkbox"/> Distance Education Application (if applicable)</li> </ul>

		<input type="checkbox"/> Access Instructions for LMS (if applicable)
	<b>III.D.</b>	III.D. Resource Assessment <input type="checkbox"/> ARC/STSA Program Evaluation Plan (PEP) Form
<b><u>IV. Student and Graduate Evaluation and Assessment</u></b>	<b>IV.A.</b>	IV. Student-Graduate Eval-Assess <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 <input type="checkbox"/> Outcomes Tracking Tool (OTTs) for <u>all</u> currently enrolled students <input type="checkbox"/> Plan of Action – Retention (if below threshold) <input type="checkbox"/> CST Practice Examination Results <input type="checkbox"/> Graduate Surveys (if applicable) <input type="checkbox"/> Employer Surveys (if applicable)
	<b>IV.B.</b>	
<b><u>V. Fair Practices</u></b>	<b>V.A.</b>	V.A. Publications <input type="checkbox"/> ARC/STSA Fair Practices Reporting Form <input type="checkbox"/> Published institutional accreditation <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)
	<b>V.B.</b>	V.B. Lawful & Non-discriminatory Practices <input type="checkbox"/> Forms Used in Student Selection Process
	<b>V.B., V.C., V.D.</b>	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. <input type="checkbox"/> ARC/STSA Outcomes Tracking Tool (OTTs) for <u>all</u> 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)
	<b>V.E.</b>	V.E. Substantive Changes <input type="checkbox"/> Any substantive changes that occurred after Self-Study Submission (if applicable)
	<b>V.F.</b>	V.F. Agreements <input type="checkbox"/> ARC/STSA Clinical Affiliation Site Reporting Form <input type="checkbox"/> Clinical Affiliation Signed Agreements