

**SURGICAL ASSISTING
REQUIRED VISIT 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 of the virtual site visit is **prohibited**
- Provide site visitors 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 in a test run of the technology prior to the site visit (scheduled 2 weeks prior to visit)

<u>Standard</u>		<u>Google Drive Folder and Electronic Documentation that must be included</u>
Please be sure to follow the file labeling as indicated in parentheses next to each item to be uploaded		
<u>Program Self-Study</u>		☐ Complete Program Self-Study Report (Self-Study)
<u>I. Sponsorship</u>	<u>I.A.</u>	I. Sponsorship ☐ Copy of institutional accreditation/other applicable agency approval (inst. Accred) ☐ Organizational chart (Org Chart) ☐ Distance Education Approval, If applicable (DE Approval)
	<u>I.B.</u>	
	<u>I.C.</u>	
<u>II. Program Goals</u>	<u>II.A.</u>	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 Assistant (Last name, Cert) ☐ Resumes or Biographical Summaries for All PAC Members (Last name, Resume)
	<u>II.A.</u>	
	<u>II.B.</u>	
	<u>II.C.</u>	
<u>III. Resources</u>	<u>III.A.</u>	III.A. Program Resources – Type-Amount ☐ Financial (budget) ☐ Clinical Sufficiency Survey Form (Clinical Sufficiency Form) ☐ Evidence of clinical slot availability for desired 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 <u>all</u> Preceptors ☐ Proof of Credential (MD/DO) (Cred-Clinical Preceptor-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. Student-Graduate Eval-Assess
	IV.B.	☐ Copy of Clinical Evaluations (Clinical Evals) ☐ Copy of Final Exam(s) (Finals) ☐ Copy of Each Lab Skill Competency Evaluation (Lab Skill Check-offs)
<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) ☐ 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 (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 policy (Faculty Grievance Policy) ☐ Policy and procedure by which students may perform clinical work while enrolled in the program (Work Policy) ☐ 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. <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 (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 non-substantive changes that occurred after submission of Self-Study (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)