

**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

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		
Self-Study		Program Self-Study Report ☐ Completed Program Self-Study Report (Self-Study)
<u>I. Sponsorship</u>	I.A.	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
	I.B.	
<u>II. Program Goals</u>	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 (PAC Minutes MM-DD-YYYY) ☐ 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.	
<u>III. Resources</u>	III.A.	III.A. Program Resources – Type-Amount ☐ Financial (Budget) ☐ ARC/STSA Clinical Sufficiency Form (Clinical Sufficiency Form) ☐ Clinical slot placement 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 instructors ☐ ARC/STSA Program Personnel Data Form – Faculty/Instructional Staff (PPDF-FIS) ☐ Schedule of Responsibilities Form (SoR-FIS-Last Name) ☐ Signed Job Description (JD-FIS-Last Name) ☐ Resume (Resume-FIS-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 instructors ☐ 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 – CCST7e (CAF-CCST7e) ☐ ARC/STSA Curriculum Comparison Map – CCST7e (CCM-CCST7e) ☐ Mock Student Schedule (Student Schedule) ☐ Syllabi for courses covering Core Curriculum/Learning objectives (Course Code-Syllabi) ☐ Program Layout/ Outline (Course Outline) ☐ Instructional Tools, Handouts, Notes for each of the ST core courses (Course Code-Inst. 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, if applicable (Distance Ed App)
	III.D.	III.D. Resource Assessment ☐ ARC/STSA Program Evaluation Plan Form (PEP) ☐ Plan of Action, if applicable (POA)
<u>IV. Student and Graduate Evaluation and Assessment</u>	IV.A	IV. Student and Graduate Evaluation-Assessment ☐ Instructor Clinical Evaluation template(Clinical Eval) ☐ Final Exam(s) templates for all core ST courses (Course Code-Final) ☐ Lab Skill Competency Evaluation for all core ST courses (Course Code- Skills Comp) ☐ Plan of Action – Retention, if applicable (POA-Retention) ☐ CST Practice Examination Results (Practice Exam Results) ☐ Graduate Surveys, if applicable (Grad Surveys) ☐ Employer Surveys, if applicable (Employer Surveys)
	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) ☐ 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) ☐ Student grievance policy (Student Grievance Policy) ☐ Criteria for successful completion of the curriculum and graduation (Completion Criteria) ☐ Faculty grievance policy (Faculty Grievance Policy) ☐ Student health requirements (Student Health Requirements) ☐ Student safeguard policy (Student Work Policy) ☐ Clinical case requirements (Case Requirements) ☐ Technical Standards (Technical Standards) ☐ Occupational Risks (Occupational Risks) ☐ 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/selection process (Student Admission Process)

	V.B.	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 (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 student files (admissions, advisement, counseling, academic and clinical)
	V.C.	
	V.D.	
	V.E.	V.E. Substantive Changes ☐ Any substantive changes that occurred after Self-Study Submission, 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)