SURGICAL ASSISTING
REQUIRED VISIT 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 of the virtual site visit is **prohibited**
- Provide Site Evaluators 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 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 is a test run of the technology prior to the 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 parentheses next to each item to be uploaded		
Program Annual Reports and Supporting Docs		Supporting Data for 2023 Annual Report: ☐ 2023 Annual Report (2023 Annual Report) ☐ Outcomes Tracking Tools (OTTs- 2023AR) ☐ CST Examination Results (CST Results- 2023AR) ☐ Graduate Surveys (Grad Surveys- 2023AR) ☐ Employer Surveys (Employer Surveys-2023AR) Supporting Data for 2024 Annual Report: ☐ 2024 Annual Report (2024 Annual Report) ☐ Outcomes Tracking Tools (OTTs- 2024AR) ☐ CST Examination Results (CST Results- 2024AR) ☐ Graduate Surveys (Grad Surveys- 2024AR) ☐ Employer Surveys (Employer Surveys-2024AR) Supporting Data for 2025 Annual Report: ☐ 2025 Annual Report (2025 Annual Report) ☐ Outcomes Tracking Tools (OTTs- 2025AR) ☐ CST Examination Results (CST Results- 2025AR) ☐ Graduate Surveys (Grad Surveys- 2025AR) ☐ Employer Surveys (Employer Surveys-2025AR)
I. Sponsorship	**I.A.** **I.B.** **I.C.**	I. Sponsorship ☐ Copy of institutional accreditation/other applicable agency approval (inst. Accred) ☐ Organizational chart (Org Chart) ☐ Distance Education approval, if applicable (DE Approval)

II. Program Goals	**II.A.**
	
	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)

	II.C.	☐ Sign-in sheet or Screenshot of attendance at PAC meeting(s) 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 Assistant (Last name, Cert)
		☐ Resumes or Biographical Summaries for All PAC Members (Last name, Resume)

III. Resources

	III.A.	III.A. Program Resources – Type-Amount

☐ Financial (budget)
☐ Evidence of clinical slot availability for MEC i.e. emails or clinical slot letters (Clinical Slot-facility name)
☐ Classroom and classroom equipment, physical and virtual (Classroom Equip)
☐ Student computer resources (hardware, software, printers, etc.) (Comp Resources)
☐ Instructional reference material (aides, models, and audiovisual) (Reference Materials)
☐ Laboratory facilities (Lab Facilities)
☐ Laboratory equipment (Lab Equipment)
☐ Laboratory supplies (Lab Supplies)
☐ Library resources and references
☐ Ancillary student facilities (Anc. Student Facilities)
☐ Offices and office equipment (Offices)
☐ Clerical/support staff (Clerical Support)
☐ Pre-recorded tour of facilities - library, classrooms, computer labs, lab, breakrooms (only those used SA students), PD and faculty offices (Tour)
☐ 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 SA Schedule of Responsibilities Form (SoR-PD)
    ☐ Signed Job Description (JD-PD)
    ☐ Resume (Resume-PD)
    ☐ Surgical assisting credential (Cred-PD)
    ☐ Evidence of ongoing professional development in subject matter, teaching effectiveness and administrative functions (Prof Dev-PD)
    ☐ AFE Workshop Certificate (AFE-PD)
☐ Medical/Surgical Director
    ☐ ARC/STSA Program Personnel Data Form – Medical/Surgical Director (PPDF-MD)
    ☐ Resume (Resume-MD)
    ☐ Proof of Current Medical License (Cred-MD)
    ☐ Proof of Certification in a specialty recognized by the American Board of Medical Specialties (Cert-MD)
☐ Didactic Faculty
    ☐ ARC/STSA Program Personnel Data Form – Didactic Faculty (PPDF-last name)
    ☐ ARC/STSA SA Schedule of Responsibilities Form (SoR-last name)
    ☐ Signed Job Description (JD-last name)
    ☐ Resume (Resume-last name)
    ☐ Surgical assisting credential (Cred-last name)
    ☐ Evidence of ongoing professional development in subject matter, teaching effectiveness and administrative functions (Prof Dev-last name)
☐ Clinical Preceptors – Please provide the following for all Preceptors
    ☐ Proof of credential (MD/DO) (Cred-Last name)

		☐ Proof of current surgical privileges
		☐ Clinical Preceptor Delegates – Please provide the following for <u>all</u> Preceptor Delegates
		    ☐ Proof of Credential (CSA/CSFA) (Clin Preceptor-Cred-last name)
		    ☐ Resume (Resume-last name)
		☐ ARC/STSA Clinical Preceptor Reporting Form (Clin Preceptor Form)
		☐ ARC/STSA Clinical Preceptor Delegate Reporting Form (Clin Preceptor Delegate Form)

	III.C	III.C. Curriculum ☐ ARC/STSA CCSA-4e Curriculum Attestation Form (CAF-CCSA4e) ☐ CCSA-4e Curriculum Comparison Map – (CCM-CCSA4e) ☐ Mock Student Schedule (Student Schedule) ☐ SA Curriculum Syllabi (Course Code-Syllabi) ☐ Course Content 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 or survey grandfathering program for DE, if applicable (DE App or DE Survey)
	III.D	III.D. Resource Assessment ☐ ARC/STSA Program Evaluation Plan Form (PEP) ☐ Applicable Plan(s) of Action, if necessary (POA)
IV. Student and Graduate Evaluation and Assessment	**IV.A** **IV.B.**	IV. Student-Graduate Eval-Assess ☐ Copy of Clinical Evaluations (Clinical Evals) ☐ Copy of Final Exam(s) (Finals) ☐ Copy of Each Lab Skill Competency Evaluation (Lab Skill Check-offs)

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)
		    ☐ Published Programmatic Accreditation (Prog. Accred)
		    ☐ CAAHEP Contact Information (CAAHEP)
		    ☐ Admissions Policies and Practices (Admissions Policies)
		    ☐ Non-Discrimination Policy statement (Non-Discrim Policy)
		    ☐ Technical Standards (Technical Standards)
		    ☐ Policy on advanced placement, transfer of credits and credits for experiential learning (Credits Policy)
		    ☐ Number of credits required for program completion (Credits for Completion)
		    ☐ Tuition, fees, and other costs required to complete the program (Tuition-Fees)
		    ☐ Policy and procedure for withdrawal and refund of tuition/fees (Withdraw-Refund Procedure)
		    ☐ Academic calendar (Calendar)
		    ☐ Student Grievance Policy (Student Grievance Policy)
		    ☐ Criteria for successful completion for the curriculum and graduation (Completion Criteria)
		    ☐ Faculty grievance procedure (Faculty Grievance)
		    ☐ Policy and procedure by which students may perform clinical work while enrolled in the program (Work Policy)
		    ☐ Outcome Assessment Examination (CSFA exam) pass rate
		    ☐ Clinical case requirements (Case Requirements)
		☐ School catalog (Catalog)
		☐ Program handbook Prog Handbook)

		☐ Program brochures and marketing materials (Prog Marketing)
	V.B.	V.B. Lawful & Non-discriminatory Practices ☐ Forms Used in Student Selection 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 (OTT) for current cohort(s) in program (current OTT) ☐ ARC/STSA Outcomes Tracking Tool (OTT) for most recently graduated cohort (graduate OTT) ☐ 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 Affiliate Site Reporting Form (Clinical Reporting Form) ☐ Executed Clinical Affiliation Agreements (Name of Affiliate – Agreement)