

**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
<u>Please be sure to follow the file labeling as indicated in parenthesis next to each item to be uploaded</u>		
<u>Program Annual Report and Supporting Docs</u>		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) Supporting Data for 2026 Annual Report: ☐ 2026 Annual Report (2026 Annual Report) ☐ Outcomes Tracking Tools (OTTs- 2026AR) ☐ CST Examination Results (CST Results- 2026AR) ☐ Graduate Surveys (Grad Surveys- 2026AR) ☐ Employer Surveys (Employer Surveys-2026AR)
<u>I. Sponsorship</u>	<u>I.A.</u>	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) ☐ Institutional Accreditor Distance Education approval, if applicable
	<u>I.B.</u>	

II. Program Goals	II.A.	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(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 Technologist (Last name, Cert) ☐ Resumes or Biographical Summaries for all PAC Members (Last name, Resume)
	II.B.	
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) ☐ 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.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) ☐ NCCA 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) ☐ NCCA Surgical Technology Credential (Cred-CC) ☐ Evidence of graduation from a programmatically accredited ST program (Education-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 graduation from a programmatically accredited ST program (Education-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 – 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 Name-Syllabi) ☐ Program Layout/ Outline (Program Outline) ☐ Instructional Tools, Handouts, Notes (Course Code, Instr. Tool Name) ☐ Summative Clinical Case Log Tool template (Case Log Tool) ☐ Page(s) of Publication(s) containing Clinical Case Requirements (Pub Clinical Case Req) ☐ Distance Education Application or survey, 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)
<u>IV. Student and Graduate Evaluation and Assessment</u>	IV.A	IV. Student-Graduate Evaluation-Assessment ☐ Clinical Instructor Evaluation template (Clinical Eval) ☐ Final Exam(s) templates for all ST courses (Course Code, name) ☐ Lab Skill Competency Evaluation for all core ST courses (Course Code, Skills Comp)
	IV.B	
<u>V. Fair Practices</u>	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) ☐ Technical Standards ☐ Occupational Risks ☐ 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 safeguarding/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. <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. ☐ ARC/STSA Outcomes Tracking Tool (OTTs) for <u>current cohorts in program (current OTT)</u> ☐ ARC/STSA Outcomes Tracking Tool (OTTs) for <u>most recently graduated 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) ☐ Separate Instructional Site Agreement, if applicable (SIS Agreement)