

**SURGICAL TECHNOLOGY  
 REQUIRED MATERIALS CHECKLIST  
 INITIAL 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

| <u>Standard</u>  |               | <u>Google Drive Folder and Electronic Documentation that must be included</u>  |
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| <b>Please be sure to follow the file labeling as indicated in parenthesis next to each item to be uploaded</b> |               |  |
| <b>Self-Study</b>  |               | Program Self-Study Report<br><input type="checkbox"/> Completed Program Self-Study Report (Self-Study)   |
| <b><u>I. Sponsorship</u></b>   | <b>I.A.</b>   | I. Sponsorship<br><input type="checkbox"/> Copy of institutional accreditation/other applicable agency approval (Inst Accred)<br><ul style="list-style-type: none"> <li>• Consortium documentation, if applicable               <ul style="list-style-type: none"> <li><input type="checkbox"/> Consortium Agreement (Cnsort Agrmnt)</li> <li><input type="checkbox"/> Consortium Report Form (Cnsort RF)</li> </ul> </li> <li><input type="checkbox"/> Organizational chart (Org Chart)</li> <li><input type="checkbox"/> Preparedness Plan (Prep Plan)</li> <li><input type="checkbox"/> Evidence that students graduate with minimum of an associate degree (AS Evidence)</li> </ul>  |
|  | <b>I.B.</b>   |  |
| <b><u>II. Program Goals</u></b>  | <b>II.A.</b>  | II. Program Goals-Outcomes<br><input type="checkbox"/> Page(s) of Publication(s) containing the following with relevant language highlighted:<br><input type="checkbox"/> Learning Domains (Learn Domains)<br><input type="checkbox"/> Minimum Expectations (Min Expectations)<br><input type="checkbox"/> Program Goals (Prog Goals)<br><input type="checkbox"/> ARC/STSA Program Advisory Committee Form (PAC Form)<br><input type="checkbox"/> Program Advisory Meeting Minutes (PAC Minutes MM-DD-YYYY)<br><input type="checkbox"/> Evidence all members attended PAC meeting, i.e., sign-in sheet, screen shot (PAC Attendance MM-DD-YYYY)<br><input type="checkbox"/> Proof of Credential for Practicing Surgical Technologist (Last name, Cert)<br><input type="checkbox"/> Resumes or Biographical Summaries for All PAC Members (Last name, Resume)                   |
|  | <b>II.B.</b>  |  |
| <b><u>III. Resources</u></b>   | <b>III.A.</b> | III.A. Program Resources – Type-Amount<br><input type="checkbox"/> Financial (Budget)<br><input type="checkbox"/> ARC/STSA Clinical Sufficiency Form (Clinical Sufficiency Form)<br><input type="checkbox"/> Clinical slot placement letters (Clinical Slot-facility name)<br><input type="checkbox"/> Faculty and staff workspaces, including space for confidential interactions (Workspaces)<br><input type="checkbox"/> Classroom and classroom equipment, physical and virtual (Classroom Equip)<br><input type="checkbox"/> Information technology (IT)<br><input type="checkbox"/> Instructional reference material, aides, models, and audiovisual (Reference Material)<br><input type="checkbox"/> Laboratory facilities (Lab Facilities)<br><input type="checkbox"/> Laboratory equipment (Lab Equip)<br><input type="checkbox"/> Laboratory supplies (Lab Supplies) |

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|  |               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Library resources and references (Library)</li> <li><input type="checkbox"/> Ancillary student facilities (Anc. Student Facilities)</li> <li><input type="checkbox"/> Clerical/support staff (Support Staff)</li> <li><input type="checkbox"/> Pre-recorded tour of facilities - library, classrooms, computer labs, lab, breakrooms (only those used by ST), PD and faculty offices (Facilities Tour)</li> <li><input type="checkbox"/> Live tour of lab will be conducted in more detail during the 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 Form (SoR-PD)</li> <li><input type="checkbox"/> Signed Job Description (JD-PD)</li> <li><input type="checkbox"/> Resume (Resume-PD)</li> <li><input type="checkbox"/> Surgical technology credential (Cred-PD)</li> <li><input type="checkbox"/> Evidence of associate degree or Higher (Degree-PD)</li> <li><input type="checkbox"/> Evidence of graduation from a programmatically accredited ST program (Education-PD)</li> <li><input type="checkbox"/> Evidence of ongoing professional development in subject matter, teaching effectiveness and administrative functions (Prof Dev-PD)</li> <li><input type="checkbox"/> AFE Workshop Certificate (AFE-PD)</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 Form (SoR-CC)</li> <li><input type="checkbox"/> Signed Job Description (JD-CC)</li> <li><input type="checkbox"/> Resume (Resume-CC)</li> <li><input type="checkbox"/> Proof of Credential (Cred-CC)</li> <li><input type="checkbox"/> Evidence of ongoing professional development in subject matter and teaching effectiveness (Prof Dev-CC)</li> </ul> </li> <li>• Faculty/Instructional Staff – ST instructors <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Program Personnel Data Form – Faculty/Instructional Staff (PPDF-FIS)</li> <li><input type="checkbox"/> Schedule of Responsibilities Form (SoR-FIS-Last Name)</li> <li><input type="checkbox"/> Signed Job Description (JD-FIS-Last Name)</li> <li><input type="checkbox"/> Resume (Resume-FIS-Last Name)</li> <li><input type="checkbox"/> Proof of Credential (Cred-FIS-Last Name)</li> <li><input type="checkbox"/> Evidence of ongoing professional development in subject matter and teaching effectiveness (Prof Dev-FIS-Last Name)</li> </ul> </li> <li>• Non-Core Faculty/Instructional Staff – Non-ST instructors <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed Job Description (JD-NCF-Last Name)</li> <li><input type="checkbox"/> Resume (Resume-NCF-Last Name)</li> <li><input type="checkbox"/> Evidence of ongoing professional development in subject matter and teaching effectiveness (Prof Dev-NCF-Last Name)</li> </ul> </li> </ul> |

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|  | <b>III.C.</b> | III.C. Curriculum <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Curriculum Attestation Form – CCST7e (CAF-CCST7e)</li> <li><input type="checkbox"/> ARC/STSA Curriculum Comparison Map – CCST7e (CCM-CCST7e)</li> <li><input type="checkbox"/> Mock Student Schedule (Student Schedule)</li> <li><input type="checkbox"/> Syllabi for courses covering Core Curriculum/Learning objectives (Course Code-Syllabi)</li> <li><input type="checkbox"/> Course Layout/ Outline (Course Outline)</li> <li><input type="checkbox"/> Instructional Tools, Handouts, Notes for each of the ST core courses (Course Code-Inst. Tool Name)</li> <li><input type="checkbox"/> Summative Clinical Case Log Tool template(Case Log Tool)</li> <li><input type="checkbox"/> Page(s) of Publication(s) containing Clinical Case Requirements (Pub Clinical Case Req)</li> <li><input type="checkbox"/> Distance Education Application, if applicable (Distance Ed App)</li> </ul>   |
|  | <b>III.D.</b> | III.D. Resource Assessment <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Program Evaluation Plan Form (PEP)</li> <li><input type="checkbox"/> Plan of Action, if applicable (POA)</li> </ul>  |
| <b><u>IV. Student and Graduate Evaluation and Assessment</u></b> | <b>IV.A.</b>  | IV. Student and Graduate Evaluation-Assessment <ul style="list-style-type: none"> <li><input type="checkbox"/> Instructor Clinical Evaluation template(Clinical Eval)</li> <li><input type="checkbox"/> Final Exam(s) templates for all core ST courses (Course Code-Final)</li> <li><input type="checkbox"/> Lab Skill Competency Evaluation for all core ST courses (Course Code- Skills Comp)</li> <li><input type="checkbox"/> Plan of Action – Retention, if applicable (POA-Retention)</li> <li><input type="checkbox"/> CST Practice Examination Results (Practice Exam Results)</li> <li><input type="checkbox"/> Graduate Surveys, if applicable (Grad Surveys)</li> <li><input type="checkbox"/> Employer Surveys, if applicable (Employer Surveys)</li> </ul>   |
|  | <b>IV.B.</b>  |  |
| <b><u>V. Fair Practices</u></b>                                  | <b>V.A.</b>   | V.A. Publications <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Fair Practices Reporting Form (Fair Practices Form)</li> <li><input type="checkbox"/> Page(s) of Publication(s) containing the following with relevant language highlighted:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Published institutional accreditation (Inst. Accred)</li> <li><input type="checkbox"/> Non-Discrimination Policy statement (Non-Discrim Policy)</li> <li><input type="checkbox"/> Admissions policies and practices (Admission Policies)</li> <li><input type="checkbox"/> Number of credits required for program completion (Credits for Completion)</li> <li><input type="checkbox"/> Tuition, fees, and other costs (Tuition-Fees)</li> <li><input type="checkbox"/> Policy and procedure for withdrawal (Withdrawal Procedure)</li> <li><input type="checkbox"/> Policy for refunds of tuition/fees (Refund Policy)</li> <li><input type="checkbox"/> Student grievance policy (Student Grievance Policy)</li> <li><input type="checkbox"/> Criteria for successful completion of the curriculum and graduation (Completion Criteria)</li> <li><input type="checkbox"/> Faculty grievance policy (Faculty Grievance Policy)</li> <li><input type="checkbox"/> Student health requirements (Student Health Requirements)</li> <li><input type="checkbox"/> Student safeguard policy (Student Work Policy)</li> <li><input type="checkbox"/> Clinical case requirements (Case Requirements)</li> <li><input type="checkbox"/> Technical Standards (Technical Standards)</li> <li><input type="checkbox"/> Occupational Risks (Occupational Risks)</li> </ul> </li> <li><input type="checkbox"/> Academic Calendar (Calendar)</li> <li><input type="checkbox"/> School catalog (Catalog)</li> <li><input type="checkbox"/> Program handbook (Prog Handbook)</li> <li><input type="checkbox"/> Program brochures and marketing materials (Prog Brochure-Prog Marketing)</li> </ul> |
|  | <b>V.B.</b>   | V.B. Lawful & Non-discriminatory Practices <ul style="list-style-type: none"> <li><input type="checkbox"/> Template forms used in student admission/selection process (Student Admission Process)</li> </ul>   |

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|  | <b>V.B.</b><br><b>V.C.</b><br><b>V.D.</b> | <p>Staff will provide a list of required student and graduate files prior to the visit.</p> <p><i>Virtual Site Visit:</i> files to be uploaded to designated folders per staff guidance.</p> <p><i>On-ground Site Visit:</i> files will be reviewed on campus.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Outcomes Tracking Tool (OTTs) for <u>current cohorts in program (OTT)</u></li> <li><input type="checkbox"/> Institutional list of documents contained in student files (Student File List)</li> <li><input type="checkbox"/> Requested clinical files, access to the clinical tracking platform, as applicable</li> <li><input type="checkbox"/> Requested student files (admissions, advisement, counseling, academic and clinical)</li> <li><input type="checkbox"/> Requested graduate files, academic and clinical</li> </ul> |
|  | <b>V.E.</b>                               | <p>V.E. Substantive Changes</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any substantive changes that occurred after Self-Study Submission, if applicable</li> </ul>   |
|  | <b>V.F.</b>                               | <p>V.F. Agreements</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ARC/STSA Clinical Affiliation Site Reporting Form (Clinical Site Report Form)</li> <li><input type="checkbox"/> Executed Clinical Affiliation Agreements (Name of Affiliate- Agreement)</li> </ul>   |