



Accreditation Review Commission on Education
for the Physician Assistant, Inc.

Recommended ¹Site Visit Schedule Template for Clinical Postgraduate Provisional Applicant Visit

(To be completed by the program and emailed to accreditationservices@arc-pa.org and the site visit team chair **eight (8) weeks** prior to the site visit)

NOTE: Content below is to show detail that must be provided to the members of the site visit team for each event and **represents the recommended sequence and timing that programs are expected to follow** as they prepare to discuss the schedule with the site visit team chair.

This template is best reviewed in conjunction with the Site Visit Protocol document, the Rationale for Site Visit Sessions that provides a description and rationale for each session of the visit, and the Organizing Materials document. Those documents are available on the ARC-PA website.

Enter hospital name

Enter clinical postgraduate program name

ARC-PA Clinical Postgraduate Provisional Site Visit Schedule

Enter dates (month, days, year)

Evaluators: Enter name of evaluator

<p>Hotel: Enter hotel Enter street address Enter city, state, zip Phone: Enter phone # Website: Enter web address</p>	<p>Enter clinical postgraduate PA program name Enter street address Enter city, state, zip Phone: Enter phone # Fax: Click here to enter text. PD Cell Phone: Enter cell # PD home phone: Enter home #</p>
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Hotel Confirmation # Enter CF#

Select date

7:00 AM TRANSPORT TO PROGRAM OFFICES
Enter name of person picking up visitor

7:30 AM MEETING with PROGRAM DIRECTOR
Room: Enter room #
Enter name and title of program director

¹ This recommended agenda may be altered by programs only if approved by the site visit team chair.

ARC-PA Clinical Postgraduate Provisional Site Visit

Insert program name and dates

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Select date

- 7:00 AM TRANSPORT TO PROGRAM OFFICES
Enter name of person picking up visitor
- 7:30 AM MEETING with PROGRAM DIRECTOR & MEDICAL DIRECTOR
Room: Enter room #
Enter name and title of Program Director
Enter name and title of Medical Director
- 7:45 AM MEETING WITH KEY SENIOR INSTITUTIONAL OFFICIALS
Room: Enter room #
- 9:00 AM INTERVIEWS WITH PRECEPTORS (provide names and titles of those involved)
Room: Enter room #
Enter name and title, Practice type/rotations involved
Enter name and title, Practice type/rotations involved
- 10:00 AM INTERVIEWS WITH GRADUATES
Room: Enter room #
Graduates
Enter name
Enter name
Enter name
Enter name
Enter name
- 11:00 AM REVIEW OF DOCUMENTS CONTINUES/PREPARE REPORT
Room: Enter room #
- 12:00 PM LUNCHEON AND PREPARATION OF REPORT
(Program director should be available if needed by team)
- 1:15 PM TEAM MEETS WITH PROGRAM DIRECTOR, PROGRAM FACULTY TO CLOSE VISIT
- 1:30 PM TEAM DEPARTS