SURGICAL ASSISTING
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 <u>must be</u> 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 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 is 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 be sure to follow the file naming as the items below; 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)		
Program Annual Reports and Supporting Docs		Annual Reports, Outcomes Tracking Tools, Outcomes Data ☐ 2019 & 2022 Annual Report Supporting Data for 2019 & 2022 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 ☐ Supporting Outcomes Tracking Tools (OTTs) ☐ Supporting CSA and/or CSFA Examination Results ☐ Supporting Graduate Surveys ☐ Supporting Employer Surveys ☐ COVID-19 Plan of Action Form
I. Sponsorship	I.A. I.B. I.C.	I. Sponsorship ☐ Copy of institutional accreditation/other applicable agency approval ☐ Organizational chart
II. Program Goals	II.A. II.A. II.B. II.C.	II. Program Goals-Outcomes ☐ Copy of Publications regarding Program Goals ☐ Copy of Publications regarding Learning Domains ☐ Copy of Publications regarding Minimum Expectations ☐ ARC/STSA Program Advisory Committee Form ☐ Program Advisory Meeting Minutes (Past 3 Meetings) ☐ Proof of Credential for Practicing Surgical Assistant (i.e. Copy of Certification) ☐ Resumes or Biographical Summaries for All PAC Members
III. Resources	III.A.	III.A. Program Resources – Type-Amount ☐ Financial (budget) ☐ Classroom and classroom equipment ☐ Student computer resources (hardware, software, printers, etc.) ☐ Instructional reference material (aides, models, and audiovisual) ☐ Laboratory facilities ☐ Laboratory equipment ☐ Laboratory supplies ☐ Library resources and references

		☐ Ancillary student facilities ☐ Offices and office equipment ☐ Clerical/support staff ☐ Pre-recorded tour of facilities - library, classrooms, computer labs, lab, breakrooms (only those used by ST or SA students), PD and faculty offices ☐ 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)
		☐ ARC/STSA Program Personnel Data Form – President (PPDF-Pres)
		☐ ARC/STSA Program Personnel Data Form – Dean (PPDF-Dean)
		☐ Program Director
		    ☐ ARC/STSA Program Personnel Data Form – Program Director
		    ☐ ARC/STSA Schedule of Responsibilities (SoR) Form
		    ☐ Signed Job Description
		    ☐ Resume
		    ☐ Proof of Credential (CSA, CSFA)
		    ☐ Proof of CEs
		    ☐ AFE Workshop Certificate
		☐ Medical/Surgical Director
		    ☐ ARC/STSA Program Personnel Data Form – Medical/Surgical Director
		    ☐ Resume
		    ☐ Proof of Current Medical License (MD, DO)
		    ☐ Proof of Certification in a specialty recognized by the American Board of Medical Specialties (ABMS)
		☐ Didactic Faculty
		    ☐ ARC/STSA Program Personnel Data Form – Core Faculty
		    ☐ ARC/STSA Schedule of Responsibilities (SoR) Form
		    ☐ Signed Job Description
		    ☐ Resume
		    ☐ Proof of Credential (CSA, CSFA, MD, MO)
		    ☐ Proof of CEs
		☐ Clinical Preceptors – Please provide the following for all Preceptors
		    ☐ ARC/STSA Clinical Preceptor Reporting Form
		    ☐ Proof of Credential (MD, DO)
		☐ Clinical Preceptor Delegates – Please provide the following for all Preceptor Delegates
		    ☐ ARC/STSA Clinical Preceptor Delegate Reporting Form
		    ☐ Proof of Credential (CSA, CSFA)
		☐ ARC/STSA Clinical Preceptor Reporting Form
		☐ ARC/STSA Clinical Preceptor Delegate Reporting Form

	III.C.	III.C. Curriculum ☐ ARC/STSA Curriculum Attestation Form – CCSA4e ☐ SA Core Curriculum Syllabi ☐ Course Content Outline ☐ Instructional Tools, Handouts, Notes ☐ Copy of Clinical Case Log Tool ☐ Copy of Publication regarding Clinical Case Requirements ☐ Distance Education Application (if applicable) ☐ Access Instructions for LMS (if applicable)
	III.D.	III.D. Resource Assessment ☐ ARC/STSA Program Evaluation Plan (PEP) Form

IV. Student and Graduate Evaluation and Assessment	**IV.A**	IV. Student-Graduate Eval-Assess
	IV.B.	☐ Copy of Clinical Evaluations ☐ Copy of Final Exam(s) ☐ Copy of Each Lab Skill Competency Evaluation
V. Fair Practices	**V.A.**	V.A. Publications ☐ ARC/STSA Fair Practices Reporting Form ☐ Published institutional accreditation ☐ Published Programmatic Accreditation ☐ CAAHEP Contact Information ☐ Non-Discrimination policy statement ☐ Admissions policies and practices ☐ Number of credits required for program completion ☐ Tuition, fees, and other costs ☐ Policy and procedure for withdrawal ☐ Policy for refunds of tuition/fees ☐ Academic calendar ☐ Student grievance policy ☐ Criteria for successful completion for the curriculum and graduation ☐ Faculty grievance policy ☐ Student health requirements ☐ Student work policy ☐ Clinical case requirements ☐ School catalog ☐ Program handbook ☐ Program brochures and marketing materials (if applicable)
	V.B.	V.B. Lawful & Non-discriminatory Practices ☐ Forms Used in Student Selection Process
	V.B., V.C., V.D.	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 base on submitted OTT). Confidential information, such as SSNs, must be redacted. ☐ ARC/STSA Outcomes Tracking Tool (OTTs) for all currently enrolled students ☐ List of documents contained in student files ☐ Team requested clinical files (access to the clinical tracking platform as applicable) ☐ Team requested student files (admissions, programmatic, and health records as required by clinical affiliates)
	V.E.	V.E. Substantive Changes ☐ Any non-substantive changes that occurred after submission of Annual Reports (if applicable)
	V.F.	V.F. Agreements ☐ ARC/STSA Clinical Affiliation Site Reporting Form ☐ Clinical Affiliation Signed Agreements