

**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 (scheduled 2 weeks prior to 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		
<u>Program Annual Report and Supporting Docs</u>		<input type="checkbox"/> 2023 Annual Report (2023 Annual Report) Supporting Data for 2023 Annual Report: <input type="checkbox"/> Outcomes Tracking Tools (OTTs- 2023AR) <input type="checkbox"/> CST Examination Results (CST Results- 2023AR) <input type="checkbox"/> Graduate Surveys (Grad Surveys- 2023AR) <input type="checkbox"/> Employer Surveys (Employer Surveys-2023AR) <input type="checkbox"/> 2024 Annual Report (2024 Annual Report) Supporting Data for 2024 Annual Report: <input type="checkbox"/> Outcomes Tracking Tools (OTTs- 2024AR) <input type="checkbox"/> CST Examination Results (CST Results- 2024AR) <input type="checkbox"/> Graduate Surveys (Grad Surveys- 2024AR) <input type="checkbox"/> Employer Surveys (Employer Surveys-2024AR)
<u>I. Sponsorship</u>	<u>I.A.</u>	I. Sponsorship <input type="checkbox"/> Copy of institutional accreditation/other applicable agency approval (Inst. Accred) • Consortium documentation, if applicable <input type="checkbox"/> Consortium Agreement (Cnsort Agrmnt) <input type="checkbox"/> Consortium Report Form (Cnsort RF) <input type="checkbox"/> Organizational chart (Org Chart) <input type="checkbox"/> Preparedness Plan (Prep Plan) <input type="checkbox"/> Evidence that students graduate with minimum of an associate degree (AS Evidence) <input type="checkbox"/> Distance Education approval, if applicable
	<u>I.B.</u>	
<u>II. Program Goals</u>	<u>II.A.</u>	II. Program Goals-Outcomes <input type="checkbox"/> Page(s) of Publication(s) containing the following with relevant language highlighted: <input type="checkbox"/> Learning Domains (Learn Domains) <input type="checkbox"/> Minimum Expectations (Min Expectations) <input type="checkbox"/> Program Goals (Prog Goals)
	<u>II.B.</u>	

		<input type="checkbox"/> ARC/STSA Program Advisory Committee Form (PAC Form) <input type="checkbox"/> Program Advisory Meeting Minutes held within the last year (PAC Minutes MM-DD-YYYY) <input type="checkbox"/> Sign-in sheet or Screenshot of attendance at PAC meeting(s) held within the last year (PAC Attendance MM-DD-YYY) <input type="checkbox"/> Evidence all members attended PAC meeting, i.e. sign-in sheet, screen shot (PAC Attendance MM-DD-YYYY) <input type="checkbox"/> Proof of Credential for Practicing Surgical Technologist (Last name, Cert) <input type="checkbox"/> Resumes or Biographical Summaries for All PAC Members (Last name, Resume)
III. Resources	III.A.	III.A. Program Resources – Type-Amount <input type="checkbox"/> Financial (Budget) <input type="checkbox"/> Evidence of Clinical Slot availability for MEC i.e. emails or clinical slot letters (Clinical Slot-facility name) <input type="checkbox"/> Faculty and staff workspaces, including space for confidential interactions (Workspaces) <input type="checkbox"/> Classroom and classroom equipment, physical and virtual (Classroom Equip) <input type="checkbox"/> Information technology (IT) <input type="checkbox"/> Instructional reference material, aides, models, and audiovisual (Reference Material) <input type="checkbox"/> Laboratory facilities (Lab Facilities) <input type="checkbox"/> Laboratory equipment (Lab Equip) <input type="checkbox"/> Laboratory supplies (Lab Supplies) <input type="checkbox"/> Library resources and references (Library) <input type="checkbox"/> Ancillary student facilities (Anc. Student Facilities) <input type="checkbox"/> Clerical/support staff (Support Staff) <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) <input type="checkbox"/> Live tour of lab will be conducted in more detail during the site visit
	III.B.	III.B. Faculty (Please note: Confidential information such as SSNs must be redacted) <input type="checkbox"/> ARC/STSA Program Personnel Data Form – President (PPDF-Pres) <input type="checkbox"/> ARC/STSA Program Personnel Data Form – Dean (PPDF-Dean) <ul style="list-style-type: none"> Program Director <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Program Personnel Data Form – Program Director (PPDF-PD) <input type="checkbox"/> ARC/STSA Schedule of Responsibilities Form (SoR-PD) <input type="checkbox"/> Signed Job Description (JD-PD) <input type="checkbox"/> Resume (Resume-PD) <input type="checkbox"/> Surgical technology credential (Cred-PD) <input type="checkbox"/> Evidence of associate degree or Higher (Degree-PD) <input type="checkbox"/> Evidence of graduation from a programmatically accredited ST program (Education-PD) <input type="checkbox"/> Evidence of ongoing professional development in subject matter, teaching effectiveness and administrative functions (Prof Dev-PD) <input type="checkbox"/> AFE Workshop Certificate (AFE-PD) Clinical Coordinator <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Program Personnel Data Form – Clinical Coordinator (PPDF-CC) <input type="checkbox"/> ARC/STSA Schedule of Responsibilities Form ((SoR-CC) <input type="checkbox"/> Signed Job Description (JD-CC) <input type="checkbox"/> Resume (Resume-CC) <input type="checkbox"/> Proof of Credential (Cred-CC) <input type="checkbox"/> Evidence of ongoing professional development in subject matter and teaching

		<p>effectiveness (Prof Dev-CC)</p> <ul style="list-style-type: none"> Faculty/Instructional Staff (ST faculty) <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Program Personnel Data Form – Core Instructor (PPDF-FIS) <input type="checkbox"/> Schedule of Responsibilities Form (SoR-FIS-Last name) <input type="checkbox"/> Signed Job Description (JD-FIS-last name) <input type="checkbox"/> Resume (resume-last name) <input type="checkbox"/> Proof of Credential (Cred-FIS-last name) <input type="checkbox"/> Evidence of ongoing professional development in subject matter and teaching effectiveness (Prof Dev-FIS-last name) Non-Core Faculty/Instructional Staff (non-ST faculty) <ul style="list-style-type: none"> <input type="checkbox"/> Signed Job Description (JD-NCF-Last name) <input type="checkbox"/> Resume (resume-NCF-last name) <input type="checkbox"/> Evidence of ongoing professional development in subject matter and teaching effectiveness (prof Dev-NCF-last name)
	III.C	<p>III.C. Curriculum</p> <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Curriculum Attestation Form – CCST-7e, only if CCST-7e has been implemented (CAF-CCST7e) <input type="checkbox"/> ST Curriculum Comparison Map – CCST-7e (CCM-CCST7e) <input type="checkbox"/> Mock Student Schedule (Student Schedule) <input type="checkbox"/> Syllabi for courses covering Core Curriculum/Learning objectives (Course Code-Syllabi) <input type="checkbox"/> Course Layout/ Outline (Course Outline) <input type="checkbox"/> Instructional Tools, Handouts, Notes (Course Code, Instr. Tool Name) <input type="checkbox"/> Summative Clinical Case Log Tool template (Case Log Tool) <input type="checkbox"/> Page(s) of Publication(s) containing Clinical Case Requirements (Pub Clinical Case Req) <input type="checkbox"/> Distance Education Application, if applicable (Distance Ed App)
	III.D.	<p>III.D. Resource Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Program Evaluation Plan Form (PEP) <input type="checkbox"/> Applicable Plan of Action, if necessary (POA)
IV. Student and Graduate Evaluation and Assessment	IV.A	<p>IV. Student-Graduate Evaluation-Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clinical Instructor Evaluation template (Clinical Eval) <input type="checkbox"/> Final Exam(s) templates for all ST courses (Course Code, name) <input type="checkbox"/> Lab Skill Competency Evaluation for all core ST courses (Course Code, Skills Comp)
	IV.B	
V. Fair Practices	V.A	<p>V.A. Publications</p> <ul style="list-style-type: none"> <input type="checkbox"/> ARC/STSA Fair Practices Reporting Form (Fair Practices form) <input type="checkbox"/> Page(s) of Publication(s) containing the following with relevant language highlighted: <ul style="list-style-type: none"> <input type="checkbox"/> Published institutional accreditation (Inst. Accred) <input type="checkbox"/> Outcome Assessment exam (OAE/CST exam) pass rate for the most recent annual report (OAE pass rate) <input type="checkbox"/> Non-Discrimination Policy statement (Non-Discrim Policy) <input type="checkbox"/> Admissions policies and practices (Admission Policies) <input type="checkbox"/> Number of credits required for program completion (Credits for Completion) <input type="checkbox"/> Tuition, fees, and other costs (Tuition-Fees) <input type="checkbox"/> Policy and procedure for withdrawal (Withdrawal Procedure) <input type="checkbox"/> Policy for refunds of tuition/fees (Refund Policy) <input type="checkbox"/> Technical Standards <input type="checkbox"/> Occupational Risks <input type="checkbox"/> Student grievance policy (Student Grievance Policy)

		<input type="checkbox"/> Criteria for successful completion for the curriculum and graduation (Completion Criteria) <input type="checkbox"/> Faculty grievance policy (Faculty Grievance Policy) <input type="checkbox"/> Student health requirements (Student Health Requirements) <input type="checkbox"/> Student safeguarding/work policy (Student Work Policy) <input type="checkbox"/> Clinical case requirements (Case Requirements) <input type="checkbox"/> Academic Calendar (Calendar) <input type="checkbox"/> School catalog (Catalog) <input type="checkbox"/> Program handbook (Prog Handbook) <input type="checkbox"/> Program brochures and marketing materials (Prog Brochure-Prog marketing)
	V.B	V.B. Lawful & Non-discriminatory Practices <input type="checkbox"/> 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. <i>Virtual Site Visit:</i> files to be uploaded to designated folders per staff guidance. <i>On ground Site Visit:</i> files will be reviewed on campus. <input type="checkbox"/> ARC/STSA Outcomes Tracking Tool (OTTs) for <u>current cohorts in program (current TT)</u> <input type="checkbox"/> ARC/STSA Outcomes Tracking Tool (OTTs) for <u>most recently graduates cohort (graduate OTT)</u> <input type="checkbox"/> Institutional list of documents contained in student files (Student File List) <input type="checkbox"/> Requested clinical files, access to the clinical tracking platform as applicable <input type="checkbox"/> Requested graduate files (admissions, advisement, counseling, and records as requested by clinical affiliates) <input type="checkbox"/> Requested student files (admissions, advising, counseling, academic and clinical)
	V.E	V.E. Substantive Changes <input type="checkbox"/> Any substantive changes that occurred since the submission of the last Annual Report, if applicable
	V.F	V.F. Agreements <input type="checkbox"/> ARC/STSA Clinical Affiliation Site Reporting Form (Clinical Site Report Form) <input type="checkbox"/> Executed Clinical Affiliation Agreements (Name of Affiliate-Agreement)