



# ARC/STSA

Accreditation Review Council On Education  
In Surgical Technology And Surgical Assisting



## Site Evaluator Application

ARC/STSA is seeking qualified individuals to serve as Site Evaluators. For consideration, complete and return the application packet no later than August 1, 2024, to [Kristy.pierce@arcstsa.org](mailto:Kristy.pierce@arcstsa.org). Incomplete applications or late submissions will not be considered. The complete application packet includes:

- This Application
- Current Curriculum Vitae/Resume
- Transcripts for all academic degrees (official or unofficial)
- Copies of certification and/or licensures
- AFE certificate for attendance in the past 3 years
- Proof of completion of CAAHEP Site Visitor quiz

*Qualifications to be a site evaluator are found at the end of this application.*

### Site Evaluator Profile

First Name	
Last Name	
Credentials & Degrees	
License, Registration Type/numbers	
Certification type/number	

### Home Contact Information

Address	
City, State, Zip Code	
Home Phone	
Cell Phone	
Email	

### Work Contact Information

Title/Position	
Employer	
Address	
City, State, Zip Code	

<b>Office Phone</b>	
<b>Email</b>	

**Preferred method of communication**

<b>Email</b>	
<b>Phone</b>	

**Emergency contact information**

<b>Name</b>	
<b>Relationship</b>	
<b>Phone number</b>	

<b>Are you currently an educator at a CAAHEP accredited program?</b>	
<b>If yes, current title</b>	
<b>If no, current title</b>	
<b>Accreditation Fundamentals for Workshop attendance</b>	
<b>Have you been a Site Evaluator for another accrediting agency in the past 3 years?</b>	
<b>If yes, list agency</b>	

<b>What type of visits would you like to be considered for?</b>	
<b>How often are you available to serve as a Site Evaluator?</b>	
<b>Home Airport</b>	
<b>Distance from your home to the airport</b>	
<b>Site Evaluators are expected to participate in 1 visit every 16 months. Will you be able to meet this requirement?</b>	

<b>Why would you like to be a Site Evaluator?</b>	
<b>How would you resolve conflict with another team member or program personnel?</b>	
<b>How do you view the role of a site evaluator?</b>	

## Evaluator conflict of interest & confidentiality statement

The ARC/STSA is responsible to provide a fair and objective review of all programs. Therefore, site evaluators must avoid both the reality and the appearance of a conflict of interest and disclose such instances to ARC/STSA staff prior to accepting each visit assignment. For the purposes of this statement, a conflict of interest is defined as:

“A circumstance in which an individual’s capacity to make an impartial or unbiased accreditation decision may be affected because of prior, current, or anticipated institutional affiliation(s), other significant relationship(s), or association(s) with the institution under review.”

Activities that could imply a conflict of interest include but are not limited to:

1. Service on a visit to an institution or school system that you (or an immediate family member) are employed by, or have consulted with, in the past five years.
2. Service on a visit to an institution that is a competitor of your institution.
3. Solicitation for employment or consulting contracts with the institution before, during or within two years following the visit.
4. Acceptance of gifts, entertainment, or other favors from an institution before, during or after a visit to said institution.

Information shared with site evaluators during the process of an accreditation visit is considered confidential and to be used solely for completing official site visit responsibilities, unless otherwise released by the institution.

Unauthorized disclosure or use of verbal or written information acquired while serving as a site evaluator for a program is considered a serious breach of confidentiality and can result in dismissal from the ARC/STSA site evaluator program.

### CONSENT TO SERVE

I attest that the information I have provided above and with my ARC/STSA site evaluation application packet is accurate. I hereby consent to serve the ARC/STSA as a site evaluator and abide by the conflict of interest and confidentiality statements.

APPLICANT SIGNATURE:

**EMPLOYER SIGNATURE:**

If this employee is approved as an ARC/STSA site evaluator, I will make reasonable efforts to grant him/her the opportunity to perform a site visit at least once every 16 months.

## Site Evaluator Qualifications

Qualified individuals, knowledgeable about the field of surgical technology (ST) or surgical assisting (SA) and the education process are eligible to serve as a site evaluator. Credentials/roles held by qualified evaluators include:

- Certified Surgical Technologist (CST)
- Certified First Assistant (CSFA)
- Certified Surgical Assistant (CSA)
- Certified Perioperative Nurse (CNOR)
- Medical Doctor (MD)
- Surgical Technology & Surgical Assisting Program Directors, Clinical Coordinators, or faculty members of CAAHEP-accredited programs
- Allied Health Deans.

A professional surgical technology or surgical assisting consultant may only be eligible to serve as an evaluator six months after their last paid consulting engagement. Site evaluators are approved for a period of three years and may be renewed to serve by the ARC/STSA.

**TO MAINTAIN THE STATUS OF AN ACTIVE ARC/STSA SITE EVALUATOR, ALL ARE REQUIRED TO:**

- Successfully complete any required site evaluator updates/training sessions
- Participate in a minimum of one visit in 16 Months.
- If with a CAAHEP accredited program, that program must be in good standing.

## Acknowledgement of Site Evaluator Qualifications

By signing below, I acknowledge the expectations of a site evaluator. In order to stay an active site evaluator, I will complete one visit per 16 months. I attest that my application is accurate and complete.

**APPLICANT SIGNATURE**

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