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Consortium Accreditation Site Visitor Role

What are the duties of the site visitor?

Site visitors are professional colleagues and peer reviewers, who visit a program that has applied for accreditation for the purpose of validating the evidence provided in the applicant program's Self Study. Site Visitors gather evidence regarding the program's adherence to published Consortium's Accreditation Standards. Site visitors are not consultants to the applicant program. Site visitors do not decide, nor recommend a decision. The site visit report provides the Accreditation Commission with objective evidence to consider as a major component of their accreditation review process.

The Consortium staff coordinates the development of a site visit agenda and itinerary, serving as the point person for all communication between the program and the site visit team.

Site visits last for at least 1.5 days. Site visitors are expected to arrive the night before, in time to attend the final preparatory meeting. All site visit related expenses are covered. An honorarium is offered.

- Each site visit has a lead site visitor and second visitor whom are selected by the Chair of the Accreditation Commission and/or the Executive Director. We also like to include an observer(s) to the site visit. If there is a site visitor-in-training, that individual will serve as an observer, shadowing the team and experiencing first-hand the role and nuances of membership on a site visitor team. Generally, it is expected that the observer will do just that – observe and experience the process, protocols, and activities of the site visit. At the discretion of the team leader, the observer may be assigned an active role in the review. The observer may be asked to serve as a recorder of observations that will contribute to the final site visit report. The team leader will work closely with other members of the team, assign specific areas of focus during the site visit, and coordinate and deliver the final oral report describing the site visitor(s) findings to the site.
- Prior to site visit: Review materials and participate in 2-3 conference calls
    - 6-8 weeks prior to the site visit:
        - Read and analyze the Self Study Report
        - Identify areas for further inquiry

- 4 weeks prior to the site visit:
    - Begin drafting initial Site Visit report
    - Request additional information or clarification from program
- Night prior to site visit
    - Team meeting for final run through
- Site visitors serve as "peer reviewers" who gather evidence. The evidence is used to validate the Self Study Report and to determine adherence to the Accreditation Standards. The evidence regarding each Accreditation Standard is noted in the Site Visit Report and is evaluated as follows: Meets the Standard; Standard is Met; Standard is not met. Subdomains of a standard can be: Met, Partially Met, Not Met or N/A.
- Site visitors are there to see a snapshot in time – where the program is at that specific point in time. The site visitor gathers evidence confirming the documentation provided by the Self Study; identifies areas or issues needing clarification; and seeks to obtain clarification as needed.
- In meetings with administrators, faculty, trainees and other groups, the visitors will explore issues identified ahead of time. They will seek open and frank discussions that clarify and expand on information in the self-study and electronic resource file. They will review other materials requested on site to verify information in the self-study document and to assess the way the candidate program interacts with and represents itself to its various constituents. They will seek to identify strengths and weaknesses of the program, based on their findings and observations.
- The site visit requires the participation of several stakeholders including administrators, faculty (including various ranks), trainees, alumni, preceptors and community members with ties to the program. All team members should be prepared for discussion and should be willing and able to discuss their perspectives and experiences with the program.
- The site visit report must be completed within two weeks of the site visit. The lead site visitor submits the final draft to the Executive Director. The Executive Director reviews the draft, identifies any areas needing addition attention, and forwards the draft to the program for factual review.
- Site visitors may be asked to attend any Accreditation Commission meetings when the program is being reviewed.

Participation as an Accreditation Site Visitor requires travel that may occur anywhere in the United States. The Consortium Accreditation Site visit is 1.5 days but often occurs over a three-day period. Site Visitors commit to serving on at least one on-site accreditation visit each year, if asked.

All food and lodging expenses incurred during the Accreditation Site Visit is reimbursed by the Consortium. In addition, the lead site visitors and 2nd Site Visitor will receive a $1,200 honorarium.