SURGICAL ASSISTING 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 <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 a copy of program Self-Study with associated supporting documentation
- 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
<u>Please be sure to follow the file naming as the items below</u>; 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 Self-Study ☐ Completed Program Self Study (SS) ☐ COVID-19 Plan of Action Form (COVID-POA)

I. Sponsorship	I.A.
	I.B.
	I.C.
		I. Sponsorship
		☐ Copy of institutional accreditation/other applicable agency approval
		Consortium documentation (if applicable)
		  ☐ Consortium Agreement
		  ☐ Consortium Report Form
		☐ Organizational chart

II. Program Goals	II.A. II.A. II.B. II.C.	II. Program Goals-Outcomes ☐ ARC/STSA Clinical Sufficiency Form ☐ Letter of Institutional Support ☐ Letter of Community Support ☐ Clinical Slot Letters ☐ Copy of Publications regrading Program Goals ☐ Copy of Publications regarding Learning Domains ☐ Copy of Publications regarding Minimum Expectations ☐ ARC/STSA Program Advisory Committee (PAC) Form ☐ Program Advisory Meeting Minutes ☐ 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 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 (PPDF-PD)
		☐ 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 (PPDF-M/SD)
		☐ Proof of Credential (MD, DO)
		☐ Proof certification in a surgical specialty recognized by the American Board of Medical Specialties (ABMS)
		• Didactic Faculty – Please provide the following for <u>all</u> Didactic faculty
		☐ ARC/STSA Program Personnel Data Form – Core Instructor (PPDF-CI)
		☐ Schedule of Responsibilities (SoR) Form
		☐ Signed Job Description
		☐ Resume
		☐ Proof of Credential (CSA, CSFA, MD, DO)
		☐ Proof of CEs
		• Clinical Preceptors – Please provide the following for <u>all</u> Preceptors
		☐ ARC/STSA Clinical Preceptor Reporting Form
		☐ Proof of Credential (MD, DO)
		• Clinical Preceptor Delegates – Please provide the following for <u>all</u> Preceptor Delegates
		☐ ARC/STSA Clinical Preceptor Delegate Reporting Form
		☐ Proof of Credential (CSA, CSFA)
		☐ Resume
	III.C.	III.C. Curriculum
		☐ ARC/STSA Curriculum Attestation Form – CCSA4e
		☐ ARC/STSA Curriculum Outline Comparison Form
		☐ Mock Student Schedule
		☐ 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.B.**	IV. Student-Graduate Eval-Assess ☐ Copy of Clinical Evaluations ☐ Copy of Final Exam(s) ☐ Copy of Each Lab Skill Competency Evaluation ☐ Outcomes Tracking Tool (OTTs) for all currently enrolled students ☐ Plan of Action – Retention (if below threshold) ☐ Graduate Surveys (if applicable) ☐ Employer Surveys (if applicable)
V. Fair Practices	**V.A.**	V.A. Publications ☐ ARC/STSA Fair Practices Reporting Form ☐ Published institutional accreditation ☐ 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 based on submitted OTTs). 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 substantive changes that occurred after Self-Study Submission (if applicable)
	V.F.	V.F. Agreements ☐ ARC/STSA Clinical Affiliation Site Reporting Form ☐ Clinical Affiliation Signed Agreements