SURGICAL TECHNOLOGY
REQUIRED MATERIALS CHECKLIST

CONTINUING SITE EVALUATION

ALL materials on this checklist must be uploaded into the Google Drive link provided by the ARC/STSA for the site evaluators. **Electronic materials must be organized following the checklist below by Standard.**

- Please note recording during the site visit is **prohibited**
- Provide Site Evaluators 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 regarding advisement/tutoring, as applicable
- Must have reliable internet connection that extends into the laboratory, as applicable.
- Must have computers with webcams and audio capability or other campus teleconferencing hardware
- Must participate in a test run of the technology prior to site visit

Standard		Google Drive Folder and Electronic Documentation that must be included
		Please be sure to follow the file labeling as indicated in parenthesis next to each item to be uploaded
Program Annual Report and Supporting Docs		☐ 2023 Annual Report (2023 Annual Report) Supporting Data for 2023 Annual Report: ☐ Outcomes Tracking Tools (OTTs- 2023AR) ☐ CST Examination Results (CST Results- 2023AR) ☐ Graduate Surveys (Grad Surveys- 2023AR) ☐ Employer Surveys (Employer Surveys-2023AR)
I. Sponsorship	I.A. I.B.	I. Sponsorship ☐ Copy of institutional accreditation/other applicable agency approval (Inst. Accred) • Consortium documentation, if applicable 　☐ Consortium Agreement (Cnsort Agrmnt) 　☐ Consortium Report Form (Cnsort RF) ☐ Organizational chart (Org Chart) ☐ Preparedness Plan (Prep Plan) ☐ Evidence that students graduate with minimum of an associate degree (AS Evidence)
II. Program Goals	II.A. II.B.	II. Program Goals-Outcomes ☐ Page(s) of Publication(s) containing the following with relevant language highlighted: 　☐ Learning Domains (Learn Domains) 　☐ Minimum Expectations (Min Expectations) 　☐ Program Goals (Prog Goals) ☐ ARC/STSA Program Advisory Committee Form (PAC Form) ☐ Program Advisory Meeting Minutes held within the last year (PAC Minutes MM-DD-YYYY) ☐ Sign-in sheet or Screenshot of attendance at Pac meeting held within the last year (PAC Attendance MM-DD-YYY) ☐ Evidence all members attended PAC meeting, i.e. sign-in sheet, screen shot (PAC Attendance MM-DD-YYYY)

		☐ Proof of Credential for Practicing Surgical Technologist (Last name, Cert)
		☐ Resumes or Biographical Summaries for All PAC Members (Last name, Resume)
	III.A.	III.A. Program Resources – Type-Amount ☐ Financial (Budget) ☐ Clinical slot placement letters or emails showing placements for all students during the term the SV occurs (Clinical Slot-facility name) ☐ Faculty and staff workspaces, including space for confidential interactions (Workspaces) ☐ Classroom and classroom equipment, physical and virtual (Classroom Equip) ☐ Information technology (IT) ☐ Instructional reference material, aides, models, and audiovisual (Reference Material) ☐ Laboratory facilities (Lab Facilities) ☐ Laboratory equipment (Lab Equip) ☐ Laboratory supplies (Lab Supplies) ☐ Library resources and references (Library) ☐ Ancillary student facilities (Anc. Student Facilities) ☐ Clerical/support staff (Support Staff) ☐ Pre-recorded tour of facilities - library, classrooms, computer labs, lab, breakrooms (only those used by ST), PD and faculty offices (Facilities Tour) ☐ Live tour of lab will be conducted in more detail during the site visit
III. Resources	**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 Form (SoR-PD) ☐ Signed Job Description (JD-PD) ☐ Resume (Resume-PD) ☐ Surgical technology credential (Cred-PD) ☐ Evidence of associate degree or Higher (Degree-PD) ☐ Evidence of graduation from a programmatically accredited ST program (Education-PD) ☐ Evidence of ongoing professional development in subject matter, teaching effectiveness and administrative functions (Prof Dev-PD) ☐ AFE Workshop Certificate (AFE-PD) • Clinical Coordinator ☐ ARC/STSA Program Personnel Data Form – Clinical Coordinator (PPDF-CC) ☐ ARC/STSA Schedule of Responsibilities Form ((SoR-CC) ☐ Signed Job Description (JD-CC) ☐ Resume (Resume-CC) ☐ Proof of Credential (Cred-CC) ☐ Evidence of ongoing professional development in subject matter and teaching effectiveness (Prof Dev-CC) • Faculty/Instructional Staff (ST faculty) ☐ ARC/STSA Program Personnel Data Form – Core Instructor (PPDF-FIS) ☐ Schedule of Responsibilities Form (SoR-FIS-Last name) ☐ Signed Job Description (JD-FIS-last name) ☐ Resume (resume-last name)

		☐ Proof of Credential (Cred-FIS-last name)
		☐ Evidence of ongoing professional development in subject matter and teaching effectiveness (Prof Dev-FIS-last name)
		• Non-Core Faculty/Instructional Staff (non-ST faculty)
		   ☐ Signed Job Description (JD-NCF-Last name)
		   ☐ Resume (resume-NCF-last name)
		   ☐ Evidence of ongoing professional development in subject matter and teaching effectiveness (prof Dev-NCF-last name)

	III.C	**III.C. Curriculum** ☐ ARC/STSA Curriculum Attestation Form – CCST6e, if cohorts are still enrolled under the CCST-6e (CAF-CCST6e) ☐ ARC/STSA Curriculum Attestation Form – CCST-7e, only if CCST-7e has been implemented (CAF-CCST7e) ☐ ST Curriculum Comparison Map – CCST-7e (CCM-CCST7e) ☐ Mock Student Schedule (Student Schedule) ☐ Syllabi for courses covering Core Curriculum/Learning objectives (Course Code-Syllabi) ☐ Course Layout/ Outline (Course Outline) ☐ Instructional Tools, Handouts, Notes (Course Code, Instr. Tool Name) ☐ Clinical Case Log Tool (Case Log Tool) ☐ Page(s) of Publication(s) containing Clinical Case Requirements (Pub Clinical Case Req) ☐ Distance Education Application, if applicable (Distance Ed App)
	III.D.	**III.D. Resource Assessment** ☐ ARC/STSA Program Evaluation Plan Form (PEP) ☐ Applicable Plan of Action, if necessary (POA)
IV. Student and Graduate Evaluation and Assessment	IV.A IV.B	**IV. Student-Graduate Evaluation-Assessment** ☐ Clinical Evaluation template (Clinical Eval) ☐ Final Exam(s) templates for all core ST courses (Course Code, name) ☐ Lab Skill Competency Evaluation for all core ST courses (Course Code, Skills Comp) ☐ ARC/STSA Outcomes Tracking Tool (OTTs) for <u>most recently graduates cohort (graduate OTT)</u>

V. Fair Practices	V.A	**V.A. Publications**
		☐ ARC/STSA Fair Practices Reporting Form (Fair Practices form)
		☐ Page(s) of Publication(s) containing the following with relevant language highlighted:
		   ☐ Published institutional accreditation (Inst. Accred)
		   ☐ Outcome Assessment exam (OAE/CST exam) pass rate for the most recent annual report (OAE pass rate)
		   ☐ Non-Discrimination Policy statement (Non-Discrim Policy)
		   ☐ Admissions policies and practices (Admission Policies)
		   ☐ Number of credits required for program completion (Credits for Completion)
		   ☐ Tuition, fees, and other costs (Tuition-Fees)
		   ☐ Policy and procedure for withdrawal (Withdrawal Procedure)
		   ☐ Policy for refunds of tuition/fees (Refund Policy)
		   ☐ Student grievance policy (Student Grievance Policy)
		   ☐ Criteria for successful completion for the curriculum and graduation (Completion Criteria)
		   ☐ Faculty grievance policy (Faculty Grievance Policy)
		   ☐ Student health requirements (Student Health Requirements)
		   ☐ Student work policy (Student Work Policy)

			☐ Clinical case requirements (Case Requirements) ☐ Academic Calendar (Calendar) ☐ School catalog (Catalog) ☐ Program handbook (Prog Handbook) ☐ Program brochures and marketing materials (Prog Brochure-Prog marketing)
	V.B		V.B. Lawful & Non-discriminatory Practices ☐ Template forms used in student admission/selectin process (Student Admission Process)
	V.B **V.C** **V.D**		Staff will provide a list of required student and graduate files prior to the visit. *Virtual Site Visit*: files to be uploaded to designated folders per staff guidance. *On ground Site Visit*: files will be reviewed on campus. ☐ ARC/STSA Outcomes Tracking Tool (OTTs) for <u>current cohorts in program (current TT)</u> ☐ ARC/STSA Outcomes Tracking Tool (OTTs) for <u>most recently graduates cohort (graduate OTT)</u> ☐ Institutional list of documents contained in student files (Student File List) ☐ Requested clinical files, access to the clinical tracking platform as applicable ☐ Requested graduate files (admissions, advisement, counseling, and records as requested by clinical affiliates) ☐ Requested student files (admissions, advising, counseling, academic and clinical)
	V.E		V.E. Substantive Changes ☐ Any substantive changes that occurred since the submission of the last Annual Report, if applicable
	V.F		V.F. Agreements ☐ ARC/STSA Clinical Affiliation Site Reporting Form (Clinical Site Report Form) ☐ Executed Clinical Affiliation Agreements (Name of Affiliate-Agreement)