



## SUGGESTED SITE VISIT AGENDA TWO DAY | INITIAL ACCREDITATION

### SUGGESTIONS and RECOMMENDATIONS:

- A private conference room needs to be made available to the site visit team. This room will be used to review the documents, conduct interviews, and work on the site visit report.
- Flexibility is key for the site visitors and the program. The site visit team will adhere as closely as possible to the schedule; however, will adapt as necessary.
- Interviews may be virtual if attendees are not able to be present in person.
- Program Director must be accessible at all times.
- Review the *Program Director Checklist* which is a list of documentation to make available.
- The program may modify this agenda in its order and length of time for each activity based on availability of personnel; each site visit is different. The activities that must stay in order are:
  - Opening Session
  - Closing Session
  - Meetings with Program Director
  - Preparing the Site Visit Report

Questions? Contact Accreditation Manager at 856-491-2914 or [judi@leaarc.org](mailto:judi@leaarc.org).

### EVENING OF ARRIVAL

TIME	ACTIVITY	PURPOSE
	Pick Up Site Visitors from Airport <b>Name and cell phone number of pick up person if picking up at airport</b>	The Program may choose to: <ul style="list-style-type: none"> <li>• pick up the site visitors (who may arrive at different times) or</li> <li>• inform them of the ground transportation options to the hotel</li> </ul> <p>The advantage of picking up the site visitors is to break the ice before arrival on site the next morning and establish the relationship in advance.</p>
Evening before	Team Meeting (Site visit team only)	The team will meet the evening before to finalize its plan for the next day.
Optional	Possible meeting with students [transport to and from campus]	If a program only has students together for class on the evening before the visit, observe the class and meet with students after class to obtain reactions to the program.

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DAY 1 MORNING		
TIME	ACTIVITY	PURPOSE
8:00 AM – 8:15 AM	Arrive on Campus <i>Name and cell phone number of pick up person</i>	Program representative pick up site visitors from hotel if not within walking distance. Show the site visitors where they will work and settle in.
8:15 AM – 8:45 AM	Meet with the Program Director <i>Name and cell phone number</i>	Review the agenda and schedule of on-site activities planned by the program, adjusting as necessary.
8:45 AM – 9:15 AM	Opening Session <i>Names and titles of all attending</i>  Attendees: Program Director, Clinical Coordinator, Dean, representative(s) of the administration of the sponsoring institution, and other individuals the Program Director wishes to include	Site Visit Team and program personnel introductions.  Site Visit Team explain the CAAHEP accreditation process, the functions of LEAARC, the type of CAAHEP accreditation statuses, what the accreditation status implies, and the purpose of the Site Visit.  Opportunity for program personnel to ask questions about the process.
9:15 AM – 9:30 AM	Meet with Dean	Assess the Program Director’s accountability in all phases of training and gain the Dean’s perspective of the program. Clarify financial commitment and sustainability and institutional accreditation.
9:30 AM – 10:15 AM	Meet with Program Director (and Clinical Director if separate positions)	Inquire about the Program Director’s role in the program, program resources and accountability, strengths and weaknesses.
10:30 AM – 11:00 AM	Meet with Didactic Faculty <i>Names of those attending</i>	Opportunity for an exchange of ideas between the faculty and the Site Visit Team. The informal discussions allow the Site Visit Team to obtain general reactions to the program, its objectives, and the quality of the students. Site Visit Team will obtain information on course selection and content, instructional methods and objectives, testing mechanisms, clinical issues, etc.
11:00 AM – 12:00 PM	Meet with Clinical Faculty <i>Names of those attending</i>	Assess clinical and internship issues from the perspective of the clinical faculty. Discuss preceptor preparedness for precepting students and providing consistent evaluations of student performance. Team members may conduct separate interviews as desired or break faculty into didactic, clinical and internship pieces depending on the

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		responsibilities of faculty.
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DAY 1 AFTERNOON		
TIME	ACTIVITY	PURPOSE
12:00 Noon – 2:00 PM	Working Lunch & Review Records	<i>(Program provide a light lunch and arrange for materials to be available in the room. See Program Director Checklist for organizing materials.)</i> Team meet for lunch in a private room to begin review of requested materials. Confirm how the program maintains academic records of students, how the clinical practice instruction and field internship experiences are evaluated, and related matters.
2:00 PM – 3:00 PM	Meet with Students (unless the team met with the class and interviewed students at that time) <i>Names of those attending</i>	Obtain the students’ reactions to the program. The discussions will allow the Site Visit Team to assess the students’ perceptions of the program, their knowledge and skills as developing lactation consultants, and views of their relationships with others in clinical settings.
3:00 PM – 3:30PM	Meet with Graduates <i>Names of those attending</i>	Obtain the graduates’ reactions to the program. The discussions will allow the Site Visit Team to assess the graduates’ perceptions of the program; their responsibilities knowledge and skills as graduate lactation consultants, and views of their relationships with others in clinical settings.
3:30 PM – 4:00 PM	Meet with Advisory Committee Members <i>Names of those attending</i>	Gain information on the role of the advisory committee, how often it meets, and the communities of interest it represents. If available, review employer assessments of the program’s graduates and of the general quality of the programs’ clinical education and training.
4:00 PM – 5:00 PM	Team Meet Privately	Team meet in the private room with requested materials to review remaining materials. Identify any outstanding issues to address on Day 2 and inform Program Director of any materials needed.
	Transport to hotel	Program representative transport site visitors.
DAY 1 EVENING		
The Site Visit Team completes as much of the report as possible with the information obtained on Day 1.		

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DAY 2		
TIME	ACTIVITY	PURPOSE
	Pick up at hotel	Program representative pick up the site visitors and transport to the campus or clinical site.
8:00 AM – 10:00 AM	Visit primary clinical site(s)	Obtain information on the objectives for supervised clinical practice, instructional methods, and student activities and evaluation processes. Meet with clinical coordinator and main preceptor. Tour space where students work.
10:00 AM – 10:30 AM	Meet with Program Director	Clarify remaining major issues and request any additional information. If problem areas have been noted, the interview provides the Program Director an opportunity to clarify issues that are questionable to the Site Visit Team.
10:30 AM – 1:00 PM	Lunch & Prepare the Site Visit Report	<i>(Program provide a light lunch.)</i> Meet in a private room to prepare the Site Visit Report. Team members will complete the report before conclusion of the Site Visit.
1:00 PM – 1:30 PM	Meet with Program Director	Inform the Program Director of the content of the exit summation prior to meeting with other principals.
1:30 PM – 2:00 PM	Exit Summation: Meet with the Program Director and other Principals  Attendees: Program Director, Clinical Coordinator, Dean, representative(s) of the administration of the sponsoring institution, and other individuals the Program Director wishes to include.	Provide an oral, consultative summary of the Site Visit Team’s assessment of the program’s strengths and to make suggestions for improvement. The Site Visit Team does not make final conclusions concerning the program’s compliance with the <i>Standards</i> , only the LEAARC Board can do this. Program representatives may respond to this report, allowing for clarification and correction in the report to ensure that it is reflective of the current state of the program and its compliance with the <i>Standards</i> .  The Program will receive the Findings Letter within 3 weeks of the Site Visit Report. The Program will have an opportunity to respond before LEAARC reviews the Program’s request for accreditation.
2:15 PM	Depart for Airport	

NOTE: This template is a suggested timeline. The final agenda times will vary based on the scheduling of interview sessions and your program’s location in relation to clinical sites. **Please send changes to LEAARC.**