



## **Hybrid Site Visit Guidelines**

Intent: In situations when site visitors have travel restrictions due to catastrophic events such as a pandemic or natural disaster, the JRCERT will determine if a hybrid site visit is appropriate. The hybrid site visit will be determined in consultation with program faculty and with JRCERT Executive Staff. A hybrid site visit allows for one site visitor to be on campus while the other site visitor performs the visit virtually.

The following details the responsibilities of each site visitor in the hybrid evaluation process.

### **Responsibilities of both site visitors:**

#### **First Day**

- A pre-planning conference the night before the site visit.
- Introductory Meeting - morning of first site visit day on campus.
  - To assure confidentiality, review the purpose of the site visit, the accreditation process, and the roles of the site visit team and the JRCERT; revise agenda as needed.
  - As meeting concludes, brief meeting with institutional representatives as needed.  
Purpose: Assess support of the program and the educational process and understand and validate support for program mission, goals, and objectives.
- Meeting with Program Director
  - Collect additional needed documents; obtain clarification, initial review of actual instrument/surveys, student records, etc.
- Meeting with other program faculty (Clinical Coordinator, didactic faculty, etc.) as needed.
- At the end of the first day, provide the Program Director with a list of any additional data needed to complete review the following day.

#### **Second Day**

- Meet with Program Officials
  - Review program records, previously requested information, and any additional documentation if needed for compilation of final report.
- Pre-Exit Meeting with Program Director and program faculty, if applicable
  - Share findings with the Program Director and faculty prior to the exit summation to assure mutual understanding and avoid presentation of inaccurate information.
- Exit Summation
  - Concluding meeting with Program Officials and Campus/Institutional representatives as selected by the sponsoring institution.
  - Reassurance of confidentiality
  - Provide exit summary of the site review

**On-Site Site Visitor Responsibilities (to be conducted in accordance with site visit agenda):**

- Frequent communication with virtual member to assure clear transfer of information.
- Tour of Campus/Facilities
  - Tour facilities and brief interview with those in charge of learning resources, and student services to assess level of support for the program.
  - Tour library, student commons, classrooms, laboratory, faculty offices.
- Visit Clinical Facilities, if permitted
  - Meet with department director, if possible.
  - Tour facilities and resources, interview designated Clinical Instructors & students on-site, clinical staff, program graduates, records, etc.
    - These visits may be performed virtually.

**Virtual Site Visitor Responsibilities (to be conducted in accordance with site visit agenda):**

- Frequent communication with on-site member to assure clear transfer of information.
- Interviews with students
  - Students will be given timeframes to join a videoconference meeting and will join at the scheduled time.
- Interviews with clinical instructors and clinical staff
  - A representative sampling of clinical instructors must be present at the meeting with the exception of those who preside over students at the facilities the team will be visiting.
  - Interview with clinical staff members, if possible.

This is a template, used to help facilitate the roles and responsibilities of the on-site and off-site site visitors. This template can be modified to better meet the needs of the site visit team and program for circumstances regarding on-site abilities and/or limitations.